

Ninfield Parish Council Agenda

The Red House
Lower St
Ninfield
East Sussex
TN33 9ED

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

13/12/2024

I hereby give you notice that you are summoned to attend the Full Parish Council meeting on Thursday 19th December 2024 at 6.30pm at Ninfield Methodist Hall when it is proposed to transact the following business.

Signed

Jackie Scarff, Clerk & RFO

Public Questions:

In accordance with standing orders **ten minutes** are available for the Public to express a view or ask a question on **relevant matters on the following agenda**.

Members of the public are welcome and encouraged to stay and observe the rest of the meeting.

- 1. To receive the Chairs Welcome**
- 2. To consider co-opting an applicant for one of the vacancies on the council. – co-option process below.**

- 3. To receive any questions on the written reports from the County and District Cllrs.**
- 4. To Receive Reports from:**
 - a. Schools**
 - b. Church**
 - c. Parish Councillors**
- 5. Correspondence – to note for possible inclusion on the next agenda.**
- 6. To receive and accept apologies and reasons for absence in accordance with The Local Government Act 1972 S85 (1)**

Other absences to note
- 7. Disclosure of Interests :- In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct**

To consider granting any dispensations.

Nb: Any changes to the register of interests should be notified to the clerk immediately.
- 8. Exclusion of the Public :- To exclude the public & press for a particular item the following resolution must be passed.**

‘Under the Public Bodies (Admission to Meetings) Act 1960, 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 or other special reason (to be specified) of the business to be transacted.’

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- 9. To receive the minutes of the meeting of 21st November 2024 to be considered for approval and signed as a true record.**
- 10. Business to be transacted.**
- 11. Monthly Finance Matters**
 - a. To receive the Statement of Accounts to 30th November 2024 for noting.**
 - b. To receive the bank statement and corresponding bank reconciliation to 30th November 2024 for noting.**
 - c. To receive and agree payment for the schedule of invoices for invoices received.**
- 12. To discuss the usage and fees charged for Sparkes pavilion hire, with and without the recreation ground, and agree any actions required.**
- 13. To review the draft budget and agree any changes required.**
- 14. To agree the precept for the year ending March 2026**
- 15. To note that the next meeting will take place Thursday 20th February 2024, 6.30pm at Ninfield Methodist Hall.**

Circulation to all Councillors.

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.

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Process for Co option

At the co-option meeting, candidates will be given two minutes maximum to introduce themselves to the parish councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council.

The co-option will be the first item on the agenda. The process will be carried out in the public session. A resolution will then be passed to exclude members of the public and press from the meeting to enable the Parish Council to have a private discussion regarding the suitability of the candidate/s for the vacancy. The candidate/s and public will then be invited back to the meeting following which a vote will be taken. The vote will be as per the Council's Standing Orders.

In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. An only candidate will normally, but not necessarily, be co-opted. LGA 1972, Sch. 12 s39 states the co-option must be by an absolute majority vote of those present and voting in the meeting.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, a copy of which is enclosed with this pack, and may take office immediately thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office and undertaking to abide by the Parish Council's Code of Conduct, and, upon signing, will take office either before or at the next meeting of the Parish Council. A failure to sign the Declaration of Acceptance of office will result in automatic disqualification from office.