

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY SEPTEMBER 8TH 2020

Item 8 – Matters arising from minutes of meeting of Copythorne PC held on July 14th 2020

121/20 To Approve the Minutes and agreed actions of the Meeting of June 9th 2020

ACTION – Clerk to ensure that the minutes are signed by the Chairman

The minutes have been signed by the Chairman

123/20 To receive an update of progress of Parish Design Statement

ACTION – Cllr Goodwin to send Clerk possible items to be considered for inclusion on dedicated webpage.

Cllr Goodwin sent the Clerk a number of items which have been discussed with Cllr. Chillcott who is leading for the Council on the Parish Design Statement (“PDS”) project. These items will be taken into account when the dedicated PDS webpage is launched.

125/20 a. To receive and agree the Bank Reconciliation for June 30th 2020.

ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Lady Kara Hawks

Cllr. Hawks signed the reconciliation.

b(i). To receive and agree the monthly payment schedule for July 2020

ACTION – Clerk to ensure that the schedule and Electronic Payments instructions are signed by Cllrs. Lucas and Hawks.

Cllrs. Lucas and Hawks signed and returned the schedule and Electronic Payment Instructions.

b(ii). To receive and agree the monthly payment schedule for August 2020 (as known at July 8th 2020)

ACTION – Clerk to ensure that the schedule and Electronic Payments instructions are signed by Cllrs. Lucas and Hawks.

Cllrs. Lucas and Hawks signed and returned the schedule and Electronic Payment Instructions.

126/20 To receive and approve three new Council policies relating to Staffing Matters:-

a. Disciplinary Policy; b. Grievance Policy c. Anti- Bullying Policy

ACTION – Clerk to add policies to Staff Handbook; update website; and diarise for annual review.

The Clerk has completed the required actions.

127/20 To receive and approve an amendment to Council Standing Orders in respect of Planning Application Matters

ACTION – Clerk to amend Standing Orders and update website with revised version.

The Clerk has completed the required actions

128/20 To receive and approve various requests from various Advisory Committees to amend their Terms of Reference

ACTION – Clerk to amend the Advisory Committee Terms of Reference and update website with revised version.

The Clerk has completed the required actions

129/30 Clerk to issue for approval suggestion allocation of footpaths for councillors to inspect & report on by Aug 21st

ACTION – Clerk to issue members with a copy of the revised inspection schedule & guidance for the task.

The Clerk has completed the required actions.

130/20 Correspondence & Clerk’s Report

ACTION – Clerk will undertake the five required actions (*re Advisory Committee meetings*) and update members on progress.

The Clerk has completed the required actions with today’s agenda item 14 being part of those actions.