

Full Parish Council - Agenda

Clerk: Michaela Frost

Rear of Village Hall

The Green

Horsted Keynes

West Sussex

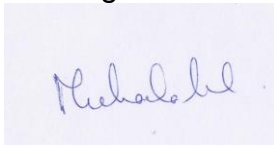
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8 February 2017

Members of Horsted Keynes Parish Council are summoned to a Parish Council meeting to be held in the Village Hall on Tuesday 14 February 2017 at 7:30 pm.



Michaela Frost
Parish Clerk

AGENDA

1. PUBLIC PARTICIPATION

Members of the public are welcome and encouraged to attend. The first ten minutes of the meeting will be available for the public to express a view or ask a question on relevant matters on the agenda. The public and press are also welcome to stay and observe the rest of the meeting.

2. APOLOGIES – to receive apologies for absence.

3. DECLARATIONS OF INTEREST

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.

4. MINUTES

4.1. To resolve that the minutes of the Council Meeting held on Tuesday 11 January 2017 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Matters outstanding from these minutes (not listed as separate agenda items).

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5. NEIGHBOURHOOD PLAN

- 5.1 Verbal update on progress

6. REPORTS

- 6.1. To receive report from County Councillor.
- 6.2. To receive report from District Councillor.
- 6.3. To receive and consider reports from Parish Councillors.

7. FINANCE AND GOVERNANCE

- 7.1. To authorise schedule of payments and note receipts and year to date expenditure (attached).
- 7.3 To consider and agree the Special Reserves to be held by the Council with effect from 01/04/17 (previously circulated)
- 7.4 To agree the Clerk's Pension arrangements.
- 7.5 To note that the RFO will be retiring in May and to agree that the Clerk will undertake the RFO duties.
- 7.6 To authorise the Chairman, Vice Chairman, and the Clerk to make the necessary arrangements concerning the contractual hours of the Clerk and also for the recruitment of an Assistant.
- 7.7 To consider and agree Standing Orders as agreed by the Committee on 10 December 2016 (unconfirmed Minutes of Finance & Governance Committee meeting 10/12/16 – previously circulated and on website)

8. TOILETS, GREENS & RECREATIONAL GROUND AND HIGHWAY

- 8.1 To receive reports from TGR Committee and update from TGR members. *(unconfirmed minutes of TGR Committee meeting 31/1/17 have been previously circulated)*
- 8.2 Update on Memorial Pavilion - repairs
- 8.3 Update on Playground Refurbishment – including update on residential consultation regarding playground refurbishment (Minutes from the last meeting of the Playground Refurbishment Working Group have been circulated)
- 8.4 To authorise the Clerk to complete and submit the customer access form in order to access the ESPO framework with regard to the playground refurbishment.
- 8.5 To consider and agree the Tender document as amended and agreed by the Procurement Officer from Horsham District Council (previously circulated) with regard to the playground refurbishment.
- 8.6 To consider and agree the next steps including grant applications regarding the playground refurbishment.

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9. PLANNING

To receive verbal report on Planning Applications received and any MSDC decisions.

10. GENERAL

10.1 Visioning exercise – next steps

10.2 To agree date(s) for extraordinary meeting – ***will depend on outcome of review of NP***

11. CONFIDENTIAL ITEMS

Due to their confidential nature, members of the public and the Clerk will be asked to leave the meeting whilst these items are discussed

11.1 To receive the Chairman's report regarding the Clerk's 6 monthly probationary period.

11.2 To consider an increase in Clerk's hourly rate of pay on line with contract of employment – to be back dated to 06/12/16 (Chairman will supply full details at the meeting)

12. DATE OF NEXT MEETING

12.1. 14 March 2017.

13. COMMENTS FROM MEMBERS OF THE PUBLIC