

Steyning Parish Council



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TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A REMOTE EXTRA ORDINARY MEETING
OF FULL COUNCIL TO BE HELD ON THURSDAY 20th AUGUST 2020 AT 7.30 PM
VIA THE ZOOM VIDEO CONFERENCING PLATFORM

This meeting is convened under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO 'ATTEND' THE MEETING BY SUBMITTING A REQUEST FOR THE LOG-IN DETAILS TO THE CLERK IN ADVANCE OF THE MEETING

(Please join with your own video camera turned off and keep it turned off unless invited to participate)

GDPR Notice

Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public. By participating at the meeting, including by merely logging-in to it, you consent to this. If you do not consent to these terms you should please not log-in to the meeting

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 STATEMENT FROM THE COUNCILLORS WHO CALLED THIS MEETING UNDER STANDING ORDER 6(b)**
- 4.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions via Zoom or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Monday 17th August 2020. You will be asked to turn on your video camera if participating. SPC will control your microphone.*
- 4.0 SPECIAL RESOLUTIONS**
 - 4.1 Motion 1:** In recognising the difficulties that may arise out of changes to the committee structures and other changes that are proposed in the motions before Council, the Council resolves to agree that James Corrigan should be present at the meeting to provide guidance to all councillors.
 - 4.2 Motion 2:** In accordance with Standing Order No. 7(a) and 4(d)(xii) the Council resolves that all committees, sub-committees, working parties, working groups, and representatives to outside



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bodies agreed at the Annual Meeting of the Parish Council held on the 18th May 2020 are dissolved with immediate effect.

- 4.3 Motion 3:** In accordance with Standing Order Nos. 4(d) and 4(d)(vi) the Council resolves to appoint the following committees and elect the members as well as the Chairs and Vice Chairs of those committees: F&GP, Amenities, Planning, and the membership numbers in accordance with Standing Order No. 4(d), and the Personnel Committee. These committees will be subject to their respective Terms of Reference as detailed in motion 5 below.
- 4.4 Motion 4:** In accordance with Standing Order Nos. 7(a), 4(d) and 4(d)(xii) the Council resolves that to reduce the number of meetings each month and the pressure on the clerks' office, the Premises committee will be discontinued and that the duties and responsibilities of that committee shall be transferred to the Amenities committee, with membership numbers to remain as 7 in accordance with the numbers agreed for the Amenities committee by Council at the Annual Meeting of the Parish Council held on the 18th May 2020, and that in accordance with Standing order No. 4(vi), the Council shall elect the members as well as the Chair and Vice Chair of the committee. This committee will be subject to its Terms of Reference as detailed in motion 5 below.
- 4.5 Motion 5:** In accordance with Standing Order No: 7(a) the Council resolves that the Terms of Reference of all committees, sub-committees, working parties, and working groups agreed at the Annual Meeting of the Parish Council held on the 18th May 2020 shall remain in place for the time being but subject to revision by the Working Practices Group with any changes recommended to Council for approval.
- 4.6 Motion 6:** In accordance with Standing Order No. 4(d) the Council resolves to appoint members to the following working parties and representatives of outside bodies: FOI Panel, Working Practices Group, South Downs National Park Representative, Joint Parishes Youth Committee Representative, HALC/SALC/NALC Representative, Local Action Team Representative, Joint Parishes Cemetery Committee Representative, Isolation and Loneliness Representative, Neighbourhood Wardens Steering Committee Representative, Climate Action Working Party, Patient Participation Group Representative
- 4.7 Motion 7:** In accordance with Standing Order Nos. 7(a) and 5(j)(v) the Council resolves to implement a Scheme of Delegation that defines the delegation arrangements to committees, sub-committees, staff and other local authorities (supporting paper), such scheme shall be subject to any amendments recommended to Council by the Working Practices Group.
- 4.8 Motion 8:** In accordance with Standing Order No. 7(a) and to reduce the Clerks' time in the production of agendas and minutes for Council, committees and working parties the Council resolves to implement a new Agenda and Minutes policy (supporting paper).
- 4.9 Motion 9:** In accordance with Standing order No. 7(a) the Council resolves that the Working Practices Group will review the number of Council and Committee meetings held each month, and the timings of such meetings, with a view to reducing the frequency of meetings and to make recommendations to Council.
- 4.10 Motion 10:**
To ensure that the valued officers of the Council are given the necessary support and do not have unrealistic expectations placed upon them, and in accordance with Standing Order No. 7(a) the Council resolves that the Line Management Team is dissolved and a Clerks' Office Support Team

created which will comprise of the following Cllrs: Cree, Norcross, Young and Lloyd who will formulate the Terms of Reference for approval by Council.

- 4.11 Motion 11:** The Council resolves to appoint James Corrigan to offer additional support to the Clerk and Council, which shall be limited to 30 hours or, until such time as the Clerks' Office Support Team recommends to Council that it should cease.

5.0 DATE OF NEXT FULL COUNCIL MEETING DUE TO BE: 21st September 2020 at 7.30pm


T. E. Lloyd (Aug 14, 2020 09:32 GMT+1)



**Cllr Tim Lloyd and Cllr Steve Northam
Steyning Parish Councillors**