



## PULBOROUGH PARISH COUNCIL

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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 21<sup>st</sup> May 2015 at 7.30 pm**

#### **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 papers enclosed.

To elect a Vice Chairman of the Parish Council for the ensuing municipal year. Nomination papers enclosed.

**2. APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence

**3. DECLARATION OF ACCEPTANCE OF OFFICE**

To confirm the submission of the signed Declarations for all Members duly appointed to Council at the election held 7<sup>th</sup> May 2015.

**4. DECLARATIONS OF INTEREST**

To receive Councillors declarations of interest on any of the agenda items.

**5. MINUTES**

**4.1 Full Council**

To agree and sign the Minutes of the Full Council Meeting held 16<sup>th</sup> April 2015 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 16<sup>th</sup> April and 7<sup>th</sup> May 2015 (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 23<sup>rd</sup> April 2015 (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 9<sup>th</sup> April 2015 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meeting.

**6. 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. BANK ACCOUNT SIGNATORIES**  
To agree signatories for the Nat West bank accounts.
- 8. COMMITTEE ALLOCATIONS AND PARISH COUNCIL REPRESENTATIVES** (previous lists enclosed)
- 9. PARISH MEMBER APPOINTMENTS TO SOUTH DOWNS NATIONAL PARK AUTHORITY**  
To agree any nominations for Parish Member appointments to the National Park Authority. Copied to Council.
- 10. REGISTER OF MEMBERS' INTERESTS**  
To receive completed registers for all Members and note publication on Parish Council website.
- 11. ANNUAL REPORTS**  
To ratify the annual reports received at the Annual Parish Meeting. Copied to Council.
- 12. ANNUAL ACCOUNTS**  
To receive the recommendation from the Finance & Policy Committee meeting 23<sup>rd</sup> April 2015 (minute no 90) and approve the Annual Accounts for the year ended 31<sup>st</sup> March 2015.  
  
To receive the recommendation from the Finance & Policy Committee meeting 23<sup>rd</sup> April 2015 (minute no 90) and approve the Internal Control Policy inc Quarterly Review for the year ended 31<sup>st</sup> March 2015.  
  
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 2015. Copied to Council.
- 13. STANDING ORDERS (inc POWERS AND DUTIES FOR COMMITTEES)**  
To review the Standing Orders inc Powers and Duties for Committees (last updated May 2014) and instruct the Clerk with any amendments. Copied to Council via email.
- 14. CODE OF CONDUCT**  
To review and accept Pulborough Parish Council's Code of Conduct. Previously Copied to Council.
- 15. GENERAL POWER OF COMPETANCE**  
To confirm eligibility under the Localism Act 2011 and agree continuation of adoption of the General Power of Competence.
- 16. ELECTRONIC AGENDAS**  
To note the ability to have agendas received electronically and the requirement for Members to submit a signed request. Copied to Council.
- 17. MEETING DATES**  
To receive and if acceptable approve the programme for meetings in 2016. Copied to Council.

**18. PARISH COUNCILLOR VACANCIES**

To note candidates for co option to fill three vacancies following Parish Council elections and if necessary to vote by show of hands and determine Members appointed to Council.

**19. PLANNING APPLICATIONS**

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

**20. NEIGHBOURHOOD PLAN**

To receive an update on progress.

To receive and if acceptable accept the quotation for design, printing and distribution of the Household Survey response report for distribution with the summer edition of the Pulborough Bulletin.

To receive and if acceptable approve expenditure for additional consultancy hours from AirS and for the production of the required Strategic Environment Assessment by rCOH.

**21. INSURANCE RENEWAL**

To receive renewal quotations from Came & Co and Aon for renewal of the building, contents and public liability insurances with effect from 1<sup>st</sup> June 2015 and instruct the Clerk accordingly.

**22. DISTRICT AND COUNTY**

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

**23. REPRESENTATIVES**

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

**24. CORRESPONDENCE**

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

**25. ITEMS FOR INCLUSION ON THE NEXT AGENDA**

**26. PAYMENTS**

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

**15<sup>th</sup> May 2015**

Sarah Norman  
Clerk  
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