**Chittlehampton Parish Council Agenda for 11/09/24 Meeting**

**Clerk to the Council: Faye Davies chittlehamptonclerk@gmail.com**

**To Members of Chittlehampton Parish Council:**

You are duly summoned/required to attend the next meeting of Chittlehampton Parish Council to be held at 7:30pm on Wednesday 11th September 2024 at Chittlehampton Methodist Rooms.

**Agenda:**

1. **Apologies**: To receive apologies and to approve reasons for absence. District Councillor Sue Whitehead already gave apologies at 31/07/24 meeting for this meeting.
2. **Declarations of Interest:**
	1. Register of Interests: Councillors are reminded of the need to update their register of interests and declare any personal or prejudicial interests on the agenda.
3. **Minutes**: To consider the approval of the minutes of the last two meetings of the Council held on 31/07/24, and 21/08/24.
4. **Clerks report:**
	1. Clerk to provide a report at the meeting.
5. **Payments for approval:**
	1. Clerk to provide a list of payments for approval that will be presented at the meeting.
6. **County Councillors update and highways report:**
	1. County Councillor Paul Henderson to provide a report.
7. **Agreement of locum clerk cover**
	1. Councillors are to agree on a locum clerk to cover the current clerk during their maternity leave.
8. **Adoption of twelve new policies and procedures:**
	1. Updated or new versions of the policies and procedures have been sent to Councillors to individually assess prior to the meeting.
	2. Councillors are to vote on the adoption of the policies and procedures.
	3. Policies and procedures are: Standing Orders, Biodiversity, co-option of councillors, Whistleblowing, Document Retention, Complaints procedure, Reserves procedure, ICO Freedom of Information, Anti-fraud and corruption, Dignity at Work, Equality and Diversity, Grievance procedure, Staffing Committee ToRs, and Financial Risk Management.
9. **Request for repair notice for Ardlui**
10. **Clerks’ contracts discrepancies**
	1. Discrepancies were found in the previous clerk and current clerks’ contracts, which means that both clerks have not received the correct pay.
11. **Members of the public open session:** residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself.
12. **Date of next meeting**

To confirm the date of the next meeting which is scheduled for Wednesday 23rd October at Chittlehampton Methodist School Rooms.

Signed:

Faye Davies

Clerk to Chittlehampton Parish Council

**Payments for approval 11/09/24 meeting**

* £425 payment to Umberleigh Village Hall (annual donation).
* £425 payment to Chittlehampton Village Hall (annual donation).
* £125 payment to Chittlehampton Methodist Hall grant (annual donation).
* £25 donation to Umberleigh Village Hall towards their fete.
* Hall hire charges of £45 to the Methodist Church.
* £200 to Cllr Nicklin in repayment for plants purchased.
* Clerk wages for discrepancy in the difference between annual wage and hourly rate. Faye = £385, Jackie = £414.68.
* £36 for Clerk training for ‘Safeguarding Everyone’ SLCC e-course.
* £36 for Clerk training for ‘GDPR’ SLCC e-course.
* £120 + VAT (£144 total) ‘Introduction to Local Council Administration’ SLCC course.
* £120 + VAT (£144 total) ‘Certificate in Local Council Administration’ SLCC. course, to follow on once ILCA is completed, likely within the next financial year.
* £478.80 play area inspection cost including VAT.