

# Forest Row Parish Council

Clerk: Mr David O'Driscoll  
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(Office Hours: Monday to Friday 9am to 4pm)

To: All members of FOREST ROW PARISH COUNCIL:  
Cllrs. Josephson (Chairman), Davies, Hill, R Lewin,  
T Lewin, McNally, Miller, Moore, Pritchitt, Summers,  
Williams, Withers and Wogan

Community Centre  
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Dear Sir/Madam,  
Your attendance is required at an extra-ordinary meeting  
of the FOREST ROW PARISH COUNCIL to be held in  
the GARDEN ROOM OF THE COMMUNITY CENTRE  
ON TUESDAY 22<sup>nd</sup> SEPTEMBER 2020 at 7.30 PM.

Date: 22<sup>nd</sup> July 2020

Mr David O'Driscoll  
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND  
REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY  
AND OBSERVE THE REST OF THE MEETING.

## AGENDA

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. TO RESOLVE TO DEAL WITH THE MINUTES & TRANSCRIPT OF THE MEETING HELD ON 28<sup>TH</sup> JULY 2020 AT THE NEXT ORDINARY MEETING
4. TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM THAT PREVIOUS MEETING AT THE NEXT ORDINARY MEETING
5. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE FOLLOWING ITEMS ON THE AGENDA
6. CHAIRMANS COMMENTS
7. CLERK'S REPORT ON THE CURRENT POSITION WITH RESPECT TO CORONAVIRUS RESTRICTIONS
8. TO INTERVIEW AND CO-OPT TWO NEW MEMBERS TO COUNCIL AND RECEIVE THEIR ACCEPTANCE OF OFFICE  
(NOTE: STANDING ORDERS SHALL STAND SUSPENDED FOR THIS ITEM TO THE EXTENT NECESSARY TO ENABLE CONDUCT OF THE PROCESS)
9. TO CONSIDER AND RESOLVE ON A PROPOSAL WITH RESPECT TO COMMITTEE MEMBERSHIP
10. TO PROCEED WITH BUSINESS CONSEQUENTIAL ON THE FOREGOING ITEM
11. TO CONSIDER WHETHER THE MEETING OF 29<sup>TH</sup> SEPTEMBER SHOULD BE FACE-TO-FACE OR REMOTE
12. TO RESOLVE TO DEAL WITH ANY OUTSTANDING NOTICES, CORRESPONDENCE OR CONSULTATIONS AT THE NEXT ORDINARY MEETING
13. TO NOTE: ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

**COUNCILLORS' BRIEFING TO THE EXTRA-ORDINARY MEETING OF FULL COUNCIL  
TO BE HELD ON 22<sup>nd</sup> SEPTEMBER 2020**

**3 & 4. RECORDS OF MEETING OF 28<sup>th</sup> JULY 2020 / CLARIFICATION OF ACTIONS FROM THAT MEETINGS**

The main purpose of this EGM is to address the issues of co-option & Committee membership. It is therefore proposed to defer items of ordinary business to the next Ordinary Meeting.

***ACTION: to resolve accordingly***

- 5. DECLARATION OF INTERESTS.** Such a declaration should only be needed if there is a relevant connection between a Member and a candidates (mere acquaintance is not material).

**7. CLERK'S REPORT ON THE CURRENT POSITION WITH RESPECT TO CORONAVIRUS RESTRICTIONS**

A brief report will be given about current usage of the Community Centre & the VENUe, and the implications for those buildings of the 'Rule of Six' restrictions.

***ACTION: to note***

**8. TO INTERVIEW AND CO-OPT TWO NEW MEMBERS TO COUNCIL AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE**

At the time of drafting this note, there are five candidates for two seats. Personal statements of varying length are being circulated with the backing papers. The candidates will be brought in singly for interview in alphabetical order, and Members may ask any relevant question. When all have been interviewed Members shall vote following the procedure in Standing Order 9. The two co-opted will then be invited to sign their acceptance of office.

(Standing Orders will necessarily have to be partially suspended to allow for the procedure).

***ACTION: to co-opt two new Members to Council***

**9. TO CONSIDER AND RESOLVE ON A PROPOSAL WITH RESPECT TO COMMITTEE MEMBERSHIP**

The constitution of the Standing Committees was deliberately postponed at this year's Annual Meeting in the interests of keeping the proceedings concise under the coronavirus restrictions – a consideration which still applies with the resumption of face-to-face meetings. The membership was continued on from the previous year, although in the interim the membership was depleted by the resignation of Cllrs Royall & Rosenboom.

The Chairman has submitted a proposal under Standing Order 10 as follows:

*"that since nearly half the Council's year has now elapsed, and the meetings of 22<sup>nd</sup> and 29<sup>th</sup> September already have business of considerable length, Council shall agree to retain last year's Committee constitution for the remainder of this Council year, except that the positions left vacant by resignation be filled pro rata by the newly co-opted Members."* For Council to decide.

***ACTION: to resolve accordingly***

**10. TO PROCEED WITH BUSINESS CONSEQUENTIAL ON THE FOREGOING ITEM**

Dependant on the outcome of the previous item, Council should now proceed to deal with Committee constitution accordingly.

***ACTION: to resolve as appropriate***

**11. TO CONSIDER WHETHER THE MEETING OF 29<sup>th</sup> SEPTEMBER SHOULD BE FACE-TO-FACE OR REMOTE**

**12. TO RESOLVE TO DEAL WITH ANY OUTSTANDING NOTICES, CORRESPONDENCE OR CONSULTATIONS AT THE NEXT ORDINARY MEETING**

**13. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE**