

Aldwick Parish Council

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex PO21 4JF

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CHAIRMAN: Cllr Mrs L Richardson CLERK/RFO: S. Batey Asst. Clerk: M. Halpin

Dear Sir/Madam,

ANNUAL GENERAL MEETING

I hereby give you Notice that the **418th Meeting of Aldwick Parish Council** is to be held on **Monday, 13th May 2019 at 7pm** in the Aldwick Parish Offices and all Members of the Council are hereby summoned to attend.



Sue Batey
Clerk to the Council
Dated: 6th May 2019

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 2019/2020
2. Chairman to sign the Declaration of Acceptance of Office of 'Chairman to the Council'.
3. To elect a Vice chairman for the Civic Year 2019/2020
4. Apologies for absence
5. 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 7.
6. Any matters that the Chairman may wish to bring to the notice of the Council for information.
7. 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
8. Appointment of the Finance Committee Membership for 2019/2020
(The Chairman and Vice chairman of Council are ex officio members of all committees and sub committees)
9. Appointment of the Planning Committee Membership for 2019/2020
(The Chairman and Vice chairman of Council are ex officio members of all committees and sub committees)
10. Appointment of the Amenities Committee Membership for 2019/2020
(The Chairman and Vice chairman of Council are ex officio members of all committees and sub committees)
11. Appointment of the Staffing Committee Membership for 2019/2020. (Two members plus the Chairman)
12. To agree that the Terms of Reference & Delegated Powers for the 2019/2020 committees are agreed by the relevant committees and recommended to Council for approval at a later date.
13. To appoint 4 signatories for the Council's bank accounts & financial documents for 2019/2020.
14. To appoint R. Hall & Co., as the Internal Auditor to Aldwick Parish Council for 2019/2020

15. To note that Moore Stephens are the appointed external auditor to Aldwick Parish Council for 2019/2020 as assigned by the Smaller Authorities Audit Appointments body.
16. To appoint Irwin Mitchell Solicitors to the Council for 2019/2020.
17. To agree that the Deeds & Trust Instruments remain in the Custody of the appointed solicitors.
(A letter dated 17th April 2019 verifying that the above holds the schedule of deeds and documents, *see ATT1*)
18. To appoint 1 primary and 1 deputy representative of the Council on the following outside bodies:
 - a) Joint Western Arun Area Committee (JWAAC)
 - b) Highways and Transport sub-committee of the Joint Western Arun Area committee,
 - c) Emergency Planning (Arun Link),
 - d) Youth Activities
 - e) Arun District Association of Local Councils (ADALC),
 - f) Sussex & Surrey Association of Local Councils,
 - g) Informal Parish Liaison Group
19. Deferred from the last meeting
To approve the minutes of the Council Meeting (416) held on Monday, 25th February 2019.
20. To approve the minutes of the Council Meeting (417) held on Monday, 8th April 2019.
21. Clerks Report and Actions
None for this meeting.
22. To consider reports from the following: District Councillors and County Councillors representing Aldwick.
23. To Receive the minutes from the following Committees:
 - a) **Planning** Dated: 15th April & 29th April 2019
 - b) **Finance** Dated: 15th April 2019
 - c) **Amenities** Dated: none for this period.
24. To receive the draft minutes of the Electors Meeting held on Thursday, 25th April 2019.
25. To formulate proposals generated by residents at the Electors Meeting for inclusion at future Council meetings.
26. To receive reports from; Council representatives on outside bodies.
27. To agree the Calendar of meetings for 2019/20209 Council year, *see ATT2*
28. To agree that the Elected Members Allowance is paid half yearly (May & November 2018).
29. To agree to adopt the ‘Application for Co-option’ for Aldwick Parish Council, *see ATT3*
30. Questions to the Chairman or Clerk previously submitted in writing.
31. Correspondence.

Date and time of next meeting:

Monday, 17th June 2019 at 7pm

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