

AGENDA

For the Icklesham Parish Council Meeting, Monday 9th April 2018 at the New Hall, Winchelsea commencing at 7:15pm.

1. **The Chairman will invite members of the public to comment or ask questions on any matters relating to the business of the Council (15 minutes.)**
2. **To receive reports and ask questions of the County Councillor Keith Glazier and Rother District Councillors concerning County Council and Rother District Council matters (10 minutes.)**
3. **Apologies for absence.**
 - a. To receive and record apologies for absence.
 - b. To consider any requests for approval of reasons for absence, if any.
Members are also asked to complete and sign the circulated sheet.
4. **Disclosure of Interests** - to receive any disclosure by members of personal interest required under the Council's Code of Conduct and to consider any written requests made by members for dispensation to allow them to participate in, and vote on, an agenda item for which they have a disclosable pecuniary interest. Members are reminded a) to repeat their declaration immediately prior to commencement of the item in question and b) complete the declaration of interests form.
5. **To consider and approve the signing by the Chairman of the attached minutes of the Council meeting of 12th March 2018.**

Matters Requiring a Decision by the Council

6. **Staffing Working Group.** To note the minutes of the meeting held on 26th March 2018 and consider approval of the recommendations as follows:
 - a. the Terms of Reference of the Open Spaces Committee are agreed
 - b. the Clerk will review membership of all committees and groups following an expression of interests exercise
 - c. that all committee/group Terms of Reference are agreed at the Annual Meeting but reviewed in detail at the first meeting of each group (revisions to be approved by full Council.)
 - d. that steps are taken to progress an application for the foundation levels of the Local Council Award Scheme with a view to be ready by March 2019.
7. **Grant request from Hands of Hope charity.** Please see the attached application of a grant for £5,000. Please note that this was received before the March meeting deadline but the clerk requested further information about the accounts.
8. **Data Protection.** The General Data Protection Regulations become law on the 25th May 2018. The Parish Council has appointed the Local Council Public Advisory Service to be our Data Protection Officer and the following policies are presented for adoption:
 - a) Data Protection Policy
 - b) Retention of Documents and Records Policy
 - c) Information Protection Policy
 - d) Contact Privacy Policy
 - e) Email/letter disclaimersAll of these draft policies are on the council's website for review. In addition to this councillors will be sent a link to advice/training material. Councillors and officers should undertake a review of all data held by the 20th May 2018 in line with the above guidance.
9. **Financial Matters**
 - a) **Receipts and payments** report for March 2018 - enclosed.
 - b) To approve **items for payment** in April 2018. A list of payments will be tabled.

Matters for Information or Noting

10. To note the email from Mr Rupert Clubb of ESCC about community libraries and mobile libraries dated 26th March 2018.
11. To note the email from Mr Mahoney dated 22nd March 2018 about the Openreach works at Dogs Hill Road – traffic lights will be used and no diversion to Smeatons Lane.
12. To note the **Planning Committee** minutes of 12th and 26th March 2018.

- 13. Programme of Works** for March. An updated list will be tabled. Council is asked to note progress.
- 14. Correspondence.** Email from the organiser of the Cinque Ports 100 event dated 26th March 2018; letter from the Robin Hood Bonfire Society dated 23rd March (referred to the Open Spaces Committee) and email from Dr Leonard of RDC to the Chairman about grass cutting (answered.) Any late received correspondence will be tabled.
- 15. Reports of Councillors and Officers on Outside Bodies and Attending Events.**
- 16. Future meetings or events.** The Allotment Committee meeting is on Monday 28th April 2018 and the Open Spaces Committee meeting will be arranged for 30th April 2018.
- 17. Date and venue for next meeting.** The next full council meeting (the Annual Meeting) is confirmed as Monday 14th May 2018 at the Winchelsea Beach Community Hall commencing at 7:15pm.