

NOTICE OF MEETING

Ashurst Wood Village Council members are summoned to the **Village Council** meeting to be held on Tuesday 2nd July 2019 at 7.45 pm at the Council's meeting room, 20-22 Maypole Road. Members of the public and press are welcome and encouraged to attend.

Rebecca Roberts
Acting Clerk to the Council

Date: 26th June 2019

AGENDA

Mobile phones should be turned off for all meetings, thank you

1. a. County and District Councillors' Reports
b. Public Questions – no longer than 15 minutes
2. Apologies for absence
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.
4. Chairman's Announcements
5. To confirm the Minutes of the Village Council Meeting held on 4th June 2019
6. Recorded meetings: to approve deletion of recording 3rd March 2019
7. To receive the minutes of Committees and reports from working groups and to consider any recommendations arising:
 - a. Planning Committee
 - b. Tennis Club
 - c. Youth Club
 - i. To receive a proposal for the replacement Youth Club Leader
 - d. Events Working Group (EWG)
 - i. To note: the Kids for Tennis summer coaching scheme (replacing the summer sports day) will not be taking place as hoped
 - ii. To note: The Premises license for John Pears Recreation Ground will be automatically renewed in July and the expenditure of £70
 - iii. To note: the EWG will report to the September meeting on the viability and proposed date of Ashstock 2020 (*Local Government Act 1972 s145(a)*)
8. Clerk's report*
 - a. To ratify the expenditure of £140 for two New Councillor SSALC briefing training sessions (Councillors Co-opted at the meeting on 4th June) (*Local Government Act 1972 s111(1)/s112*)
 - b. To note: all members Register of Interests have been submitted to the Monitoring Officer at MSDC and are also uploaded on the Village Council's website
 - c. To note: all Councillors have been set up with new Council e-mail addresses using the ashurstwood-vc.gov.uk domain

- d. To note: a visioning exercise for the Council has been arranged with Chris Rolley Associates (10th August) (*Local Government Act 1972 s111(1)*)
 - e. To ratify the expenditure of up to £100 for the electrician's call out fee and replacement of faulty call point in the meeting room
 - f. To note: Ashurst Wood's turn for the Cluster Group's Speed Indicator Device (SID) will be from 15th July for four weeks'
 - g. To nominate two councillors to be responsible for the site locations and collating the data
9. Finance **
- a. Accounts to pay**
 - b. To receive RBS income and expenditure report up to 2nd July
 - c. To confirm the Rebecca Roberts to be authorised name on the Public Sector Deposit Account (savings account) and Unity Trust Account (current account); and to note Caroline Leet will be removed from these two accounts once the new administrator has been set-up
 - d. To note: The FairFX prepaid Debit Card in the name of Caroline Leet will be closed and the balance will be transferred to the 2nd card in the name of Rebecca Roberts
 - e. To approve the maintained balance on the FairFX card in the name of Rebecca Roberts will increase from £200 to £400 (until a time when a second card and both cards would then revert to a £200 balance)
 - f. To consider the expenditure of £80 to increase the email space (an additional 2048MB) on the server now that the Councillors have Council email addresses. This will mean a budget overspend on Website (code 4027)* (*Local Government Act 1972 s111(1)*) and (*General Data Protection Act 2018*)
 - g. To note: The final PWLB repayment for the purchase of the Village Hall will be paid on 17th July
10. To receive an update on the new court access system to the tennis courts in partnership with the Ashurst Wood Community Tennis Club and Mid Sussex District Council*
11. To receive an update on the current vacancies (*Local Government Act 1972 s112*)
- a. To ratify the Assistant Clerk as the Acting Clerk whilst the office staffing is reviewed
 - b. To ratify the appointment of the new Cleaner for the Pavilion and Council facilities (resolution 71)
 - c. To consider establishing a Staffing Committee to deal with recruitment and other employment matters
(*Councillors already nominated to manage the recruitment process for the new Clerk and review of the Assistant Clerk's role; resolution 69*)
12. To consider adopting the Disciplinary and Grievance Policies based on the NALC model policies.
13. To approve the expenditure of up to £150 for the electrician to carry out the full electrical 5-yearly test, as required by the Village Centre insurers, and to also carry out an annual PAT test* (*Local Government Act 1972 s111*)
14. To approve the expenditure of £312 for Wired Electrics to further investigate the fault with the fire alarm, locate and replace the faulty cabling and to fit a new smoke detector head in the loft area (*Local Government Act 1972 s111*)
15. To consider holding a pre-meeting discussion which would allow all Councillors to be briefed on the agenda items*
16. To consider confirming the establishment of the following Committees, now that all the Council's seats are filled:
- a. Finance and Administration Committee (proposed first meeting to be in October 2019)
 - b. Public Services Committee (proposed first meeting to be in February 2020)*
17. To appoint members for each Committee

18. To elect Chair and Vice chair for each Committee
19. To review and approve the draft Winter Management Plan for 2019/20 so that it can be submitted to West Sussex County Council with the grit bin audit (usually takes place over the summer period)
20. To consider if there is a need to review the Village's dog bins and if new ones are needed/additional collections*
21. To receive an update on the wild flower meadow at John Pears Recreation Ground* **
22. Consultations - None
23. To receive reports from Councillors who have attended outside bodies
24. Items of correspondence*
 - a. List on Clerk's report, correspondence previously circulated
25. Any Items for reporting or inclusion on future agenda
26. Date of next meeting – 3rd September

* see Clerk's report

** Attached papers

Copies of meeting papers are available on request from the Council office