 WALDRIDGE PARISH COUNCIL

1 Poplar Street

Waldridge Village

Co Durham

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31st July 2020

## To: The Chairman and members of the **WALDRIDGE PARISH COUNCIL**

(Councillors Bell, Corner, Davies, Foster, Harding, Howie, McCrystal, Moist, Morrison and Sexton)

Dear Sir / Madam,

You are hereby summoned to attend a meeting of the **WALDRIDGE PARISH COUNCIL** which will be held remotely using Zoom.

<https://durhamuniversity.zoom.us/j/98054099403?pwd=MTdMSWdlMnNWWDZidm9RcklaUVBWdz09>

Meeting ID: 967 1981 8631

Password: 922507

on **WEDNESDAY 5th August 2020 at 6.30pm** to transact the following business:-

**Public Participation Session**

Prior to the start of the meeting, there will be a public participation session which, at the Chairman’s discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Council. Questions relating to services provided by the Parish Council will be answered where possible at the meeting. If this is not possible, a written response will be provided within 14 days of the meeting. Members of the public are asked to restrict their comments and/or questions to five minutes per item/individual. This section does not form part of the formal meeting of the Council.

### BUSINESS

1. Welcome
2. To appoint a Councillor to take the minutes of the meeting.
3. To receive apologies for absence - to note all apologies and reasons must be submitted in writing to the Clerk prior to the meeting

Decisions required:- To agree whether to accept any apologies submitted.
4. To receive and accept any Disclosable Pecuniary Interests from members in any item to be discussed. To remind members, if any changes in circumstances, that new forms need to be submitted
5. Agenda-Motions (attached)
6. To note date and time of next meeting

**Yours faithfully**

**Cllr Paul Sexton**

**Vice Chair**

5. Agenda-Motions:

1. Finance-Payments - to discuss finance and payments processing in Clerks absence

Motion 1 – To agree to pay Cllr Foster £99.30 for Foodbank collection.

Motion 2 - . To agree that the Clerk is to hand over Laptop / password and associated information to allow temporary clerk to carry out parish business

Motion 3 – To agree to fund a temporary clerka wages (£ TBC – sickness period is unknown)

Motion 4 – Delegated authority/powers

* 1. To discuss the granting of delegated financial authority to WPC Grievance Panel to deal with HR (investigation officer)

Decisions Needed:- 1. To agree to delegate financial powers to the Grievance Panel up to £1000 (+ VAT).

Decision needed – 2. To agree on which HR Company to act as Investigative Officer (IO) to assist Grievance Panel – Quotes will be provided on the evening

* 1. Locum Clerk To decide and agree whether to appoint a locum clerk to cover current staff sickness.

Decisions Needed – 3 To decide whether a locum clerk should be appointed to cover the period of staff sickness.

Decision Needed: - 4 To decide on which Clerk to appoint (Angela Foster, Ian Heaviside)

6. DATE AND TIME OF NEXT MEETING: 8th September 2020 at 7:00pm