

Dear Councillor

Council Members are summoned to attend the **meeting of the COUNCIL** to be held on Thursday 26 September 2019 at 8.00 p.m. in the **Village Hall, London Road, Sayers Common**

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

Andy Beams - CLERK TO THE COUNCIL

AGENDA

- 1. Apologies for absence and declarations of interest:** To receive and accept apologies for absence and to record any declarations of interest.
 - 2. Minutes of the meeting of the Council held on 25 July 2019:** To receive and accept the minutes.
 - 3. Adjournment for questions from the public:** The Council shall consider whether to adjourn the meeting in accordance with Standing Orders, in order to receive questions from members of the public in attendance.
 - 4. Reports from other authorities:** To receive verbal reports from representatives of other authorities:
 - (1) West Sussex County Council County Local Committee (WSCC)**
 - (2) Mid Sussex District Council (MSDC)**
 - 5. Committee and Working Group minutes:** The Committee Chairmen will introduce each set of minutes, which the Council is asked to receive and where appropriate, consider the RECOMMENDATIONS:
 - 5.1 Community Affairs Committee** (5 September 2019)
 - 5.2 Court Bushes Hub Committee** (30 July 2019)
 - 5.3 Finance and General Purposes Committee** (8 August and 12 September 2019)
 - 5.4 Planning Committee** (22 August and 19 September 2019)
 - 5.5 Strategic Policy Working Group** (3 September 2019)
 - 6. Standing Orders:** Standing Orders are the written rules of a local council and are essential to regulate internal organisational and administrative arrangements, as well as to regulate the proceedings of a meeting. The National Association of Local Councils (NALC) regularly provides an updated model version which, once adjusted for local conditions, is recommended for adoption. The most recent model version was produced in April 2018. The current Standing Orders in operation for the Parish Council are based on an older model version. (REF: *Draft Standing Orders and explanation briefing note ATTACHED*)

RECOMMENDATION: Council agrees the areas in need of completion and adopts the Standing Orders
 - 7. Complaints Procedure:** Previously, the Council was asked to review and adopt the COMPLAINTS PROCEDURE based on the NALC guidelines 'Handling Complaints' 2008. This was last approved by Council 26 July 2018 and no changes have been made since. Upon consideration at the July 2019 meeting, Council agreed it would like to see a more personalised version specific to Hurstpierpoint and Sayers Common Parish Council, including a flow diagram of the process for residents to follow. (REF: *Draft Complaints Procedure for Hurstpierpoint and Sayers Common Parish Council July 2019 and Draft Complaints Policy Flowchart ATTACHED*)

RECOMMENDATION: Council adopts the personalised Complaints Procedure
-

8. Freedom of Information publication scheme: The council's existing scheme was adopted in September 2015. Under the Freedom of Information Act 2000, the council is obliged to publish a scheme outlining what information is held, how it can be accessed and what (if any) charges are applicable to providing the information. (REF: *Draft Freedom of Information Publication Scheme for Hurstpierpoint and Sayers Common Parish Council September 2019 ATTACHED*)

RECOMMENDATION: Council adopts the updated Freedom of Information publication scheme

9. Document Retention scheme: The council requires a Document Retention Scheme to enable it to better manage its records, support its obligations under Freedom of Information legislation and ensure information is retained for the appropriate periods. The draft for consideration is based on the NALC model version. (REF: *Draft Document Retention Scheme for Hurstpierpoint and Sayers Common Parish Council September 2019 ATTACHED*)

RECOMMENDATION: Council adopts the updated Freedom of Information publication scheme

10. Committee structure and meeting schedule: Due to changes in the staff team and in attempt to reduce the number of meetings, a revised committee structure has been formulated along with an amended meeting schedule for the remainder of the council year through discussions within the Strategic Policy Working Group. (REF: *Revised Committee Structure and Amended Meetings Diary 2019/20 ATTACHED*)

RECOMMENDATION: Council adopts the revised committee structure and meeting schedule

11. Christmas Tree: The Community Affairs committee were unable to approve the Christmas tree and lights arrangements at the September 2019 meeting, due to the increased cost of obtaining a suitable tree. Additional quotes have been requested and are anticipated to be available for review at the council meeting (REF: *Christmas tree briefing note ATTACHED*)

RECOMMENDATION: Council decides whether to proceed with a 25ft tree or agree other arrangements based on the available quotes

12. Information items, correspondence received and requests: Council is asked to note:

12.1. Community Governance Review: Mid Sussex District Council has received a petition, delivered by the Sayers Common Village Society, calling for a Community Governance Review. The petition calls 'for a Parish Council to be constituted for Sayers Common Ward, such new council to be known as Sayers Common Parish Council.' The draft terms of reference were considered by the MSDC scrutiny committee on 18 September and once these have been approved, the review is likely to commence in November.

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request at the Parish Office.
