



# **Broadbridge Heath Parish Council**

## **Supporting Document for the**

## **Parish Council Meeting**

**12<sup>th</sup> May 2025**

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## **SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.**

SharePoint link for members – [05 May 12th 2025 APCM](#)

Website link: [Full Council - Broadbridge Heath Parish Council](#)

**Item 7.1** To approve the minutes from the Parish Council meetings held on Monday 31<sup>st</sup> March and Wednesday 16<sup>th</sup> April 2025.

**Please see APPENDIX 1 for post meeting Clerk notes.**

Item 7.2 To receive a recommendation in relation to the meeting held on 15<sup>th</sup> July 2024.

Item 8.1 To receive and adopt the minutes from the Finance and Establishment Committee meeting held on 27<sup>th</sup> January 2025.

Item 8.2 To receive and adopt the minutes from the Personnel Committee meeting held on 6<sup>th</sup> February 2025.

### **Item 10 – Officer Updates**

Officers' updates and correspondence can be found in **APPENDIX 1**

### **Item 11 – 4 The Youth – Services Provision 2025-26**

- Latest reports have been shared to **SharePoint**
- A representative from 4 The Youth is attending the meeting to provide any further information and updates.
- The proposal has been shared to **SharePoint**.
- Agreed budget for Youth Services for 2025/26 is £12,600.

### **Item 12 – Standing Orders and Financial Regulations**

The Parish Council's adopted Standing Orders and Financial Regulations have been updated (with tracked changes) to reflect the latest amendments to the NALC model documents and shared to **SharePoint** for review ahead of adoption.

A summary of the changes can be found in **APPENDIX 2**.

### **Item 13 – Scheme of Delegation**

The Scheme of Delegation, as shared to SharePoint and available on the Parish Council website is recommended for adoption with no changes.

### **Item 14 – Committees and Working Parties**

Current committee and working party memberships have been shared to SharePoint for member review.

### **Item 15 – Council Representatives on outside bodies**

Current representations have been shared to SharePoint for member review.

### **Item 16 – Recreation Committee items**

16.1 The amended Allotment rules have been shared to SharePoint for review

16.3 Allotment Plot rents as set out in rule 3 of the Allotment rules : 50p per square metre and £15 for a raised bed.

16.4 The latest conducted tree survey has been shared to SharePoint for member review.

16.5 The proposed correspondence, drafted by Cllr Chandler, has been uploaded to SharePoint for review.

16.6 Hebborn's Fun Village have requested to visit BBH Village Centre with their family funfair - Arriving on-site Tues 22nd July, and then opening Thurs 24/Fri 25. Staying for around 2 weeks, leaving Tues, 5th August.

### **Item 17 – Charrington Way Project**

In order to progress with uploading the Invitation to Tender, members are requested to confirm the final tracked changes in the document and agree an appropriate timeline for the project.

The document, with tracked changes is available in the following SharePoint location: [FINAL documents for review](#)

### **Item 19 – AI Motion Request**

The report prepared by Cllr Hazell is available to view in the following SharePoint location: [AI outputs](#)

### **Item 20.1 Payments Lists**

Payments lists for ratification (4) have been added to the March 31<sup>st</sup> meeting and 12<sup>th</sup> May meeting entries on the website as below:

[Full Council - Broadbridge Heath Parish Council](#)

**Item 20.2 Finance Reports** – Income and Expenditure report and Balance sheet can be viewed under the 28<sup>th</sup> April Finance meeting website page: [Finance and Establishment Committee - Broadbridge Heath Parish Council](#)

**In addition** a full nominal ledger (excluding individual staff costs) has been shared for review of variances on Sharepoint.

### **Item 20.3 – Bank reconciliation for cashbook 7**

Due to an error in printing invoices (omitting one Amazon invoice value £4.98) the F&E committee have not approved the bank reconciliation for this cashbook. The invoice has been printed and the full paperwork will be available for approval at the meeting.

### **Item 20.4 – S137 Expenditure**

The nominal ledger report shows one grant payment from 2024/25 under S137 expenditure.

### **Item 20.6 – Council Insurance**

The Parish Council insurance is due for renewal in October 2025. All assets per the asset register are adequately covered by the policy.

### **Item 22 Cricket Club Lease**

A document setting out required responses to solicitor queries has been shared to SharePoint for review.

### **Item 23.1 Staff pay**

Propose item deferred due to timing of information received in order to report.

### **Item 23.2 Resource Review**

- To formally acknowledge the reduction in resource hours further to amended contracted hours and discontinuation of additional hours.
- In light of the above, it is recommended to schedule a Personnel meeting.

**Post meeting notes – 31<sup>st</sup> March meeting**

**Post meeting notes prepared by the Clerk:**

**084/25**

1. Clerk sought clarity on whether the council resolved to go into confidential session, as there was no record from the notes taken. In the absence of confirmation of this, Clerk has included that confidential session commenced and moved notes from items discussed in confidence into an confidential appendix to the minutes.
2. Clerk updated members of two items of council business that were transacted without full compliance with statutory requirements or the council's own governance framework - decisions on expenditure with WorkNest for a 5 Year Contract and an EAP programme. Extraordinary meeting to ratify decisions arranged for 16/04/2025.

**096/25 OP268** To note, was approved by the Clerk, in line with delegations and financial regulations.

- The guides are now using common Thurs 15<sup>th</sup> May (date change)
- Correspondence received from HLS – Retainer Letter – as shared to SharePoint
- Correspondence received (copy sent to BBHPC) from a resident in relation to Sargent Way – as forwarded to councillors.

## APPENDIX 2 – Item 12

### **12.1 Model Standing Orders**

The updated Model Standing Orders have been shared to Sharepoint.

**Members are asked to review only the below amended items for updating the council's adopted Standing Orders.**

NALC have updated as below:

*We have updated [Model Standing Order \(England\) 18](#) to comply with new procurement legislation and ensure consistency with our [Model Financial Regulations](#). The changes are to 18.a.v, 18.c, 18.d, and 18.f. We've also updated [Model Standing Order \(England\) 14](#) to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. We have also changed the language in the document to gender-neutral terms to align with our policy and the [Civility and Respect Project](#).*

### **12.2 Financial Regulations**

**Amended regulations 5.4, 5.7 and 5.11 (relating to procurement).**