

ASHINGDON PARISH COUNCIL



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Members of the Council are hereby summoned to attend the Parish Council Meeting at, Ashingdon Parish Office, The Cricket Pavilion, King George V Playing Field, Ashingdon Road, Ashingdon on Monday 26th November 2023 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

Karen Hawkes

Karen Hawkes BSc (Hons)
Locum Clerk to Ashingdon Parish Council

22nd November 2023

AGENDA

1. Apologies for Absence.

2. Minutes

Acceptance of minutes from the Parish Council Meeting dated 6th November 2023 circulated prior to the meeting

3. To receive member's declaration of interests and dispensations in items on the agenda

Requests for dispensations must be requested from the Clerk up to the day before the meeting.

Due to the nature of the business being transacted under the Public Bodies (Admissions to Meetings) Act 1960, s 1(2) members of the press and public excluded.

Members to note that this item is being held at the start of the meeting to enable the decisions made above to be incorporated within the draft budget

4. Update on Staffing Vacancies

Councillor Constable to update on applications received to date for the Administrative and Parish Clerk and RFO role

5. Staffing structure

Members to discuss and agree short term and long term staffing arrangements and office setup. Suggestions will be provided by the Locum at the meeting dependant on the information provided above

6. General Power of Competence

Members to confirm that the Parish Council meet the criteria for eligibility of adoption of the General Power of Competence

7. Noticeboard

Councillor Constable to inform members of the status of the replacement and renovation of noticeboards with the Parish. To date 3 noticeboards have been replaced with magnetic backing. Brays Lane and Church Road still require upgrading. Costs will be able for the meeting. Based on the recent replacements it is anticipated the cost will be approximately £180.00 exc VAT per board. If members wish to proceed with the proposal then the project will have to be funded from Earmarked Reserves.

8. Earmarked Reserves

Members to review the list of earmarked reserves attached to the agenda any adjustments will be implemented immediately.

9. Draft budget 2024 / 2025

a/ Members to note that the at this time the Council Tax Base from Rochford District Council has not been received

b/ Members to consider the cost heads of all items detailed within the budget template. The final budget proposal will be agreed at the Council meeting to be held on 8th January 2023

c/ Members to inform Parish Clerk / RFO whether any additional projects or costings need to be obtained for the preparation of the final budget.

10. Review of Staffing Committee

In line with Standing Order J(6) the Terms of Reference of all committees must be approved by Council this was a requirement at the May 2023 Council meeting. The membership was agreed but no Terms of Reference for the Committee. Draft terms of reference to be circulated by the Parish Clerk prior to the meeting.

Recommendation: Council review the membership of the Staffing Committee and agree the Terms of Reference of the committee.

11. Items from Councillors to be added to next agenda.

12. The next Parish Council Meeting will be held on Monday 11th December 2023 at 7.30pm.

13. Meeting Closed.