

# FAIRLIGHT PARISH COUNCIL

Website: [www.fairlight.org.uk](http://www.fairlight.org.uk)

Clerk: Mrs Pauline Collins

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## Minutes of Full Council Meeting held on Tuesday 24<sup>th</sup> March 2020

### NOTE

The agenda was circulated to the Parish Councillors and posted on the Fairlight Village Website prior to the meeting date.

Due to the Covid-19 lockdown all decisions were made via email. No questions were received from the Public

**Present:** Councillors – Mr D Shortman (Chair) Ms I Horsley, Mr S Leadbetter, Ms C Slack, Mr S Stewart, Mr G Smith, Mr D Richards, Mr D Greenup Also, Parish Clerk Mrs P Collins

### 20048 Apologies for absence

None

### 20049 Code of Conduct and Disclosure of Interests

None

### 20050 Minutes of meeting held on Tuesday 25<sup>th</sup> February 2020

The minutes having been distributed prior to the meeting and made available to the Public at the meeting, were approved, and email approved by the Vice Chairman as a correct record.

### 20051 Matters arising from the minutes not otherwise on the agenda

None

### 20052 Financial matters

- (a) **To retrospectively approve additional hours for the Clerk for training and additional meetings.**  
**Resolved** to approve and pay the additional hours.
- (b) **To approve annual increment for Clerk from pt. 31 to pt. 32 wef 01/04/20**  
**Resolved** to approve annual increment for Clerk from pt. 31 to pt. 32 wef 01/04/20
- (c) **To consider and approve schedule of payments and receipts for March 2020**  
**Resolved** to approve the schedule of payments and receipts for March 2020
- (d) **To consider monthly budget and sign the monthly bank reconciliation.**  
The Clerk reported on the budget and the bank reconciliation was signed.

### 20053 Grants and donations 2020/21

- (a) **To discuss and approve grant applications** from Activate Youth Club, Fairfest, Fairlight History Group, Fairlight Playgroup, Fairlight Village Hall, MOPPS, St Andrews Church, Village Website, and Fairlight Gardening Club.
- (b) **To approve donations to Victim Support, Pett Level Rescue Boat, John Lutman Award and Christmas Lights Competition charity donations.**  
**Resolved** to delay decision on grants and donations to a later meeting.

## **20054 Corona virus contingency plan**

### **(a) To agree financial and day to day arrangements – temporary schedule of delegation**

Business as usual activities, Delegated responsibilities to Clerk,  
Payments approval (Virtual and approve by Chair/vice chair and two other councillors)  
Cheques signatories (Clerk plus one councillor), Meetings – Planning, Parish Council etc

**Resolved** - Temporary delegation of responsibilities:

- a) Approval for payments – Chair/vice chair with notification to other Councillors
- b) Payments to staff only unless for urgent works - The Clerk will be writing to creditors outlining the Parish Council's situation - cheques only. Items can be claim on Clerk's expenses if necessary. The Clerk will also be instructing Val King and Tanya Robertson to cease working but they will continue to be paid.
- c) Cheques to be signed by one Councillor and the Clerk
- d) Urgent work or funding approved by Chair or Vice Chair with notification to other Councillors up to £1000.
- e) Planning meetings to be held via email (see below)

### **(b) Community support and communication**

Leaflets have been delivered door to door to every house in Fairlight requesting residents to volunteer their services to collect shopping, medication etc. Also, asking residents to register themselves if they require assistance. Details are also included in respect of keeping safe. The new volunteer scheme will be set up by the Clerk. A buddy scheme will be set up so a volunteer is paired with a resident. This will reduce calls to the Clerk once paired, conform with GDPR as only the Clerk, resident and volunteer will hold personal details (name, address, telephone no), volunteers to show photo id when necessary, and minimise close contact. Demand and availability of volunteers will be monitored.

## **20055 Date of next meeting – Tuesday 28<sup>th</sup> April 2020**

Signed \_\_\_\_\_  
(Chair)

Dated \_\_\_\_\_

## **Interim Arrangements for Planning Committee**

- a) Planning applications will be kept under review and the Parish Clerk will compose the agenda as usual but without a meeting location or time.
- b) The Planning Committee Chairman will consider the applications and produce draft comments.
- c) The draft comments will be circulated to all Parish Councillors for any comments they wish to make within 3 days.
- d) Following receipt of any comments these will be incorporated into the notes, which will be produced instead of minutes, by the Planning Chairman.
- e) The notes will then be sent to the Parish Clerk for comments to be submitted to Rother.
- f) The monthly planning report will be produced and circulated as usual whether or not Parish Council meetings are taking place.
- g) These arrangements will only last for as long as agreed by the Parish Council and they are necessary to protect the health of Parish Councillors.