

ALDINGBOURNE PARISH COUNCIL



MINUTES of the Annual General Meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 16 May 2023 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA.

Members: Cllr Michael Warden (C), Cllr Michelle Harbord, Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Ron Flitter & Cllr Mario Trabucco.

Clerk to the Parish Council – Marie Singleton.

Also present - Arun District Councillors Sue Wallsgrove, Paul Ayling & Anita Lawrence and 24 members of the public were in attendance for the planning meeting to be held after this meeting.

1159 Agenda item 1 – Election of Chair

The Clerk had received one written nomination from Cllr Warden to continue as Chair for a further 12 months. Proposed Cllr Flitter, seconded Cllr Trabucco that Cllr Warden should be elected Chair. All councillors in attendance agreed.

1160 Agenda item 2 – Election of Vice-Chair

The Clerk had received one written nomination from Cllr Sue Foott to continue as Vice-Chair for a further 12 months. Proposed Cllr Flitter, seconded Cllr Jarman that Cllr Foott should be elected Vice-Chair. All councillors in attendance agreed.

1161 Agenda item 3 – Confirmation of councillors elected following local elections from 9 May 2023 from Racecourse Ward and Aldingbourne & Westergate Ward

Racecourse Ward – Cllr Mario Trabucco.

Aldingbourne & Westergate Ward – Cllr's Michael Warden, Sue Foott, Tom Blaylock, Richard Rickard, Ron Flitter, Katherine Jarman & Michelle Harbord.

West Sussex County Council – Cllr Trevor Bence.

Arun District Council – Arundel & Walberton Ward – Cllr's Carol Birch, Stephen Mcauliffe & Mel Penycate. Barnham Ward – Cllr's Paul Ayling, Anita Lawrence & Sue Wallsgrove.

1162 Agenda item 4 – Acceptance of Office Forms

All councillors in attendance signed their Acceptance of Office Forms which were witnessed by the Proper Officer for Aldingbourne Parish Council.

1163 Agenda item 5 – Representation on Committees, Working Parties and External Bodies

The Clerk went through the list of Committees, Working Parties and External Bodies and councillors confirmed their representation. A full list will appear on the Parish Council website. It was agreed that there would be no councillor nomination for the South Down National Parks Authority from Aldingbourne Parish Council.

1164 Agenda item 6 – Election of Chair of Committees

The Clerk had received one written nomination from Cllr Sue Foott to continue as Chair of the **Planning Committee**. Proposed Cllr Warden seconded Cllr Flitter that Cllr Foott continue as Chair of the Planning Committee for a further 12 months. Agreed by all councillors in attendance.

The Clerk had received two written nominations from Cllr Michael Warden and Cllr Mario Trabucco for the Chair of the **Finance Committee**. Proposed Cllr Harbord, seconded Cllr Jarman that Cllr Warden should continue as Chair of the Finance Committee for a further 12 months. Agreed by all councillors in attendance.

The Clerk had received one written nomination from Cllr Sue Foott to continue as Chair of the **Governance & Staffing Committee**. Proposed Cllr Flitter, seconded Cllr Warden that Cllr Foott continue as Chair of the Governance & Staffing Committee for a further 12 months. Agreed by all councillors in attendance.

1165 Agenda item 7 - Apologies for absence

Cllr's Sue Foott & Tom Blaylock (Personal).

1166 Agenda item 8 – Declarations of Interest

Nothing to record.

1167 Agenda item 9 - Minutes of the Previous Full Council Meeting held 4 April 2023 for approval.

The minutes of the Full Council meeting dated 4 April 2023 were presented to members where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman, seconded Cllr Trabucco. The minutes were signed by Cllr Warden.

1168 Agenda item 10 - Matters to be noted from the minutes of the Council meeting held on 4 April 2023

The action list was updated, and it was noted that items 1106 (e) SSWP Licence to Plan agreement and 1106 (i) costings for possible Facebook boosts for events were ongoing. All other actions had been resolved.

1169 Agenda item 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.

It was formally noted that the Parish Council had met the criteria required for the Council to adopt the General Power of Competence.

- Elected councillors must equal or exceed two thirds of its total number of councillors – The Parish Council has 8 out of 10 councillors elected following the May 23 elections.
- The clerk must hold one of the sector specific qualifications – The Clerk successfully completed the CiLCA (Certificate in Local Council Administration) November 2022.

It was therefore unanimously agreed by all councillors in attendance that the Parish Council should resolve to pass a resolution to adopt the General Power of Competence. Approved by all councillors in attendance.

1170. Agenda item 12 – Chair's actions.

The Annual Parish Assembly is booked for Thursday 25 May 2023 at 6.30pm the final agenda was circulated and approved. The Clerk confirmed this would be put on the Parish Council website/ Facebook Page and a copy circulated to all parties on the council mailing list.

1171 Agenda item 13 – Correspondence/Consultations

All the following correspondence was noted with no further action required.

- 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.

1172 Agenda item 14 – Finance & Personnel

- a. The payment list for April 2023 was approved and signed by Cllr Michael Warden.
- b. It was noted that the PWLB was settled, and final payment made 20.04.23 as previously agreed.
- c. The Finance Committee minutes of meeting 18.04.23 were noted.
- d. The end of year financial position for 2022/2023 was noted along with the budget monitoring report to 31.03.23.
- e. The Final Budget Plan for 2023/2024 was approved as per the recommendations of the Finance Committee. Proposed Cllr Trabucco, seconded Cllr Harbord.
- f. The Members Allowance payments for 2023/2024 were noted, councillors were asked to e-mail the Clerk with their decision to either OPT IN or OUT.
- g. To receive and approve Annual Governance and Accountability Return 2022/2023 ahead of submission.

The Final AGAR was circulated along with the signed Internal Auditor report from Mike Platten of April Skies Accounting. The AGAR for 2022/2023 was approved for submission to the external auditor by all councillors in attendance. Proposed Cllr Trabucco, seconded Cllr Warden.

The Clerk was asked to submit the final AGAR to the external auditor along with all required publication documents. All details to be posted on the website and Parish Noticeboard.

1. The Final Annual Internal Audit Report for 2022/2023 was received dated 24.04.23 and it was noted that all objectives had been met.
2. Section 1 – Annual Governance Statement 2022/2023 (AGAR page 4) was completed and approved by all councillors in attendance. The Chair Cllr Michael Warden and the Clerk signed section 1.
3. Section 2 – Accounting Statement 2022/2023 (AGAR page 5) was completed and approved by all councillors in attendance and signed by the Chair Cllr Michael Warden.
4. The dates for the Exercise of Public Rights were noted with date of announcement Sunday 4 June 2023 and then commencing Monday 5 June 2023 and ending Friday 14 July 2023.

1173 Agenda item 15 - Policies & Council Documents

- To complete Register of Interests Forms – deadline for return to Clerk 31.05.23 – noted by all councillors.
- To complete and sign Code of Conduct Members Declaration Form – deadline for return to Clerk 31.05.23 – noted by all councillors.
- The 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 were noted. Processmatters2 will send e-mail confirmation nearer the time.
- The Members Code of Conduct 2021 policy was reviewed and approved by all councillors in attendance with no changes. Proposed Cllr Flitter, seconded Cllr Jarman.
- The Financial Regulations Policy 2023/2024 which had slight changes P8 6.2 only, was reviewed and approved by all councillors in attendance. Proposed Cllr Trabucco, seconded Cllr Flitter.
- The Scheme of Members’ Allowances policy with updated allowance figure only, was reviewed and approved by all councillors in attendance. Proposed Cllr Warden, seconded Cllr Flitter.
- The Standing Orders for 2023/2024 were reviewed and approved by all councillors in attendance with no changes. Proposed Cllr Warden, seconded Cllr Trabucco.
- The Scheme of Delegation was reviewed and approved by all councillors in attendance with one change to grant applications p3 to show that grant applications will be considered 6 monthly and not just annually in February. Proposed Cllr Harbord, Cllr Trabucco.
- The Data Protection policy was reviewed and approved by all councillors in attendance with no changes. Proposed Cllr Jarman, seconded Cllr Flitter.
- The IT Security policies for councillors and staff was reviewed and approved by all councillors in attendance with no changes. Proposed Cllr Warden, seconded Cllr Flitter.

1174 Agenda item 16 - any other business for information for the next agenda
Cllr Jarman to provide a paper on the possibility of undertaking Bat Walks.

1175 Agenda item 17 - Exempt Business
Nothing to report.

The meeting closed at 7.45 pm.

SIGNEDChair

Date.....

THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE FULL COUNCIL TO BE HELD ON TUESDAY 6 JUNE 2023