

## **EARNLEY PARISH COUNCIL**

MEMBERS OF EARNLEY PARISH COUNCIL ARE HEREBY SUMMONED TO THE ANNUAL GENERAL MEETING OF EARNLEY PARISH COUNCIL TO BE HELD ON 25<sup>th</sup> MAY 2017 COMMENCING AT 19.15, or immediately following the planning meeting at Bracklesham Barn, Beech Avenue, Bracklesham

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

**40.17 ELECTION OF VICE CHAIRMAN**

**41.17 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA**

**42.17 APOLOGIES AND REASONS FOR ABSENCE**

**43.17 COUNTY COUNCILLOR'S REPORT**

**44.17 DISTRICT COUNCILLORS' REPORT**

**45.17 CODE OF CONDUCT**

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

**46.17 REVIEW OF COUNCIL AND/OR EMPLOYEES MEMBERSHIP TO OTHER BODIES**

- a) National Association of Local Councils (NALC)
- b) West Sussex Association of Local Councils (WSALC)
- c) Chichester District Association of Local Councils (CDALC)
- d) Society of Local Council Clerks (SLCC)
- e) Institute of Local Council Clerks (ILCC)

**47.17 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES or EXTERNAL MEETINGS**

- 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

**48.17 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

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

- f) Flood Issues
- g) Finance & Budget (including quarterly checks of Parish Council Finance)
- h) Emergency Planning

**49.17 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES**

- a) **Employment Committee** - membership, confirmation of use of adopted terms of reference and election of Chairman
- b) **Code of Conduct Committee** - membership, confirmation of use of adopted terms of reference and election of Chairman
- c) **Planning Committee** - membership, confirmation of use of adopted terms of reference and election of Chairman
- d) **Complaints Committee** - membership, confirmation of use of adopted terms of reference and election of Chairman

**50.17 CONFIRMATION OF USE OF ADOPTED POLICIES**

- a) Standing Orders - adopted May 2016
- b) Scheme of Delegation - adopted 24<sup>th</sup> November 2016
- c) Retention of Documents - adopted 24<sup>th</sup> November 2016
- d) Parish Plan 2016-2021 adopted 20<sup>th</sup> April 2016
- e) Finance Regulations - adopted 17<sup>th</sup> March 2016
- f) Local Government Pensions Scheme Regulations - Statement of the Exercise of Discretions - adopted June 2014
- g) Flexible Retirement Policy - 26<sup>th</sup> June 2014
- h) Grievance Policy - adopted 26<sup>th</sup> January 2017
- i) Disciplinary Policy - adopted 26<sup>th</sup> January 2017
- j) Dignity at Work, Bullying & Harassment Policy - adopted 26<sup>th</sup> January 2017
- k) Protocol of Hearings by the Employment Committee - adopted 26<sup>th</sup> January 2017
- l) Employees Code of Conduct - adopted 26<sup>th</sup> January 2017
- m) Sickness & Absence Policy - adopted 26<sup>th</sup> January 2017
- n) Equal Opportunities Policy - adopted 25<sup>th</sup> March 2009
- o) Health, Safety & Welfare Policy - adopted 25<sup>th</sup> March 2009
- p) Councillor Code of Conduct - adopted 14<sup>th</sup> May 2015
- q) Dispensation Procedure - adopted 22<sup>nd</sup> November 2012
- r) Freedom of Information Publication Scheme - adopted 28<sup>th</sup> January 2009
- s) Data Protection Policy - adopted 24<sup>th</sup> November 2016
- t) Communication Policy - adopted 24<sup>th</sup> November 2016
- u) Complaints Policy - adopted 14<sup>th</sup> May 2015
- v) Staff & Councillors Training Policy - adopted 23<sup>rd</sup> March 2017
- w) Media Relations Policy - adopted 14<sup>th</sup> July 2011
- x) Community Engagement Policy - adopted 26<sup>th</sup> January 2017
- y) Protocol on Filming, Videoing, Photography, Audio Recording & Broadcasting at Council Meetings - adopted 23<sup>rd</sup> July 2015
- z) Protocol for dealing with Planning Application Consultation - adopted 25<sup>th</sup> June 2015

**51.17 MINUTES** - to agree and sign the minutes of the meeting held on 23<sup>rd</sup> March 2017

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

**53.17 FINANCE**

- a) Bank Balances as at date of meeting £
- b) Approval of Parish Council payments and authority to sign cheques
- c) Financial Statement - On a proposal by Cllr. XX it was RESOLVED to accept the financial statements for March 2017 and April 2017
- d) Finance Review final quarter
- e) Power of General Competence - confirmation of compliance and adoption of the power
- f) Section 137 Allowance
- g) Appointment of Responsible Financial Officer 2017/18
- h) Confirmation of Clerk's salary scale and hours worked
- i) PAYE - end of year
- j) Pension - end of year
- k) Mileage Allowance Rate 2018/19 - confirmation of rate at 0.45 pence per mile
- l) Annual Standing Order and Direct Debit Payment Schedule
- m) Assets Register
- n) Annual Return year ended 31<sup>st</sup> March 2017 - Section 1 - Annual Governance Statement 2016/17
- o) Annual Return year ended 31<sup>st</sup> March 2017 - Section 2 - Accounting Statement
- p) Annual Return year ended 31<sup>st</sup> March 2017 - Section - Annual Internal Audit Report
- q) End of year accounts 31<sup>st</sup> March 2017
- r) Financial Risk Assessment & Insurance Review
- s) Budget Monitoring year ended 31<sup>st</sup> March 2018

**54.17 ENVIRONMENTAL MATTERS**

1. Flood Prevent Update - Cllr. Carey
2. Public Rights of Way - update

**55.17 PARISH PLAN 2016 -2021 - OBJECTIVES**

- 1) Set Objective Priority for 2017/18
- 2) Objective 1: To ensure that people drive within the speed limits with Earnley Parish - Cllr. Chater
- 3) Objective 5: To encourage community involvement and establish community volunteer groups within all areas of Earnley Parish
  - 3.1 Earnley Fete - Saturday 10<sup>th</sup> June 2017, Earnley Grange, Almodington Lane, 14.00-17.00
    - 3.1(1) Stalls
    - 3.1(2) Tasks
  - 3.2 Bus Shelter Volunteers -Easton Lane and First Avenue.
  - 3.3 Community Clean Up - 25<sup>th</sup> March 2017

- 56.17 HIGHWAYS**  
1. A27 - Highways Agency/Secretary of State Update  
2. A27- Community Workshops
- 57.17 EARNLEY CONCOURSE/EARNLEY PLACE**
- 58.17 RICHARDSON'S HOLIDAY VILLAGE**
- 59.17 ANNUAL MEETING OF ELECTORS - 18<sup>th</sup> MAY 2017**  
1) Review of Meeting  
2) Speakers
- 60.17 REPORT ON EXTERNAL MEETINGS**
- 61.17 CLERK'S REPORT AND CORRESPONDENCE**
- 62.17 ITEMS FOR FUTURE AGENDAS**

Signed L. Chater

Clerk Earnley Parish Council

Dated 18<sup>th</sup> May 2017

Filming of meetings and use of social media

During this meeting, the public can 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.