

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 15th MAY 2014 COMMENCING** at 7.30pm (or IMMEDIATELY following the planning committee meeting) at Bracklesham Barn, Beech Avenue, Bracklesham

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

33.14 ELECTION OF VICE CHAIRMAN

34.14 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).

35.14 APOLOGIES AND REASONS FOR ABSENCE

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

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

38.14 CODE OF CONDUCT

1. All Councillors are requested to review their register of interest and provide written confirmation of no change or immediately provide the Clerk with an updated copy.
2. Declarations of Interest on items included on the agenda
3. Dispensation requests

39.14 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
- e) Society of Local Council Clerks

40.14 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. South Chichester County Local Committee
- VI. Chichester District Annual Meeting of the Parishes
- VII. Medmerry Stakeholders Group

41.14 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. Emergency Planning

42.14 TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES

1. Employment Committee, confirmation of use of adopted terms of reference and election of Chairman
2. Code of Conduct Committee, confirmation of use of adopted terms of reference and election of Chairman
3. Planning Committee, confirmation of use of adopted terms of reference and election of Chairman

43.14 CONFIRMATION OF USE OF ADOPTED POLICIES

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

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

¹ Public bodies (Admission to meetings) Act 1960

13. Sickness Policy - adopted 28th March 2013

44.14 MINUTES - to agree and sign the minutes of the meeting held on 27th March 2014

45.14 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

46.14 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) Approval of financial Statement - March 2014
- d) Appointment of Responsible Financial Officer
- e) Appointment of Internal Auditor for financial year 2014/15
- f) Confirmation of Clerk's Salary Scale and Hours of work
- g) Financial Risk Assessment and Insurance
- h) Section 137 Allowance
- i) Assets Register
- j) Annual Return - Section 1 Statement of Accounts
- k) Annual Return - Section 2 Annual Governance Statement
- l) End of Year Accounts
- m) Internal Audit Year Ended 31 March 2014 - report from internal auditor and clerk's response
- n) Annual Standing Order Payment List
- o) PAYE - end of year
- p) Pension - end of year
- q) Pension - Discretionary policies
- r) Traditional Finger Post Maintenance

47.14 LOCAL PLAN

48.14 ENVIRONMENTAL MATTERS

49.14 COMMUNITY LED PLAN

50.14 ANNUAL PARISH MEETING 29th May 2014 commencing at 7pm

- 1. Flyers
- 2. Speakers
- 3. Display's - Flood Group and Footpaths and the Definitive Map 2026
- 4. Chairman's Report

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51.14 REPORT ON EXTERNAL MEETINGS

52.14 CLERK'S REPORT AND CORRESPONDENCE

53.14 ITEMS FOR FUTURE AGENDAS

Signed _____ Clerk to Earnley Parish Council

Dated _____

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