



**PULBOROUGH PARISH COUNCIL**  
Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: clerk@pulboroughparishcouncil.gov.uk

**PULBOROUGH PARISH COUNCIL  
ANNUAL MEETING of the COUNCIL**

You are hereby **SUMMONED** to the Annual Meeting of Pulborough Parish Council which will be held at Pulborough Village Hall on **Thursday 15<sup>th</sup> May 2014 at 7.30 pm**

**AGENDA**

- 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN**  
To elect Chairman and Vice-Chairman of the Parish Council for the ensuing municipal year and to receive the signed Declaration of Acceptance of Office of the Chairman. Nomination papers enclosed.
- 2. APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence
- 3. DECLARATIONS OF INTEREST**  
To receive Councillors declarations of interest on any of the agenda items.
- 4. MINUTES**
  - 4.1 Full Council**  
To agree and sign the Minutes of the Full Council Meeting held 17<sup>th</sup> April 2014 attached and to receive the Clerk's report on issues raised at the meeting.
  - 4.2 Planning and Services Committee**  
To receive the Minutes of the Meetings held on 17<sup>th</sup> April and 1<sup>st</sup> May 2014 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meetings.
  - 4.3 Finance & Policy Committee**  
To receive the Minutes of the Meetings held on 24<sup>th</sup> April 2014 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meeting.
- 5. PUBLIC SPEAKING**  
The Chairman will invite those residents who have given formal notice, to speak once only in respect of
  - a) business itemised on the agenda and residents shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
  - b) if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted and residents shall not speak for more than **2 minutes**.
- 6. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES**  
To elect a Chairman and Vice-Chairman of the Parish Council Committees for the ensuing municipal year. Nomination papers enclosed.

- 7. COMMITTEE ALLOCATIONS AND PARISH COUNCIL REPRESENTATIVES** (previous lists enclosed)
- 8. REGISTER OF MEMBERS' INTERESTS**  
To ensure that all Members review their Register and either notify any changes or confirm that there are no changes (Register available on the Parish Council website).
- 9. ANNUAL REPORTS**  
To ratify the annual reports received at the Annual Parish Meeting. Copied to Council.
- 10. ANNUAL ACCOUNTS**  
To receive the recommendation from the Finance & Policy Committee meeting 24<sup>th</sup> April 2014 and approve the Annual Accounts for the year ended 31<sup>st</sup> March 2014.  
  
To receive, complete where applicable, accept and sign the Accounting Statements and Annual Governance Statement from the Annual Return for the year ended 31<sup>st</sup> March 2014. Copied to Council.
- 11. STANDING ORDERS (inc POWERS AND DUTIES FOR COMMITTEES)**  
To review the Standing Orders inc Powers and Duties for Committees (last updated May 2013) and instruct the Clerk with any amendments. Copied to Council via email.
- 12. MEETING DATES**  
To receive and if acceptable approve the programme for meetings in 2014 and 2015. Copied to Council.
- 13. NEIGHBOURHOOD PLANNING**  
To receive a report.
- 14. PARISH OFFICE RELOCATION**  
To discuss and determine the possibility and cost implications of relocating the Parish Office to The Conference Room in the Village Hall.
- 15. PAYMENTS**  
To approve the payments for signing (Details to be circulated to members prior to meeting).

**2<sup>nd</sup> May 2014**

Sarah Norman  
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