

Aldwick Parish Council

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CHAIRMAN: Cllr Alan Smith CLERK/RFO: S. Batey Asst. Clerk: M. Halpin

Dear Sir/Madam,

ANNUAL GENERAL MEETING

I hereby give you Notice that the **442nd Meeting of Aldwick Parish Council** is to be held on **Monday, 16th May 2022 at 7pm** and all Members of the Council are hereby summoned to attend.



Sue Batey
Clerk to the Council
Dated: 9th May 2022

Attention is drawn to the requirement for all Councillors to make a declaration of prejudicial or other interest that they may have in relation to items on this agenda prior to the start of the meeting. Members are reminded to make any declaration at any stage through the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

AGENDA

1. To elect a Chairman of the Council for the Civic Year 2022/2023. The Chairman will read out and sign the Declaration of Acceptance of Office.
2. To elect a Vice chairman for the Civic Year 2022/2023
3. Apologies for absence
4. Declarations of Interest.
Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.
Members and officers should make their declaration by stating:
 - a) the item they have the interest in
 - b) whether it is a pecuniary, personal and/or prejudicial interest
 - c) the nature of the interest
 - d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under item 8.
5. Any matters that the Chairman may wish to bring to the notice of the Council for information.
6. To approve the minutes of the Council Meeting (441) held on Monday, 4th April 2022.
7. Clerks Report and Actions
 - 075.21c** The Avisford Park toilets refurbishment project is still on target for completion - prior to the Jubilee Celebration weekend.
 - 076.21c** Additional work to the lines in the Basketball pitch on Avisford Park is being redone and the opening ceremony being arranged by Arun DC should be very soon.
 - 077.21c** Cllr Mr Gotheridge informed Members that a meeting had been arranged for him to meet with the WSCC Highways Cabinet member on 6th May 2022 and that he would report back to Council.
 - 103.21c** The planting of the birch tree to remember Lilian Richardson is complete. The steel protection and plaque are still ongoing.
8. To receive:
Questions from members of the public and representations from any Councillor who has a prejudicial interest in any of the following agenda items.

Note: (The Chairman and Vice chairman of Council are ex officio members of all committees and sub committees)

9. Appointment of the Finance Committee Membership for 2022/2023
 10. Appointment of the Planning Committee Membership for 2022/2023
 11. Appointment of the Amenities Committee Membership for 2022/2023
 12. Appointment of the Staffing Committee Membership for 2022/2023. (Two members plus the Chairman)
 13. To agree that the Terms of Reference & Delegated Powers for the 2022/2023 committees are agreed by the relevant committees and recommended to Council for approval at a later date.
 14. To appoint 2 replacement signatories and agree that the following continue as signatories, Cllr A. Smith, & The Clerk for the Councils bank account.
 15. To appoint R. Hall & Co., as the Internal Auditor to Aldwick Parish Council for 2022/2023
 16. To note that 'Moore' are the appointed external auditor to Aldwick Parish Council for 2022/2023 as assigned by the Smaller Authorities Audit Appointments body.
 17. To appoint Irwin Mitchell Solicitors to the Council for 2022/2023.
 18. To agree that the Deeds & Trust Instruments remain in the Custody of the appointed solicitors, *see ATT1*
- Annual Governance and Accountability Return 2021/2022**
19. To receive the Internal Audit Report for the year ending 31st March 2022 from R. Hall & Co, *see ATT2*
 20. To agree section 1 Annual Governance Statement 2021/2022 for Aldwick Parish Council.
The Chairman and Clerk will sign the document, *see ATT3*
 21. To agree section 2 Accounting Statements 2021/2022 for Aldwick Parish Council.
The Chairman and Clerk will sign the document, *see ATT4*
 22. To approve and adopt the bank reconciliation for YE 31/3/2022.
The Chairman and Clerk will sign the document, *see ATT5*
 23. To approve and adopt the Aldwick Parish Council Explanation of Variances for YE 31/3/2022.
The Chairman and Clerk will sign the document, *see ATT6*
 24. To adopt the notice of Public Rights and Publication of Unaudited Annual Governance & Accountability return for 2021/2022, *see ATT7*
 25. To agree the Calendar of meetings from July 2022 till December 2022, *see ATT8*
 26. To confirm that the Council wish to continue membership of the following outside bodies and then appoint 1 primary and 1 deputy representative of the Council on agreed outside bodies:
 - a) ~~Joint Western Arun Area Committee (JWAAC) – Cancelled by WSCC~~
 - b) ~~Highways and Transport sub-committee of the Joint Western Arun Area committee – cancelled by WSCC~~
 - c) Emergency Planning (Arun Link)
 - d) Youth Activities
 - e) Aldwick & Pagham Advisory Committee
 - f) West Bersted Advisory Committee
 27. To agree that the Clerk remains in the Society of Local Council Clerks (SLCC) and agree to pay the costs of £262.00 for 2022/2023 membership.
 28. To ratify the expenditure of £ 1350.00 (excluding VAT) to replace the three windows in the chamber which have blown and the handle mechanism in all three has broken. Please note: we currently cannot provide sufficient ventilation in the chamber and the Chairman, Vice Chairman and Clerk have already instigate the replacement procedure under Health & Safety, *see ATT9*

29. To approve the continuation on the Parish on-line membership for 2022/23, cost £30, **see ATT10**
30. To consider reports from the following: District Councillors and County Councillors representing Aldwick.
31. To Receive the minutes from the following Committees:
 - a) **Planning** Dated: 11th April, 25th April & 9th May 2022
 - b) **Finance** Dated: none for this period.
 - c) **Amenities** Dated: 19th April 2022
 - d) **Electors Meeting** Dated: 21st April 2022
32. To agree that the Elected Members Allowance is paid half yearly (May 2022 & November 2022).
33. To agree and approve that the Play Rangers sessions go ahead on the days listed and that the cost of £9,600 is approved. Please see previously sent documentation, listing number of sessions, number of days, Health & Safety information, Insurance documentation and Risk Assessment information issued by the supplier. All this information has been sent to Arun District Council
34. Questions to the Chairman or Clerk previously submitted in writing.
35. Correspondence.

Date and time of next meeting:

Monday, 12th July at 7pm

**Members of the public are welcome to attend all council and committee meetings.
Please check www.aldwickparishcouncil.gov.uk for any cancellations.**

For the purposes of the Data Protection Act Aldwick Parish Council is the Data Controller