



## ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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**You are hereby summoned to the Aldingbourne Parish Council Annual Full Council meeting to be held on Tuesday 16 May at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

### AGENDA

**There will be no public session at the Annual Parish Council Meeting. This will only take place at ordinary meetings of the Council.**

1. Election of Chair of the Parish Council.
2. Election of Vice Chair of the Parish Council
3. Confirmation of councillors elected following local elections from 9 May 2023 from Racecourse Ward and Aldingbourne & Westergate Ward.
4. Councillors to sign Acceptance of Office forms
5. Representation on Committees, Working Groups and external bodies
6. Election of Chair of Committees and Working Groups
7. Apologies for absence  
Cllr's Sue Foott and Tom Blaylock (personal).
8. Declarations of Interest  
Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.
9. Approval of Minutes of Previous Full Council Meeting – 4 April 2023 (attached)
10. Matters arising from the previous meeting – see update on Action items listing 4 April 2023 (attached)
11. To pass a resolution for Aldingbourne Parish Council to adopt the General Power of Competence and to note that the Parish Council meets the following two requirements.
  - Elected councillors must equal or exceed two thirds of its total number of councillors.
  - The clerk must hold one of the sector specific qualifications.

## 12. Chair's Actions

- To agree final details for Annual Parish Assembly – booked Thursday 25 May 2023

## 13. Correspondence/Consultations

### **To note the receipt of the any correspondence.**

- Fandango Facebook report to 05.04.23 - circulated 06.04.23.
- NALC Chief Executive's Bulletins – circulated 11.04.23.
- The Rural Services Network – circulated 13.04.23, 25.04.23 & 04.05.23.
- SDNPA Parish Workshop Presentations – circulated 03.04.23.
- West Sussex Police Road Safety Briefing link – circulated 06.04.23.
- WSCC Parish Update – Exceptional Highway Demand – circulated 20.04.23.
- WSCC residents eNewsletter – circulated 20.04.23
- WSALC – Queen's Green Canopy report – circulated 13.04.23
- E-mail from Barnham & Eastergate confirming support for the A27 Working Group - circulated 04.04.23.
- A27 Arundel Bypass – Ford Round Table Minutes – circulated 11.04.23.
- April Search performance from Processmatters2 – circulated 04.05.23

## 14. Finance & Personnel

- a. Payments – please see attached payment list for April 2023.
- b. To note PWLB settled and final payment made 20.04.23.
- c. To note the Finance Committee minutes of meeting 18.04.23 – copy attached.
- d. To note the end of year financial position for 2022/2023 – copy of budget monitoring report attached.
- e. To agree the Final Budget Plan for 2023/2024 - copy attached.
- f. To agree the Members Allowance payments for 2023/2024.
- g. To receive and approve Annual Governance and Accountability Return 2022/2023 ahead of submission – copy attached.
  1. To note and consider the Annual Internal Audit Report for 2022/2023 dated 24.04.23– copy circulated 24.04.23.
  2. To agree and sign Section 1 – Annual Governance Statement (AGAR page 4)
  3. To agree and sign Section 2 – Accounting Statement (AGAR page 5)
  4. To note the dates for the Exercise of Public Rights

## 15. Policies & Council Documents

- To complete Register of Interests Forms – deadline for return to Clerk 31.05.23 - attached.
- To complete and sign Code of Conduct Members Declaration Form – deadline for return to Clerk 31.05.23 - attached.
- To note GDPR Training booked for 27 June 2023 at Felpham Parish Council at 2.00 pm and 7.00pm either by attending or remote via TEAMS. Processmatters2 will send e-mail confirmation nearer the time.
- To approve the Members Code of Conduct 2021 policy – no changes.
- To approve the Financial Regulations Policy 2023/2024 – slight changes P8 6.2 only.
- To approve the Scheme of Members' Allowances policy – updated allowance figure only.
- To approve Standing Orders for 2023/2024 – no changes.

- To approve Scheme of Delegation – no changes.
- To approve Data Protection policy – no changes.
- To approve IT Security policies for councillors and staff – no changes.

16. Any other business for information: – Items for inclusion on the next agenda.

17. Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.

18. To note the next Full Council meeting will be held on 6 June 2023.