



## Westmeston Parish Council

To: All Councillors

Notice is hereby given that you are summoned to attend the Meeting of Westmeston Parish Council, to be held on Tuesday 8th September 2020 at 7:30 pm by remote attendance via Zoom video conferencing when the following business will be transacted.

Nick Wiltshire  
Clerk to the Council  
2nd September 2020

To join this Zoom Meeting please go to:

<https://us02web.zoom.us/j/81640723575?pwd=VHIQeldXUndHdUgyT1lueG1sR21GZz09>

Meeting ID: 816 4072 3575

Passcode: 924921

Please refer to the Council's Virtual Meeting Policy which is available on its website.

Please ensure with any personal IT used, that your anti-virus software & computer has been updated fully as no liability will be accepted by the Council for any malicious acts/viruses etc. when using this third-party system. Telephone charges are dependent on your telephone contract (i.e. if you have inclusive minutes within your contract). Please note that Westmeston Parish Council accepts no responsibility or liability for any charges incurred by any attendee joining this call.

The meeting will be recorded for administrative purposes, & the recording will be deleted once the Minutes have been approved.

*MEMBERS OF THE PUBLIC & THE PRESS HAVE A RIGHT & ARE WELCOME TO ATTEND. Please note that any planning applications to be discussed must be viewed online at Lewes District Council's website as paper copies are no longer made available to this Parish Council.*

**MOBILE PHONES:** Attendees are requested to switch their mobile devices to silent for the duration of the meeting unless they are to be used for communicating through Zoom.

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## AGENDA

### 1. Apologies for absence

## 2. **Declarations of Interest**

*Members are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda. Members should declare their interest by stating: (a) the item they have the interest in (b) whether it is a disclosable pecuniary interest, whereupon they will be taking no part in the discussions on that matter, or (c) (i) whether it is a personal interest & the nature of the interest (ii) whether it is also a prejudicial interest (iii) If it is a prejudicial interest, whether they will be exercising their right to speak under **Public Consultation**. They then need to re-declare their interest & the nature of the interest at the commencement of the item or when the interest becomes apparent.*

## 3. **Public Consultation**

*Subject to Standing Order 3.d, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Subject to Standing Order 3.f, a member of the public shall not speak for more than five minutes. A question asked by a member of the public shall not require a response or a debate. However, the chairman of the meeting may direct that a written or oral response be given. A person shall raise their hand when requesting to speak then stand when speaking, subject to Standing Order 3.i. Any person speaking at a meeting shall direct their comments to the chairman of the meeting. Only one person may speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking. Business will commence once the last person has finished speaking.*

## 4. **Minutes of the previous meeting** held on 27th August 2020 (previously circulated) to be approved & then signed by the Chairman.

## 5. **Chairman's Report & Urgent Items**

## 6. **Governance:**

### i. **Review of Policies & Procedures:**

- a. **Standing Orders** – following the Internal Audit, these have been reviewed & updated, in line with NALC's latest template. Members to advise amendments, as appropriate.

**Recommendation** – That a resolution to approve these draft Standing Orders incorporating appropriate amendments made by Members be adopted.

### ii. **NALC Code of Conduct Consultation (previously distributed).**

**Recommendation** – That following the submission of comments by Members to the Clerk by 7th September, the Clerk will collate these & submit them as the Council's collective response.

## 7. **Financial Matters:**

- (a) To receive & note the Annual Internal Audit Report produced by Mulberry & Co. (attached).

**Recommendation** – That the Annual Internal Audit Report be received & noted.

- (b) To approve the Annual Risk Assessment (attached) being separate to the risk assessment carried out regarding the Council's property by Cllrs Cathy Mills (Vice-Chairman) & Tessa Haughton.

**Recommendation** – That the Annual Risk Assessment be approved.

- (c) The following invoices to be approved for payment:

*Church Corner Maintenance: reimbursement to Cllr Cathy Mills for 31st August: £35.00.  
Clerk's Office Expenses (01/04/2020 to 31/08/2020) Contribution towards use of office in Clerk's home, including computer facilities, insurance, telephone, gas & electricity: £130.00  
Clerk's salary from 09/03/2020 to 30/08/2020 (25 weeks): £4186.00*

**8. Planning:**

- (a) **Planning Applications for consideration:**
- (b) **To consider any applications received after despatch of this agenda.**
- (c) **To note any Decision Notices received.**
- (d) **Any other matters for information only.**

**9. Clerk's Report.**

**10. Church Corner:** Vice-Chairman to report.

**11. Items for information only & referral to next agenda.**

**12. Date of next meeting: TBA**

**13. Exclusion of the Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**14. Staffing matters**

Clerk's Annual Appraisal