



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on  
**Monday the 21<sup>st</sup> March 2022 at 9.30pm** Parish Office,  
Sargent Way, Broadbridge Heath.

**Present Were:** Cllr Terry Oliver (Chair) (TO)

Cllr David Trangmar (DT)  
Cllr Geoff Clark (GC)  
Cllr Sarah Chandler (SC)  
Cllr Debbie Lambert (DL)

Cllr Viv Edwards (SC)  
Cllr Christine Knight (CK)  
Cllr Karon Smith (KS)

**Clerk:** Lucinda Edwards

**Members of the Public:** None

**Press:** None

**073/22 PUBLIC SPEAKING**

None.

**074/22 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were **NOTED** from Cllr Milbank, Cllr Coker, Cllr Hazell and Cllr Hayles.

**075/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None.

**076/22 DIRECT DEBIT MANDATE**

The direct debit mandate form for the electricity supply contract was signed by the authorised signatories.

**077/22 VILLAGE CENTRE REDEVELOPMENT FINAL INVOICES**

Members were updated on the correspondence received from the Village Centre Trustees in relation to the reimbursement of the final invoices as previously settled by the Parish Council. It was **AGREED** for the Clerk, in consultation with the Chair of Finance and Establishment, to respond to request a payments schedule and to advise that a copy of the accounts may be helpful to the council when considering the deferred payment request.

**078/22 HANGING BASKET MAINTENANCE**

Members were advised that, having sought quotes from 3 contractors for the maintenance of the hanging baskets for the 2022 season, only 1 quote had been received. Members **RESOLVED** to approve the quote from ID Verde of £1,840 for the erection, watering and removal of the hanging baskets.  
(Prop: SC; Sec VE)

**079/22 PARISH OFFICE**

Members **APPROVED** a proposal to utilise the Parish Office as a drop off point for donations to be taken to refugees in Ukraine by From Sussex With Love.

**080/22**

**RECRUITMENT RECOMMENDATIONS FROM PERSONNEL COMMITTEE**

Members **AGREED** the Personnel Committee recommendation to confirm a job offer for the position of Community and Facilities Officer based on the terms detailed in the confidential appendix to the minutes of the Personnel Committee meeting held on 21<sup>st</sup> March. (Prop: CK; Sec DT) and to delegate to the Clerk and Chairman of the Committee to finalise details of the contract.

**081/22**

**PERSONNEL COMMITTEE RECOMMENDATIONS**

Members **APPROVED** the following recommendations of the Personnel Committee:

1. The salary scale point adjustment as detailed in the confidential appendix to the minutes of the Personnel Committee meeting held on 21<sup>st</sup> March.
2. The increase in the Clerk's contracted hours from 18.5 to 20.5 per week.
3. To reconsider the Assistant Clerk job title after a period of cross-training and once the Assistant Clerk has embarked on the Cilca training.
4. A salary scale point adjustment for the Assistant Clerk as detailed in the confidential appendix to the minutes of the Personnel Committee meeting held on 21<sup>st</sup> March.
5. To award an honorarium payment to the Assistant Clerk as detailed in the confidential appendix to the minutes of the Personnel Committee meeting held on 21<sup>st</sup> March.
6. To approve an additional 2 hours per week study time for the Assistant Clerk from registration on the Cilca course for up to 1 year post registration.
7. To carry out a full staffing strategy review after a 6 month period, with a view to finalising requirements for a 4<sup>th</sup> role, for recommendation to full council.
8. For the previously agreed £5,000 budget for support administrator to be carried over to the next financial year (due to the delays in acquiring the office/broadband etc) and for the use of this fund for any additional hours incurred with office setup and new staff training.

**082/22**

Members **NOTED** the next planned meeting dates;

Recreation Committee – 28<sup>th</sup> March 2022 – 19:45

Parish Council Meeting – 4<sup>th</sup> April 2022 – 19:30

Finance and Establishment Committee – 25<sup>th</sup> April 2022 – 19:45

Personnel Committee – 27<sup>th</sup> June 2022 – 19:45

**The meeting closed at 22.14.**