

Agenda for the Meeting of North Mundham Parish Council to be held on the 11<sup>th</sup> September 2018

**North Mundham Parish Council**

**Clerk to the Council: Louise Chater PSLCC**

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**MEETING OF THE PARISH COUNCIL**

I hereby give you notice that the Meeting of North Mundham Parish Council is to be held on 11<sup>th</sup> September 2018 in the Small Hall at North Mundham Village Centre at 19.15 and all members of the Council are hereby summoned to attend.

L. Chater

L. Chater - Clerk to the Council

Dated: 4<sup>th</sup> September 2018

- 120.18 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA** - this is limited to ten minutes to allow members of the public to a) make representation b) answer questions or c) give evidence relating to business to be transacted (the public are welcome to stay to observe the rest of the meeting)
- 121.18 APOLOGIES AND REASONS FOR ABSENCE**
- 122.18 CODE OF CONDUCT**
1. Declarations of Interest of items included on the agenda
  2. Dispensation Request
- 123.18 MINUTES** - to agree and sign the minutes the meeting held on 3<sup>rd</sup> July 2018
- 124.18 COUNTY COUNCILLOR'S REPORT RELEVANT TO THE PARISH** - when Parish Councillors may ask questions
- 125.18 DISTRICT COUNCILLOR'S REPORT RELEVANT TO THE PARISH** - when Parish Councillors may ask questions
- 126.18 MATTERS ARISING FROM THE MINUTES**
- 68.18(4) Wooden Village Hall Advertising Sign - Cllr. Neave to report
- 127.18 POLICIES**
1. Data Protection Policy - review and adoption
  2. Staff IT Policy - review and adoption
  3. Councillor IT Policy - review and adoption
  4. Standing Orders - review and adoption

**128.18 HEALTH & SAFETY**

1. Village Hall Monthly report and action required
2. Parish Council Assets

**129.18 GENERAL DATA PROTECTION REGULATIONS**

1. Data Audit report update on progress made - report attached
2. IT Support - progress made
3. Website
  - 3.1 Data Subject Access Request
  - 3.2 Privacy Notice
4. Data Sharing Contracts
  - 4.1 Website Provider
  - 4.2 Payroll Provider
  - 4.3 Village Hall Booking Secretary
  - 4.4 IT Support Provider
  - 4.5 Pension Provider

**130.18 PARISH PLAN** (including Action Plan) update from working party.

**131.18 LOCAL PLAN** - update

**132.18 FINANCE**

- a) Bank Balances as at date of meeting - to receive a verbal report
- b) Payments - ratification of payments made and payments for authorisation including any invoices received following publication of the agenda
- c) Financial Statement - June, July & August 2018
- d) Financial Review first quarter - report by Cllr. Phillips attached
- e) Budget Monitoring 2018/19
- f) Budget 2019/20 - items to be considered by the Budget Working Party
- g) Annual Governance & Accountability Return for the year ended 31 March 2018 - Section 3 - External Auditor Report & Certificate
- h) Annual Governance & Accountability Return for the year ended 31 March 2018 - notice of conclusion of audit
- i) Cleaning and Caretaker Contract - year ended 31 March 2019
- j) Booking Secretary Contract - year ended 31 March 2019
- k) Appointment of Internal Auditor year ended 31<sup>st</sup> March 2019
- l) Replacement of lead and damaged roof tiles - insurance claim
- m) Replacement Laptop
- n) Bus Shelter glass replacement
- o) PRS
- p) Replacement of Double doors in the Main Hall
- q) Hall Floor Maintenance
- r) BT Telephone boxes for adoption

**133.18 HIGHWAY ISSUES**

1. A27 bypass
2. Community Highways Application Scheme - shared use path from Marsh Lane to Runcton Farm Shop
3. National Cycle Route 2 (NCN2) Dover to Cornwall - (Marine Drive Bognor to Chichester)
4. B2166 and pedestrian access Hunston to North Mundham
5. Hedgerow Issues - Church Road/Church Road Junction and Mill Lane/B2166

**134.18 ENVIRONMENT**

1. Parish Caretaker
2. Chichester District Council adopt an area
3. Autumn Litter Pick - 6<sup>th</sup> October 2108 commencing at 10am at North Mundham Village Hall
4. Maintenance of the disused canal adjacent to Canal Mead permissive path
5. Camic Pond - Land Registry Search
6. STOMP meeting - Cllr. Chivers to report

**135.18 CLERK'S REPORT**

1. Quality Award
2. The Final Straw (Solent) Project
3. World War One Centenary - 11<sup>th</sup> November 2018 - Chichester District Council Grant
4. Parish Newsletter - articles

**136.18 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS**

**137.18 EXTERNAL MEETINGS**

**138.18 EXTERNAL CORRESPONDENCE**

Filming of Council meetings and use of social media

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting.

If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.