

## **Supporting Paperwork for Brede Parish Council Annual Meeting 26<sup>th</sup> May 2026**

### **Item 6**

Current Councillors appointments

	2025-26	2026-27
Planning Committee	All Councillors	
Brede Village Hall	Cllrs Duffield and McDonald	
Website and Facebook	Clerk, Mrs Tracy Dixon	
Footpaths	Cllr Hobson (appointed Feb26)	
Highways	All Councillors	
Newsletter	Clerk, Tracy Dixon	
ESALC and RALC representatives	Cllrs Griffiths and Wey	
Recreation Ground	Cllrs Hampson, Allison, Griffiths and Oliver	
Speed Watch	Cllr Wey	
Trees, Seats, Bus Shelters and Bins	All Councillors	
Staffing Committee	Cllr Hampson, Allison and McDonald	

### **Item 7**

Code of Conduct - No changes recommended. Available on website.

### **Item 8**

Standing Orders - No changed recommended . Available on website

Financial Regulations. - No changes recommended. Available on website.

### **Item 9**

Current Council Policies and review dates

	Adopted/Reviewed	Review Date
Accessibility Policy	March 2026	March 2028
Child Protection and Vulnerable Persons	April 2025	April 2027
Code of Conduct	May 2025	May 2026
Complaints Procedure	April 2025	April 2027
Co-option Policy	June 2023	June 2026
Data Protection Policy	June 2023	June 2026
Document Retention Policy	January 2026	January 2029
Equal Opportunities Policy	January 2026	January 2029
Freedom of Information	February 2026	February 2029
Grant Awarding Policy	April 2023	April 2026
Grievance Policy	April 2026	April 2029
Information Technology Policy	January 2026	January 2027
Media and Communications Policy	September 2024	September 2026
Privacy Policy	March 2026	March 2028
Publication Scheme Policy	April 2026	April 2029
Risk Management Policy	May 2025	May 2026
Scheme of Delegation	April 2026	April 2029
Sickness and Absence Policy	April 2025	April 2027
Social Media Policy	September 2024	September 2026
Training Policy	March 2025	March 2027

### **Item 10**

Risk Management Policy circulated. Minor changes of updated review dates only. Policy available to view on website.

**Item 11**

Asset Schedule circulated. List updated with new play equipment and other purchases.

**Item 12**

New Insurance was approved in April 2025 for three years with Zurich. All insured levels were checked and appropriate. Current years insurance quote is £1359.99

**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) No CiL expected in the current year, to the clerks knowledge, However, Council needs to approve the placing of CiL in a separate earmarked reserve for identified spending.
- d) Internal auditor. Keith Robertson is retiring from Auditing, so a new Internal auditor will need to be found. Quotes will be found and bought to council to decide at a later date.

Direct Debits/recurring card payments

ICO	GDPR compliance
Onecom	Village Hall Broadband
NEST	Pension Scheme
Lebara Mobile	Clerks Mobile
Mcafee	Computer protection

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 R Oliver	Limited Signatory	No access
Cllr Allison	Full signatory	Create and Authorise
Cllr Duffield	Still to be added.	

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. £60-80
ESALC	East Sussex Association of Local Councils	approx. £450-£500
NALC	National Association of Local Councils	approx. £150-£190
SLCC	Society of Local Council Clerks	approx. £200-£230

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) approx £160.

## **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.<sup>1</sup>

**Brede Parish Council had 7 elected Councillors out of a possible 9 in the 2023 elections and a qualified clerk so adopted GPoC. Two Councillors have since resigned, leaving only 5 out of 9 elected Councillors and a qualified clerk, so Brede Parish Council no longer qualifies for GPoC, but can retain it until the next election. Council must not start any new large project that require GPoC.**

## **Item 17**

Meetings are currently the 4<sup>th</sup> Tuesday of every month (excluding August and December). Council has previously agreed to continue alternating venues for the meetings but the increased bookings at the Village Hall now mean that the Committee Room is noisy during Council meetings, and the car park full to capacity with no room for Councillors or members of the public to park..

Council needs to agree where it wishes to meet for the next 12 months. Meeting dates are below.

23<sup>rd</sup> June 2026

28<sup>th</sup> July 2026

August No meeting

22<sup>nd</sup> September 2026

27<sup>th</sup> October 2026

24<sup>th</sup> November 2026

December No meeting

26<sup>th</sup> January 2027

23<sup>rd</sup> February 2027

23<sup>rd</sup> March 2027

6<sup>th</sup> April 2027

18<sup>th</sup> May 2027 Annual Meeting. (note, possibly 1 week earlier than usual, due to elections and the requirement to meet with 14 days of Councillors taking up office after an election. Councillors take up office 4 days after an election. Elections will be on May 6<sup>th</sup> 2027 so a Council meeting must be held on or before 24<sup>th</sup> May )

25<sup>th</sup> May 2027 Council meeting.

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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.