

**BERSTED PARISH COUNCIL
ANNUAL GENERAL MEETING
19:00 TUESDAY 14th MAY 2019
AGENDA AND BUSINESS TO BE CONDUCTED**

1. To Elect the Chairman of Council

Nominations for Chairman of Council may be made at the meeting or in advance in writing to the Clerk.

2. Declaration of Acceptance of Office

The Chairman will sign the Statutory Declaration of Acceptance of Office or agree a date for the Chairman to sign the Declaration.

3. To Elect the Vice Chairman of Council

Nominations for Vice Chairman of Council may be made at the meeting or in advance in writing to the Clerk.

4. Declaration of Acceptance of Office

The Vice Chairman to sign the non-statutory declaration of Acceptance of Office.

5. Apologies for Absence**6. Declarations of Interests**

It is a requirement for all Councillors to make a declaration of personal and prejudicial interests **either** prior to the commencement of this meeting or at any time during the meeting where such an interest may become apparent.

7. Register of Interest Forms

Note to all Councillors: It is a legal requirement to return your Declarations of Interest forms to the Clerk prior to this meeting, signed only in their presence.

8. To Appoint Representatives to Outside Bodies

- a) Joint Western Arun Area Committee (JWAAC)
- b) Bognor & Bersted Charities
- c) Bognor Regis Chamber of Commerce
- d) Sussex Association of Local Councils (SALC)
- e) Action in Rural Sussex (AiRS)
- f) Council for the Protection of Rural England (CPRE)
- g) Arun District Association of Local Councils (ADALC)
- h) Infrastructure

9. To Appoint Committees and Sub-Committees

- a) Finance & General Purposes
- b) Community Resources
- c) Planning, Amenities and Environment.

Chairman and Vice Chairman of Council are ex officio members of all committees and sub committees.

10. Financial Matters

- a) To appoint Moore Stephens, as External Auditor
- b) To appoint R. Hall as the Internal Auditor.

11. Deeds, Assets and Insurance

- a) Asset Register 2019 (previously circulated).
- b) Insurance 2019 (previously circulated).
- c) Review annual subscriptions (previously circulated)
- d) To continue to appoint Messrs Wannops LLP Solicitors as holder of deeds.

12. Introductions from County & District Councillors

- a) County Councillor David Edwards
- b) County Councillor Francis Oppler
- c) District Councillors

13. Police Report

Report from a PCSO.

14. Public Session

A resolution may be made to allow members of the public present to ask questions.

15. Minutes of the Council of 9th April 2019

Minutes have been circulated to Members.

16. Matters Arising from the Minutes

None notified at time of publication.

17. Financial Matters

- a) To receive and, if agreed, approve the Income & Expenditure Report for April 2019.
- b) To note the Internal Auditor's report on 2018-19 Accounts.
- c) To approve the Annual Governance & Accounting Return (AGAR).

d) Declaration of Acceptance of the 2018-19 Accounts.

Copies of the Annual Governance & Accounting Return have been circulated prior to the meeting.

(Chairman and Clerk/RFO to sign and date the 2018-19 Annual Governance & Accounting Return.)

- e) To approve Arun DC recommended Members Allowance is increased from £516 to £548 annually (paid quarterly £137). Should you wish to receive this, inform the Clerk.

18. Councillor Sharepoint agreement forms.

Reminder from Clerk it is Council policy to sign these as part of the acceptance of a Councillor position.

19. Candidate Election Expenses Form by 23rd May 19.

Reminder this is a statutory requirement to return this to Arun DC within 21 days of Election, even if zero. (see Deputy Clerk for a form if required)

20. Councillor Noticeboards

To appoint Councillors responsible for each noticeboard within the parish.

21. Councillor Photographs

Approve format for Councillors photographs for noticeboard and website, photographs to be taken at the end of the meeting by Deputy Clerk.

22. Councillor Training

New Councillor courses available in June, see Clerk to request.

23. Councillor Cards

New Councillor cards are available to order, see Clerk to request.

24. Committee Reports

To receive the Minutes of the F&GP Committee 23rd April 2019.

25. Other Reports

- a) Chairman
- b) Clerk/RFO
- c) Deputy Clerk
- d) Reports from outside bodies

26. Standing Orders & Financial Regulations 2019

To review, adopt the NALC Model Standing Orders, and the Financial Regulations proposed by the Finance Committee.

27. Correspondence received up to agenda and circulated:

- a) Email -police newsletters: stalking, fraud & latest crime figures.
- b) Email -WSCC Operation Watershed: 300,000 available funding for 19/20 & Town & Parish Newsletter.

c) Email -WSCC Campaign- Mental Health Awareness -session agreed here May 21st 2pm.

d) Email -Arun DC Joint action Group (JAG) Campaign- Safer Arun Partnership-reporting via Parish Clerk.

e) Email -WSCC -A27 Arundel Bypass -Further Consultation.

f) Correspondence received after agenda circulation.**28. Urgent Matters**

Other matters considered by the Chairman to be of an urgent nature. Members should note that no decision can be made, but if necessary, the topic can be added to the next agenda.

Debbie Holcombe, Clerk/RFO 8th May 2019