

Supporting Paperwork for Brede Parish Council Annual Meeting 28th May 2024

Item 6

Current Councillors appointments

	2023-24	2024-25
Planning Committee	All Councillors	
Brede Village Hall	Cllrs Oliver and Nottage	Cllr Duffield appointed in Jan 2024
Website and Facebook	Clerk, Mrs Tracy Dixon	
Footpaths	Cllr Olson	
Highways	All Councillors	
Newsletter	Clerk, Tracy Dixon	
ESALC and RALC representatives	Cllrs Nottage and Wey	Cllr Griffiths has been attending RALC
Recreation Ground	Cllrs Hampson, Allison, Griffiths and Oliver	
Speed Watch	Cllr 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 circulated, no changes recommended.

New Financial Regulations. NALC published new model financial regulations in April 2024, which became available to download on 9th May. They have many updates and changes and need careful consideration and adaptation to suit the size and work of this Council, and are not yet ready for adoption. I would recommend that Councillors agree to defer the review and adoption of the new financial regulations to June, to give time for them to be properly prepared and considered.

Item 9

Current Council Policies and review dates

	Adopted	Review Date
Child Protection and Vulnerable Persons	June 2023	June 2025
Code of Conduct	May 2023	May 2024
Complaints Procedure	November 2022	November 2024
Co-option Policy	June 2023	June 2025
Data Protection Policy	June 2023	June 2025
Document Retention Policy	January 2023	January 2026
Equal Opportunities Policy	January 2023	January 2026
Freedom of Information	February 2023	February 2026
Grant Awarding Policy	April 2023	April 2026
Grievance Policy	March 2023	March 2026
Media and Communications Policy	February 2023	February 2026
Publication Scheme Policy	March 2023	March 2026
Risk Management Policy	March 2022	March 2024
Scheme of Delegation	March 2023	March 2026
Sickness and Absence Policy	November 2022	November 2024

Recommendation To review the scheme of delegation during 2024. To add a training policy, for staff and councillors.

Item 10

Risk Management Policy circulated. Minor changes of updated review dates only. No other changes recommended.

Item 11

Asset Schedule updated and circulated.

Item 12

The Insurance levels have been checked by the internal auditor and levels are correct when compared to the replacement values on the asset schedule.. The Bus stops were added to the insurance during 2023 as it was found they were missing from the schedule. Full employers and public liability are included along with fidelity insurance, as per the Risk Management Scheme.

This is year 3 of a 3 year agreement with Zurich. We will have the option to extend for a further two years next year. Insurance costs for 2024-25 are £1484.95.

Schedule Circulated, the list on page 3 shows the detailed cover for assets.

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) In recent years CiL has been put in the earmarked reserve for a new pavillion. However, Council needs to spend some of this CiL now, and decide where future CiL is placed.

Direct Debits

ICO	GDPR compliance
Onecom	Village Hall Broadband
NEST	Pension Scheme
Tesco Mobile	Clerks Phone

Bank Mandate

	Cheques	Online
Mrs Tracy Dixon Clerk	Full Signatory, but does not sign	Create only
Cllr M Griffiths	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 signatory	Create and Authorise

United Trust Bank (Bond)

Mrs Tracy Dixon Clerk	Full Signatory and email authoriser
Cllr M Griffiths	Full Signatory and email authoriser
Cllr S Hampson	Full Signatory and email authoriser

Item 15

The Council belongs to the following outside bodies, all of which support the council and the clerk on the administration of their duties, and offer reduced training and access to updated polices.

RALC	Rother Association of Local Councils	approx. £80-£100
ESALC	East Sussex Association of Local Councils	approx. £430-£460
NALC	National Association of Local Councils	approx. £120-£140
SLCC	Society of Local Council Clerks	approx. £180-£200

In addition we pay for membership of Parish Online, a useful online tool for the mapping of items in the parish. (£80-£100) and membership of Action in Rural Sussex which supports Village Halls, (ready for the rebuild of the new pavillion) £120.

Item 16

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.¹

Brede Parish Council had 7 elected Councillors out of a possible 9 in the 2023 elections and a qualified clerk so adopted GPoC. One Councillor has since resigned, but there are still 6 out of 9 elected Councillors and a qualified clerk, so Brede Parish Council can retain its GPoC.

Item 17

Meetings are currently the 4th Tuesday of every month (excluding August and December). Council agreed to continue alternating venues for the meetings at its January meeting. The schedule for meetings for the next 12 months will be:

25 th June 2024	Brede Village Hall
23 rd July 2024	Trinity Methodist Church Hall
August	No meeting
24 th September 2024	Brede Village Hall
22 nd October 2024	Trinity Methodist Church Hall
26 th November 2024	Brede Village Hall
December	No meeting
28 th January 2025	Trinity Methodist Church Hall
25 th February 2024	Brede Village Hall
25 th March 2025	Trinity Methodist Church Hall
22 nd April 2025	Brede Village Hall
27 th May 2025	Trinity Methodist Church Hall

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