



RUDGWICK PARISH COUNCIL

Minutes of the virtual Finance, Policies and Human Resources Committee 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 held on Thursday 3rd September 2020 at 6.30 p.m. (Meeting was delayed by 15 minutes due to technical reasons)

Present: Councillors M Ellis (Chairman), D Buckley, S Kornysky, R Landeryou, P Thompson.

Absent: Councillor A Gormley

Also, taking part: Parish Clerk Jonna Foote and one members of the public.

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| FPHR 020-20/21 | <p>Apologies for Absence
No apologies for absence were received.</p> |
| FPHR 021-20/21 | <p>Declarations of Interest
It was resolved unanimously to note that no declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.</p> |
| FPHR 022-20/21 | <p>Minutes of Finance, Policies and Human Resources Committee Meeting of 27th May 2020
It was resolved unanimously 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.</p> |
| FPHR 023-20/21 | <p>Public Speaking Session
There were no speakers.</p> |
| FPHR 024-20/21 | <p>S106 – Rudgwick Hall boiler update
It was resolved unanimously to note that the Rudgwick Hall boiler was to be replaced in the week commencing 14th September 2020 and for costs to be met by S106 funding (approved).</p> |
| FPHR 025-20/21 | <p>S106 – King George V Skatepark update
It was resolved unanimously to recommend to the Full Council to approve spending of £1,7024 Plus VAT for the immediate repair of the Skatepark; no further repairs to be undertaken; investigations to start regarding the building of a new, concrete skatepark as mentioned in Clerk’s Report.
Proposed by Cllr Ellis seconded by Cllr Kornysky.</p> |
| FPHR 026-20/21 | <p>Horsham District Council (HDC) – Discretionary Grant for Parish Councils update
It was resolved unanimously to note the HDC – Discretionary Grant application information provided in the Clerk’s Report – with the additional information that a grant for loss of income from Little Street could not be applied for as a grant had already been allocated to Little Street, being the rate payer.</p> |

FPHR 027-20/21 **Working Groups – Standing Orders/ Code of Conduct update**
It was **resolved** unanimously **to recommend** to the Full Council to adopt the [Confidentiality Agreement/ Code of Conduct document](#).

FPHR 028-20/21 **Policies and Procedures**
It was **resolved** unanimously **to recommend** to the Full Council to approve/adopt the following documents:

- [Child Protection & Vulnerable Persons Policy-](#)
- [Co-option Policy](#)
- [Co-option Application Form](#)– to be adopted
- [Document Retention Policy](#)
- [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](#)

with agreed changes to be made:

- [Community Engagement – to be adopted](#)
- [Email & Internet Usage Policy](#) – amended

FPHR 029-20/21 **Resolution to exclude the public and press from the business about to be transacted**
It was **resolved** unanimously **to exclude** 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**
It was **resolved** unanimously **to recommend** to the Full Council to resolve to meet with Little Street owner to address the issues reported and discussed regarding to the request for a reduction in lease payments.

FPHR 031-20/21 **Staffing**
It was **resolved** unanimously **to recommend** to the Full Council to resolve the proposals in the circulated confidential report, addressing salary increases, annual incremental dates and current Clerk’s period of notice.

FPHR 032-19/20 **Date of next meeting: Autumn 2020 date to be agreed**
It was **resolved** unanimously for the next virtual Finance, Policies and Human Resources Committee meeting to take place on Tuesday 24th November 2020 at 6.00 pm.

There being no other business, the Chairman closed the meeting at 8.04 pm

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Chairman M Ellis

Date