

BENTWORTH PARISH COUNCIL

Chair: Jane Costigan

Locum Clerk: Mrs Louisa Thomson
Email: clerk@bentworthparishcouncil.org

27th April 2022

You are summoned to attend the **Parish Council Meeting** of Bentworth Parish Council on **Tuesday 3rd May 2022 at 7.00pm, St Marys Church, Bentworth.**

Jane Costigan (Chair), Veronica Parker, Danny Green, Kathryn Courtier, Simon Houston, Neal Day, Tim Lipscombe and James Blackmore

AGENDA

Part I

1. **Election of Chairman** (including signing of Declaration of Acceptance of Office)
2. **Election of Vice-Chairman** (including signing of Declaration of Acceptance of Office)
3. **Apologise for Absence.**
4. **Minutes** – To sign as a correct record the minutes of the meeting held on 12th April 2022.
5. **Declaration of Interest** – Councillors are reminded of their responsibility to declare any disclosable Pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
6. **Public Participation** – Opportunity for the public to speak on agenda items in accordance with Standing Orders.
7. **Report from County Councillor**
8. **Report from District Councillor**
9. **Council Regulations and Procedures**
Council to review and confirm its Regulations and Procedures are current and fit for purpose.
 - a) **Standing Orders**
 - b) **Financial Regulations**
 - c) **Grant Awarding Policy & Procedure and Application Form**
 - d) **Disciplinary and Grievance Policy**
 - e) **Social Media Policy**
 - f) **Code of Conduct**
 - g) **Procedure for Handling Complaints**
 - h) **Asset Register**
 - i) **Risk Assessment**
 - j) **Safeguarding Children, Young People and Vulnerable Adults Procedure**
10. **Terms of Reference**
Council to review and confirm its Terms of Reference are current and fit for purpose.
 - a) **Planning Committee**
 - b) **Staffing Committee**
11. **Internal Auditor**
Council to decide on internal auditor to carry out the audit for year ended 30th March 2022.
 - a) Farsight Consulting – Mike Platten £250 plus VAT
 - b) Do The Numbers – Eleanor Green £160 plus VAT
 - c) LightATouch – Tim Light £450 plus VAT
12. **Insurance**
Council to review insurance renewal and approve payment c. £400.
13. **Bentworth Platinum Jubilee Event** - Update.
14. **Grant Application**
Council to decide on grant application received from Home-Start Hampshire (Weywater support service) for £500.

15. Speed Indicator Device (SID)

- a) Update
- b) Approve quotation for new site locations, c £300.

16. Community Updates – Community Care, Neighbourhood Watch.

17. Accounts 2022/2023

- I) Confirmation receipts and current bank balance.
Receipts
Bank balance as at 30th April 2022

- II) Council to approve the following payment:
 - a) Louisa Thomson – Clerk Salary April 2022 TBC
 - b) Louisa Thomson – Clerk's expenses April 2022 TBC
 - c) HMRC TBC
 - d) Zurich Municipal – Insurance renewal TBC
 - e) St Mary's Church – Parish Council meetings TBC
 - f) Home-Start Hampshire (if approved item 14. Above) TBC

18. Next Meeting

- a) Council to decide whether to include Public Question Time (non-agenda items) commencing at 6.45pm for future meetings.
- b) To approve list of scheduled Council meetings for the year (previously circulated).
- c) To confirm the date of the next scheduled Council meeting, Tuesday 7th June 2022.

19. Confidential Business - Council to resolve that member of the public and press are excluded from the meeting for Part II so that matters of a confidential nature can be discussed, "*pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.*"

Part II

20. Clerk's Contract

Including hourly rate in line with National Pay Scales and clerk's travel expenses.

Part III (To be held in public.)

21. Close of meeting.

