

# THE IVERS PARISH COUNCIL

7<sup>th</sup> December 2021

## To all Members of the PARISH COUNCIL

You are hereby summoned to attend the **The Ivers Parish Council extraordinary meeting** to be held in the **Function Suite at Richings Park Sports Club, 11A Wellesley Avenue, Richings Park** on **Monday 13 December 2021**, commencing **6.00 pm** for the purpose of transacting the business below.

Attendees are respectfully requested to undertake a lateral flow test before the meeting and not to attend if feeling unwell. If you receive a positive result from a lateral flow test you must follow the government guidelines <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/> . We ask that masks be worn in the meeting room when moving about however they can be removed when seated. We would like to remind everyone of the new requirement to isolate for 10 days if you have been in contact with a person who may have been infected with the omicron variation of Covid.

Please bring a warm coat and hat/gloves etc as we will have the windows open. Hand sanitizer and masks will be available at the door.

*Stephanie Bennett*  
Clerk to the Council

## AGENDA

### 1. APOLOGIES FOR ABSENCE

### 2. DECLARATIONS OF INTEREST

- a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
- b. To receive any written requests for dispensations for disclosable pecuniary interests;
- c. To grant any requests for dispensation as appropriate.

### 3. PUBLIC PARTICIPATION

*An Open Session will be held for members of the public who may ask questions or submit comments about agenda items/parish council matters. Parish Councillors may also make comment at this time. If there is a representative from Thames Valley Police, and/or a Buckinghamshire Council Member in attendance, there will be an opportunity for them to report on any relevant matter or ask/answer questions. Each person speaking will usually be limited to three minutes. Duration of this part of the meeting usually to be no longer than fifteen minutes.*

### 4. MINUTES

To consider the minutes of the meetings held on 15<sup>th</sup> November 2021. See Appendix 4 (late document)

## **5. CHAIR ANNOUNCEMENTS**

## **6. THE IVERS NEIGHBOURHOOD PLAN**

- a. To receive the draft Neighbourhood Plan. See Appendix 6. This document may be updated following the Neighbourhood Planning Committee meeting to be held on 7<sup>th</sup> December 2021.
- b. Consultant to brief Council on the draft Neighbourhood Plan
- c. Council to consider and agree the draft Neighbourhood Plan that will be submitted to Buckinghamshire Council

## **7. FINANCE**

To consider the provision of a debit card to the Business Administrator and the amendment of Financial Regulations 6.18 and 6.19 to:

*6.18 Any Debit Card issued for use will be specifically restricted to the Clerk and Business Administrator and will also be restricted to a single transaction maximum value of £2,000 unless authorised by council before any order is placed.*

*6.19. Any corporate credit card opened by the council will be specifically restricted to use by the Clerk and will also be restricted to a single transaction maximum value of £2,000 unless authorised by council before any order is placed. It shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.*

*6.19.1 Any corporate trade card account opened by the council will be specifically restricted to use by the Clerk, Deputy Clerk and/or named Maintenance Team member and will also be restricted to a single transaction maximum value of £500 unless authorised by council before any order is placed. It shall be subject to automatic payment in full at each month-end.*

## **8. CLERK RECRUITMENT AND COVER**

- a. Chair to report on the process that is being followed
- b. To consider the quotes received for locum assistance:
  - i. SLCC £25 - £40 per hour. See Appendix 8.1 for the application form that provides a helpful guide in considering what the locum is to be engaged to deliver
  - ii. LGRC. See Appendix 8.2
- c. To agree the quotes received for recruitment consultancy assistance:
  - i. SLCC. See Appendix 8.3
  - ii. LGRC. See Appendix 8.4
- d. Council to agree the approach to be taken for the locum, and consultancy assistance for recruitment of a Clerk/Responsible Finance Officer

## **9. IMPROVEMENTS AND EFFECTIVENESS**