

#### ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Office Number: 07523 243068 Email: clerk@aldingbourne-pc.gov.uk

Date: 25th February 2021

Dear Councillor,

You are hereby summoned to a remote meeting<sup>1</sup> of the Aldingbourne Parish Council Full Council ordinary meeting to be held via Zoom on 2<sup>nd</sup> March 2021 at 7pm.

To join the meeting please click on the link below:

Clerk to Aldingbourne PC is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

https://us02web.zoom.us/j/85258317319?pwd=Q3JoWkx4NHZPWXRZcnFDa2N1bFdrQT09

Meeting ID: 852 5831 7319

Passcode: 031265

If you would like to join the meeting please contact the office on <a href="mailto:clerk@aldingbourne-pc.gov.uk">clerk@aldingbourne-pc.gov.uk</a>
before 12pm on the 1st March 2021.

Faithfully

Lindy Nash (Clerk)

Note: Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Council are unable to make any decision on matters not listed within the agenda.

This meeting is being held remotely under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

<sup>&</sup>lt;sup>1</sup> Remote Meeting – Amendments to Standing Orders August 2020

#### **AGENDA**

## 1. Apologies for absence:

To receive apologies for absence.

#### 2. <u>Declarations of Interest</u>:

Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest. To note

### 3. Public Participation

The Public Forum will last for a period of up to 15 minutes during which members of the public may ask, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.

# 4. Minutes of Previous Meetings held by Council

To receive and approve the minutes of previous committee meeting previously circulated and placed on the website.

- a. Full Council meeting held on the 2<sup>nd</sup> February 2021
- b. Planning Committee held on the 9th February 2021

# 5. Matters arising from the Minutes of 2 February

To discuss many matters arising from the last minutes relating to the meeting of 2<sup>nd</sup> February 2021.

#### 6. To consider any urgent matters that cannot wait until the next meeting

For council to discuss any matters considered urgent. To note and discuss

### 7. County and District Councillor Reports:

a To receive a report from the County Councillor

b To receive a report from the District Councillor

# 8. <u>To adopt the Code of Conduct, Asset Register, Risk Assessments and note the updating of the</u> Declarations of Interest

For Council to approve and adopt the updated governance documents.

### 9. To agree actions needed to progress APC Councillor Recruitment

## 10. To receive reports from the following Working Groups/Societies/Clubs:

- a Allotment Society
- b Footpaths Working Group
- c Communications Working Group
- d ADALC to include appointment of an APC representative
- e ACSC

#### 11. Finance –

a) To approval the payments as listed below:

Date of Invoice	Name	Invoice Numbe r	Payment method	Description	NET	VAT	Total amount including VAT
28.01.2	Fandana.	1016	Cla a su ca	Facebook	£120.0	624.00	61.44.00
1	Fandango	1016	Cheque	Management	0	£24.00	£144.00
28.02.2	Louise Shaw		Cheque	Assistant Clerk's Salary covering Feb'21			tbc
28.02.2 1	Lindy Nash		Cheque	Clerk's Salary covering Feb'21			tbc
28.02.2 1	Sue Simpson		Cheque	Locum's Salary covering Feb'21			Tbc
31.10.2 1	Adams Hendry	12339	Cheque	Planning Advice	862.50	172.50	1035.00
					£982.5	£196.5	
				Total	0	0	£tbc

It is further noted that an amendment needed to be made to the salary amount noted in the Schedule of Payments at last month's Full Council meeting for L Nash's Salary to the end of January. It was noted as £866.88 but should have been noted as £721.60.

12. Exempt Business – for council to move to exempt business in accordance with the Public Bodies (Admission to Meetings) Act 2060 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.

The next Full Council meeting will be held on the 6th April 2021

DDAET											
DRAFT											
APC Budget 2021/2022	Budget										
Precept 135.6k	2021/2022										
1 ACSC - contribution to rebuild fund			n to the £30k set aside in 2		Funding to be used for o		t				
2 ACSC - revenue funding				ull Council - to be given on a							
2 Allotment Costs 3 Audit Fees	£ 5,000.00 £ 800.00	This amount was noted	on the last APC budget p	lan - however, funds are ant	icipated from allotment b	ank account so cou	ild be amended				
4 Bus Shelter Expenses	£ 500.00										
5 Chairman Allowance	£ 600.00										
6 Christmas Project	£ 600.00	Budget reflects allocation	on to Xmas hampers this y	ear and possibility of doing	similar next year						
7 Copier/Stationery				upplies for copy work under		r Blaylock					
8 Councillor allowance		Sufficient to cover allow	vances for 9 Councillors in	addition to the Chair's allow	wance noted above						
9 Cllr Training 10 Equipment renewal/purchase	£ 1,500.00 £ 2,000.00										
11 Grounds Maintenance	-	Rased on current contra	│ act re Olivers Meadow gra	ss cutting + litter nicks							
12 Grants s137	£ 1,000.00	Dased on current contro	det le Olivers Wieddow gra								
13 Insurance Premiums	-	Covering £1800 re curre	ent playground insurance	premiums + £200 re additio	onal potential cover for AP	C portable assets s	uch as mobile pho	ne and IT kit			
14 Legal Services			o cover Barrister advice et								
15 Neighbourhood Plan		Per budget planning									
16 Publicity/Media		Budget based on currer	nt costs re Fandango contr	ract							
17 Notice Boards/Parish Signs	£ 200.00										
18 Parish Meeting 19 Playground Maintenance/replacement	£ 200.00	Based on previous year	's spand								
20 Planning Consultancy				defend future proposals/cl	hallenges	Budget to includ	e coverage of eco	logical surveys	etc		
21 Professional Development		Staff training budget	Service to			includ	2 22 2 2 3 4 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	Solution veys			
22 PWLB Repayments		£227 payable hslf yearly	y to 2025		<u> </u>	<u></u>	<u> </u>				
23 Remembrance Day Expenses	£ 100.00	2 poppy wreaths									
24 Salaries			t 15 hour a week contract	(£21k)	Also includes £4000 re p	ossible Assistant C	lerk role at say 10	hrsx£12p/h for	6 months + 30% onc	costs	
25 Subscriptions/ Service agreements	£ 5,500.00	Details of 'breakdown' s	shown below								
					<u> </u>						
				L	,						
30 Reserve (10% of precept)	£ 13,600.00					<u></u>	<u> </u>				
	£ 151,600.00										
	2021/2022										
INCOME	•										
90 Allotment Rent		work in progress									
91 Grants	£ -										
93 Miscellaneous Income	<u>f</u> -										
94 Precept 95 Contribution from General Reserve C/F	f 135,600.00 f 16,000.00										
33 Contribution from General Reserve C/F	f 151,600.00										
	131,000.00										
Full Council has agreed 21/22 precept sl	hould remain at £135,59	8 (as for 2020/21)									
EARMARKED RESERVES 2021/2022											
ACSC Redevelopment Fund					£ 30,000.00						
ND As a dditional C20h was assessed of facilities											
NB An additional £30k was earmarked for this p	ourpose in 2020/21										
						<u> </u>					
				Total	£ 30,000.00	1					
											_
yearly - Fandango Facebook Mngt			Noted above re Social M		£ 1,800.00						
yearly - MH Kennedy grass cutting and litter	picks		Noted above re Grounds	Maintenance	£ 2,500.00						
DDEANDOWN OF CURCORISTIONS (CER. "CE	ACDEENAENTS.										
BREAKDOWN OF SUBSCRIPTIONS / SERVICE yearly - payroll support	AUNEEIVIEN 13:		Noted above re Subscrip	Ition/Service Agreement	f 150.00						
yearly - payron support yearly - Information Commissioner Office ar	nnual Data Protection Regis		Noted above re Subscrip		£ 35.00						
yearly - JNR - annual IT support package			Noted above re Subscrip		£ 1,000.00						
yearly - website hosting			Noted above re Subscrip	tion/Service Agreement	£ 480.00						
yearly - IT licence fees			Noted above re Subscrip		£ 1,200.00						
yearly - WSALC,NALC, subscriptions			Noted above re Subscrip	tion/Service Agreement	£ 2,500.00						
							<u> </u>				
Direct Debit payments											
ICO - Information Comissioner	Currently £35				yearly						
							<u> </u>				
		1				<u> </u>					
Approved by the Finance Committee min n	10.										
Approved by Council min no.				signed by Chairman							