

**BERSTED PARISH COUNCIL  
ANNUAL GENERAL MEETING  
19:00 TUESDAY 8th MAY 2018  
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**
- 6a. 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.
- 6b. Declarations of Interest forms to Clerk.**
- 7. 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
- 8. 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.
- 9. Financial Matters**
  - a) To appoint Moore Stephens, as External Auditor
  - b) To appoint R. Hall as the Internal Auditor.
- 10. Deeds, Assets and Insurance**
  - a) Asset Register 2018 (previously circulated).
  - b) Insurance 2018 (previously circulated).
  - c) Review annual subscriptions (previously circulated)
  - d) To continue to appoint Messrs Wannops LLP Solicitors as holder of deeds.
- 11. Public Session**  
A resolution may be made to allow members of the public present to ask questions.
- 12. Minutes of the Council of 10<sup>th</sup> April 2018**  
Minutes have been circulated to Members.
- 13. Matters Arising from the Minutes**  
None notified at time of publication.
- 14. Reports from County & District Councillors**
  - a) County Councillor David Edwards
  - b) County Councillor Francis Oppler
  - c) District Councillors Mrs Rapnik, Bence and Pendleton
- 15. Financial Matters relating to 2017-18**
  - a) Internal Auditor's report on 2017-18 Accounts.
  - b) To approve the Annual Governance & Accounting Return.
- c) Declaration of Acceptance of the 2017-18 Accounts. (Chairman and Clerk/RFO to sign and date the 2017-18 Annual Governance & Accounting Return.)  
Copies of the Annual Governance & Accounting Return have been circulated prior to the meeting with information notes from the Clerk.
- 16. Financial Matters relating to 2018-19**  
To receive and, if agreed, approve the Income & Expenditure Report for April 2018.
- 17. Committee Reports**  
To receive the Minutes of the:
  - a) Forward Plan Committee 19<sup>th</sup> April 2018
  - b) F&GP Committee 24<sup>th</sup> April 2018
  - c) Planning Committee 1st May 2018
- 18. Other Reports**
  - a) Chairman
  - b) Clerk
  - c) Deputy Clerk
  - d) Reports from outside bodies
- 19. Standing Orders 2018**  
To review, adopt the latest NALC Model Standing Orders.
- 20. Correspondence** received up to agenda and circulated:
  - a) Email received from the police, advising that the week of 13<sup>th</sup> April is National Stalking Awareness week and latest fraud newsletter.
  - b) Invitation from CPRE to attend planning workshop on Saturday May 12<sup>th</sup> at 10-1, at Haywards Heath. Places need to be booked in advance -see link in email.
  - c) Email received from the WSCC "Have your say", advising of Bus Strategy Consultation -closing date 6<sup>th</sup> June.
  - d) Email received from the WSCC "Have your say", advising of Fire & Rescue Service Consultation -closing date 28<sup>th</sup> May.
  - e) Email received from Tony Morris with reference to Fire & Rescue Service Consultation – giving further information and requesting all respond, closing date 28<sup>th</sup> May.
  - f) Dates from CPRE to attend the new Arun District Group: Saturday 26/27 May Amberley Museum, Sunday 23<sup>rd</sup> June Clapham & Patching Village Hall, Here Sunday 15/7 Parish Festival, Saturday 21<sup>st</sup> July Bognor Market, High Street.
  - g) Email received from the WSCC "West Sussex Crowd" new way of Community Initiative funding (CIF) Variable workshops available see email of 24<sup>th</sup> April.
  - h) Correspondence received after agenda circulation.
  - i) Reminder for all Councillors to attend sharepoint training here on Tuesday 29<sup>th</sup> May at 7pm.**
- 21. Exempt Matters**  
**A resolution may be made to exclude the public and press.**  
**Standing Order: 1c. Staffing Matters**  
To receive and, if agreed, approve the proposal that the Deputy Clerk, receives additional hours to achieve her duties as Data Protection Officer (DPO).
- 22. Buzz newsletter 2018-19**  
To review the current arrangement.
- 23. 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 30<sup>th</sup> April 2018**