

**NOTICE IS HEREBY GIVEN THAT THE ANNUAL MEETING OF
BERSTED PARISH COUNCIL WILL BE HELD AT BERSTED JUBILEE HALL
AT 19:00 ON TUESDAY 14th MAY 2024.
AGENDA AND BUSINESS TO BE CONDUCTED**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business which is set out on the agenda.

Notice to all in attendance, this meeting is recorded for the Clerks use only, for the purpose of accuracy of minutes, once minutes are ratified the recording will be deleted.

1. Signed Ballot for Election of Chairman & Vice Chairman (See Memo)

To approve voting by a signed ballot. (If not approved, voting will be by a show of hands).

2. To Elect the Chairman of Council

- a) Confirmation of nominations received.
- b) Votes by those present counted and announced.

3. Declaration of Acceptance of Office

The Chairman will sign the Statutory Declaration of Acceptance of Office.

4. To Elect the Vice Chairman of Council

- a) Confirmation of nominations received.
- b) Votes by those present counted and announced.

5. Declaration of Acceptance of Office

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

6. Apologies for Absence

7. 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.

8. Councillor Co-Option Selection

Up to 3 Councillors may be co-opted from the candidates who have sent in applications.

9. Public Session -maximum 15 minutes

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

10. Reports County & District Councillors

Councillors are requested to submit written reports prior to the meeting where possible.

Maximum of 15 minutes for this item.

- a) County Cllr Greenway, b) County Cllr Francis Oppler
- b) District Cllrs Greenway, Lury and Yeates

11. To Appoint Councillors to represent:

- a) NALC, WSALC, ADALC, SSALC,
- b) Bognor & Bersted Charities
- c) Council for the Protection of Rural England (CPRE)
- d) Bognor Regis Chamber of Commerce
- e) Action in Rural Sussex (AiRS)
- f) Rampion, g) Schools, h) Noticeboards.

**12. To Appoint Councillors for Committees
Minimum requirement of each Councillor is 1 committee.**

- a) Planning, Amenities and Environment
- b) Community Action, c) Finance & GP.

13. Minutes of the Council of 9th April 2024

Approve the minutes as circulated.

14. Matters Arising from the Minutes

Note any matters arising.

15. Deeds, Assets and Insurance (Note)

- a) Asset Register 2024 (previously circulated).
- b) Insurance 2024 (previously circulated).
- c) Annual subscriptions (previously circulated)
- d) Messrs Wannops LLP Solicitors (deeds).

16. Financial Matters

- a) To receive and, if agreed, approve the Income & Expenditure Reports for April.
- b) To note the Internal Auditor's report on the 2023-24 Accounts.

17. Annual Governance & Accounting Return-Section 1 (See Memo)

To approve **Section 1** of the Annual Governance & Accounting Return (AGAR). (Chairman and Clerk to sign and date the Return.)

18. Annual Governance & Accounting Return-Section 2 (See Memo)

To approve **Section 2** of the (AGAR), Declaration of Acceptance of the 2023-24 Accounts. Copies of the Annual Governance & Accounting Return (AGAR) have been circulated (Chairman to sign and date the Return.)

19. Committee Minutes

To note the minutes of the following Committees and receive any questions from Members:

- a) Finance Committee held on 23rd April.
- b) Infrastructure Committee held on 25th April.
- c) Planning Committee held on 7th May.

20. Vexatious & Complaint 2024 Policy

To approve the adoption of the NALC 2024 recommended policy.

21. ALL Parish Reports

a) Chair, b) Vice Chair, c) Clerk/RFO, d) Deputy Clerk, e) Community Clerk, f) All Councillors.

22. Reminders and Correspondence

- a) Council Stand 18/5, Saturday 9am, Pink Pub carpark. (Volunteers required).
- b) Litter pick 18/5, Saturday 11am, Central Avenue. (Volunteers required).
- c) Finance Meeting, 21/5, 6.30pm.
- d) Community Action Meeting, 21/5, 7.30pm.
- e) Electors Meeting, 24/5, Friday 7pm.

23. Exempt Matters-Personnel Committee

A resolution may be made to exclude the public and press. Standing Order: 1c.

Staffing Matters. Approve Personnel Committees recommendation of 30/4/24 to make no changes to the following policies:

- a) Pension Discretions, b) LGPS Flexible Retirement Policy.
- c) Appraisals: As per our Pay Policy 4.1- 4.3 and Performance Management Policy 2.2 objectives, approve a 1spt increase for the Community Clerk, Deputy Clerk and Clerk/RFO following successful appraisals held in April 2024.
- d) Policy and Training-annual review: Note training opportunities for Councillors and Clerks.

24. Urgent Matters

Members should note that no decision can be made, but, if necessary, the topic can be added to the next agenda. Members are required to notify the Chairman in advance of any urgent matters.

Debbie Holcombe, Clerk/RFO 7th May 2024.