



PULBOROUGH PARISH COUNCIL

Swan View, Lower Street

Pulborough

West Sussex RH20 2BF

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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 19th May 2016 at 7.30pm**

AGENDA

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE COUNCIL

To elect a Chairman of the Parish Council for the ensuing municipal year and to receive the signed Declaration of Acceptance of Office of the Chairman. Nomination summary enclosed.

To elect a Vice Chairman of the Parish Council for the ensuing municipal year. Nomination summary 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 21st April 2016 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 21st April and 5th May 2016 (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 26th April 2016 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meeting.

4.4 Recreation & Open Spaces Committee

To receive the Minutes of the Meetings held on 14th April 2016 (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 summary enclosed.

7. BANK ACCOUNT SIGNATORIES

To agree signatories for the Nat West bank accounts.

8. COMMITTEE ALLOCATIONS AND PARISH COUNCIL REPRESENTATIVES (previous lists enclosed)

9. REGISTER OF MEMBERS' INTERESTS

To review Register of Member's Interests and either notify of any changes or confirm that there are no changes (current register will be available at the meeting) and note publication on Parish Council website.

10. ANNUAL REPORTS

To ratify the annual reports received at the Annual Parish Meeting. Copied to Council.

11. ANNUAL ACCOUNTS

To receive the recommendation from the Finance & Policy Committee meeting 26th April 2016 (minute no 92) and approve the Annual Accounts for the year ended 31st March 2016.

To receive the recommendation from the Finance & Policy Committee meeting 26th April 2016 (minute no 92) and approve the Internal Control Policy inc Quarterly Review for the year ended 31st March 2016.

To receive, complete where applicable, accept and sign the Annual Governance Statement and Accounting Statements from the Annual Return for the year ended 31st March 2016. Copied to Council.

12. STANDING ORDERS (inc POWERS AND DUTIES FOR COMMITTEES)

To review the Standing Orders inc Powers and Duties for Committees and instruct the Clerk with any amendments. (Copied to Council via email with amendments shown in red)

13. CODE OF CONDUCT

To review and accept Pulborough Parish Council's Code of Conduct. Previously Copied to Council.

14. ELECTRONIC AGENDAS

To note the ability to have agendas received electronically and the requirement for Members to submit a signed request. Copied to Council.

15. MEETING DATES

To receive and if acceptable approve the programme for meetings in 2017. Copied to Council.

16. PLANNING APPLICATIONS

To receive any planning applications received in the Parish Office prior to the meeting.

17. DISTRICT AND COUNTY

To receive any reports of the District and County Councillors present.

18. REPRESENTATIVES

To receive reports from members of the Council who are representatives of other organisations.

19. POLICIES

To receive the recommendation of the Finance & Policy Committee (See minutes dated 24th March 2016 minute no 82) and if acceptable formally approve the following policies:

- * Health & Safety Policy
- * Equality & Diversity Policy
- * Staff Recruitment Policy
- * Disciplinary and Grievance Policies
- * Data Protection Policy
- * Information Security Policy

20. RECRUITMENT OF PARISH CLERK

To receive and if acceptable, ratify the recommendations of the recruitment panel for the appointment of Parish Clerk.

21. VILLAGE MARKET

To agree attendees at the market on Saturday 28th May 2016.

22. CORRESPONDENCE

To note items of correspondence and to give guidance to the Clerk in responding.
Copied to Council.

23. ITEMS FOR INCLUSION ON THE NEXT AGENDA

24. PAYMENTS

To approve the payments for signing (Details to be circulated to members prior to meeting).

13th May 2016

Lisa Underwood
Acting Clerk
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