



Uplyme Parish Council

c/o Uplyme Village Hall, Lyme Road, Uplyme, Lyme Regis DT7 3UY
Tel: 07413 947067 Email: clerk@uplymeparishcouncil.org
Website: www.uplymeparishcouncil.org

Dear Councillor,

Members of the Estates & Personnel Committee are hereby summoned to attend the meeting on **Wednesday 27th April 2022 at Uplyme Village Hall at 6.00pm** for the purposes of transacting the following business.

Under the Local Government Act 1972 Schedule 12 p10(2), a Council cannot lawfully decide any matter that is not specified on the agenda.

Mrs. Zishan Adamson-Drage
Clerk to the Council

21st April 2022

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Parish Clerk. Data Protection, Names of those participating in the meeting may be recorded, minuted and made public.

Estates & Personnel Committee Meeting on **Wednesday 27th April 2022**

Chairman Vacant

Committee Members – Cllrs. N. Pullinger, A. Turner, C. Pratt, Mrs. P. Frost, C. James

AGENDA

1. Election of Chairman

(a) To elect the Chairman of the Committee.

2. Apologies for absence

3. Approval of Minutes

(a) To approve, as a true record, the minutes from the last meeting. (previously circulated)

4. To receive member's declarations of interest and dispensations in items on the agenda.

5. To review the Committee Terms of Reference

(a) To review the terms of reference dated 2018 and amend as necessary. ([appendix 1](#))

Chairman: Cllr C James

Vice Chairman: Mrs P Frost

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Cllrs: C. Pratt, N. Pullinger, P. Oakley, B. Trundle, A. Turner, P. Hackett, Mrs C. Wiscombe

6. Public Forum - Public Participation session

There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker or time as permitted by the Chairman.

DECISION ITEMS

7. Cemetery

- (a) Members to consider and make any amendments as necessary to the Cemetery Regulations dated 2018. ([appendix 2](#))
- (b) Members to consider and make any amendments as necessary to the Cemetery Fees document dated 2018. (circulated separately)

8. Stafford Mount project

- (a) Members to consider a school-based design competition and, if thought appropriate, the judging criteria.
- (b) Members to consider setting up a working party to commence the revitalisation of the Stafford Mount green space, and if thought appropriate, to assign members.

9. War Memorial

- (a) Members to consider the condition report prepared by A. Brooker & Son and any remedial works to be carried out. ([appendix 3](#))

10. Staffing

- (a) Members to consider, and if thought appropriate, confirm the permanent appointment of the Parish Clerk.

11. CILCA

- (a) Members to consider, and if thought appropriate, agree the timing for the Clerk to commence the CILCA qualification as specified in the NALC contract.

12. Date of the Next Meeting

The next meeting is scheduled for 9th November 2022.