

**MINUTES OF THE ANNUAL MEETING
OF BERSTED COUNCIL
HELD AT 19:00 ON TUESDAY 14th MAY 2019
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs R. Dear, P. Hastings, S. Hearn, Miss W. Kapp, B.D. Knight, M.D. Lury, P. Woodall and Mrs G Yeates.

In attendance: 5 members of the public.

Mrs D. Holcombe (Clerk/RFO) and Mrs S. O'Connell (Deputy Clerk).

Cllr Knight, the current Chairman, welcomed everyone to the meeting.

The election for Chairman then took place.

19001 To Elect the Chairman of Council

The Clerk informed the meeting that she had received 6 nominations for Cllr Knight as Chairman. No other nominations were put forward.

Cllr Knight was elected unopposed as the Chairman of the Council.

The Clerk duly announced that Cllr Knight was elected Chairman.

RESOLVED that Cllr Knight was duly elected Chairman of Bersted Parish Council.

Cllr Knight thanked members for selecting him.

19002 Declaration of Acceptance of Office

Cllr Knight signed the Acceptance of Office Declaration.

19003 To Elect a Vice Chairman of Council

The Clerk informed the meeting that she had received 7 nominations for Cllr Spencer. No other nominations were put forward.

Cllr Spencer was elected unopposed as Vice Chairman of the Council.

The Chairman duly announced that Cllr Spencer was elected Vice Chairman.

RESOLVED that Cllr Spencer was duly elected Vice Chairman of Bersted Parish Council.

19004 Declaration of Acceptance of Office

Cllr Spencer had sent his apologies. The declaration of office will be signed at the first opportunity.

19005 Apologies for Absence

Cllrs J. Heaton and J. Spencer

D. Cllr K. Batley

19006 Declarations of Interests

None

- d) Council agreed to continue to appoint Messrs Wannops LLP as Solicitors to the Council and holder of the Deeds
RESOLVED to appoint Messrs Wannops LLP as Solicitors and holder of the Deeds.

19012 Introductions from County & District Councillors

West Sussex County Councillors

David Edwards did not attend

Francis Oppler did not attend

Arun District Councillors

Kenton Batley sent his apologies

Martin Lury and Mrs Gill Yeates, as newly elected District Councillors for Bersted, informed members that they are attending training courses at Arun DC.

19013 Police Report

None

19014 Public Session opened at 19:17

A member of the public informed Councillors that there have been several negative remarks about the customer service at the Royal Parade Post Office. They asked if the Parish Council would consider writing a letter of complaint. Members asked the Clerk to write a letter on behalf of the Parish Council.

ACTION the Clerk to write a letter of complaint to the Post Office.

A member of the public congratulated Councillors M. Lury and Mrs G. Yeates on their success in the District Elections.

This concluded the business of the Annual Meeting of the Council.

The business of the monthly Council followed at 19:24

19015 Minutes of the Council of 9th April 2019

RESOLVED that the Minutes of the Council of 9th April 2019, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

19016 Matters Arising from the Minutes

Minute 18450 – Cllr Hastings asked who was on the Personnel and Forward Plan Groups. The Chairman informed him it was the Chairman and Vice Chairman of the Council along with the Chairman of the other committees.

19017 Financial Matters

a) **To approve the Income and Expenditure report for April 2019**

The April Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that the overall spend was running at roughly 12%, slightly higher but this was because of annual subscriptions.

RESOLVED to approve the Income and Expenditure for April 2019. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes.

- b) **To note the Internal Auditor's report on the 2018-2019 Accounts**
The Clerk had previously circulated R.S. Hall's report where she expressed assurance of the financial systems operating at the Council in respect to the 2018-2019 Accounts.
- c) **To approve the Annual Governance & Accounting Return (AGAR)**
The Clerk had previously circulated the Annual Governance & Accounting Return to members and explained that members must understand that the Governance Statement is the internal and external mechanisms that are required to ensure the Accounts are transparent and a true record of all the transactions in 2018-2019. The Clerk advised members that after scrutinising it, if members agreed with all the statements, then it could be approved.
RESOLVED to approve the Annual Governance & Accounting Return.
The Chairman signed and dated the Annual Governance & Accounting Return.
- d) **Declaration of Acceptance of the 2018-2019 Accounts**
The Chairman signed and dated the 2018-2019 Annual Return.
- e) **To approve Arun DC's recommended Members Allowance is increased from £516 to £548 annually.** The Clerk informed that members who wish to receive this allowance will be paid quarterly.
RESOLVED to agree the recommended Members Allowance increase of £32 to £548 can be paid to members that wish to receive it.

- 19018 Councillor Sharepoint Policy - Agreement**
All members have signed their agreement to abide by the Councillor Sharepoint Policy.
- 19019 Candidate Election Expenses Form**
The Clerk thanked members for completing these forms.
- 19020 Councillor Notice Boards**
A list of notice boards was circulated to members with the present Councillor responsibility. The Clerk asked if any other members wished to take on the responsibility for updating a notice board. Cllr Hastings volunteered to take over the Chichester Road and Access Road Notice Boards.
- 19021 Councillor Photographs**
The Clerk asked members to approve the format for Councillor photographs on the website and foyer notice board. Members agreed. The Deputy Clerk to take the photographs after the meeting.
RESOLVED to approve Councillor photographs in the foyer and on the Parish Council website.
- 19022 Councillor Training**
The Clerk informed members that new training was available for all Councillors and if they were interested please contact her. A copy of the training events had previously been circulated to members.
- 19023 Councillor Cards**
The Clerk informed members business type cards were available for new and existing Councillors. If members needed new cards, please let her know.

- 19024 Committee Reports**
Finance & General Purposes Committee 23rd April 2019
 Cllr Knight gave a verbal report of the meeting.
RESOLVED to adopt the Minutes of the Finance & General Purposes Committee of 23rd April 2019.
- 19025 Reports**
- a) **Chairman**
 Cllr Knights report was circulated at the meeting and is appended to these minutes.
 - b) **Clerk**
 The Clerk presented her written report which is appended to these minutes.
 - c) **Deputy Clerk**
 The Deputy Clerk reported she had been busy with bookings for U10 football training on the field for 3 sessions a week with Bognor Regis Youth Teams. Issuing Annual Agreements for hall users, arranging fire extinguisher, intruder & fire alarm testing. Attended the Clerks meeting on 7 May.
Reports from outside bodies
 None
- 19026 Standing Orders & Financial Regulations 2019**
To review, adopt the NALC Model Standing Orders and the Financial Regulations proposed by the Finance Committee.
RESOLVED to adopt the NALC Model Standing Orders 2019 and the Financial Regulations as recommended by the Finance Committee.
- 19027 Correspondence**
 The Clerk reported that she had received the following correspondence:
- 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.
Correspondence received after the agenda circulation.
 - f) A thank you letter from Nautical Training Corps – TS Montrose for their recent grant cheque, which they have used to purchase a new hot water urn for camping trips.
 - g) Arun DC – small sites DPD meeting on 28 May. Cllr Knight and the Clerk to attend.
 - h) Saturday 18 May – RAFA service on Jubilee Field with Chinook landing. All Councillors to attend.
 - i) Planning Training by SALC at Jubilee Hall on 8 August at 7pm. All Councillors to attend.

19028 **Urgent Matters**
None

There being no further business the Chairman closed the meeting at 19:47

SignedChairman **Date**

Subject to Ratification