

BUCKHURST HILL PARISH COUNCIL

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26 September 2022

A meeting of the Parish Council will be held at **7.00 pm** on **Thursday 29th September 2022**, at **Buckhurst Hill Library, 165 Queens Road, Buckhurst Hill**, and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.

Mrs E.P. Petyt-Start

Clerk to the Council

PRESENTATION OF GRANT TO THE CHRISTIAN DRAMA RESOURCE BY VICE CHAIR CLLR SAUNDERS

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive declarations of interest from Members in any item on the agenda, in accordance with the Members Code of Conduct. The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room whilst that item is being considered.

Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011.

3. PUBLIC PARTICIPATION

To hear representations from members of the public

The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council.

4. DISTRICT AND COUNTY COUNCILLOR PARTICIPTION

To hear representations from District and County Councillors

The maximum time allowed for this item is 15 minutes, at the close of this item councillors will no longer be permitted to address the Council.

5. MINUTES

To approve as a correct record and authorise the Chairman to sign the Minutes of the meeting held on 4th August 2022 circulated previously.

6. CHAIRMAN'S AND CLERK'S COMMUNICATIONS

To receive communications from the Chairman of the Council, or the Clerk to the Council. Please note that no decisions can lawfully be made under this item, as that business must be specified on the agenda.

7. COMMITTEES

The minutes of the following committee meetings having been circulated to be noted:

- **Planning & Environment:** 4th August
- **Personnel:** 1st September

8. **REPRESENTATIVES TO OUTSIDE BODIES**
To receive reports on any meetings attended.
9. **FINANCE**
i) To note the Council's financial position of central funds and personnel as at 31 August 2022, circulated.
ii) To receive Detailed Income and Expenditure reports for all cost centres and by budget heading
iii) To received Annual Budget by Centre (YTD) report
iv) To receive Balance Sheet report.
10. **POLICE UPDATE**
To receive an update report from the community police, if available
11. **FORWARD PLAN**
To review the Forward Plan, circulated
12. **GRANT APPLICATION**
To receive and provide decision upon a grant application from the Voluntary Action Epping Forest
13. **PARISH MAGAZINE**
To consider and provide decision upon the Autumn and future editions of the Parish magazine.
14. **RFO/Deputy Clerk Vacancy**
a) To receive progress update from the Personnel Committee regarding the vacancy.
b) To note minute 17/22 of the Personnel Committee:
- MOTION 1
Proposer: Cllr Williamson Seconder: Cllr Saunders
- Following on from the agreement (at Personnel Committee) to go forward with a Full Review of all Staffing, review contracts of employment, terms and conditions of employment and Job Descriptions; this council wishes to engage an outside body to carry out the Full Review and that a budget of £4,000 is agreed for this purpose.*
- c) MOTION 2
Proposer: Cllr Heap & Seconder Cllr Neville
- This council is appalled by the lack of appointment of a Deputy Clerk/ RFO and the related impact on other staff and the reduction in the council's ability to function fully. It resolves to employ a full time Deputy Clerk/ RFO with the utmost haste.*
- It is proposed the meeting move into private session for the remainder of the items to be discussed. (Public Bodies [Admissions to Meetings] Act 1960)**
- d) Subject to the decision upon MOTION 1, to receive quotations to undertake a Staff Review.
15. **FULL COUNCIL ITEMS OF CONCERN**
a) To note any items of concern from Councillors
b) To receive agenda items for next meeting