



Rustington Parish Council

Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

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E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

22 September 2020

Dear Councillor (and Parishioners for information)

FINANCE AND GENERAL PURPOSES COMMITTEE

YOU ARE HEREBY SUMMONED to attend a Meeting of the above Committee to be held on **Monday 28 September 2020 commencing at 6.30 pm.**

Please note that due to the current Coronavirus (Covid-19) Pandemic, this Meeting will be held remotely (via Microsoft Teams) and is to be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021. For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

<http://www.legislation.gov.uk/ukxi/2020/392/contents/made>

Public Questions: Members of the Public are invited to submit questions, for consideration at the Meeting, to the Council by no later than **Monday 28 September 2020 at 9.00 am**, either in writing delivered to the Parish Council Offices, via email to: enquiry@rustingtonpc.org or by telephone: 01903 786420.

Meeting Access: To attend the (remote) Meeting, please use the following link: <https://bit.ly/2Rsulsk>

Yours sincerely

Clerk of the Council

To: All Members of the Finance and General Purposes Committee and other Members for information

AGENDA

1. Apologies for Absence
2. Declarations of Interest by Members



QUALITY
PARISH
COUNCIL

Working for the local Community

RUSTINGTON Parish Council operates an open file policy. Any correspondence with the Council may become public. For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.
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Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda

You should declare your interest by stating:-

- (a) the item you have the interest in*
- (b) whether it is a personal interest and the nature of the interest*
- (c) whether it is also a prejudicial/pecuniary interest*
- (d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent

3. To approve the Minutes of the Meeting held on 27 August 2020
(Copy attached)
4. To consider further such matters as arise from the Minutes
5. To retrospectively approve the Accounts paid in accordance with the Delegated Authority Policy (Coronavirus (Covid-19))
(Copy enclosed for Members)
6. Monthly Budget Report to 18 September 2020
(Copy enclosed for Members)
7. Managed IT Support Agreement - To consider the proposed Agreement (including annual costs) received from Mr P Collins for the period 4 October 2020 - 3 October 2021
(Copy attached for Members)
8. Updating the Council's Telephone System - To consider a Report from the Clerk of the Council
(Copy attached for Members)
9. Little Explorers Pre-School - To consider a request for a reduction in the weekly hiring fee in respect of the John de Bohun Room and the Kilhams Hall
(Copy attached for Members)
10. Urgent matters arising, for information only, since the preparation of this Agenda
11. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the Public and the Press leave the Meeting during consideration of Agenda Items 12, 13 and 14
12. National Pay Agreement 2020/2021 - To consider a Report from the Clerk of the Council
(Copy enclosed for Members)
13. Assistant Clerk - To consider a Report from the Personnel Sub-Committee
(Copy enclosed for Members)
14. Christmas and New Year Closure Arrangements and the way forward for the Council's Operation during the continuing Covid-19 Pandemic
(Copy to follow for Members)