



BREDE PARISH COUNCIL

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Councillors are summoned to a meeting of Brede Parish Council will be held on **Tuesday 30th March 2021** by Zoom at 7.30pm at which business as laid out in the agenda will be discussed subject to the standing orders of the Council.

Any member of the public wishing to join this meeting will need to contact the clerk and request the joining code.

Tracy Dixon,
Brede Parish Clerk and Responsible Finance Office
Published 24th March 2021

AGENDA

- 1. Public Question Time**
Public question time will last up to 15 minutes. Each speaker is limited to 2 minutes. The business of the meeting will start immediately after public question time or at 7.45pm, whichever is earlier.
- 2 Apologies for Absence**
- 3 a) Disclosure of Interests** – To receive any disclosure of interest by a Councillor or Officer of personal interests in matters on the Agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
b) Dispensation Requests. – To receive any requests for dispensation declared under the disclosure of interests.
- 4. Minutes**
a. Full Council Meeting minutes from 23rd February 2021 229/2020 - 255/2020
RECOMMENDATION: To approve and sign the minutes as listed above
- 5. Update on Works in progress and Clerks report.**
- 6. Correspondence.** To receive any correspondence and decide on any responses required.
- 7. Reports from the District and County Councillors.**
- 8. Finance**
a. Accounts to end of February, including bank reconciliation and budget spend to date.
b. Payment Schedule for March.
Recommendation a) to approve the accounts to the end of February
b) to approve the schedule of payments for March



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9. Proceedings and reports of Committees and Working Parties

- a) Recreation Ground & equipment
- b) Village Hall
- c) Footpaths
- d) Seats, trees, bus shelters, bins and hedges.
- e) Community Hall/Pavilion.
- f) Newsletter.
- g) Website.
- h) Speed Watch

Recommendation: To receive the reports and consider if there are any future agenda items required.

10. Telephone Box Costs. To consider the costs of repairing and converting the Telephone Box by the Village Green to a book swap/library.

Recommendation: To approve the costs.

11. Code of Conduct. To review the new Code of Conduct

Recommendation: To approve and adopt the new Code of Conduct

12. Policies: To review and adopt the following policies

- a) Document Retention Policy
- b) Equal Opportunities Statement
- c) Freedom of information Policy
- d) Media and Communications Policy

Recommendation: To approve and adopt the policies as listed

13. Grants. To consider the following grant applications.

- a) Country Buttercups Preschool – for Covid-19 prevention cleaning items.
- b) 1st Brede Scouts – for materials to decorate Scout Hall kitchen.
- c) Trinity Church – for woodchippings for churchyard wildlife paths.

Recommendation: To confirm the amounts and approve the grants

14. Earmarked Reserves. To consider and confirm earmarked reserve amounts.

Recommendation: To confirm and approve the Earmarked reserves.

15. Items for noting or including on future agendas.

Items for the next agenda to be submitted to the Parish Clerk 7 working days before Parish Council meeting. Clerk has final say if to be submitted to next agenda. **Deadline for next meeting Friday 17th April.**

16. Date of scheduled next meeting - Full Council April 27th 2021.

(Planning meetings will be called when required)

To move: that under Section 1, paragraph 2 of The Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following item of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

17. Update on Clerks paid study time. To update council on the overtime Clerk has done to date studying for CiLCA.



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Recommendation: To note the update.

- 18. Clerks Holiday Hours.** To consider recommendation that clerk be allowed to carry over unused holiday hours as per The Working Time (Coronavirus) (Amendment) Regulations 2020, March 2020.

Recommendation: To approve carry over of holiday hours.