

BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Extraordinary Meeting held by conference call on Monday 29<sup>th</sup> March 2021 at 7.00 pm

Present: Cllr Hawkings (Chairman), Cllr T Harding, Cllr B Holyome (Vice-Chairman), Cllr C McCrystal, Cllr M Morton, Cllr G Rothery, Mrs R Greenwood (Clerk).

1. Apologies for absence

Cllr Bulloch (family commitment), Cllr Humby, Cllr Lumby, Cllr Ruffell

2. Disclosure of interests on agenda items

None.

3. Appointment of Parish Clerk

The vacancy was advertised in the March issue of "Church & Village" and also posted gratis on the HALC website. Cllr Hawkings and Cllr Morton interviewed a local candidate with 40 years of experience in local government and excellent references. It was proposed by Cllr Hawkings and seconded by Cllr Morton, and unanimously agreed to make an offer of employment to the above candidate according to the terms of the revised Contract of Employment.

4. Employment of Parish Clerk

The Parish Council approved revised Disciplinary Procedures and Grievance Procedures.

The Parish Council approved a Staffing Committee of three Parish Councillors to consider any future issues relating to disciplinary or grievance issues: current membership Cllr Hawkings, Cllr McCrystal and Cllr Morton (Cllr Holyome to replace Cllr Hawkings as circumstance dictated).

5. Public Session

No members of the public were present.

6. Annual Parish Meeting (APM) and Annual Parish Council Meeting (APCM)

6.1 The APM was normally required by law to be held 1<sup>st</sup> March – 1<sup>st</sup> June. The government order suspending this requirement expired on 7<sup>th</sup> May. HALC-NALC strongly recommended councils to arrange the APM remotely by 6<sup>th</sup> May. After careful consideration, it was agreed to hold the APM by conference call on Monday 26<sup>th</sup> April at 7.00 pm. Cllr McCrystal would require advance notice of the number of expected attendees. Questions or items for Any Other Business would have to be submitted to the Clerk in advance.

6.2 The APCM was the first meeting of the new civic year and was held in May from the Monday of the first full week after the local elections. It was agreed that, unless meeting restrictions were reinstated, the APCM would be held face-to-face on Wednesday 19<sup>th</sup> May at 7.00 pm in the Village Hall (main hall). Cllr Holyome would confirm whether the Village Hall Committee was responsible for the pre-meeting Risk Assessment or whether this was a matter for the hirer. It was agreed that due to the length of the agenda, which included 10 statutory items, the Recreation Committee would be held at the Jubilee Recreation Ground on Wednesday 26<sup>th</sup> May at 7.00 pm.

7. Electronic Communications

Possible options for the electronic communication of meeting agendas, papers and minutes had been circulated previously. Cllr Hawkings said many Parish Councils were now largely “paperless”. Documents at meetings were viewed on laptops or tablets. The Parish Council might wish to consider this further in due course. Cllr Holyome would investigate whether a telephone line and Wi-Fi could be installed at the Village Hall. Cllr McCrystal would set-up bhpc.org.uk email accounts for Cllrs Harding, Morton and Rothery.

8. Date of next meeting

Annual Parish Meeting, Monday 26<sup>th</sup> April by conference call at 7.00 pm.  
Parish Council Meeting, Wednesday 19<sup>th</sup> May at 7.00 pm, Village Hall, Bramdean.  
Recreation Committee, Wednesday 26<sup>th</sup> May, 7.00 pm, Jubilee Recreation Ground, Bramdean.

The meeting closed at 7.43 pm.

KH/RG