



# WESTFIELD PARISH COUNCIL

Clerk; Mrs Kate Darbyshire, 113 Westfield Lane, St Leonards on sea TN37 7NF  
Tel: 01424 756973, e-mail [westfieldcouncil@gmail.com](mailto:westfieldcouncil@gmail.com)

**Councillors are summoned to the meeting of Westfield Parish Council  
to be held in the Church Hall on 6<sup>th</sup> March 2019 at 7:00pm**

**C19-03**

## Agenda

1. **Election of Chairman**
2. **Election of Vice Chairman** (should the position arise)
3. **Apologies for absence**
4. **Disclosure of interests under the Council's Code of Conduct.** To receive any disclosure by members of their pecuniary interests in matters on the agenda and to consider any applications for dispensations from the requirement for members to withdraw from discussion and voting on that agenda item. Please also advise of any changes to the Register of Interests.
5. **Questions from Members of the Public on matters on the agenda**
6. **Minutes of the Full Council Meeting and Planning Meeting held on 6<sup>th</sup> February 2019**
7. **Parish Assembly** – to discuss format, speakers, invitations, presentations etc
8. **Allotments** – to consider the need for allotments and potential sites

## Reports

9. **District and County Councillor's report**
10. **Clerk's report**
11. **Chairman of Trustees report**
12. **Chairman of the Council and other member's reports**
13. **Playground Report**
14. **Correspondence**
  - 14.1 **Parish Council Election 2<sup>nd</sup> May 2019** – to note correspondence regarding timetable, procedures and estimated costs from Electoral Services Manager at RDC
  - 14.2 **Local Government Ethical Standards - A Review by the Committee on Standards in Public Life** – to note the review and Chapter 5 pertaining to Parish Councils
15. **Financial**
  - 15.1 **Parish Field gym and play equipment** – to consider quotes and approve transfer of £15,000 into an Earmarked Reserve
  - 15.2 **Monthly reports.** To consider the monthly statement of budget against income and expenditure, and the bank reconciliation
  - 15.3 To consider the attached schedule of payments and receipts
16. **Personnel**
  - 16.1 **Clerk & RFO vacancy** – to agree terms of employment and recruitment process
  - 16.2 **Clerk's notice period and AL & TOIL** – to agree terms of current Clerk's notice period
  - 16.3 **Business Continuity Plan** – in the event of the absence of the Clerk

**17. Dates of forthcoming events/meetings**17.1 3<sup>rd</sup> April 2019 – Planning and Council meeting in the Church Hall from 6.30pm17.2 23<sup>rd</sup> April 2019 – Annual Parish Assembly in the Church Hall from 6.30pm17.3 28<sup>th</sup> April 2019 – Spring Village Tidy from the Church Hall 1pm to 3pm17.4 2<sup>nd</sup> May 2019 – Parish Council Elections

Signed:



Clerk &amp; RFO

28.02.2019

**Schedule of payments and receipts****6<sup>th</sup> March 2019**

<b>PAYMENTS</b>				
<b>Payee</b>	<b>Item</b>	<b>Cost £</b>	<b>Vat £</b>	<b>TOTAL £</b>
K Darbyshire	Clerk's February Salary	1060.78		1060.78
K Darbyshire	Expenses & Travel January & February	137.40	24.60	162.00
B Firman	February playgrounds/bus shelters litter collection	40.00		40.00
Cloud4 Computers Ltd	Hosted e-mail exchange	32.37	6.47	38.84
Bruce & Co Ltd	Repairs to footpath by Recreation Ground	2250.00	450.00	2700.00
RALC	Group membership of Geosphere online mapping for 2018-19	40.00		40.00
WCA	Newsletter printing costs May 2017 to Feb 2018	272.00		272.00
1066 County CFR	Donation to fund equipment and training for new CFRs in Westfield	1800.00		1800.00
<b>RECEIPTS</b>				