

South Heighton Parish Council

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Chairman: Cllr Paul Julian • Clerk: Stephanie Mills, 10 Bromley Road, Seaford, East Sussex, BN25 3ES

Members of the Parish Council are hereby summoned to attend a meeting of **South Heighton Parish Council** to be held in the **South Heighton Village Hall, South Heighton** on **Tuesday 24th March 2020** at **7.00pm**.

S Mills

Stephanie Mills, Clerk to the Council

18th March 2020

A G E N D A

1. Public Participation

Members of the public are welcome and encouraged to attend. The first fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant items on the agenda or raise any appropriate matters that affect the Parish. The public and press are also welcome to stay and observe the rest of the meeting.

2. Acceptance of apologies for absence

3. Declarations of Interest

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.

4. Approval of minutes

To agree, and sign as a true record, the minutes of the Council Meeting held on 25th February 2020 and to note an update on any matters arising.

5. Chairman's Announcements

To note any announcements by the Chairman of the Council.

6. Business Continuity Planning

6.1. Latest Advice - To note an update on the latest advice to local authorities regarding the current Covid-19 pandemic.

6.2. Business Continuity Plan

- a) To approve a Business Continuity Plan to ensure the continuation of key council services and activities in the event of a significant disruption to normal business.
- b) To invoke the Business Continuity Plan during the period of disruption to business caused by the Covid-19 pandemic.

6.3. Delegated Authority - To approve the delegation of authority to the Clerk, in conjunction with the Chairman and Vice Chairman, to make essential payments and organisational decisions during the invocation of the Business Continuity Plan

7. Council Documentation

To consider and approve the following updated Council documentation:

7.1. Standing Orders

7.2. Financial Regulations

7.3. Members Code of Conduct

7.4. Risk Management Strategy and Assessment

7.5. Asset Register

8. Finance

8.1. Payments and Receipts

To approve payments and receipts received since the last meeting.

9. To note the date of the next **Ordinary Meeting of the Council** is on **Tuesday 28th April 2020** at **7pm** in **South Heighton Village Hall**.