

## **EARNLEY PARISH COUNCIL**

MEMBERS OF EARNLEY PARISH COUNCIL ARE HEREBY SUMMONED TO THE ANNUAL GENERAL MEETING OF EARNLEY PARISH COUNCIL TO BE HELD ON 26<sup>th</sup> MAY 2016 COMMENCING AT 6.45 PM BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM

**40.16 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

**41.16 ELECTION OF VICE CHAIRMAN**

**42.16 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).

**43.16 APOLOGIES AND REASONS FOR ABSENCE**

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

**45.16 DISTRICT COUNCILLORS' REPORT-** when Parish Councillors may ask questions

**46.16 CODE OF CONDUCT**

1. Declarations of Interest on items included on the agenda
2. Dispensation requests

**47.16 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) Society of Local Council Councils (SLCC)
- e) Institute of Local Council Clerks (ILCC)

**48.16 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

**49.16 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

**50.16 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.

**51.16 CONFIRMATION OF USE OF ADOPTED POLICIES**

- a) Financial Regulations - adopted 26<sup>th</sup> June 2014 and updated 17 March 2016
- b) Standing Orders - adopted 23<sup>rd</sup> January 2014
- c) Complaints procedure - adopted 14<sup>th</sup> May 2016
- d) Equal Opportunities Policy - adopted on 25<sup>th</sup> March 2009
- e) Health & Safety Policy - adopted 25<sup>th</sup> March 2009.
- f) Code of Conduct - updated 25 March 2009
- g) Freedom of Information Act Publication Scheme & Schedule of Charges - adopted 28<sup>th</sup> January 2009
- h) Media Relations Protocol - adopted 14<sup>th</sup> July 2010
- i) Community Engagement - adopted 22<sup>nd</sup> March 2012
- j) Disciplinary Procedure - adopted 27<sup>th</sup> September 2012
- k) Grievance Procedure - adopted 27<sup>th</sup> September 2012
- l) Anti-Harassment Policy - adopted 27<sup>th</sup> September 2012
- m) Sickness Policy - adopted 28<sup>th</sup> March 2013
- n) Flexible Retirement - adopted 26<sup>th</sup> June 2014
- o) Local Government Pension Scheme Statement of Exercise of Discretions - adopted 26<sup>th</sup> June 2014
- p) Protocol for dealing with dealing with Planning Application Consultation - adopted 25<sup>th</sup> June 2016

**52.16 MINUTES - to agree and sign the minutes of the meetings held on 20<sup>th</sup> April 2016**

**53.16 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA**

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

<sup>1</sup> Public bodies (Admission to meetings) Act 1960

**54.16 EMPLOYMENT COMMITTEE**

1. Approval of recommendations
2. Annual Appraisal
3. Targets for 206/17
4. Approval of Employment Committee Minutes

**55.16 FINANCE**

- a) Bank Balances as at date of meeting - to receive a verbal report
- b) Approval of Parish Council payments and authority to sign cheques
- c) Budget Monitoring 2016/17
- d) Approval of financial statement - April 2016
- 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 2017
- h) Financial Risk Assessment and Insurance
- i) Section 137 Allowance
- j) Internal Audit Year Ended 31 March 2015 - report from internal auditor and Clerk's response.
- k) Annual Standing Order and Direct Debit Payment List
- l) PAYE - end of year
- m) Pension end of year
- n) Bus shelter cleaning contract
- o) Approved Mileage Allowance Rate 2015/16 - confirmation of rate at 0.45 pence per mile
- p) Traditional Finger Post Maintenance

**57.16 DELEGATION OF AUTHORITY - authority to respond to consultation documents between meetings**

**58.16 ENVIRONMENTAL MATTERS**

1. Flood Prevent Update - Cllr. Carey
2. Finger Post Update - Cllr. Martin
3. Household Waste Recycling Sites - Consultation

**59.16 PARISH PLAN 2016 -2021.**

**60.16 PARISH VOLUNTEERS**

**61.16 HIGHWAYS**

1. A27 Consultation
2. A27 Freedom of Information Request
3. Section 106 Contribution - Land East of Barton Way

**62.16 EARNLEY FETE - 18<sup>th</sup> June 2016**

1. Volunteers
2. Equipment

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

<sup>1</sup> Public bodies (Admission to meetings) Act 1960

3. Queen's 90<sup>th</sup> Birthday Celebration Grant
4. Advertising
5. Risk Assessments
6. Celebrity
7. Raffle
8. Advertising

**63.16 EARNLEY CONCOURSE/EARNLEY PLACE**

**64.16 ANNUAL MEETING OF ELECTORS - 19<sup>th</sup> May 2016**

1. Review of Meeting
2. Speakers

**65.16 REPORT ON EXTERNAL MEETINGS**

**66.16 CLERK'S REPORT AND CORRESPONDENCE**

1. Parish Councillor Vacancy

**67.16 ITEMS FOR FUTURE AGENDAS**

Signed           *L. Chater*   Clerk to Earnley Parish Council

Dated           18<sup>th</sup> May 2016  

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.

<sup>1</sup> Public bodies (Admission to meetings) Act 1960