

## **EARNLEY PARISH COUNCIL**

MEMBERS OF EARNLEY PARISH COUNCIL ARE HEREBY SUMMONED TO THE MEETING OF EARNLEY PARISH COUNCIL TO BE HELD ON 20<sup>th</sup> JULY 2017 COMMENCING AT 19.15, or immediately following the planning meeting at Bracklesham Barn, Beech Avenue, Bracklesham

**61.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

**62.17 APOLOGIES AND REASONS FOR ABSENCE**

**63.17 COUNTY COUNCILLOR'S REPORT**

**64.17 DISTRICT COUNCILLORS' REPORT**

**65.17 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda
2. Dispensation requests

**66.17 MINUTES** - to agree and sign the minutes of the meeting held on 25<sup>th</sup> May 2017

**67.17 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

**68.17 EMPLOYMENT COMMITTEE**

1. Minutes to agree and sign the minutes of the meeting held on 22<sup>nd</sup> June 2017
2. Recommendations to Full Council
  - 2.1 Additional Hours Worked year ended 31 March 2017
  - 2.2 Additional hours worked in relation to Earnley Fete
  - 2.3 Review of Pay scale
3. Job Description/Pay Review
4. Digital Engagement Review including digital circulation of newsletters
5. Quality Accreditation
6. Annual Meeting of Electors - Review of Agenda and attendance
7. Volunteer Project Review

**69.17 ANNUAL MEETING OF ELECTORS**

1. Review of Minutes of the meeting held on 18<sup>th</sup> May 2017

**70.17 POLICY REVIEW**

1. Policies Reviewed- Complaints Committee Terms of Reference, Protocol for Dealing with Planning Application Consultation
2. Complaints Policy
3. Health, Safety & Welfare Policy

By resolution the Parish Council may decide to exclude the Press and Public from any part of the meeting <sup>1</sup>

<sup>1</sup> Public bodies (Admission to Meetings) Act 1960

#### **71.17 FINANCE**

- a) Bank Balances as at date of meeting
- b) Approval of Parish Council payments and authority to sign cheques
- c) Financial Statement - May 2017
- d) Assets Register
- e) Annual Return year ended 31<sup>st</sup> March 2017
- f) Budget Monitoring year ended 31<sup>st</sup> March 2018
- g) Ill Health Insurance - signing of service order and direct debit mandate
- h) Transparency Act Requirements
- i) Finance Review - first quarter report by Cllr. Carey

#### **72.17 ENVIRONMENTAL MATTERS**

1. Flood Prevent Update - Cllr. Carey
2. Public Rights of Way update
3. Surface Water Issues & Solutions Group (SWISH) letter from the Manhood Peninsula Partnership

#### **73.17 PARISH PLAN 2016 -2021 - OBJECTIVES**

- 1) Objective 1: To ensure that people drive within the speed limits with Earnley Parish - Cllr. Chater
  - 1.1 Village gateways
- 2) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
  - 2.1 Earnley Fete - Saturday 10<sup>th</sup> June 2017, Earnley Grange, Almodington Lane, 14.00-17.00
    - 2.1.2 Review of event including Health & Safety
    - 2.1.3 Finance
    - 2.1.4 Celebration and Charity Donation
  - 2.2 Bus Shelter Volunteers -Easton Lane and First Avenue.

#### **74.17 HIGHWAYS**

1. A27 - Highways Agency/Secretary of State Update
2. A27- Community Workshops
3. A27 - Western Manhood Community Workshop
4. Ownership of Finger Post Signs in Earnley Village

#### **75.17 EARNLEY CONCOURSE/EARNLEY PLACE**

#### **76.17 REPORT ON EXTERNAL MEETINGS**

#### **77.17 CLERK'S REPORT AND CORRESPONDENCE**

1. Merchant Navy Day - Red Ensign
2. Health & Safety Training
3. Data Protection Webinar
4. Legal & Finance Day
5. Growing a Rural Community Survey - Rural Parish Sounding Board

6. Health and Safety
  - a. Safety Report
  - b. Office Inspection and display screen equipment assessment
  - c. Training
  - d. Nominated First Aiders

**78.17 ITEMS FOR FUTURE AGENDAS**

Signed L Chater

Clerk Earnley Parish Council

Dated 12<sup>th</sup> July 2017

Filming of meetings and use of social media

During this meeting, the public can film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting.

If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.