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Date: 28th August 2020

Finance, Policies and Human Resources Committee Meeting

Members of the Committee are summoned to a virtual Meeting (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392; Business and Planning Act 2020 Section 22 to include Parish Meeting under section 78 of the Coronavirus Act 2020 as part of the Amendment Regulations 2020) of Rudgwick Parish Council on **Thursday 3rd September 2020 at 6.15 p.m.**

Councillors: M Ellis (Chairman) S Kornycy
D Buckley R Landeryou
A Gormley P Thompson

Jonna Foote

Mrs J Foote
Clerk to Rudgwick Parish Council

Members of the public have a right and are welcome to attend the meeting as observers.

AGENDA

To be read in conjunction with Clerk's Report for further background information.

- FPHR 020-20/21 **Apologies for Absence**
To receive for approval.
- FPHR 021-20/21 **Declarations of Interest**
To receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting.
- FPHR 022-20/21 **Minutes of Finance, Policies and Human Resources Committee Meeting of 27th May 2020**
To receive for approval.

- FPHR 023-20/21 **Public Speaking Session** (for noting only)
The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
- FPHR 024-20/21 **S106 – Rudgwick Hall boiler update**
To receive and note.
- FPHR 025-20/21 **S106 – King George V Skatepark update**
To receive and approve.
- FPHR 026-20/21 **Horsham District Council – Discretionary Grant for Parish Councils update**
To receive and consider.
- FPHR 027-20/21 **Working Groups – Standing Orders/ Code of Conduct update**
To receive and consider.
- FPHR 028-20/21 **Policies and Procedures**
To receive and approve.
- FPHR 029-20/21 **Resolution to exclude the public and press from the business about to be transacted.**
Exclusion due to the confidential nature/exempt information to be discussed.
- FPHR 030-20/21 **Little Street – update**
To receive and note.
- FPHR 031-20/21 **Staffing**
To receive and approve.
- FPHR 032-19/20 **Date of next meeting: Autumn 2020 date to be agreed**

Recording of Parish Council Meetings and use of social media: During this meeting the public are allowed to record the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to record. Mobile devices should be switched to silent for the duration of the meeting.

RUDGWICK PARISH COUNCIL

Finance, Policies and Human Resources Meeting on Thursday 3rd September 2020
at 6.15 pm

Clerk's Report

To be read in conjunction with the Agenda

- FPHR 020--20/21 **Apologies for Absence**
Recommendation: To receive for approval.
- FPHR 021 -20/21 **Declarations of Interest**
Members are advised to consider the agenda for the meeting and determine in advance if they have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether *a Member has an interest should be sought before attending the meeting.*
Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.
- FPHR 022-20/21 **Minutes of Finance, Policies and Human Resources Committee Meeting of 27th May 2020**
Recommendation: to approve [Minutes](#) of the Finance, Policies and Human Resources Committee Meeting held on 27th May 2020 as an accurate record and for the chairman to sign these.
- FPHR 023-20/21 **Public Speaking Session** (for noting only)
The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
- FPHR 024-20/21 **S106 – Rudgwick Hall boiler update**
Recommendation: To receive and note Rudgwick Hall boiler update.

Background information:
The Council's request for a release of S106 funds has been granted by HDC.
The contractor has been booked to commence replacement of the boiler/ hot water cylinder in the second week of September.
- FPHR 025-20/21 **S106 – King George V Skatepark update**
Recommendation: To receive and consider King George V Skatepark update.

Background information:
The Skatepark is in urgent need of repair. The Clerk has had a contractor investigating the current damage and the reason for boards having broken so soon after having been replaced is due to the fact the underlying structure is decaying. To put a "sticking plaster" on the areas that are affected would be approx. £2,000 with no guarantee that a similar issue would not arise in the very near future. To address the issues with the structure costs would be approx. £15,000.

S106 funds for a new, concrete Skatepark will be £64,000 although the clerk has been informed that a simple concrete skatepark is in the range of £70,000.

The Council may wish to start exploring the possibilities of a new skatepark, e.g. consultation with users (Rudgwick Youth Club, Pennthorpe/ Rudgwick Primary School); place article in Rudgwick Parish Magazine; exploring providers, investigate contractors (may be able to outsource groundwork to a different company then skatepark building organisation); tender process.

FPHR 026-20/21 **Horsham District Council (HDC) – Discretionary Grant for Parish Councils update**
Recommendation: To receive and note HDC – Discretionary Grant application.

Background information:

The Clerk consulted HDC regarding the application process, details were not available. The electronic application form was not set up for councils (e.g. tax references, company registration numbers were required to be submitted). With support from another council, the process could be completed – with RPC's application covering those facilities that provide an income.

FPHR 027-20/21 **Working Groups – Standing Orders/ Code of Conduct update**
Recommendation: To receive and resolve to recommend to the Council to adopt [Confidentiality Agreement/ Code of Conduct document](#).

Background information:

Further to the August Council meeting the Clerk has explored the various options to for ensuring that non-councillor members of Working Groups are aware of their duties and responsibilities. Consultation with SSALC took place and the above document the outcome.

FPHR 028-20/21 **Policies and Procedures**
Recommendation: To receive and resolve to recommend to the Council to approve/adopt the following documents.

- [Child Protection & Vulnerable Persons Policy](#)
- [Co-option Policy](#)
- [Co-option Application Form](#) – to be adopted
- [Community Engagement – to be adopted](#)
- [Document Retention Policy](#)
- [Email & Internet Usage Policy](#) – amended
- [Internal Control Policy](#)
- [Investment Policy](#)
- [Members Allowance Policy](#) – to be adopted
- [Members Code of Conduct](#)
- [Recording Public Meetings Policy](#)
- [Risk Assessment Management Scheme](#) - amended
- [Scheme of Delegation](#) – amended (Working Groups)
- [Section 137 Grants Policy](#)

FPHR 029-20/21 **Resolution to exclude the public and press from the business about to be transacted**
Recommendation: To resolve to consider excluding the public – in accordance with The Public Bodies (admission to Meetings) Act 1960, due to the confidential nature/exempt information.

- FPHR 030-20/21 **Little Street – update**
Recommendation: To receive and note and resolve to recommend further actions to the Council regarding Little Street request.
(See confidential report – circulated to councillors)
- FPHR 031-20/21 **Staffing**
Recommendation: To receive and consider recommendations regarding staff salaries/ salary increment scheme.
(See confidential report - circulated to councillors)
- FPHR 032-19/20 **Date of next meeting: Autumn 2020 date to be agreed**
Recommendation: To resolve to agree the date for the Autumn 2020 meeting.