



## Westmeston Parish Council

**COUNCILLORS ARE SUMMONED TO ATTEND A MEETING OF COUNCIL  
TO BE HELD ON TUESDAY 12<sup>th</sup> JANUARY 2021 AT 7.30pm VIA ZOOM**

### A Beams

Andy Beams  
Locum Clerk to the Council

6<sup>th</sup> January 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/85690745544?pwd=UWFzYkwzMUUh4VkxmNU5XcUU5SytDQT09>

Meeting ID: 856 9074 5544

Passcode: 718057

**Members of the public have a right and are welcome to attend.**

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### AGENDA

- 1. Apologies for absence:** To receive and accept any apologies for absence
- 2. Declarations of interest:** To note any declarations of interest
- 3. Public questions:** To receive questions from member of the public
- 4. Minutes of the previous meeting held on 10<sup>th</sup> November 2020:** To approve the minutes to be signed by the Chairman
- 5. Financial matters:**
  - To approve payment of the following invoices:

Payee	Reason	Amount
HR Services Partnership	HR support and advice	£72.00
C Mills	Reimbursement for Church Corner (November)	£35.00
A Beams	Locum Clerk (November)	£232.40
A Beams	Locum Clerk (December)	£87.50
C Mills	Reimbursement for domain name	£24.00

- To note the quarter 2 budget report and bank reconciliation (quarter 3 to be circulated upon receipt of December bank statement)
  - To note receipts and payments year to end of November 2020
  - To agree 2021/22 budget and precept
- 6. Data Protection, Freedom of Information and Subject Access Requests:** To discuss existing arrangements and future management of requests for information
  - 7. Westmeston Jubilee Oak:** To remind members of the background and agree how best to preserve relevant documents for the future
  - 8. Planning:** To note the granting of Bruce's Doggy Day Care application with no major conditions

**9. Staffing**

- (a) To note the return of council property from former Clerk
- (b) To discuss and agree the content of the job advert and job description for the Clerk vacancy

**10. Verbal updated on items for information**

- (a) Sheep worrying
- (b) Verge parking

**11. Date of next meeting:** To agree the date of the next meeting and consider any agenda items for inclusion