



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Special Parish Council Meeting Wednesday 2nd September 2020 @ 7:00pm

Note; On 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. This meeting was held remotely using the Zoom application.

Present: Cllr R Orr-Ewing (Chair), Cllr S Boggis, Cllr V Carse, Cllr M Doney, Cllr C Saunders, Cllr J Sutton, J Boggis (Clerk).

Open Forum. No Parishioners present.

No Discussion

Parish Council Special Meeting

(Note – Minutes of last Parish Council meetings were not discussed at this special meeting)

20/62. Agree the Agenda
Agenda Agreed.

20/63. To receive Declarations of Interest / Dispensation on any matters on the agenda
None Declared

20/64. To note and agree apologies for absence
Cllr M Burrows – Delayed at Work - **Agreed**

20/65. To receive the report from the Village Hall advisory group
Cllr Doney presented two documents produced by the Village Hall Advisory Group. The first of these documents, entitled Village Hall Paper 28 Aug 2020 Draft 2, detailed the steps required to take the current Village Hall Trustee structure to the Parish Council as Sole Trustee. There were questions raised about funding and the employment of people. After further discussion the Council agreed the document.

Proposal – Adopt Village Hall Paper as Parish Council Policy

All Agreed

The Second document, entitled Village Hall Resolution, was for the current Village Hall Trustees to sign but laid out some of the key areas the Parish Council would be responsible for as the Sole Trustee. The discussion focussed on the division of roles between the Parish Council, The Parish Council as Sole Trustee and the Village Hall Management Group. The Councillors eventually agreed to support this document.

There was then discussion about the Village Hall Trustees AGM. For the Trustees to be able to sign the above document there needed to be 4 Trustees present three of whom would have to be accepted as Trustees at the meeting to ensure the meeting was quorate. There then followed further discussion about proxy voting.

Proposal - Cllr Orr-Ewing to ask questions raised with Community Action Suffolk.

All Agreed

- To consider responses for volunteers advertised in Blythburgh Focus.
No volunteers came forward
- To review and agree the proposed terms of reference for the village hall management team.
This was deemed to be document one discussed and adopted above.

The Councillors then discussed the Village Hall Trustee AGM and discovered they needed to give 14 day notice of the meeting. New date set for Monday 21st September 2020. Time to be agreed but proposed as 7:00pm

Proposal – Cllr Doney to produce and display Village Hall Trustee AGM

All Agreed

NOTE: following the meeting the date of the Village Hall Trustee AGM was changed to Tuesday 22nd September 2020

20/66. To discuss any other matter the Chair will allow.

- Following the resignation of the Clerk the Chair asked the Clerk about the process for recruiting a replacement. The Councillors discussed the options presented
Proposal – Clerk to put together briefing on his role – Job Description

All Agreed

Proposal – Clerk to put together an advertisement for the role

All Agreed

- Cllr Sutton raised the Village Hall Driveway and it was agreed this be discussed at the meeting on 9th September 2020

Meeting closed at 8.20pm

These minutes are confirmed as an accurate record of proceedings of the meeting held remotely via the Zoom application on Wednesday 2nd September 2020

Signed (Chair) _____ Dated _____
