

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 virtual meeting of **South Heighton Parish Council** to be held on **Tuesday 16th June 2020** at **7.00pm**.

S Mills

Stephanie Mills, Clerk to the Council

11^h June 2020

A G E N D A

1. Election of Parish Council Chairman and Vice Chairman

Under Regulation 4 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, all Members of the Council have agreed that the Chairman and Vice Chairman of South Heighton Parish Council, who served for the 2019-2020 municipal year, will continue to serve in the same roles for the 2020-2021 municipal year until the next Annual Meeting.

2. Public Participation

Under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which came into force on 4th April 2020, South Heighton Parish Council will be holding virtual meetings until the guidance regarding public gatherings is updated. Members of the public are welcome to observe these remote meetings and to submit questions or statements to be addressed in the public session at the start of the meeting. Please contact the Clerk to obtain the meeting log-on details.

3. Acceptance of apologies for absence

4. 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.

5. Approval of minutes

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

6. Chairman's Announcements

To note any announcements by the Chairman of the Council.

7. District/County Councillor/MP Reports

To receive verbal or written reports.

8. Council Organisation for the 2020-2021 Municipal Year

To review and approve:

8.1. The Roles and Responsibilities of Councillors;

8.2. The Representation of Councillors on Outside Bodies;

8.3. Parish Council Committees for the year;

8.4. New Declarations of Acceptance of Office - with acceptance of electronic communication methods as recommended by the Internal Auditor.

9. The Hollow

9.1. Covid-19 Play Area Closure update

To note an update regarding the current closure of the play area.

9.2. Annual Play Inspection

To consider the content of the annual play inspection report and agree the progression of actions outside of the meeting.

9.3. Tree work

To receive an update on the ongoing essential tree works at The Hollow.

9.4. DaSHJFC Annual Licence Fee

To note an update on the progress of discussions with DaSHJFC and to agree an annual fee for the 2019-2020 and 2020-2021 use of the Hollow recreation ground.

10. Council Documentation

To consider and approve the following updated Council documentation:

10.1. Standing Orders;

10.2. Financial Regulations;

10.3. Members' Code of Conduct;

10.4. Risk Management Strategy and Assessment;

10.5. Asset Register;

10.6. Business Continuity Plan - including approving delegated authority to the Clerk, in conjunction with the Chairman and Vice Chairman, to make essential organisational decisions during the invocation of the Business Continuity Plan.

11. Grass Cutting

To note and approve an update from the Chairman regarding a proposed change to the contracted grass cutting arrangements.

12. Finance

12.1. 2019-2020 Year End Update

To note an update from the Clerk on:

- a) The Parish Council's Finances for Q4 2019-2020 (01/10/19-31/03/20) and to approve the bank statements, bank reconciliation, working cashbook and account reconciliation for the period;
- b) The results of the Internal Audit conducted on 8th June 2020;
- c) The dates for the notification of public rights;
- d) Arrangement for the submission of the Annual Governance and Accountability Return (AGAR) 2019/2020 Part 3 to the External Auditors PKF Littlejohn.

12.2. Approval of the Annual Governance Statement 2019/2020 - Section 1

To review and agree responses to the PKF Littlejohn Annual Governance and Accountability Return 2019/2020 Part 3 Section 1, to be signed by the Chairman and Clerk.

12.3. Approval of Annual Governance Statement 2019/2020 - Section 2

To review and approve the Accounting Statements presented within the PKF Littlejohn Annual Governance and Accountability Return 2019/2020 Part 3 Section 2, to be signed by the Chairman.

12.4. Council Insurance

To review and approve the premium of £870.58 for the Council Insurance from 1st June 2020 – 31st May 2021 as part of the Parish Council's 3 year Insurance agreement.

12.5. Payments and Receipts

To approve and ratify payments and receipts since the last meeting.

12.6. VAT Claim

To approve the VAT Claim for the 2019/2020 financial year to be submitted to HMRC.

13. ESFRS Consultation

To agree a response to the ESFRS Consultation 'Planning for a Safer Future (IRMP 2020-25)'.

14. To note the date of the next **Ordinary Meeting of the Council** is on **Tuesday 14th July 2020** at **7pm**. The venue or virtual meeting details will be confirmed nearer the time dependent on Government advice.