

## **UPPER BEEDING PARISH COUNCIL**

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Clerk: Steve Coberman

### **MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE**

**Date: Tuesday 20<sup>th</sup> June 2017    Time: 7.30pm    Place: Beeding & Bramber Village Hall**

<b>Present:</b>	Cllrs S Birnstingl, K Bowlan, A Chilver, V Cook, R Harber, P Kentell, J Rowland, and C Warren.
<b>R:0617:01</b> <i>Election of Chairman</i>	Cllr S Birnstingl was nominated as Chairman, agreed to accept office, and was elected unanimously. <i>Proposed by P Kentell; Seconded by A Chilver.</i>
<b>R:0617:02</b> <i>Election of Vice-Chairman</i>	Cllr C Warren was nominated as Vice-chairman, agreed to accept office, and was elected unanimously. <i>Proposed by P Kentell; Seconded by K Bowlan.</i>
<b>R:0617:03</b> <i>Apologies</i>	All committee members were present. Apologies were sent from Mrs Burt of Horsham Matters, who was unable at short notice to attend due to family illness.
<b>R:0617:04</b> <i>Questions from the public</i>	There were no questions from the public.
<b>R:0617:05</b> <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
<b>R:0617:06</b> <i>Horsham Matters</i>	Due to the absence of Mrs Burt, this item could not be taken further at this time. A replacement meeting will be arranged.
<b>R:0617:07</b> <i>Minutes of previous meeting</i>	The minutes of the meeting dated 21 <sup>st</sup> February 2017 were approved by all present and signed by the Chairman. <i>Proposed by C Warren; Seconded by A Chilver.</i>
<b>R:0617:08</b> <i>Matters arising</i>	R:0217:06 It was noted that the verge cutting appeared to be effective so far. C:0617:22 The candidate statements for the election of parish representatives to the SDNPA were considered, and the meeting agreed to cast its vote in favour of Mr Burr.

<p><b>R:0617:09</b> <i>Clerk replacement strategy</i></p>	<p>The Clerk noted that he intended to retire on 10<sup>th</sup> November 2018. He briefly explained the problems he had encountered on taking up his appointment in May 2008, due to the lack of a controlled handover, and suggested that a period of overlap between himself and the new appointee would be desirable. He put forward an overlap of 6 weeks as a reasonable balance between effectiveness and cost to the council, with the new appointee therefore taking up post on 1<sup>st</sup> October 2018. The meeting agreed with this proposal, though Cllr C Warren felt that a longer period might be desirable. Cllr S Birnstingl then explained the advertising, interviewing, and appointment mechanics used in 2008, which were coordinated using procedures supplied (at a cost) by AiRS, and the meeting agreed to follow the same route in 2018. The Clerk suggested that, in order to meet a 1<sup>st</sup> October commencement date, interviewing should take place in July; were an outstanding candidate then available to take up duties before 1<sup>st</sup> October, the council would have the opportunity to extend the overlap period if this were thought desirable at the time.</p>
<p><b>R:0617:10</b> <i>Environment</i></p>	<p>Cllr K Bowlan raised the issue of environmental campaigns and publicity. Asked if she had any specific ideas in mind, no specific proposals were suggested except the planting of more trees. The Clerk noted that Standing Orders already required all council decisions to take the environment into account, and that this remained the councils actively pursued policy. Cllr S Birnstingl suggested that the environmental credentials of supplier and contractors be checked when purchasing goods or services. Cllr Bowlan also agreed to approach the National Park Authority to ascertain what specific campaigns they are running on environmental matters.</p>
<p><b>R:0617:11</b> <i>Printer/copier upgrade</i></p>	<p>The Clerk informed the meeting that he had ordered a replacement copier/printer from the current supplier. He noted that this was within his executive authority, and that he had negotiated an upgrade to a more modern machine at an identical rental and per-copy cost as is paid under the existing contract.</p>
<p><b>R:0617:12</b> <i>Correspondence</i></p>	<p>The Clerk tabled an email from HDC bringing to parish councils attention the governments strategies on prevention of terrorism. Following discussion, the meeting considered that no further action needed to be taken, other than making the caretaker aware of the provisions of the relevant acts. The Clerk agreed to do this.</p>
<p><b>R:0617:13</b> <i>Items for information or next agenda</i></p>	<p>There were no items suggested for discussion, or to be placed on a future agenda.</p>

The meeting closed at 8.10pm. The next meeting will be held at Beeding & Bramber Village Hall on Tuesday 17<sup>th</sup> October 2017 at 7.30pm.

**Minutes signed by:** ..... **Date:** .....