

**BERSTED PARISH COUNCIL MONTHLY MEETING
18:30 TUESDAY 10th DECEMBER 2024. AGENDA AND BUSINESS**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business which is set out on the agenda.

Reminder of standing orders 3x.

A meeting shall not exceed a period of 2 hours and items should not exceed 15 minutes.

Notice to all in attendance, this meeting is recorded for the Clerks use only, for the purpose of accuracy of minutes, once minutes are ratified the recording will be deleted.

1. Apologies for Absence

2. Declarations of Interests

It is a requirement for all Councillors to make a declaration of personal and prejudicial interests either prior to commencement of meetings or at a time during a meeting where relevant.

3. Minutes of Council Meeting 12th November

Minutes have been circulated to Members.

4. Matters Arising from the Minutes

None notified at time of publication.

5. Reports from County & District Councillors

Councillors are requested to submit written reports prior to the meeting.

- a) County Cllr Greenway
- b) County Cllr Francis Oppler
- c) District Cllrs Greenway, Lury and Yeates

6. Public Session

Maximum of 15 minutes for this item.

A resolution may be made to allow members of the public present to ask questions.

7. Committee Minutes

Maximum of 15 minutes for this item.

To **note** the minutes and receive any questions from Members:

- Community Action Committee, 19.11.24.
- Finance Committee, 26.11.24.
- Planning Committee, 03.12.24.

8. Financial Matters

Approve the November 2024 Income & Expenditure report for the general account.

9. Finance Committee recommendations

- a) To approve C.I.L spend for new bin for Jubilee Fields (Deputy Clerk Item).
- b) To review I.T provider quotations received and choose provider for 25/26 (see Clerk/RFO Memo).

10. Operation Watershed Application -Shripney

To approve additional up to 5k contingency due to additional costs i.e Biodiversity Net Gain reports and E.A Permit FRAP. (Deputy Clerk Item).

11. 25/26 Budget

Council to note budget as recommended by Finance Committee. This will need to be ratified by Council in January, to be submitted by the deadline.

12. Standing Order Addition-Protocol

To consider and approve the addition for a protocol.

13. Electoral Review

To consider and approve Councils response to Arun DC email of 25/11/24 (Deadline 16/12/24).

14. Parish Reports: Maximum of 15 minutes.

- a) Chair
- b) Vice Chair
- c) Clerk/RFO
- d) Deputy Clerk
- e) Community Clerk
- f) ALL Councillors reports

15. Meetings & Reminders

- a) Planning Committee 6.30pm, 07.01.25.
- b) Council 6.30pm, 14.01.25.
- c) Tea & Coffee Club, 2pm, 20.01.25.

16. Correspondence (as circulated)

Any further correspondence.

17. Exempt Matters-Personnel Committee

A resolution may be made to exclude the public and press. Standing Order: 1c. Staffing Matters.

- a) Approve the Personnel Committees recommendation of 12/11/24 to approve the costs of 1,168.31 for Ill Health Strain insurance.
- b) Approve the Personnel Committees recommendation of 12/11 to approve a revised staffing budget for 25/26 and revised CCs to aid transparency on staffing costs.
- c) Approve the Personnel Committees recommendation of 26/11 to approve flexible working requests for Clerk/RFO and Community Clerk with effect 01/01/25.

18. Urgent Matters

Urgent matters notified to the Chairman in writing in advance of the meeting. Members should note that no decision can be made.

D. Holcombe, Clerk/RFO

4th December 2024.