

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



AGENDA – ORDINARY MEETING JPC

Chair, members of the Ordinary Parish Council are summoned to a meeting, using Zoom technology, on **Monday the 15th of June 2020**, at 7.00pm.

Signed -

Parish Clerk & Proper Officer

Date: 07.06.2020

Covid-19 Restrictions

Due to ongoing restrictions created by HM Government in response to the Covid-19 pandemic, the public are invited to join in the proceedings using zoom interactive conferencing, simply by contacting the Clerk by email – clerk@henley-in-arden-pc.gov.uk - telephone - **01564 637 607** - or in writing at **179 High Street**. Full minutes of all meetings will be published on the JPC website.

Item 1.00

Apologies

Item 2.00

Disclosure of Interest or Written Representations

Item 3.00

Approval of Minutes of Last Meeting

Item 4.00

Chairs' Report

John Crossling, WALC: "I would suggest that the Council recognises that the public were not invited to the earlier meeting which should not have happened and therefore are repeating those decisions here so that the public can correctly see those decisions being made and can comment on them at the appropriate point of the agenda." [EF]

[SUPPORTING DOCUMENTS PACK – REF OM-CR-15.06.2020]

Item 5.00

A Reiteration of Important Decisions Made at the Annual Meeting

The JPC to reiterate that at the Annual Meeting, which took place on the 18th of May, a new Chair and Vice Chair were elected, and the Chairs for each Sub-Committee were reaffirmed. For further details the public should inspect the minutes on the website.

The public are invited to comment. [EF]

Item 6.00

Amendments to the Minutes of the Annual Meeting of the 18th of May

Requested by Cllr V Hubbocks, amendments as follows, corrections in red.

Item 4.00 of Minutes. The Chair asked if there were any nominations for the role of vice-chair, Cllr ~~S Harfield~~ V Hubbocks proposed A Okey, seconded by Cllr ~~V Hubbocks~~ S Harfield. No others were proposed so a vote was taken by show of hands all in favour of Cllr Okey. The Clerk declared A Okey the Vice-Chair of the JPC, and she was invited to sign the Declaration of Acceptance of Office. [RME]

Item 7.00

Sub-Committee Reports

7.01 Chair - Town Welfare [AO]

Questions and comments.

[SUPPORTING DOCUMENTS PACK – REF OM-TWSC-15.06.2020]

7.02 Chair – Comms [TW]

Questions and comments.

[SUPPORTING DOCUMENTS PACK – REF OM-COMMSREP-15.06.2020]

7.03 Chair - E & M [JJ]

Questions and comments.

7.04 Chair – Planning [MB]

Questions and comments.

[SUPPORTING DOCUMENTS PACK – REF OM-PSCM-15.06.2020]

Item 8.00

Work Programme

8.01

JPC Standing Orders – to inspect, amend, and if appropriate, approve. [EF]

<https://www.henley-in-arden-pc.gov.uk/important-policy-documents/> [Click on Standing Orders]

8.02

Proposed Action Plan – to discuss and if appropriate approve.[EF & TW]

[SUPPORTING DOCUMENTS PACK – REF AP-15.06.2020]

8.03

Proposed Community Emergency Plan – to inspect the current [2018] document and approve plans to publish an updated and revised edition, embracing the measures JPC put in place recently. [EF]

<https://www.henley-in-arden-pc.gov.uk/emergency-plan/>

[SUPPORTING DOCUMENTS PACK – REF OM-CEP-15.06.2020]

8.04

Proposed Councillors' Handbook – to inspect, amend if appropriate and approve the model sent to everyone. This is short of a **Grant Application Form** and finalised Sub-Committee Terms of Reference section, now under review in readiness for inclusion in the handbook.[EF]

[CIRCULATED TO ALL JPC 27.05.2020]

8.05

Vouchers for Henley businesses who opened during lock-down [£2,000.00 budget] – to discuss and if appropriate approve. [JJ]

8.06

Community Helpline – to discuss possibility of setting up such a device and how it is publicised. [EF]

8.07

Budget spending for each Sub-Committee – to discuss and if appropriate approve for entry into the Handbook.[JJ]

8.08

Terms of Reference for each Sub-Committee [SECTION P – Handbook] – to discuss and if appropriate approve for entry into the Handbook.[EF]

Item 9.00

Presentation of Annual Accounts and signing off AGAR return. [Clerk]
[INTERNAL AUDIT SIGN-OFF, AGAR RETURN & I&E ACCOUNT TO 31.03.2020]

Item 10.00

Discuss using Google Documents as a platform for meeting document storage [DB]

Item 11.00

Items for information only.

Date of next meeting

DRAFT