

## **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 23<sup>rd</sup> MAY 2013** COMMENCING at 7.45pm (or IMMEDIATELY following the planning committee meeting) at Bracklesham Barn, Beech Avenue, Bracklesham

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

**36.13 ELECTION OF VICE CHAIRMAN**

**37.13 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).

**38.13 APOLOGIES AND REASONS FOR ABSENCE**

**39.13 COUNTY COUNCILLOR'S REPORT**– when Parish Councillors may ask questions

**40.13 DISTRICT COUNCILLORS' REPORT**– when Parish Councillors may ask questions

**41.13 CODE OF CONDUCT**

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

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

- a) National Association of Local Councils
- b) Sussex Association of Local Councils
- c) Chichester District Association of Local Councils
- d) Campaign to Protect Rural England

**43.13 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

- I. Peninsula Community Forum
- II. Neighbourhood Watch/Neighbourhood Management Panel
- III. SALC/Action in Rural Sussex
- IV. Chichester District Association of Local Councils
- V. Manhood Parishes Road Safety Group
- VI. South Chichester County Local Committee
- VII. Chichester District Annual Meeting of the Parishes
- VIII. Medmerry Stakeholders Group

**44.13 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY**

- I. Environmental Issues
- II. Policing and Vandalism
- III. Highways and Road Safety
- IV. Footpaths, Rights of Way and Verges
- V. Chichester District Council Strategic Plans, Housing and Planning
- VI. Flooding issues

- VII. Finance and Budget (including checks of the Parish Council Finances)
- VIII. Pond Warden
- IX. Emergency Planning
- X. Waste Management

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

1. Employment Committee and review of terms of reference
2. Code of Conduct Committee and review of terms of reference
3. Planning Committee and review of terms of reference

**46.13 CONFIRMATION OF USE OF ADOPTED POLICIES**

1. Standing Orders – adopted 14<sup>th</sup> July 2010
2. Financial Regulations – adopted on 25<sup>th</sup> March 2009
3. Health & Safety Policy – adopted on 25<sup>th</sup> March 2009
4. Equal Opportunities Policy – adopted on 25<sup>th</sup> March 2009
5. Complaints Procedure – adopted on 25<sup>th</sup> March 2009
6. Code of Conduct – adopted 8<sup>th</sup> May 2007
7. Freedom of Information Act Publication Scheme and Schedule of Charges – adopted 28<sup>th</sup> January 2009
8. Media Relations Protocol – adopted 14<sup>th</sup> July 2010
9. Community Engagement – adopted 22<sup>nd</sup> March 2012
10. Disciplinary Procedure – adopted 27<sup>th</sup> September 2012
11. Grievance Procedure – adopted 27<sup>th</sup> September 2012
12. Anti-Harassment Policy – adopted 27<sup>th</sup> September 2012
13. Sickness Policy – adopted 28<sup>th</sup> March 2013

**47.13 MINUTES** – to agree and sign the minutes of the meeting held on 23<sup>rd</sup> April 2013

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

**49.13 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) Financial Report 31<sup>st</sup> March 2013 – approval
- d) Contactor for cleaning bus shelters
- e) Appointment of Responsible Financial Officer
- f) Appointment of Internal Auditor for financial year 2013/14
- g) Confirmation of Clerk's Salary Scale and Hours of work
- h) Financial Risk Assessment and Insurance
- i) Section 137 Allowance
- j) Assets Register
- k) Annual Return – Section 1 Statement of Accounts
- l) Annual Return – Section 2 Annual Governance Statement
- m) End of Year Accounts
- n) Internal Audit Year Ended 31 March 2012 – report from internal auditor and clerk's response
- o) Annual Standing Order Payment List
- p) PAYE – end of year
- q) Pension – end of year

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

- r) Pension – Discretionary polices
- s) Review of Council and/or employees membership to other bodies

**50.13 LOCAL PLAN CONSULTATION**

**51.13 ENVIRONMENTAL MATTER**

- 1. Flooding in Parish
- 2. Flood Group
- 3. Bookers Lane Flood Alleviation Scheme
- 4. Earnley Diversion Channel
- 5. Drove Lane Ditches and Culverts

**52.13 ANNUAL PARISH MEETING**

- 1. Action
- 2. Review of meeting

**53.13 REPORT ON EXTERNAL MEETINGS**

**54.13 CLERK'S REPORT AND CORRESPONDENCE**

**55.13 ITEMS FOR FUTURE AGENDAS**

Signed *L.Chater* Clerk to Earnley Parish Council

Dated *16<sup>th</sup> May 2013*