



Sedlescombe Parish Council

To: All Parish Councillors

You are hereby summoned to attend the Meeting of the Parish Council on Tuesday 18th March 2025 at Sedlescombe Village Hall, CR2 at 18:30 when it is proposed to transact the following business.

Signed: *Jackie Scarff*
Clerk to Sedlescombe Parish Council
07531 065469 / clerk@sedlescombe.org.uk

Public participation session re matters on the Agenda at the Chairman's discretion.

End of public participation.

Council Meeting Agenda

Item	Agenda Item (C25.)	
47	<ul style="list-style-type: none"> i. To receive apologies & reasons for absence (LGA 1972 s85 (1)) ii. To consider accepting apologies & reasons for absence 	
48	<p>Interests in accordance with the Localism Act 2011 and the Parish Council Code of Conduct.</p> <ul style="list-style-type: none"> i To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. <ul style="list-style-type: none"> Pecuniary Interests Other Interests (Non-Pecuniary) ii To grant any requests for dispensation as appropriate. <p>Reminder any changes to register of interests should be notified to the clerk immediately.</p>	
49	To receive questions from members on reports from the District and County Councillors.	
50	To consider the minutes of the full council meeting 21 st January 2025 for confirmation and signing as a true record.	
51	<p>If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:</p> <p>'That under the Public Bodies (Admission to Meetings) Act 1960 S1(2), the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'</p>	
52	To hear an update on the traffic calming project and agree any actions required.	
53	To discuss the Sedlescombe toilet block and carpark agree any actions required.	
54	To hear an update on the decarbonisation of the pavilion and agree any actions required.	
55	To present the current outstanding resolutions and agree any actions required.	
56	To consider responding to the request from RDC for a corporate response to Government Consultation on Devolution.	

57	Finance and Audit i) To receive the monthly statement of accounts to 28 th February 2025 for noting ii) To receive the bank reconciliations to 28 th February 2025 for noting iii) To receive a list of payments falling due to be approved.	
58	To consider for adoption the following policies: Members Absence and Apologies Policy Training and Development Policy	
59	Reports, Correspondence, Questions and Future agenda items not requiring decisions. i) Red Barn Field ii) Sedlescombe Jobs Network iii) Any other reports	
60	Date of next meeting. To note the date of the next meeting is the Annual meeting of the Full Council on Tuesday 20th May 2025 at 6.30pm CR2	

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.

Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 28 February 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2025	Current Bank A/c Barclays	0.00
31/01/2025	Barclays Active Saver	0.00
31/01/2025	West Brom Savings Account	23,395.87
31/03/2024	Lloyds	100.00
28/02/2025	Unity Trust	27,912.32
28/02/2025	CCLA Deposit fund	91,922.46

143,330.65

Unpresented Payments

25.00

143,305.65

Receipts not on Bank Statement

0.00

Closing Balance

143,305.65

All Cash & Bank Accounts

1	Barclays Current Bank A/c	0.00
2	BarclaysActive Saver	0.00
3	West Bromich	23,395.87
5	Lloyds Bank	100.00
6	Unity Trust Bank	27,887.32
7	CCLA	91,922.46
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	143,305.65

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Deposit fund	28/02/2025		91,922.46
			<u>91,922.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,922.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			91,922.46
		Balance per Cash Book is :-	91,922.46
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 28/02/2025 for Cashbook No 7 - CCLA

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Clear</u>	<u>Payee Name or Description</u>
04/02/2025			74.24	74.24		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/02/2025	Feb Meetin		20,000.00	20,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>20,074.24</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 6 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust	28/02/2025		27,912.32
			<u>27,912.32</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
18/12/2024 TRANS	Royal British Legion	25.00	
			<u>25.00</u>
			27,887.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,887.32
		Balance per Cash Book is :-	27,887.32
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 28/02/2025 for Cashbook No 6 - Unity Trust Bank

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Clear</u>	<u>Payee Name or Description</u>
18/12/2024	TRANS	25.00			25.00	<input type="checkbox"/>	Royal British Legion
05/01/2025	SO	1.00		1.00		<input checked="" type="checkbox"/>	Castle Water
05/02/2025	DD	87.10		87.10		<input checked="" type="checkbox"/>	NEST Pensions
18/02/2025	BACS	969.00		969.00		<input checked="" type="checkbox"/>	Foxhill Tree Services
18/02/2025	BACS	22.00		22.00		<input checked="" type="checkbox"/>	Sedlescombe Village Hall
18/02/2025	BACS	70.56		70.56		<input checked="" type="checkbox"/>	Clerk
20/02/2025	SO	1,150.00		1,150.00		<input checked="" type="checkbox"/>	Clerk
20/02/2025	Feb Meetin	20,000.00		20,000.00		<input checked="" type="checkbox"/>	CCLA
20/02/2025	BACS	0.60		0.60		<input checked="" type="checkbox"/>	Foxhill Tree Services
21/02/2025	SO	65.28		65.28		<input checked="" type="checkbox"/>	Uniserve (South East) Ltd
28/02/2025	DD	-127.08		-127.08		<input checked="" type="checkbox"/>	Utility Warehouse Ltd
28/02/2025	DD	22.89		22.89		<input checked="" type="checkbox"/>	KLANA
28/02/2025	DDR	6.00		6.00		<input checked="" type="checkbox"/>	Unity Trust Bank
28/02/2025			4.00	4.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>22,292.35</u>	<u>4.00</u>				

Signatory 1:

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SEDLESCOMBE PARISH COUNCIL
TRAINING AND DEVELOPMENT POLICY

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1. Introduction

1.1 The council recognises that training and development for staff and councillors is a major investment ~~and crucial in its ability to deliver to achieve and maintain~~ effective services. ~~The council commits to and will~~ seek to create a culture of continuing development.

1.2 The council ~~will comply with~~ ~~commits to~~ the principles ~~of the National Training Strategy for Town and Parish Councils~~ ~~continuous development~~ and will subscribe to the ~~East~~ Sussex ~~and Surrey~~ Association of Local Councils (ESALC) and Society of Local Council Clerks (SLCC) to ensure staff and councillors may attend their training.

2. Policy Commitments

2.1 The council commits to ensuring staff and councillors are trained to the highest standard and are kept up to date with new legislation.

2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.

3. Training Plan

3.1 Sedlescombe Parish Council will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget. ~~Training may be in house or external according to the subject matter and technical requirements.~~

3.2 Records of all training of staff and councillors will be kept by the Clerk.

3.3 A training schedule will be drawn up by the Clerk for approval by the Full Council for staff ~~and councillors~~ to ensure all training is relevant, fit for purpose and is carried out in a ~~cost effective~~ ~~cost-effective~~ manner. This schedule will be informed by training needs of staff ~~and councillors~~ identified through the staff appraisal system ~~and the needs of the council. For councillors this will include specialist training according to the needs of the role and refresher training for existing councillors.~~ Particular consideration will be given to carrying out training locally possibly in liaison with other local councils ~~and taking account of legislative requirements.-~~

3.4 All new councillors will receive an induction pack prepared by the Clerk and ~~are~~ invited to attend an induction meeting with the clerk and chairman of council following the parish elections every four years, where basic information relating to the council's organisation and responsibilities will be provided. Re-elected councillors will be invited to this meeting.

Date-adopted

4. **Professional Qualifications**

~~4.1~~ All staff members will be encouraged to pursue professional qualifications, such as the Certificate in Local Council Administration (CiLCA) or equivalent. It will be a requirement of the Clerk role for the job holders to hold the ~~qualification, or~~ qualification or commit to achieving it within 2 years of appointment.

~~4.24.1~~ The council will meet the financial cost of registering for and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.

~~4.34.2~~ Additional ~~higher-level~~ higher-level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.

5. **Staff Personal Development**

5.1 The council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. The council expects the Proper officer to undertake a programme of continued professional development (CPD) in line with the requirements of the professional body (SLCC) Equality, E The council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.

5.2 Where there is clear benefit to the council, payment for any personal development training will be made by the council, and the staff member will be expected to use their new or improved skills in their existing role within the council.

5.3 Where the cost of the personal development training course exceeds £1500 the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training. Agreement to this condition will be recorded in the staff member's file.

5.4 Where the cost of the personal development training course exceeds £3000, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.

5.5 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

Date-adopted

Measuring the impact of training.

Any staff member or councillor attending training will be asked to provide feedback to the council highlighting any relevant material to councillors with regards to the working of the council.

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<u>Adopted</u>	<u>Reviewed</u>	<u>Next Review</u>
<u>June 2020</u>	<u>March 2024</u>	<u>March 2027</u>

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Date-adopted

Member Absence and Apologies Policy

This policy and guidance document is designed to promote efficient administration of meetings, avoid meetings being inquorate and permit timely rescheduling of meetings if required. It also highlights accountability for Members.

Background.

Councillors are elected to represent their residents in Sedlescombe. In order to fulfil this role it is expected that all councillors will make a full contribution to the work of the council for the term of their office.

This will include:

attendance at meetings of the Council

attendance at meetings of committees and working parties to which they may be appointed

being available to deal with queries, complaints and requests for assistance from residents and businesses in their ward in person, by telephone, correspondence and email as appropriate

responding to correspondence from officers on Council matters

All councillors will hopefully have satisfied themselves before standing for election that they are able to commit the necessary time to fulfilling this important and rewarding role within the community.

Non Attendance at Meetings.

Elected Members are expected to attend meetings that they have been assigned as part of their role. However, there will be occasions when they are unable to attend for a variety of reasons. To ensure that the record is accurate this policy sets out the procedure the Council will follow for Member's absence from Council meetings and submission of apologies.

A parish council is a body corporate (an 'it') in law, decisions are the responsibility of the council as a whole. No individual councillor, including the chair, has any power or responsibility. A councillor must be at a meeting to vote on a proposal or decision, there is no ability to 'vote by proxy'.

Elected Members have a duty to attend council meetings that they have been assigned as part of their role in accordance with The Local Government Act 1972 (LGA) sch 12 s10(a)(b) and are summoned to do so. Sedlescombe Parish council recognises that there will be occasions when members are unable to attend and require a leave of

absence. To ensure that the record is accurate this policy sets out the procedure the Council will follow for Member's absence from Council meetings and submission of apologies.

LGA S 85 states

- (1) Subject to subsections (2) and (3), if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.
- (2) Attendance as a member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed for the purposes of subsection (1) above to be attendance at a meeting of the authority.

N.b s85 relates to meetings of the council, committees and their sub committees. It does not apply to working groups or task or policy groups. Attendance as an observer at a meeting which the councillor is not appointed does not count, even if invited to speak by the chair.

S85(3) the six-month rule is not activated should the Councillor be a member of His Majesty's armed forces or a person whose employment is in the service of His Majesty and in connection with war or an emergency.

The interpretation of the rules hinges on whether or not the absence was approved, the minutes need to be clear and specific, e.g, If no reason for absence is given then the council cannot approve the absence since it has no reason upon which to make that judgement.

A councillor does not have to seek the formal approval of the meeting for their absence, but a meeting can only approve the absence of a councillor from a meeting if they have requested this in writing and given the reason for their absence.

Protocol To be adopted.

Members shall give as much advance notice as possible of absence from a meeting although this does not have to be in writing it is good practice to mention future absence at a previous meeting, send an email to or telephone the Clerk.

Apologies with a reason should be submitted in writing (email, text, whatsapp) or by telephone to the Proper Officer no later than 2 hours before the start time of the

meeting indicating the reason for absence. Apologies passed via another councillor in the meeting will be acknowledged but not approved as absent.

If a councillor sends apologies but gives no reason, then these apologies will be recorded in the minutes as received but cannot be recorded as accepted. This would mean the 6-month rule clock starts ticking.

If a councillor sends apologies and gives a reason this is recorded in the minutes as being received, the council can then resolve to accept the apologies. This prevents the 6-month rule clock from starting to tick.

If no apologies are given the councillor will be recorded as absent. This also means the 6-month rule clock starts ticking.

Whilst the Clerk will make every effort to monitor attendance and forewarn any councillors who may be nearing the expiry of the six-month period, the responsibility for ensuring that they comply with the requirements of s.85 is that of the individual councillor.

Types of apologies that can be recorded.

Apologies due to council business - a clash with council meeting and an external meeting.

Apologies due to Members own employment.

Apologies due to ill health – including appointments.

Apologies due to Maternity, Paternity, Adoptive or parental leave.

Apologies due to caring responsibilities.

Apologies due to community/parish council duties.

Granting a leave of absence.

A leave of absence may be granted for such period as the Council thinks is reasonable in all the circumstances. Once that leave of absence expires, the clock re-starts so far as s.85 is concerned and the councillor has a further six months in which to attend a meeting (or seek a further leave of absence).

Should an extended leave of absence be required, Members are expected to submit a written application to the Proper Officer requesting such leave, detailing the reason and duration for the absence for council to consider.

With the exception of a Member serving the Crown, an extended leave of absence may only be granted in certain circumstances which are deemed to be outside of the

Member's control, e.g. prolonged ill health. It cannot be granted due to a Member merely requiring a sabbatical from their duties.

Recording and Publishing of Member Attendance

In accordance with LGA 1972 sch.12 para. 40, all Members present at the meeting must be recorded in the minute record for every meeting, which also prevents the six-month rule from being activated.

The minute record will be restricted to confirming the Member absence only, in line with GDPR, and clearly stating that the reason for absence was accepted and approved by council.

If a member is absent with no apologies the absence will be recorded as 'There were no apologies or reasons for absence for cllr'

If apologies are received but do not give a reason this will be recorded in the minutes as 'Apologies received for cllr... but not accepted'

It is the cllrs responsibility to ensure that they do not become disqualified.

Adopted	Reviewed	Next Review
March 2025		March 2027