

Chidham & Hambrook Parish Council

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Chairman of the Council: Cliff Archer

29 December 2017

MEETING OF THE PARISH COUNCIL

Members are hereby summoned to attend the Meeting of Chidham & Hambrook Parish Council to be held at **7.00 pm** on **Thursday 4 January 2018** in Chidham Village Hall.

Cliff Archer Chairman of the Council

AGENDA

1. Apologies for absence.

2. Declaration of interests.

a) To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.

b) To consider any Dispensation Requests received by the Clerk not previously considered.

3. Minutes

To approve and sign the Minutes of the Parish Council Meeting held on 7 December 2017.

4 Matters Arising from the Minutes

5. Co-option of New Parish Councillor

To note that the co-option of a new Parish Councillor has been deferred to the Parish Council Meeting to be held on 1 February 2018.

6. Public Open Forum

Members of the public are invited to raise matters or ask questions.

7. Reports - to receive relevant reports (5 mins each report including Q&A) from the:

a) Chairman (verbal report)

b) District Councillors

c) County Councillor

8. Finance and Corporate:

a) Financial Statement

A financial statement to the end of December 2017 is not available.

b) Bank Account for Community Infrastructure Levy

To note that the separate Bank Account for financing of projects undertaken using Community Infrastructure Levy (CIL), resolved at the December 2017 Council meeting has not yet been set up.

c) Authorisation of Payments

To authorise payments to 4 January 2018. See list of payments.

NB The payment list includes reimbursement of expense incurred by Cllr Jacky Sheppard in making an advance payment to HR Services Partnership to progress Council's decision to appoint the company to provide Human Resources advice to the Council. The list also includes payment to HR Services Ltd for further advice and assistance for the Council.

9. A Resolution to alter the Terms of Reference of DRASDAC and POSAC advisory committees of the Parish Council.

RESOLUTION: To delete the first line of paragraph 10 of the DRASDSAC terms of reference that reads '*The Clerk & RFO will attend all meeting of the DRASDAC and take formal minutes*' and also to delete the first line of paragraph 8 of the POSAC terms of reference that currently reads '*The Clerk & RFO will attend all meetings of the POSAC and take formal minutes*'. In both cases the deleted line to be replaced with the following '*the clerk to attend meetings of POSAC/DRASDAC only if requested by the chair of the committee with the chair of the committee or a nominee taking responsibility for taking and issuing formal minutes*'.

Proposed: Cllr. Philip MacDougall **Seconded:** Cllr Stephanie Cecil

Recommended that the Terms of Reference of DRASDAC and POSAC advisory committees be changed as delineated above.

10. Change to Standing Order 19c

The current version of the above Standing Order refers to the Chairman and Vice Chairman of the Council carrying out performance appraisals of the Clerk. The Staffing Committee proposes that the above Standing Order be changed to read as follows:

" The Chairman of the Staffing Committee or in his/her absence, the Vice Chairman of the Staffing Committee, shall upon a resolution conduct a performance and annual appraisal of the work of the Clerk, together with one other Council member. The reviews and appraisal shall be reported in writing and is subject to approval by resolution of the Council."

Recommended that Standing Order 19c be changed as delineated above.

11. Planning Committee Meetings

a) To receive a report from the Chairman of the Planning Committee on the meeting of the Committee on 12 December 2017 and other planning matters.

b) To note that the next Planning Committee Meeting will be held on 9 January 2018 at 7.00pm in Chidham Village Hall. The following Planning Committee Meeting will be on 23 January 2018 in Chidham Village Hall.

12. Meeting Dates

i) The next Parish Council Meeting will be held at 7.00pm on 1 February 2018 in Chidham Village Hall.

ii) To note the **revised** Schedule of Meeting Dates for the period ending 31 July 2018.

13. Any Other Business

14. Items for Future Meetings

Suggestions are invited in respect of future meetings of the Parish Council, Advisory Committees and the Finance & General Purposes Working Group.

15. Exclusion of Press and Public

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

16. Update on Events since 7 December 2017

Cllr Cliff Archer to report.

17. Pension, Payroll, and Human Resources Services

To receive a report from Independent Financial Solutions Ltd (IFS) in respect of the provision of Pensions, Payroll and Human Resources Services for the Parish Council.

Recommended that Independent Financial Solutions Ltd be so appointed.

18. Financial Audit

To receive a report from Cllr Cliff Archer, F&GP Working Group Chairman.

Recommended that a Financial Audit of Parish Council accounts be undertaken.

19. Governance Audit

To consider the undertaking of a Governance Audit on behalf of the Parish Council.

Cllr Geoffrey Hyde to report.

20. Staffing Matters – Appointment of new Parish Clerk

Cllr Jacky Sheppard, Staffing Committee Chairman, to report on matters arising out of the resignation of the former Clerk.

END

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting

THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME