

**YOU ARE HEREBY SUMMONED** to attend  
**an Ordinary Meeting of Clapham Parish Council**  
to be held remotely

(Under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)

**On Thursday 26<sup>th</sup> November 2020 at 7.30 p.m.**

AGENDA

1. Declarations of Interest  
Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda.
2. Public Participation  
Members of the public and press are welcome to join and participate at the start of the meeting. Zoom invite  
- <https://us02web.zoom.us/j/88245881368?pwd=Q3JyQ0ZwUHhFWkoxOXdjajDFvK3Zsdz09>  
Meeting ID: 882 4588 1368 Passcode: 063970 Dial in option - 0203 051 2874 (from UK)
3. Apologies for Absence  
To receive and consider apologies from members.
4. Minutes from The Council Meeting Held On 22nd October 2020  
To resolve to approve as a true record for the Chairman to sign.
5. Chairman's Report  
To receive and note any updates
6. West Sussex County Council Matters  
To receive and note any updates
7. Arun District Council Matters  
To receive and note any updates
8. Playground Inspection and Maintenance Programme
  - i. To consider/approve the recommendations of the post installation report
  - ii. To review the schedule of regular checks and its operation
  - iii. To consider/approve a 2-hour training session for Council & Clerk
  - iv. To consider/approve the purchase of ROSPA Play Safety Publications
  - v. To approve the purchase of T50 and T70 torque screw

## 9. Website

To receive an update on the new parish council website

## 10. Council Policies

To review/adopt the revised Grant Policy

## 11. Bank Account Mandate Changes

To receive an update on the current signing instructions and confirm progress in adding Councillor Dodd as new signatory.

## 12. Clerk's Update

- i. Co-option process to fill vacant member position
- ii. Meeting dates for next year and 'remote' meeting legislation
- iii. Quarterly Newsletter due for issue 1.12.20
- iv. Gigabit Voucher Scheme for rural broadband – highlight scheme
- v. Parish Design Statement – next steps
- vi. Anti-social driving near Clapham – receive an update from the village PCSO
- vii. West Sussex Association of Local Councils – to note revised date of AGM, agree representation and consider/pass a resolution per motion on agenda dated 5/11/20, item 9.1.
- viii. Welcome packs
- ix. Village Design Statement – next step

## 13. Budget 2021/22

To consider the draft proposal for the 2021/22 budget in preparation for submitting the precept requirement/calculation to Arun District Council in January 2021.

## 14. Finance Reports

- i. To note the bank account reconciliation signed outside the council meeting (at 31/10/20) and to authorise sign off occurring before the next meeting (i.e. at 31/12/20)
- ii. To note any response from the External Auditor (due by 30.11.20).
- iii. To approve changes to Earmarked and General Reserves in respect of the recent expenditure on the Recreation Ground.

## 15. Date of Next Ordinary Meeting

To be revised/confirmed to include budget setting (to meet deadlines as advised by Arun District Council)

*Sarah Linfield*

**Sarah Linfield, Clerk/RFO Clapham Parish Council**  
**19<sup>th</sup> November 2020**