

# Upper Beeding Parish Council

**You are hereby summoned to attend the Meeting of the Parish Council that will take place virtually using Microsoft Teams, on Tuesday 16<sup>th</sup> March 2021, commencing at 7.00pm.**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came into force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

**Members of the public are welcome to attend this meeting virtually and may speak during the public adjournment at the discretion of the Chairman. Please email [clerk@upperbeeding-pc.gov.uk](mailto:clerk@upperbeeding-pc.gov.uk) at least 24 hours before the meeting to receive an invitation by email.**



Celia Price PSLCC CiLCA  
Clerk to the Parish Council

10<sup>th</sup> March 2021

*Upper Beeding Parish Council operates under General Power of Competence since adopted on 14<sup>th</sup> May 2019. Minute reference C:0519:29*

## A G E N D A

- C:0321:01**      **Apologies for absence** – to receive and approve apologies for absence.
- C:0321:02**      **Declaration of Councillors personal or prejudicial interest** – to receive any declarations of interest as defined under the Localism Act 2011.
- C:0321:03**      **Minutes of the last meeting** - to consider for approval the minutes of the Council meeting held on 16<sup>th</sup> February 2021
- C:0321:04**      **Public Adjournment** – to receive questions and comments from members of the public.
- C:0321:05**      **Report from County Councillor** – to receive a report from West Sussex County Councillor, David Barling and make any requests or recommendations to West Sussex County Council on matters affecting the parish.
- C:0321:06**      **Report from District Councillor** - to receive a report from Horsham District Councillors, Mike Croker and Roger Noel and make any requests or recommendations to Horsham District Council on matters affecting the parish.
- C:0321:07**      **The Towers / Steyning Grammar School** – to receive an update.
- C:0321:08**      **Neighbourhood Warden Report** – to receive the Neighbourhood Warden Report for February.
- C:0321:09**      **Clerks Report** – to receive an update from the Clerk.

- C:0321:10**      **Facilities Committee** - to receive the draft minutes from the Facilities Committee meeting held on [9<sup>th</sup> March 2021](#).
- C:0321:11**      **Village Sign** – to receive and agree recommendations from the Facilities Committee.
- C:0321:12**      **Finance Committee** - to receive the draft minutes from the Finance Committee meeting held on [23<sup>rd</sup> February 2021](#).
- C:0321:13**      **Finance Committee Terms of Reference** – to agree revised proposed [Terms of Reference](#).
- C:0321:14**      **Business Risk Assessment** – to review and adopt the updated [Business Risk Assessment](#) as recommended by the Finance Committee.
- C:0321:15**      **Financial Regulations** - to review and adopt the [updated Financial Regulations](#) as recommended by the Finance Committee.
- C:0321:16**      **Business / Strategic Plan** – to discuss the first draft of the [proposed Business Plan](#) as presented by the Finance Committee.
- C:0321:17**      **Finance Reports** – To receive and note the [reports](#) including income and expenditure [summary](#) report.
- C:0321:18**      **Bank Reconciliation** - To receive and note bank reconciliations for [February](#).
- C:0321:19**      **Payments List** - to receive and note payments made in [February 2021](#) in accordance with the Financial Regulations.
- C:0321:20**      **Lone Worker Policy** – to agree the [proposed policy](#).
- C:0321:21**      **Volunteer Litter Pickers** – to review and agree a [draft risk assessment](#), associated [guidelines](#), [volunteer form](#) and next steps.
- C:0321:22**      **Rampion 2** – to note and be aware of the Rampion 2 project.
- C:0321:23**      **Neighbourhood Plan Referendum** – to note the proposed referendum date (6<sup>th</sup> May 2021) and discuss logistics.
- C:0321:24**      **AGM** – to agree to change the date of the AGM to 4<sup>th</sup> May 2021 to enable a virtual meeting within the current COVID legislation.
- C:0221:25**      **Correspondence** – to note [correspondence](#) received.
- C:0221:26**      **Chairman’s Announcements** – to receive any announcements or items for information which the Chairman wishes to bring to the attention of the Council.
- C:0221:27**      **Matters raised by Councillors** - to receive matters for information or for discussion in future agendas.

*Members of the public should be aware that being present at a meeting of the Council or one of its Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.*