

ABBOTTS ANN PARISH COUNCIL
Minutes from the Extraordinary Meeting
held on Thursday 20th August 2020
via the Zoom platform

Present: Parish Cllrs: A Jordan (Chairman), G Howard (Vice Chairman) A Jones, C Wallis, P Roberts, D Perkin.
 Borough Cllrs M Flood and D Coole.

Members of the Public: 4

Minutes: Mrs C L Cotterell – Parish Clerk

Meeting started at 19.01

AGENDA ITEM	MINUTE	ACTION
1	Apologies for Absence Apologies were received from Parish Cllr Coffey.	NOTED
2	Declarations of Interest - None	NOTED
3	Cllrs to receive updates relating to the Sports Field/Pavilion/Working Group a) Cllrs to receive an update on the Sports Field Working Group (Cllr Wallis) – The Chairman thanked Cllr Wallis and the Abbots Ann Sports Field Group (AASFG) for all their hard work and support. Cllr Wallis gave an update from the first AASFG meeting held on 13 th August and a subsequent meeting held with a local builder for advice about refurbishing/improving the pavilion. A discussion was held about usage and possible improvements of the facilities. b) Cllrs to note updates previously circulated and published.	Noted
4	Sports Field/Pavilion a) Cllrs to approve the Sports Field Working Group Terms of Reference – Cllrs approved the Terms of Reference – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. b) Cllrs to review, amend and approve the Risk Assessment and consider any other requirements for safe re-opening of the pavilion – Cllrs reviewed and approved the Risk Assessment with an amendment to the notes section – Proposed Cllr Jordan, seconded Cllr Howard, all agreed. Cllrs accepted Cllr Howard’s offer to forward the Government latest Covid 19 guidelines for the safe use of multi-purpose community facilities. c) Cllrs to consider initial pavilion refurbishment costs – Items discussed for repair/refurbishment included guttering and downpipes/electrical works/heaters etc – After discussion this item was deferred to the next PC meeting – Action: AASFG to provide a more detailed funding request for works required. d) Cllrs to approve the draft hiring agreement and rate card – Cllrs agreed to accept the hiring agreement and rate card as an interim measure. Cllrs asked AASFG to provide a new rate card to be considered at the October PC meeting – Proposed Cllr Jordan, seconded Cllr Wallis, all agreed - accept hiring agreement/rate card interim WG to provide new rates to be approved Oct meeting. e) Cllrs to consider access and lock arrangements – Cllrs were informed that although it was resolved to replace the pavilion keys with a passcode lock the upvc door was not suitable for that type of lock. Cllrs agreed to provide a combination key safe next to the door to hold the keys, with the combination changed regularly. Cllrs approved up to £120.00 to purchase and fit a key safe – Proposed Cllr Jordan, seconded Cllr Jones, all agreed. f) Cllrs to consider a grant application from Football club for pitch marking – Cllrs requested a more detailed costed application for line marking for the next PC meeting. Action: FC/AASFG.	Cllr Howard Deferred AASFG AASFG Cllr Wallis AASFG/FC
5	Website Accessibility Cllrs to review the accessibility audit report, review the draft action plan and approve the draft accessibility statement for publication under Web Content Accessibility Guidelines (WCAG) 2.1 – Cllrs reviewed the audit report and approved the action plan and accessibility statement – Proposed Cllr Jordan, seconded Cllr Jones, all agreed.	

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6	General Data Protection Regulation (GDPR) Policy Review Cllrs to review, amend if necessary, and adopt GDPR policies. Cllrs agreed to amend the Information Data Protection Policy to include wording from the Information Commissioners Office regarding fees and Subject Access Requests – Proposed Cllr Jordan, seconded Cllr Howard, all agreed.	Clerk
7	Next Meeting – Thursday 3rd September 2020	

Meeting closed at 20.11

These minutes were approved at the meeting held on 3rd September 2020