

Dear Councillor

Council Members are summoned to attend the **meeting of the COUNCIL** to be held on Thursday 28 November 2019 at 8.00 p.m. in the **Village Centre, Trinity Road, Hurstpierpoint**
Members of the public have a right and are invited to attend.

A Beams

Andy Beams - CLERK TO THE COUNCIL

Friday 22nd November 2019

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 24 October 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 Estates & Facilities Management Committee** (29 October 2019)
 - 5.2 Finance and Governance Committee** (7 November 2019)
 - 5.3 Community Engagement Committee** (14 November 2019)
 - 5.4 Planning and Environment Committee** (21 November 2019)
 - 5.5 Highways & Cycleways Joint Council Working Group** (28 October 2019)
 - 5.6 Hurst Meadows Advisory Group** (29 October 2019)
 - 6. Committee membership and terms of reference:** Following the adoption of the revised committee structure and meeting schedule on 26th September 2019, and in line with the revised Standing Orders, for each committee, working group, panel, advisory board and advisory group, the Council must:
 - (a) Determine the terms of reference (SO 4d (i))
 - (b) Appoint and determine the terms of office of members (SO 4d (iv))
 - (c) Appoint the Chairman (SO 4d (vi))

(REF: Draft committee membership and terms of reference ATTACHED)

RECOMMENDATION: Council adopts the revised terms of reference, membership and Chairman as per the circulated draft document
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7. St George's Millennium Garden Trust: The Council is asked to confirm acceptance of a grant of £10,000 to be used for the upkeep of the area of land which constitutes the Millennium Garden. The Trust requires a response from the council by 30 November 2019.

(REF: Letter from St George's Millennium Garden Trust ATTACHED)

RECOMMENDATION: Council confirms acceptance of the grant of £10,000 to be placed in an earmarked reserve for upkeep of the area of land which currently constitutes the Millennium Garden

8. Website contract and proposal: The Council is asked to confirm the recommendations of the Community Engagement Committee from their meeting on 14 November 2019.

(REF: Website contract and proposal briefing note ATTACHED)

RECOMMENDATION: (1) The Committee AGREE to award the website development and support contract to Wasabi Design for a total cost of £2,625 +VAT covering the period until 31st March 2020.

(2) The Committee AGREE to enter into a contract with TechQuarters for Microsoft 365 for email and software systems for an on-going cost of £117.35 +VAT PCM.

(3) The Committee AGREE to allocate £1,500 in the budget 2020/21 for email and office systems.

(4) The Committee AGREE to Alex Simmons from Wasabi design being named as administrator for our new .gov.uk domain name.

(5) The Committee AGREE to the proposed new email addresses for the Parish Office and Councillors

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

9.1 Police Community Support Officer (PCSO) Deployment: (REF: Email from Chief Inspector Shane Barker ATTACHED)

10. Confidential matters:

The Council is asked to resolve that in view of the confidential nature of the following item, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

10.1 Update from the Strategic Policy & Resources Panel (7 November 2019)

10.2 Staffing update Verbal report to be provided by the Clerk

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.
