

WARBLETON PARISH COUNCIL

To the Members of Warbleton Parish Council

You are summoned to attend a meeting of **WARBLETON PARISH COUNCIL** to be held at the Dunn Village Hall, Rushlake Green on **Thursday 19th March 2020 at 7pm** when it is proposed to transact the following business:

Locum Clerk
12th March 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 items on this agenda in accordance with Warbleton Parish Council's Code of Conduct
- 3. MINUTES**
 - 3.1. To **resolve** that the minutes of the Additional Council meeting held on 5th March 2020 be taken as read, confirmed as a correct record and signed by the Chairman.
- 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. REPORTS**
 - 5.1. To **receive** reports from District and County Councillors
 - 5.2. To **receive** reports from Parish Councillors
 - 5.3. To **receive** report from Cllr Reading regarding Police
 - 5.4. To **receive** report from Locum Parish Clerk and **resolve** issues identified (copy attached)
- 6. COMMITTEE MINUTES**
 - 6.1. To **receive** the acts and proceedings of the following committee meetings:
 - (a) Planning and General Purposes – 3rd March 2020
 - (b) Planning and General Purposes – 17th March 2020
- 7. FINANCE**
 - 7.1. To authorise the bills for payment and sign the cheques (see report)
 - 7.2. To **note** the Finance Reports to 29th February 2020
- 8. APPOINTMENT OF PARISH CLERK/RESPONSIBLE FINANCE OFFICER**
 - 8.1. To note the report from the Interview Panel and to confirm the recommendation.
- 9. CORONAVIRUS**
 - 9.1. To consider whether the Council should have a plan for conducting meetings (report attached)
- 10. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA**
- 11. DATE OF NEXT MEETING**
 - 10.1. To note that the date of the next meeting is scheduled for Thursday 16th April 2020 at 7pm in the Dunn Village Hall, Rushlake Green.

5. OFFICER'S REPORT

5.4. To receive report from Locum Parish Clerk and resolve issues identified

The outstanding documents identified in the Health Check Report are listed below and need to be adopted by Council:-

- WPC 1 Freedom of Information Policy (already provided)
- WPC 2 Information Management Policy (already provided)
- WPC 3 Complaints Procedure (already provided)
- WPC 4 Media and Communications Policy
- WPC 5 Grievance Procedure
- WPC 6 Disciplinary Procedure
- WPC 7 Performance Management Scheme
- WPC 8 Sickness Reporting

Verbal update on the Parish Meeting on 9th April 2020

7. FINANCE

7.1. To authorise the bills for payment and sign the cheques

Cheque No.	Payee	£	VAT	£ Total	Purpose
101362	W.D.C.	62.50	12.50	75.00	Dog Bin Emptying
101363	Linda A Butcher	1572.68	-	1572.68	£400 Health Check to date £1172.68 Locum Clerk duties to 03.03.20.
101364	SSALC Ltd	400.00	80.00	480.00	Recruitment Assistance

8. APPOINTMENT OF PARISH CLERK/RESPONSIBLE FINANCE OFFICER

8.1. To note the report from the Interview Panel and to confirm the recommendation

Four Councillors, Karen Cook, Mike Smythe, Chris Wells and Steve Williamson formed the Interview Panel on Thursday 5th March with a view to seeing three candidates who had submitted completed application forms. Unfortunately on the day only two of the candidates were able to get to the venue but these were both experienced in local council work so the Panel had no difficulty in comparing these two candidates.

Following successful interviews the Panel discussed each candidate in turn and selected to offer the post to Jacky Cottrell. The Locum Clerk telephoned the chosen candidate the next morning and when offered the post, Jacky accepted and was very enthusiastic about taking up the appointment to work with the Council.

Good references have been obtained and an offer letter has been submitted but as only the Council can appoint a Parish Clerk it is left for this meeting to confirm the appointment so the start date can be agreed.

The Interview Panel asked the Locum Parish Clerk if she could mentor the new clerk at the start of her employment and sit with her during the first few meetings. This way

agreed by the Locum Clerk but would need a **resolution of Council** for this to be implemented.

A complete file will be produced by the Locum Parish Clerk and handed in when she leaves the Council.

RECOMMEND that Jacky Cottrell be appointed Parish Clerk/Responsible Financial Officer on the terms as set out in the job description and contract.

9. CORONOVIRUS

9.1. To consider whether the Council should have a plan for conducting meetings

Council may wish to consider whether we continue to hold public meetings or do we leave members of the public to choose whether or not to attend?

Should we have more separation between Councillors at the table?

Should we set out the public chairs further back from the Council table and move the public seats further apart?

Do we need to hold fewer meetings?