



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE  
A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA**

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST  
INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE  
MEETING**

You are hereby SUMMONED to the Annual Meeting of Pulborough Parish Council which will be held at Pulborough Village Hall on **Thursday 17<sup>th</sup> May 2018 at 7.30pm**, for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**Heather Knight  
Clerk**

**Dated 10<sup>th</sup> May 2018**

Swan View, Lower Street, Pulborough, RH20 2BF

Tel: 01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)

## **AGENDA**

- 1. Election of 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 attached*)
- 2. Election of Vice Chairman of the Council**  
To elect a Vice Chairman of the Parish Council for the ensuing municipal year
- 3. Apologies for Absence**  
To receive and approve any apologies for absence
- 4. Declarations of Interest**  
To receive Councillors' declarations of interest on items on the agenda, as defined under the Localism Act 2011 and the Parish Council Code of Conduct, and consider any requests for dispensation as a result
- 5. Register of Members' Interests**  
To review Register of Members' Interests and complete updated forms if necessary, for return to the Clerk (*current Register entries available at meeting*)
- 6. Declaration of Acceptance of Office**  
To note signed Declaration of Acceptance of Office from Cllr T Caplin following co-option to the Council
- 7. Appointment of Committees, Sub-Committees and Working Groups**  
To appoint members, chairmen and vice-chairmen to the following:-
  - Finance & Policy; Planning & Services; Recreation & Open Spaces standing committees (*Committee Chairmen/Vice-Chairmen Nomination Summary as under item 1*)
  - Sports Pavilion Development Working Group

- 8. Committee Terms of Reference**  
To review terms of reference for Council Committees, Sub-Committees or Working Groups (*attached*)
- 9. Standing Orders**  
To approve adoption of updated Standing Orders based on the NALC Model Standing Orders 2018 (*attached*)
- 10. Code of Conduct**  
To review and adopt Pulborough Parish Council Code of Conduct (*attached*)
- 11. Representatives to Outside Bodies**  
To appoint Parish Council representatives to other organisations (*previous list attached*)
- 12. Bank Account Signatories**  
To review and appoint signatories for the Council's Nat West bank accounts
- 13. Calendar of Meetings 2019**  
To receive and approve meeting dates for 2019 (*schedule attached*)
- 14. To approve the Minutes of the full Council Meeting held on 19<sup>th</sup> April 2018 and to receive the Clerk's report on issues raised at the meeting** (*Minutes attached*)
- 15. To receive and consider Minutes and Recommendations of Committees (other than separate agenda items)**
- 15.1 Planning and Services Committee**  
To receive the Minutes of the Meetings held on 19<sup>th</sup> April and 3<sup>rd</sup> May 2018 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meetings
- 15.2 Finance & Policy Committee**  
To receive the Minutes of the Meeting held on 26<sup>th</sup> April 2018 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meeting (*NB recommendations regarding End of Year Accounts and Annual Governance & Accountability Return 2017/18 will be taken at the June Council Meeting due to the timing of the Final Internal Audit*)
- 15.3 Recreation & Open Spaces Committee**  
To receive the Minutes of the R&OS Advisory Committee and Committee Meetings held on 12<sup>th</sup> April 2019 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meeting
- 16. Adjournment for 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**.
- 17. Reports from County and District Councillors**  
To receive any reports of the County and District Councillors present

- 18. Neighbourhood Warden Steering Group**  
To note meeting of Steering Group on 15<sup>th</sup> May 2018 and to consider any recommendations from the Steering Group or directives from the Council to the Neighbourhood Wardens
- 19. Pulborough Neighbourhood Plan**  
To receive verbal progress update
- 20. Sports Pavilion Development Project**  
To receive verbal progress update
- 21. Review of Internal Control Policy**  
To consider recommendation from the Finance & Policy Committee (Min. 113 refers) that effective systems of internal control are in place, and following review to approve adoption of the Internal Control Policy and quarterly review for year ended 31<sup>st</sup> March 2018
- 22. Annual Report of Council**  
To ratify the Annual Report of the Council, including Chairman and Committee Chairmen Reports, received at the Annual Parish Meeting (*attached*)
- 23. General Data Protection Regulations (GDPR)**  
To consider updated information and advice, following the Council's approval of appointment of Data Protection Officer (DPO) (Min. 200 refers)
- 24. Village Market**  
To agree attendees at the market on Saturday 26<sup>th</sup> May 2018 and to consider future arrangements for the Council surgery stall
- 25. Correspondence**  
To note items of correspondence (*Attached/Copied to Council*)
- 26. Payments**  
To approve the payments for signing (*Details to be circulated to members prior to meeting*)