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NOTICE

A Meeting of the Parish Council

Will be held at 19.00pm in the Parish Office on Thursday 14th March 2024

Agenda

Members: Chair R De Burle, Deputy Chair P Lamb, Cllr J Whitehead, Cllr K De Burle.

All meetings will be recorded for the purpose of accuracy and clarity.

- 1. To Receive Apologies of Absence.**
- 2. Member Declaration of Interests.**
- 3. Approval of Minutes.**

Meeting minutes for Thursday 8th February 2024.

- 4. Questions received from Parishioners in writing.**

The Chairman will acknowledge receipt, and pass to Council for future consideration unless included elsewhere in the agenda.

- 5. Public Forum.**

The Chairman will receive verbal representations from the attending public on any matter included in the meeting agenda. Members of the public are not permitted to participate in meeting debates. (Standing order rule 3k applies maximum individual submission 3 mins)

- 6. Chairman's report.**

7. Station Lane Replacement Bus Shelter.

Members to receive a report, and approve replacement of the damaged bus shelter on Station Lane and placement of bollards on either side to provide additional measures for public safety, and protection against future damage by vehicles.

Quotes to follow.

8. CCTV Replacement Security System.

The internal and external CCTV system at the parish hall is no longer fully working and is beyond economical repair.

Members to approve the replacement of the CCTV system, and the recommended expansion of the current system, to cover all external aspects and ensure maximum protection of the property and public records held within it.

➤ Provider A.	10 Cameras - new monitor	£3795.00 + vat	Annual service/support	£150 + vat
➤ Provider B.	7 Cameras - new monitor	£3443.71 + vat	Annual service	Not necessary
➤ Provider C.	6 Cameras - accessed via web	£2906.80 + vat	Annual service	£125 + vat

9. Financial Matters.

Members to receive, consider and approve where necessary reports on the Parish financial position.

- a. Parish Financial 3rd Quarter expenditure against budget statement enclosed.
 - Members to note the position and approve publication.
 - Members to note February list of payments received Cemetery/Hall/Allotments.

Members circulation only.

- b. Members to note the figures reported on the Bank Reconciliation Statements.
- c. To note, consider and approve list of payments made.
February 2024 list of payments number 11 value £16,368.60.
- d. Planning permission has been granted by MBC for the work reported in the arboricultural survey
On the Fraxinus Excelsior (Ash) tree located in Riverside Gardens.

Members to discuss and approve the cost of £470.00 + vat to carry out the work specified in the arboricultural survey.

10. To Review Council Policies.

It is the policy of Council to review and amend its policies where necessary on an annual basis to ensure they are effective and up to date.

Members to approve the below policies.

- a. Health & Safety Policy.
- b. Equality & Diversity Policy.
- c. Data Protection Policy.
- d. Staff Recruitment Policy.
- e. Complaints Policy.
- f. Freedom of Information Policy.

11. Facilities Charging Process

Members to note and approve changes to the arrangements when bookings are made, to provide good practice and clear direction on process of timings for payments and level of deposits and final payments required for all bookings.

Together with the requirement for the issue of relevant invoices for individual bookings to ensure the collection in good time of all monies due, and to provide best practice, transparency and meet auditory requirements.

12. To Receive any submissions from the public on important matters not including in the agenda.

(Standing order rule 3k applies maximum individual submission 3 mins)

- 13. Proposal to move to a Closed Session as required by law to discuss matters relating to staffing and other matters**
- 14. Tenders received for the parish Grounds Maintenance Contract 2024/25.**
- 15. Pay review 2024 /25.**

Meeting Close / Next meeting TBA.