

EARNLEY PARISH COUNCIL

**MEMBERS OF EARNLEY PARISH COUNCIL ARE HEREBY SUMMONED TO THE ANNUAL GENERAL
MEETING OF EARNLEY PARISH COUNCIL
TO BE HELD ON THURSDAY 14th MAY 2015
COMMENCING at 6.45 PM
IN THE RICHARDSON ROOM, BIRDHAM VILLAGE HALL, STOCKS LANE, BIRDHAM**

32.15 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

33.15 ELECTION OF VICE CHAIRMAN

34.15 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA - this is limited to ten minutes to allow members of the public to a) make representations b) answer questions or c) give evidence relating to business to be transacted (the public are welcome to stay and observe the rest of the meeting).

35.15 APOLOGIES AND REASONS FOR ABSENCE

36.15 COUNTY COUNCILLOR'S REPORT- when Parish Councillors may ask questions

37.15 DISTRICT COUNCILLORS' REPORT- when Parish Councillors may ask questions

38.15 CODE OF CONDUCT

1. Review and Adoption of Code Of Conduct Policy
2. Register of Interest Form - to be completed by 8th June 2015
3. Declarations of Interest on items included on the agenda
4. Dispensation requests
5. Review of Adoption of Complaints Policy

39.15 ELECTION RESULTS AND CO-OPTION OF PARISH COUNCILLOR

40.15 REVIEW OF COUNCIL AND/OR EMPLOYEES MEMBERSHIP TO OTHER BODIES

- a) National Association of Local Councils (NALC)
- b) West Sussex Association Local Councils (WSALC)
- c) Chichester District Association of Local Councils (CDALC)
- d) Campaign to Protect Rural England (CPRE)
- e) Society of Local Council Councils (SLCC)
- f) Institute of Local Council Clerks (ILCC)

41.15 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

- I. Peninsula Community Forum
- II. Neighbourhood Watch/Neighbourhood Management Panel

- III. WSALC
- IV. CDALC
- V. Chichester District Council Meeting of the Parishes
- VI. Medmerry Stakeholders Advisory Group (MSTAG)
- VII. West Sussex County Council South Chichester Local Committee

42.15 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY

- a. Environmental Issues
- b. Policing and Vandalism
- c. Highways & Road Safety
- d. Footpaths, Rights of Way and Verges
- e. Chichester District Council Strategic Plans, Housing and Planning
- f. Flood Issues
- g. Finance & Budget (including six monthly checks of Parish Council Finance)
- h. Emergency Planning

43.15 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

- 1) Employment Committee, confirmation of used of adopted terms of reference and election of chairman
- 2) Code of Conduct Committee, confirmation of used of adopted terms of reference and election of chairman
- 3) Planning Committee, confirmation of used of adopted terms of reference and election of chairman
- 4) Complaints Committee - formation and adoption of terms of reference and election of chairman.

44.15 CONFIRMATION OF USE OF ADOPTED POLICIES

- a) Standing Orders - adopted 23rd January 2014
- b) Financial Regulations - adopted 26th June 2014
- c) Health & Safety Policy - adopted 25th March 2009 - All Councillors to read and sign statement to compliance.
- d) Equal Opportunities Policy - adopted on 25th March 2009
- e) Freedom of Information Act Publication Scheme & Schedule of Charges - adopted 28th January 2009
- f) Media Relations Protocol - adopted 14th July 2010
- g) Community Engagement - adopted 22nd March 2012
- h) Disciplinary Procedure - adopted 27th September 2012
- i) Grievance Procedure - adopted 27th September 2012
- j) Anti-Harassment Policy - adopted 27th September 2012
- k) Sickness Policy - adopted 28th March 2013
- l) Flexible Retirement - adopted 26th June 2014
- m) Local Government Pension Scheme Statement of Exercise of Discretions - adopted 26th Jun 2014

By resolution the Parish Council may decide to exclude the exclude the Press and Public from any part of the meeting ¹

¹ Public bodies (Admission to meetings) Act 1960

45.15 MINUTES - to agree and sign the minutes of the meetings held on 26th March 2015

46.15 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

47.15 FINANCE

- a) Bank Balances from latest bank statements - to receive a verbal report
- b) Approval of Parish Council payments and authority to sign cheques
- c) Budget Monitoring 2015/16
- d) Approval of financial statement - March 2015 & April 2105
- e) Power of *General Competence* - confirmation of compliance and adoption of the power
- f) Appointment of Responsible Financial Officer
- g) Appointment of Internal Auditor for financial year ended 31 March 2016
- h) Confirmation of Clerk's salary scale and hours of work
- i) Financial Risk Assessment and Insurance
- j) Section 137 Allowance
- k) Assets Register year ended 31 March 2016
- l) Annual Return year ended 31 March 2015 - Section 1 Statement of Accounts
- m) Annual Return year ended 31 March 2015 - Section 2 Annual Governance Statement
- n) End of year accounts 31 March 2015
- o) Internal Audit Year Ended 31 March 2015 - report from internal auditor and Clerk's response.
- p) Annual Return year ended 31 March 2015 - Section 4 Annual Internal Audit Report
- q) Annual Standing Order and Direct Debit Payment List
- r) PAYE - end of year
- s) Pension end of year
- t) Transparency Act for smaller councils - Approval to attend course on 19th May 2015
- u) LSA Heritage Trail Grant (Local Government Act 1972 S144(1)(a) or Power of *General Competence*
- v) Bus shelter cleaning contract
- w) Approved Mileage Allowance Rate 2015/16 - confirmation of rate at 0.45 pence per mile
- x) Local Councils Explained - purchase of book - how many copies? £14.99 per book + postage

48.15 LOCAL PLAN

- 1. Draft for consultation: Air Quality Action Plan for Chichester District - consultation closes 8th June 2015

49.15 ENVIRONMENTAL MATTERS

1. Flood Prevent Update - Cllr. Carey
2. Bridge Footpath 51 - Cllr. Martin

50.15 PARISH OBJECTIVES - update by Cllr. Charter.

51.15 REVIEW OF ANNUAL PARISH ASSEMBLY - 18th March 2015

1. Review of Minutes

52.15 REPORT ON EXTERNAL MEETINGS

53.15 CLERK'S REPORT AND CORRESPONDENCE

1. Earnley Concourse
2. Earnley School - history
3. Parish Council Newsletter
4. Power to remove signs

54.15 ITEMS FOR FUTURE AGENDAS

Signed *L. Chater* Clerk to Earnley Parish Council

Dated 6th May 2015

Filming of meetings and use of social media

During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting.

If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.