



Notice of the Annual Council Meeting of the South Stoke Parish Council

Wednesday 05th May 2021 at 7:30pm, Virtual Meeting

All Councillors are summoned to a Meeting of South Stoke Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Members of the public and press are asked to keep their microphones muted throughout the meeting unless invited to speak by the Chairman. Those in attendance who are considered to be interrupting a virtual meeting without invitation, will be muted. In accordance with the standing orders, the Chairman may order that a member of the public be removed, after warning, for interrupting the meeting.

Authority to Hold Virtual Public Meetings

The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 [LAPCP 2020] came in to effect on the 4th April 2020, allowing the use of virtual meetings until 6th May 2021

Dial In Details for this Meeting

Telephone: 0330 221 0097 Access Code: 161-857-773

The Weblink is available on the parish council website under "Meetings and Agendas"

7:30pm – prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA – Annual Council Meeting

- 1. To elect a Chairman for the year ahead [LGA 1972 ss15(2) and 34(2)]**
- 2. To receive Chairman's declaration of acceptance of office [LGA 1972 s83(4)]**
- 3. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]**
- 4. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]**

5. Declarations of Interests [LA 2011 s31]

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

6. To consider requests for Dispensations [LA 2011 s33]

7. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

7.1. 26th April 2021

8. To receive Chairman's report and announcements

9. To consider individual Councillor's responsibilities

Appendix A

10. To appoint Representatives to serve on other bodies:

10.1. The South Stoke Village Hall & Recreation Ground Charity (Amenities Charity)

Currently PWo

10.2. The South Stoke Community Shop

Currently PWh

10.3. South Stoke 2035 CIC

Currently: Secretary: Parish Clerk; Directors: AS; BU; DH; PWh; PWo; VM

11. To review delegation arrangements and reapprove as suitable for use the Terms of Reference for the following Committees and Working Groups. [All Available on the Website]

To note all have been approved for first use in the last Financial Year

- Staffing Committee ToR
- South Stoke 2035 Working Group ToR
- Slipway Committee ToR

12. To appoint Committee & Working Group Members

12.1. Staffing Committee (2 Members Required)

Currently: AS & DH

12.2. Slipway Committee (3 Members Required, including 1 Councillor)

Currently: AS

12.3. South Stoke 2035 Working Group (All Directors of South Stoke 2035 CIC)

Currently: AS; BU; DH; PWh; PWo; VM

13. Planning

To consider submitting a response to updated Planning Application:

13.1. P20/S4706/FUL, Land to the west of Wallingford Road Adjacent to Sewage Works between Goring and South Stoke RG8 0JA

Additional Information Submitted to SODC Planning Portal 20th April 2021

14. Governing Documents

14.1. To approve that the Standing Orders and Financial Regulations as approved in the March 2021 meeting are suitable for use for the year ahead.



15. Matters relating to the resignation of the Clerk & Responsible Financial Officer, and recruitment of a replacement Clerk & Responsible Financial Officer [LGA 1972 s112, s151]

15.1. To note the resignation of the Clerk and RFO and their offer of an extended notice period.

15.2. To approve the outgoing Clerk's last working day.

Options: Contractual Requirement 27th May; OR

Outgoing Clerk's Offer of 30th June; or until a replacement is found and handover completed, whichever is sooner

15.3. To approve asking the outgoing Clerk to provide a period of ongoing support to the council in recognition of the monies spent to date by the council on CiLCA qualification.

15.4. To approve salary rate for the remaining employment of L White, SCP 21, 35 hours

15.5. To approve salary band and hours to be advertised for the position of Clerk

Suggested: LC2 (18 -23) (below substantive range); 35 hours per month.

15.6. To approve delegating to the Clerk advertising the vacant position, in consultation with at least 3 members of the council, including the members of the staffing committee, and submission to any appropriate locations including Facebook Groups and Pages; South Stoke Newsletter; OALC Vacancies; NALC Vacancies.

15.7. To delegate to members of the staffing committee to review applications, interview candidates and make recommendation to the council on the appointment of the new Clerk & Responsible Financial Officer.

Note, only the Council can appoint the Clerk

15.8. To approve reverting to the NALC Model Contract of Employment for the new Clerk including the following clauses

- Payment of the maximum working from home which does not require taxing; currently £6 per week, or £26 per month.
- An annual sum of rent to the Clerk for storing all Parish Council files and other assets.

16. Matters for future discussion.

17. To agree list of items discussed at this meeting to be included in the next edition of the parish newsletter.

18. To confirm the time and date of meetings

18.1. In light of the ongoing COVID-19 pandemic to approve implementing a scheme of delegation to the Proper Officer. [LGA 1972 S101] **Appendix B**

18.2. If the Council does not approve a scheme of delegation, to consider how to proceed with in person meetings and agree actions.

18.3. To agree meeting dates for the year ahead to April 2022 for either virtual or in person meetings if no scheme of delegation is in place.

3rd Monday of the Month, Excluding December, plus additional meetings as required to execute the functions of the council including responding to Planning Applications.