

**Freedom of Information Request from FoMPF, 27.01.15, regarding Schedule of Minutes having Confidential Items of Business and a request for written record of what was decided for each of these items**

| Date     | Meeting | Agenda Item | Discussion  |
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| 08.02.11 | F&GP    | Item 15     | <p><b>15.1</b> Quotes have now been received for the Cleaning Contract for the Steyning Centre, Toilets, Bus Shelter and Pavilion. It was Agreed to continue with the services of our casual employee. Councillors noted that this per week price would increase slightly in the summer months when the toilets would receive two cleans per week.</p>  |
| 08.03.11 | F&GP    | Item 14     | <p><b>14.1</b> The Council's 3 year option for insurance through the broker Came and Company (Aviva) is now up for renewal. Quote for the inclusion of public liability is nil and for All risks for a skateboard facility £410 if required. Total <b>£7123</b> for 40 months. The quotes are comparable in the cover they offer. It was Agreed to accept the quote from Aviva for 40 months.</p> <p><b>14.2</b> The Deputy Clerk is due a further salary increment with effect from 1<sup>st</sup> April 2011. This would take her to scp [REDACTED]. This would be an increase of £[REDACTED] per annum. This was Agreed.</p>   |
| 03.05.11 | F&GP    | Item 14     | <p><b>14.1</b> Re-evaluation and possible re-grading of the Clerk's post was discussed. it was unanimously <b>Agreed</b> that the Clerks post should be re-graded to LC [REDACTED], Band [REDACTED], (scp [REDACTED]) with immediate effect, starting at scp [REDACTED] with yearly incremental progression through to scp [REDACTED]. It was further <b>Agreed</b> that this re-grading applied only whilst the current Clerk was in post and should the job become vacant a further re-evaluation would take place at that time before any new recruitment. The Deputy Clerks post would remain within the current LC [REDACTED] Band [REDACTED], scp [REDACTED].</p>                   |
| 04.10.11 | F&C     | Item 14     | <p><b>12.1</b> There were 4 nominations for a Millenium Community Award for Jackie Campbell, [REDACTED] Lewis Whittaker and [REDACTED].</p> <p>It was Agreed to give Jackie Campbell for her work for Steyning and continued work, and Lewis Whittaker for his outstanding work in achieving the refurbishment of the War Memorial Garden, awards at the Chairman's function in December.</p>   |
| 22.05.12 | PF      | Item 13     | <p><b>13.</b></p> <p>At the last meeting it was reported that there had been a theft of manure from the allotments. Further to this the Clerk received a letter from Mr. &amp; Mrs [REDACTED] who live in [REDACTED] and they produced a copy of their Deeds which they claim gives them a right to a rear access to their property and into the allotments.</p> <p>It has now come to light that the property concerned in [REDACTED] is For Sale and Committee Agreed the Clerk to write to the selling agents to alert them and the buyers and sellers solicitors to the access issue and that the Parish Council wishes the fence to be re-instated with no gate. This was Agreed</p> |
| 06.11.12 | F&C     | Item 18     | <p><b>18.1</b> Councillors received nominations for the Millennium Community Awards for 2013. It was agreed that all the nominations this year were excellent and some discussion took place as one of the nominees has been presented an award previously albeit for different community works. It was agreed to present awards to: Christine Aubrey, Rick Goring and Barbara Fisher and to present a gold star to Charles</p>   |

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|          |        |         | <p>Ashby to add to his previous award. Councillors were reminded that the names of these recipients is to remain strictly confidential until the presentation.</p> <p><b>18.2</b> Councillors will be aware that since May of this year the clerk, deputy clerk, chairman and some councillors have been receiving unprecedented numbers of emails from members of the public on a variety of issues requesting information and often asking for the same information repeatedly.</p> <p>There was considerable discussion on this issue and concern was expressed about the pressure and stress this was putting on staff and councillors. Some of the subjects already raised repeatedly include: CCTV, SDNP, Skateboard facility, Village Green, fencing of the play area.</p> <p>The Parish Council does not have the financial resources for this additional work beyond any short term solution agreed on a temporary basis.</p> <p>This was Agreed unanimously.</p>  |
| 05.02.13 | F&C    | Item 16 | No confidential item found on Agenda or Minutes for this meeting.   |
| 14.05.12 | Annual | Item 18 | Meeting stops at item 15. No confidential item.   |
| 07.05.13 | F&C    | Item 16 | <p><b>16.1</b> Some Village Green costs for legal advice have previously been agreed by this committee but further costs are now required in determining a protocol for the use of the Village Green and ensuring that this complies with the law<br/>It was proposed and Agreed to recommend to Full Council for up to £2,000 to be allocated for this further legal advice and the Clerk, Chairman and Vice Chairman be delegated to proceed with the protocol policy document as necessary.</p> <p><b>16.2</b> Councillors were aware that a number of recent emails have been received regarding a threatened Judicial Review.<br/>The committee discussed the cost implications and insurance cover if this JR were to proceed and it was proposed and Agreed to recommend to Full Council to allocate £5k initially to defend the JR.</p> <p><b>16.2</b> As part of the Clerks appraisal recently carried out by the Vice Chairman one area of concern was the Clerk's current workload and that normal committee work is piling up and not being done. It was proposed by, and Agreed to recommend to Full Council to advertise for a temporary, part time Admin.Asst. and the Clerk be delegated to proceed with an advert and to interview and appoint to the position in liaison with the Chairman and Vice Chairman.</p> |
| 06.08.13 | F&C    | Item 18 | <p><b>18.1</b> Staffing – the National Association of Local Councils have recommended, that a cost of living rise of 1% be paid with effect from 1<sup>st</sup> April 2013.<br/>It was proposed to delegate to the Chairman and Vice Chairman to research the salary scales and options and bring a further proposal back to committee for agreement. This was <b>Agreed</b>.</p> <p><b>18.1</b> Urgent item to confirm with solicitors that we wish counsel to continue to represent us at appeal stage of the J.R's. This was <b>proposed</b> by and <b>seconded</b> by. <b>This was agreed</b></p>   |
| 25.02.14 | PF     | Item 12 | <p><b>12.</b></p> <p>There were tenders from five companies regarding grounds maintenance.<br/>It was <b>proposed</b> to agree the lowest tender from D.Flynn It was felt he is local, is flexible with additional work and the contract will be monitored. This was <b>Agreed</b>. To have a meeting with the contractor to go through the contract.</p>   |
| 08.07.14 | F&C    | Item 16 | <p><b>16.1</b> It was reported that a Code of Conduct complaint had been made against Cllr [REDACTED]<br/>The Local Assessment Sub-committee has decided that no action should be taken on the allegations as the complaint is not within the jurisdiction of the sub-committee or the evidence as submitted does not demonstrate a prima facie breach of the</p>   |

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|  |  |  | <p>Steyning Parish Council Code of Conduct.</p> <p><b>16.2</b> It was reported that when the recent application for Village Green status was received from WSCC it was noted that this had originally been applied for in September 2012. This highlighted the application for the MPF which was applied for at approximately the same time but was heard and determined within 5 months.</p> <p><b>proposal</b> that we send the letter, and if there is no satisfactory answer to make a formal complaint to the ICO. This was <b>seconded</b> by [REDACTED]. This was <b>Agreed</b> by a majority.</p> |
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