

NOTICE OF FULL MEETING of the PARISH COUNCIL

I hereby give notice that the Annual Parish Council Meeting of Ashurst and Colbury Parish Council will be held at:

The Church Rooms, Deerleap Lane, Colbury on Tuesday, 15th June 2021 at 7.30pm.

This meeting must be managed within the social distancing and 'safer workplaces' guidance produced by Government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting in this Room. The Council have conducted a Risk Assessment which has determined that attendee numbers will be limited to 2. Any members of the public who wish to attend on this basis please contact the Clerk so that arrangements may be made on a first come first served basis. Please email the Parish Clerk at the address above no later than 5pm on Monday 14th June.

All Members of the Council are summoned to attend for the business of considering and resolving upon matters as set out hereunder.

AGENDA

- 21/019 Apologies for Absence.**
- 21/020 Disclosure of Interest in an Agenda Item.**
Councillors are reminded that under the Code of Conduct if they have a personal or pecuniary interest in any item on the agenda they must declare it now.
- 21/021 Public Participation.**
A fifteen-minute period will be allowed for members of the public, with the approval of the Chairman, to have the opportunity to make representations, raise issues, or ask questions.
- 21/022 Approval of the Minutes of the Previous Full Council Meeting as a Correct Record of Proceedings and Matters Arising / Action Updates From those Minutes.**
- 21/023 Audit 2020/21. To receive and approve the Annual Governance and Accountability Return 2020/21.**
1. Review and Approve internal auditor's report- Appendix A
 2. Review and Approve Section 1, Annual Governance Statement – Chair to sign Appendix B
 3. Review and Approve Section 2, Accounting Statements – Chair to sign Appendix C
 4. To Set the Notice and Dates of Public Rights of Inspection – Appendix D
 5. Receive and approve Q4 and full year bank reconciliation – Appendix E
- 21/024 Appointment of the Auditor for 2021/22.**
Quotation Attached – Appendix F
- 21/025 Accounts.**
1. To Receive and Approve the Monthly Schedule of Payments - Appendix G
 2. To Consider a Grant Application from Life Education Wessex and Thames Valley (up to £430) – Appendix H
- 21/026 Review of Policies, Procedures and Terms of Reference.**
Propose to Defer to September due to Additional Matters Requiring Urgent Attention
- 21/027 Reports.** To receive reports and relevant information from;
1. County and District Councillors
 2. Committee Chairs
 3. Parish Councillors
 4. Police / Neighbourhood Watch

21/028 New Play Equipment.

To Consider Quotations for:

- 1. Removal of Toddlers Swings/Slide/Flooring - Appendix I**
- 2. New Equipment – Appendix J**
- 3. Drainage Surveys – Appendix K**

21/029 Community Engagement – Set Committee Meeting Date, Required in Order to Appoint Chair and Vice Chair.

21/030 Items for Discussion at the Next Meeting.

21/031 EXEMPT SESSION

Members of the Public and Press are requested to leave the meeting pursuant to para 1, of Part 1, of Schedule 12A of LG 1972, in view of the nature of the business, that if members of the Press or Public are present, there could be information disclosed to them relating to an individual.

Staffing Matters:

- 1. To Approve the Appointment of a New Clerk.**
- 2. To Approve the Contract, Salary and Pension Offer.**
- 3. To Approve New Clerk's Training £95 on 9th July.**
- 4. To Discuss Handover Period with Locum Clerk/Ad Hoc Hours through July.**

21/032 Close of Meeting.

Lorraine Wheeler

Lorraine Wheeler – Locum Clerk to the Parish Council – 9th June 2021

Public and Press welcome by reservation with Clerk (as detailed above).

Risk assessment –Full Council Meeting 15th June 2021

Ashurst & Colbury Parish Council

Assessment carried out by: Cllr Caroline Hubbard (Chair), Cllr Clive White (Vice Chair) & Lorraine Wheeler (Locum Clerk)

Date assessment was carried out: 8th June 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Members of the Parish Council Clerk to the Council Members of the District Council Members of Hampshire County Council Members of the Public 	Cleaning – Procedure; Prior to the meeting, disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, chairs & tables and reception	Rigorous checks will be carried out to ensure that the necessary cleaning procedures are being followed.	CH/CW/LW	7.25pm 15.06.21	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>areas using appropriate cleaning products and methods.</p>				
		<p>Hand Sanitising Station – A table will be placed in the foyer providing hand sanitiser (and gloves if required) and must be used before entering the meeting area.</p>	<p>To be monitored by the Chair and the Clerk until the start of the meeting.</p>	<p>CH/CW/LW</p>	<p>7.30pm 15.06.21</p>	
		<p>Social Distancing - Reducing the number of persons in any work area to comply with the 2m metre (6.5 foot) gap recommended by the Public Health</p>	<p>The meeting area has been assessed to accommodate 8 Members of the Council plus the Clerk at 2m apart and across 9 individual tables, plus 3 NFDC/HCC Members and 2 members</p>	<p>CH/CW/LW</p>	<p>7.30pm 15.06.21</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Agency. https://www.gov.uk/ Attendees must contact the Clerk to confirm their attendance.</p>	<p>of the public seated 2m apart. All attendees to remain in their seats at all times. All opening windows and doors along the side of the room will remain open before and during the meeting and windows/doors in the kitchen area. Should social distancing be deemed to be compromised during the meeting, the meeting will be closed forthwith. More attendees than the area has been assessed to safely comply with the 2m rule, will result in the closure of the meeting forthwith.</p>			

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		<p>PPE – All attendees are required to bring and wear a mask, use hand sanitiser provided (and bring their own hand sanitiser if they prefer) and will be offered single use gloves.</p>	<p>Rigorous adherence to the procedures must be applied. If procedure is not adhered to, an attendee will be asked to leave the meeting. In the event that the health and safety of the meeting and attendees has been compromised, the meeting will be closed forthwith.</p>	CH/CW/LW	7.30pm 15.06.21	
		<p>Cleaning – Procedure; After the meeting, disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light</p>	<p>Rigorous checks will be carried out to ensure that the necessary cleaning procedures are being followed.</p>	CH/CW/LW	At the finish of the meeting 15.06.21	

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		switches, chairs & tables and reception areas using appropriate cleaning products and methods.				
		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the 7 days following the meeting, they must advise the Clerk or Chair and are advised to follow the stay at home guidance.</p>	Contact Tracing - Attendees must leave contact details prior to the start of the meeting, if not already known to the Council and/or use the building QR Code.	All Attendees	7.30pm 15.06.21	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ More information on managing your health & wellbeing during the crisis: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/