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| Logo  Description automatically generated with low confidence | **WALBERTON PARISH COUNCIL****INCLUDING FONTWELL AND BINSTED**Parish Council Office, The Pavilion, The Street,Walberton, Arundel, West Sussex, BN18 0PJTel: 01243 554528email: clerk@walberton-pc.gov.uk [www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**TO: ALL MEMBERS OF THE PARISH COUNCIL**

**YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL WHICH WILL BE HELD IN THE PAVILION AT 7pm ON THURSDAY 11 MAY 2023 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SET OUT IN THE AGENDA BELOW.**

**PLEASE NOTE**

**Members of the public are welcome to attend the meeting. Limited participation will be available via Teams – contact the Clerk for details.**

Signed: Date: 4 May 2023

Peppler – Clerk

**1. Record of attendance and apologies**

**2. To elect a Chairman and Vice chairman**

**3. Declarations of interest in items on the agenda**

Members 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 Question Time.

**4. Confirmation of minutes**

 To confirm the minutes of the Full Parish Council Meeting of the Parish Council of 7 March 2023.

**5. To receive a report from West Sussex County Council**

**6.** **To receive reports from Arun District Council**

**7.** **Public questions (max 15 minutes)**

**8. Councillor vacancies**

 To consider filling current councillor vacancies by co-option.

**9. To appoint members to serve on Committees and to consider other committees that may be required**

**10. To agree and confirm committee responsibilities**

**11. To appoint Council representatives to various organisations**

**12. Ordinary Parish Council meetings 2023/24.**

1. To agree dates and times for ordinary meetings of the Parish Council for the ensuing year 2023/24. The following dates are proposed: 6 June, 11 July, 12 September, 7 November, 9 January and 5 March.

2. To agree a proposed date for the Annual Parish Council Meeting on 7 May 2024.

**13. Annual Meeting of the Parish**

 1. To confirm arrangements for the Annual Meeting of the Parish on 22 May 2023.

 2. To agree the proposed time and date of the Annual Meeting of the Parish on 20 May 2024.

**14. Planning Committee**

 1. To receive the minutes of Planning Committee meeting of 14 March (previously circulated) and the draft minutes of 2 May 2023 (if available).

2. Councillor questions.

**15. General Purposes Committee**

 1. To receive the draft minutes of the General Purposes Committee of 18 April (previously circulated).

 2. Councillor questions.

**16. Finance & Legal Committee**

 1. To receive the minutes of the Finance & Legal Committee of 11 October 2022 and draft minutes of 25 April 2023 (previously circulated).

 2. Councillor questions.

**17. Governance and Accountability**

1. To note the Internal Auditor’s report 2022/23.

 2. To approve the Council’s governance and accounting statements for the year 2022/23.

 3 To appoint Rachel Hall of RS Hall & Co as Internal Auditor for the year 2023/24.

**18. GDPR**

To appoint Maureen Chaffe as Data Protection Officer for the year 2023/24.

**19. Policies**

To consider adoption of the following revised policies as recommended by the Financial & Legal Committee:

* Reserves Policy
* Investment Policy
* Business Plan 2022/25

**20. Insurance**

 To consider offer of a Long-Term Agreement with Zurich Municipal that will give a  level of discount to be applied to the annual premium.

**21. Staff matters**

**22. Correspondence**

**23. To approve quotes and payments**

**24. Any other business**

**25. Date of next ordinary meeting of the Parish Council.**

To confirm the date of the next meeting and following meetings.