



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

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Minutes of the Meeting of the Full Council held at 8.15pm on 25th April 2019

Present: Mr P Mantripp (Chair), Mr A Burton, Mrs M Dormer, Mrs A King, Mrs F Laing, Mr C Mercer and Mr S Oversby-Powell

In Attendance: Mrs S Heynes (Clerk)

FC121. Apologies

Apologies were received from Mr W Faas.

FC122. Declarations of Interest

None.

FC123. Public Question Time

One member of public present to observe the meeting.

FC124. To consider the adoption of the following policies:

- Policy 8: Late Payments and Bad Debts
- Policy 10: Minimum Reserves
- Policy 11: Internet Data (Cookies)
- Policy 12: Co-option
- Policy 13: Health & Safety
- Policy 20: Grants
- Policy 21: Internal Privacy Notice
- Policy 22: Subject Access Request (Council)
- Policy 23: Data Protection Training
- Policy 24: General Privacy Notice (Website)
- Policy 31: CCTV
- Policy 33: Breach Notification
- Policy 34: Habitual or Vexatious Complaints
- Policy 35: Memorial Benches

Council resolved to approve all policies as circulated except for Policy 13: Health & Safety. This policy would be amended to include reference to the Health & Safety Act in relation to the responsibility of the Parish Council as a Corporate body.

FC125. Confidential Business

To consider whether to resolve to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:

- i) To consider the recommendations made in the recent Workload and Staff Review for Cuckfield Parish Council (previously circulated).

Council resolved to accept and implement the following:

- Recommendation 1 – To establish two staff teams of Operational Services and Support Services and the associated team leaders.
- Recommendation 2 – To formalise a management team of three, being the Clerk and the two proposed team leaders.
- Recommendation 3 – To agree, in principle, an additional allocation of 5-7 hours per week for the proposed Operations Team, subject to confirming detailed arrangements.
- Recommendation 4 – To review the number of committee meetings. All recommendations were accepted except the proposal to merge Planning and Roads & Traffic Committees, these will remain separate. This decision will be reviewed in one year. A new Environment, Community and Assets Committee will merge the existing Community Buildings, Environment & Wellbeing and Estates Committees. There will be a minimum of 5 Councillors per committee.
- Recommendation 5 – Committee Terms of Reference would be updated and agreed at the Full Council meeting of 16th May 2019.
- Recommendation 7 – Introduce a formal Scheme of Delegation
- Recommendation 10 – To consider appointing a Mentor for the Clerk.
- Recommendation 11 – To agree the Job Evaluation results.
- Recommendation 12 – To agree to undertake a 'health check' of staff hours and responsibilities once the recommendations of the report have been implemented.
- Recommendation 13 – To consider a Visioning Exercise as an initial task for the new Council.
- Recommendation 14 – To include a Councillors Questionnaire in the New Councillor Induction Packs.

The following were deferred, and would be reconsidered at a time when the Clerk deemed they were required:

- Recommendation 8 – To consider whether temporary assistance is required to assist the Clerk in implementing the recommendations of this report.
- Recommendation 9 – To consider appointing an Administrative Apprentice.

Recommendation 6 – Establishment of a Chairman's Group, was rejected.

- ii) To consider adoption of the Scheme of Delegation
Council resolved to approve the Scheme of Delegation.

FC126. Matters Arising

None.

Meeting closed at 9.15pm.

Signed _____

