

HURST GREEN PARISH COUNCIL

Minutes of the Extraordinary meeting held on Tuesday 16th October 2023 in Hurst Green Village Hall starting at 7.00pm.

Present:- Councillor Browne (Chair), Councillor Callan, Councillor French, Councillor Evans, Councillor Levine (from 7.35pm), Councillor Pakenham (from 7.35pm) and Councillor Price.

The RFO, Anita Emery and the Clerk were in attendance. No public attended.

1.0 APOLOGIES FOR ABSENCE: -

Councillor Brown and Councillor Cloves.

2.0 DECLARATION OF INTERESTS, *in accordance with the Members' Code of Conduct: to receive any disclosure by Members 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.*

None received.

2.1 APPLICATIONS FOR DISPENSATION – *to consider written requests from Members for Dispensation and to consider the length of time the dispensation should be granted for i.e. as a one-off relating to a matter on this agenda, or ongoing for a set period and relating to any agenda within that period.*

None received.

3.0 LODGE FIELD PLAYGROUND

3.1 Resolution to approve Terms and Conditions for the new play equipment installation.

Service agreement received by A Frost Design did not meet Council requirements. Clerk to obtain document in word format and amend. Document will then be emailed to Councillors and A Frost Design for approval via email and when approved signed and posted to A Frost Design for signature.

3.2 Resolution to approve payment drawdown as per schedule on receipt of acceptable progress report.

The Council agreed that A Frost Design should pay for all materials used to avoid issues with the warranty. First payment would therefore be £15,832 inclusive of VAT to cover first payment and materials purchased to date.

This will be paid on receipt of signed Terms and Conditions/Service Agreement signed by both parties.

Further payments will be linked to schedule of works timetable and acceptable progress reports.

It was resolved that payments would be paid by the RFO on the instruction of the Council and this could be done via email if needed.

3.3 Resolution to approve formal start date by A Frost Design.

To be set on receipt of Terms and Conditions/Service Agreement signed by both parties.

4.0 COMMITTEES

4.1 To elect Chair for Finance committee

Councillor Browne proposed Councillor Price for Chair and this was seconded by Councillor Pakenham. **This was unanimously resolved.**

4.2 Resolution by Finance committee (Cllrs, Browne, French, Callan, Levine, Pakenham and Price) to approve Terms of Reference

It was **unanimously resolved to accept** the Terms of Reference provided by the Clerk with the amendment that meetings would be twice yearly rather than quarterly.

4.3 To elect Chair for Planning committee

Councillor Browne proposed Councillor Pakenham for Chair and this was seconded by Councillor Price. **This was unanimously resolved.**

4.4 Resolution by the Planning committee (Cllrs, Brown, Cloves, Evans, French, Levine and Pakenham). to approve Terms of Reference

It was **unanimously resolved to accept** the Terms of Reference provided by the Clerk.

4.5 Full Council to approve Terms of Reference for,

1) Finance committee – it was **unanimously resolved to approve.**

2) Planning committee – it was **unanimously resolved to approve.**

The Chair declared the meeting closed at 8.30pm.

Distribution of Minutes: -
All Parish Councillors

Signed Cllr. Graham Browne

Dated 31st October 2023