

## **Supporting Paperwork for Brede Parish Council Annual Meeting 23<sup>rd</sup> May 2023**

### **Item 6**

Current Councillors appointments

	2022-23	2023-24
Planning Committee	All Councillors	
Brede Village Hall	Cllrs Oliver and Nottage	
Website and Facebook	Cllr Apps	
Footpaths	Cllr Olson	
Highways	All Councillors	
Newsletter	Cllr Oliver	
ESALC and RALC representatives	Cllrs Nottage and Wey	
Recreation Ground	All Councillors	
Speed Watch	Cllrs Nottage and Wey	
Trees, Seats, Bus Shelters and Bins	All Councillors	
Staffing Committee	Cllr Hampson and Allison	

### **Item 7**

Code of Conduct circulated. No changes recommended

### **Item 8**

Standing Orders and Financial Regulations Circulated, no changes recommended. There have been no updates from NALC

### **Item 9**

Current Council Policies and review dates

	Adopted	Review Date
Child Protection and Vulnerable Persons	30.11.2021	November 2023
Code of Conduct	30.03.2021	March 2023
Complaints Procedure	22.11.2022	November 2024
Co-option Policy	30.11.2021	November 2023
Data Protection Policy	30.11.2021	November 2023
Document Retention Policy	24.01.2023	January 2026
Equal Opportunities Policy	24.01.2023	January 2026
Freedom of Information	28.02.2023	February 2026
Grant Awarding Policy	25.04.2023	April 2026
Grievance Policy	28.03.2023	March 2026
Media and Communications Policy	28.02.2023	February 2026
Publication Scheme Policy	28.03.2023	March 2026
Risk Management Policy	29.03.2022	March 2023
Scheme of Delegation	28.03.2023	March 2026
Sickness and Absence Policy	22.11.2022	November 2024

### **Item 10**

Risk Management Policy circulated. No updated recommended

### **Item 11**

Asset Schedule updated and circulated.

### **Item 12**

The Insurance levels for the Play equipment have been increased to cover the new equipment. All other cover remains at adequate levels, as checked (and noted) by the Internal Auditor, EXCEPT, that the Bus stops do not appear to be on the schedule. A request for the costs of cover to be added has been made.

### **Item 13**

- a) Internal Audit circulated
- b) AGAR circulated
- c) TO be signed at the meeting
- d) Excise of public rights dates circulated

### **Item 14**

- a) Direct debits listed below
- b) Bank mandate details listed below
- c) Currently CiL is put in the earmarked reserve for a new pavillion. Council needs to agree if this continues this year should further CiL be received.

#### Direct Debits

ICO	GDPR compliance
Onecom	Village Hall Broadband
NEST	Pension Scheme

#### Bank Mandate

	Cheques	Online
Mrs Tracy Dixon Clerk	Full Signatory, but does not sign	Create only
Cllr L Nottage	Full Signatory	Create and Authorise
Cllr S Hampson	Limited Signatory	Create and Authorise
Cllr G Olson	Full Signatory	Create and Authorise
Cllr R Oliver	Limited Signatory	No access
Cllr Allison	Full To be added	Create and Authorise

### **Item 15**

The Localism Act of 2011 sections 1-8 gave local councils a 'general power of competence' (GPC), as long as certain criteria are met and within some restrictions.

It is a power of 'first resort' and means that Councils no longer need to have a specific power to act, eligible councils have 'the power to do anything that individuals generally may do'. All activities must still be legal.

The criteria required for a council to assume general power of competence are:

- 1 a minimum of two thirds of the councillors must be elected.
- 2 The Clerk must hold a sector specific qualification.

The council must then decide, at a full meeting, that it meets the eligibility at that point in time, and the resolution must be clearly minuted. This eligibility has to be renewed at every relevant annual meeting.<sup>1</sup>

Brede Parish Council now has 7 elected Councillors out of a possible 9, and a Clerk with the relevant qualification. It can choose to adopt GPoC should it wish to do so.

### **Item 16**

Meetings are currently the 4<sup>th</sup> Tuesday of every month (excluding August and December). Council needs also to decide on its venue for meetings. The practical options are the Village Hall or Trinity Methodist Church Hall.

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<sup>1</sup> A relevant annual meeting is the annual meeting after the ordinary election, normally every 4 years. The relevant criteria for GPC must still remain.