

**BERSTED PARISH COUNCIL  
MONTHLY MEETING  
19:00 TUESDAY 13<sup>th</sup> FEBRUARY 2018  
AGENDA AND BUSINESS TO BE CONDUCTED**

**1. Apologies for Absence****2. Declarations of Interests**

It is a requirement for all Councillors to make a declaration of personal and prejudicial interests either prior to commencement of meetings or at a time during a meeting where such an interest may become apparent.

**3. Public Session**

A resolution may be made to allow members of the public present to ask questions.

**4 Minutes of the Monthly Council of 9<sup>th</sup> January**

Minutes have been circulated to Members.

**5. Matters Arising from the Minutes**

None notified at time of publication.

**6. Reports from County & District Councillors**

**Councillors are requested to submit written reports prior to the meeting where possible.**

- a) County Cllr David Edwards
- b) County Cllr Francis Oppler
- c) D. Cllrs Bence, Pendleton and Rapnik

**7. Committee Reports**

To receive the Minutes of the:

- a) Community Resources, 16<sup>th</sup> January 2018
- b) Forward Plan, 18th January 2018
- c) Personnel, 18th January 2018
- d) F&GP, 23rd January 2018
- e) Planning, Amenities & Environment Committee held on 6<sup>th</sup> February 2018.

**8. Financial Matters**

- a) To consider and, if agreed, approve the January 2018 Income & Expenditure.
- b) To approve the third bonus for TP & TJ Reed of £268.67.
- c) To approve the Forward Plan Committee's recommendation for works to update the changing rooms décor at a cost of 1,080 from next year's budget, using contractor Tim Large.
- d) To approve the Forward Plan Committee's recommendation for works to replace (£1,754) and extend the existing front parking bay (£2,232) at a total cost of £3,986 from next year's budget, using contractor AJS.
- e) Completion of forms from Co-op Bank Review, **all** non-bank signatory Councillors to complete verification forms for Clerk to return.

**9. Silent Soldiers**

- a) To consider and, if agreed, approve sponsorship at a cost of £250, for a silhouette to mark respect to those who fell in the first world war, sponsorship funds raised by The Royal British Legion go towards support and care for Veterans.
- b) Proposed location Chichester Rd/Central Avenue by Parish Notice Board at Bersted Shops.

**10. Council Policies -Bereavement**

To consider and, if agreed, approve the Personnel Sub Committee's recommendation to adopt the standard ACAS Bereavement Policy and update both Clerks contracts accordingly. (Extract previously circulated)

**11. Council Policies -Website**

To consider and, if agreed approve the Community Resources Committee's recommendation of 16<sup>th</sup> January to adopt a policy for Cllrs to follow if requesting website additions.

**12. Council Policies - Complaints Procedure**

To consider and, if agreed approve the revised Complaints Policy to comply with GDPR Regulations.

**13. Council Policies - I.T Security Policies**

To consider and, if agreed, approve the Policies as below. (Item by Cllr Marshall).

- a) Information Security Policy
- b) Information Security Incident Policy
- c) Computer & Telephone Policy
- d) Social Media & Electronic Policy
- e) Removable Media Policy

**14. Council Policies -GDPR Requirements**

(Item by Clerk/Cllr Marshall)

To consider and, if agreed, approve:

- a) The Data Protection Officer (DPO) to be Cllr Marshall, supported by Cllr Greenway
- b) Public Task Statement
- c) Information Privacy Statement
- d) Consent/Privacy Forms: Councillor, Employees/Job Application, Contact& Email, Hirers and NHP.
- e) Sharepoint for Councillors

**15. Other Reports**

- a) Chairman
- b) Clerk
- c) Deputy Clerk
- d) Reports from outside bodies

**16. Civic Calendar 2018-19**

To consider and, if agreed, approve the new meeting dates.

**17. Chairman's Reception 15<sup>th</sup> March 2018**

To receive an update from the Chairman.

**18. Electors' Meeting 27<sup>th</sup> March 2018**

To receive an update from the Chairman.

**19. Correspondence (received up to agenda circulation)**

- a) Letter received from MP Nick Gibb confirming that the Arun Transport Study deems it un-necessary to include a link road to the current relief road via Salt Box Field, instead other mitigation measures will be in place.
- b) Newsletter from Sussex Police on latest Stalking Protection Orders.
- c) Notification from WSCC -proposed changes to streamline grant funding (Big Society Fund, Community Fund, Small Grants Fund) drop in sessions offered.
- d) Email from CPRE confirming meeting dates, next meeting Thursday 15/2 at 7pm at Arundel Football Club.
- e) **Correspondence received after agenda circulation.**

**20. Urgent Matters**

Other matters considered by the Chairman to be of an urgent nature. Members should note that no decision can be made, but if necessary, the topic can be added to the next agenda.

**D.Holcombe, Clerk**

**1st February 2018**