

WARBLETON PARISH COUNCIL

To the Members of Warbleton Parish Council

You are summoned to attend an **ADDITIONAL** meeting of **WARBLETON PARISH COUNCIL** to be held at the Dunn Village Hall, Rushlake Green on **Thursday 5th March 2020 at 7pm** when it is proposed to transact the following business:

Locum Clerk
23rd February 2020

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
 - 2.1. Councillors are reminded to declare any interests on any item on this agenda in accordance with Warbleton Parish Council's Code of Conduct
3. **MINUTES**
 - 3.1. To **resolve** that the minutes of the Council meeting held on 20th February 2020 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 3.2. Matters outstanding from these minutes that are not specified on the agenda
4. **PUBLIC PARTICIPATION**
 - 4.1. Up to fifteen minutes will be available for the public to make representations, answer questions or give evidence in respect of any item of business included in the agenda, in accordance with Standing Orders.
5. **HEALTH CHECK REPORT**
 - 5.1. To consider the Health Check Report in detail and **resolving** necessary actions and adopting recommended policies. The first eight items are priority and should be resolved at this meeting. If there is insufficient time the other items could be deferred to the next meeting if necessary.

A separate officer's report is attached providing further information.

- 5.1.1. Review Standing Orders (NALC model standing orders previously sent to Councillors)
- 5.1.2. Review Financial Regulations and resolve new policy.
- 5.1.3. Process used to appoint the Internal Auditor (see Officer's Report and recommendation)
- 5.1.4. A Council Structure (see Officer's Report and recommendation)
- 5.1.5. Scheme of Delegation to Committees and Officers (see Officer's Report and recommendation)
- 5.1.6. Parish Meeting (see Officer's Report and recommendation)
- 5.1.7. Agree change to website supplier and consider individual email addresses for Councillors
- 5.1.8. A paper showing a draft Council Year will be circulated to all Councillors for discussion.

5.2. Other Administrative items:

- 5.2.1. A training programme for Councillors and Clerk needs to be considered.
- 5.2.2. The Clerk/RFO will work with the Chairman of Finance [and General Purposes] to provide monthly band reconciliations and finance reporting to Council.
- 5.2.3. As part of the Council Year and Grants process should be revised so applicants complete grant request forms in October/November so a known amount can be included in the budget for the forthcoming year.
- 5.2.4. A list detailing the Council's assets/liabilities/responsibilities should be compiled and kept up to date.
- 5.2.5. The Council currently has two laptop computers but these are very slow and need to be either upgraded or replaced. This is something that should be discussed by Finance and General Purposes. The new clerk should be part of this discussion.
- 5.2.6. The Locum Clerk has applied for a copy of the Rushlake Green Village Green byelaws and has received a response. The necessary form has been completed, signed and a fee of £8 paid so the copy should be available within a couple of weeks. Apart from displaying a copy of the Notice Board, spare copies should be kept on file.
- 5.2.7. There is some evidence that a draft Emergency Plan was started and further work needs to be carried out.
- 5.2.8. The following draft documents should be considered:
 - (a) Media and Communications Policy
 - (b) Transparency and Publication Scheme
 - (c) Complaints Procedure
 - (d) Disciplinary Procedure
 - (e) Grievance Procedure
 - (f) Performance Management Scheme *
 - (g) Sickness Reporting
 - (h) Pension Policy

* If the Council adopts a Performance Management Scheme the Council will identify its objectives then transfer those objectives that the Council wishes the Clerk to achieve (including timescales). It is important that these objectives are realistic and attainable and can be monitored.

6. DATE OF NEXT COUNCIL MEETING

To note that the next Council meeting is scheduled for Thursday 19th March 2020 at 7pm in the Dunn Village Hall

Officer's Report

5.1.3. Process used to appoint the Internal Auditor

Although the Council resolved [Minute 00023] to appoint a Mr W as the Council's internal auditor the Locum Clerk had not actioned this resolution because during the Health Check she ascertained that this appointment process is unsafe in terms of openness and transparency. No specification as used to make this appointment and it appears there was none of the five SSALC recommendations were approached as part of the procurement process.

As new information has been made available to the Council it can reconsider this decision although it is within the six month rule.

If the Council agrees to review the process, a specification should be drawn up based on the JPAG Guide.

A copy of this Guide has been downloaded onto the Council's computer in order to assist the new clerk. [An out of date hard copy was found in the Council's filing cabinet.]

Recommendation – The Council should review the process in order to comply with its own Standing Orders.

5.1.4. Council Structure

The Locum Clerk handed out a copy of a proposed Council Structure to all Councillors at the meeting on 20th February.2020.

The Council should discuss and decide if this is appropriate and whether it also wishes to delegate the appropriate budgets too. Council would need to resolve this path.

Recommendation – The Council should consider this as a way to modernise the Council and to bring it up to usual parish council standards.

5.1.5. Scheme of Delegation to Committees and Officers

The Locum Clerk handed out a copy of a Scheme to all Councillors present at the meeting on 20th February 2020. This Scheme would make the Council more efficient.

Recommendation – The Council should consider this as a way forward and resolve to adopt this scheme.

5.1.6. Parish Meeting

The Locum Clerk spoke to Councillors at the meeting on 20th February 2020 and explained the difference between the Annual Statutory Council Meeting and the Parish Meeting. In the past the Parish Meeting has been held on the same night as the April Council meeting and this has caused confusion for not only some Councillors but also members of the public. The Locum Clerk gave out a sample agenda for the Parish Meeting and suggested guest speakers and to offer refreshments.

The Parish Meeting is an ideal time to involve the residents to ascertain their aspirations and wishes and this in enable the Council to consider its targets for the

year and subsequently a rolling Five Year Plan. This will also aid the Council to set Clerk's targets and Performance Management Scheme.

Recommendation – Agree a new date and format for the Parish Meeting. The Locum Clerk has provisionally booked the Dunn Village Hall for the evening of Thursday 9th April 2020 for the Parish Meeting

5.1.7. New Website

The Council has started to consider this matter and the Locum Clerk has also suggested that all Councillors should have individual Council email addresses so they are not using their private email addresses.

Recommendation – Continue negotiations with the preferred website provider and authorise individual Councillor email addresses.

5.1.8. Calendar of Events and Timetable of Meetings

Enclosed you will find a paper showing a draft Council Year which will enable the Council to plan its meeting schedule and identify when certain matters need to be included on an agenda.

Recommendation – The Locum Clerk has prepared this paper for consideration and also to encourage the Council to plan its meeting dates well in advance so it can be certain that the Village Halls are available.