



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: 26th April 2021

Dear Councillor,

You are hereby summoned to a remote meeting¹ of the Aldingbourne Parish Council Full Council ordinary meeting to be held via Zoom on 4th May 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 clerk@aldingbourne-pc.gov.uk before 12pm on the 30th April (early deadline due to the bank holiday – any urgent enquiries after this to be directed to the Clerk’s mobile – 07523 243068).

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

AGENDA

¹ Remote Meeting – Amendments to Standing Orders August 2020

1. Election of Chairman
2. Election of Vice Chairman
3. Representation on Committees, Working Groups and other bodies – schedule showing 20/21 appointments attached below as Appendix A, for information.
4. Councillor Resignation: To note the intention for Cllr Sturgess to stand down from her position as APC Councillor.
5. Apologies for absence:
To receive apologies for absence.
6. Declarations of Interest:
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.
7. 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.
8. Minutes of Previous Full Council Meetings – for approval
(copies available via the Council website or by request from the Clerk):
Full Council meeting held on the 20th April 2021.
9. Matters arising from the Minutes of 20th April 2021
To discuss many matters arising from the last minutes.
10. Planning Minutes for meeting held on 13th April 2021 – for information only
(copies available via the Council website or by request from the Clerk)
To be formally approved at the next Planning Meeting, scheduled for 11th May 2021
11. To consider any urgent matters that cannot wait until the next meeting
For council to note and discuss any matters considered urgent.
12. Neighbourhood Plan (a standing agenda item until the revised Plan is adopted)
To receive an update and pass any necessary resolutions.
13. Conversion of ACSC Meeting Room to APC Parish Council Office
14. Annual Insurance Renewal – due 1st June 2021
To consider the renewal proposal received from the authority's current provider, Zurich, at an annual cost of £1135.03.
15. Clerk's Report (a standing agenda item – though a report may not be available at this meeting due to the recent standing down of the previous Clerk)
16. County and District Councillor Reports:
a To receive a report from the County Councillor

b To receive a report from District Councillor(s)

17. To adopt the following Policies documents and related Policy Review schedule:

(this includes a number of refreshed Policies which are being brought to Council in light of the Clerk's decision to stand down which may result in a short gap in comprehensive Clerking support for this Authority. The decision has therefore been taken to refresh a number of Policies at this point, with the recommendation that the NALC generic Policies be adopted now, alongside an accompanying schedule of review (see Appendix B) shown below) which will allow time for more detailed scrutiny, and any necessary amendments to be made, to reflect the individual needs of this authority in due course):

- 2021 Code of Conduct (as per training provided by Arun DC in April 2021 – if adopted, refreshed Declarations of Interest will also need to be submitted by all Councillors)
- Bereavement Policy
- Broadcasting/Filming Policy
- Grant Policy
- Social Media Policy
- Press and Media Policy

18. Correspondence – to note any correspondence and agree responses as required.

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

- a Allotment Society
- b Footpaths Working Group
- c Communications Working Group
- d ADALC
- e ACSC

20. Finance –

- To approve the payments as listed below (please note, no payment requests [other than the insurance renewal item, being discussed above under Item 13] have been received at the time of agenda dispatch - primarily due to the April Full Council meeting having been held on the 20th rather than the 6th of that month):

Date of Invoice	Name	Invoice Number	Payment method	Description	NET	VAT	Total amount including VAT

21. 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 1st June 2021

APPENDIX A

ALDINGBOURNE PARISH COUNCIL

CURRENT COMMITTEES, WORKING GROUPS & REPRESENTATION ON OUTSIDE BODIES FOR 20/21

Committees:	
Chair on Full Council	Martin Beaton
Vice Chair on Full Council	Michael Warden
Planning	Sue Foott (Chair) plus all other members of the Full Committee
Finance	Martin Warden (Chair) + Martin Beaton, Michelle Harbord and Ron Flitter
Governance and Staffing	Sue Foott (Chair) + Michelle Harbord, Martin Beaton, Ron Flitter and Mike Turner
NB: Open Invite to All Cllrs for All Committees	
Working Parties:	
Neighbourhood Plan	Martin Beaton, Sue Foott, Tom Blaylock, Elaine Sturgess, Mike Turner + Louise Beaton and Mike Link as Community Representatives
Footpaths	Tom Blaylock
Newsletter/Communications	Michelle Harbord, to be assisted by Asst Clerk
Allotments	Tom Blaylock, to be assisted by Clerk/Asst Clerk
Village Signs	To encompass 'Street Scene' development – to be a standing item on Planning Agenda in future
Aldingbourne Community Sports Centre (ACSC)/ Aldingbourne Parish Council (APC) Development Group	Michael Warden as CIO Trustee Ron Flitter as Parish Council Representative
Other Bodies:	
Barnham, Eastergate and Westergate Advisory Group (BEWAG)	Martin Beaton
Joint Western Arun Area Committee (formerly JDAC)	Clerk to ascertain whether agenda has matters of significance for APC – Cllrs then to be invited to attend
Sussex and Surrey Associations of Local Councils (SSALC)	No longer considered necessary
Aldingbourne Community Sports Centre (ACSC) Trustee	Michael Warden as CIO Trustee Ron Flitter as Parish Council Representative
Community Land Trust (CLT) APC Representatives (not to be CLT Members at the present time)	Michelle Harbord and Ron Flitter (with other Cllrs to be invited to attend if needed)
ADALC	Martin Beaton (who replaced Michael Warden following his decision to step down)
WSALC	Martin Beaton

NOTE: An additional appointment needs to be made in 21/22 as the APC/ACSC Partnership Representative on the respective Committee/Working Group which is about to be formed.

APPENDIX B

PROPOSED POLICY REVIEW SCHEDULE (To be actioned once new Clerk appointment has been made)

Aldingbourne Parish Council

2021 Governance Documents Inventory

Proposed adoption rates shown in red/italics

STAFFING

<u>Name of Document</u>	<u>Issued by</u>	<u>Date Adopted</u>	<u>Proposed Review Date</u>	<u>Minute Ref</u>
Annual Leave Policy	APC	20.4.21	7.9.21	FC 838
Appraisal Policy	APC	20.4.21	7.9.21	FC 838
Bereavment Policy	APC	<i>4.5.21</i>	7.9.21	
Code of Conduct for Employees	APC	20.4.21	TBA	FC 838
Dignity at Work	APC	20.4.21	7.9.21	FC 838
Equal Opportunity	APC	20.4.21	5.10.21	FC 838
Grievance Policy	APC	20.4.21	5.10.21	FC 838
IT Sercurity For Staff	APC	<i>TBA</i>	TBA	
Lone Working	APC	20.4.21	5.10.21	FC 838
Protocal for Dis and Grievance	APC	20.4.21	5.10.21	FC 838

Recruitment Policy	APC	20.4.21	2.11.21	FC 838
Sick Absence Policy	APC	20.4.21	2.11.21	FC 838
Stress Policy	APC	20.4.21	2.11.21	FC 838
Training Policy	APC	20.4.21	2.11.21	FC 838
Disciplinary Policy	APC	20.4.21	7.12.21	FC 838

PARISH COUNCIL DOCS

<u>Name of Document</u>	<u>Issued by</u>	<u>Date Adopted</u>	<u>Review Date</u>	<u>Minute Ref</u>
Broadcasting / Filming Policy	APC	4.5.21	7.12.21	
Complaints Procedure	APC	20.4.21	7.12.21	FC 838
Data Protection	APC	TBA	TBA	
Death in the Royal Family Protocol	CONFIDENTIAL	N/A	N/A	N/A
FOI	ICO	TBA	TBA	
Financial Regulations	NALC	2.2.21	May-22	FC 808
Grant Policy	APC	4.5.21	7.12.21	
Information Security Incident Policy	APC	TBA	TBA	
Standing Orders	NALC	2.2.21	May-22	FC 808
Standing Orders- Remote Meetings	NALC	2.2.21	Every 6 mths	FC 808
Social Media Policy	APC	4.5.21	1.2.22	
Subject Access Request Policy	APC	TBA	TBA	
Pre-Application Policy	APC	8.12.20	May-22	PC536
Planning Policy	APC	TBA	TBA	

Privacy Notice	APC	<i>TBA</i>	TBA	
Press & Media Policy	APC	<i>4.5.2 1</i>	1.2.22	

COUNCILLOR

<u>Name of Documents</u>	<u>Issued by</u>	<u>Date Adopted</u>	<u>Review Date</u>	<u>Minute Ref</u>
Co-Option Application Form	APC	20.4.21	1.2.22	FC 838
Co-Option Eligibility Policy	APC	20.4.21	1.2.22	FC 838
Co-Option Policy & Procedure	APC	20.4.21	1.2.22	FC 838
IT Security for Councillors	APC	<i>TBA</i>	TBA	
Members Code of Conduct	LGA	<i>4.5.21</i>	May-22	

TERMS OF REFERENCE

<u>Name of Document</u>	<u>Issued by</u>	<u>Date Adopted</u>	<u>Review Date</u>	<u>Minute Ref</u>
Finance Committee		<i>TBA</i>	TBA	
Planning Committee	APC	2.2.21	May-22	FC 808
Staffing & Governance		<i>TBA</i>	TBA	