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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 0PJ  Tel: 01243 554528  email: [clerk@walberton-pc.gov.uk](mailto:clerk@walberton-pc.gov.uk)  [www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**MINUTES OF THE ANNUAL MEETING OF WALBERTON PARISH COUNCIL HELD IN THE PAVILION**

**AT 7.00pm ON TUESDAY 11 MAY 2023.**

**1. Record of attendance and apologies**

**206/23** In attendance: Cllrs Vawer, Hewson and McElvogue.

A Peppler – Clerk

3 members of the public.

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

**207/23** 1. Cllr Vawer had indicated that he is willing to stand as Chairman of Walberton Parish Council for the current year, which he confirmed. He was proposed by Cllr McElvogue and seconded by Cllr Hewson.

Resolved: Cllr Vawer be appointed as Chairman of Walberton Parish Council.

Cllr Vawer signed the Declaration of Acceptance of Office form and took the Chair.

2. Cllr McElvogue had indicated that he was willing to stand as Vice Chairman. He was proposed by Cllr Hewson and seconded by Cllr Vawer.

Resolved: Cllr McElvogue be appointed as Vice Chairman of Walberton Parish Council.

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

**208/23** None.

**4. Confirmation of minutes**

**209/23** The minutes of the Full Parish Council Meeting of the Parish Council of 7 March 2023 were confirmed as being a true record of the business conducted.

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

**210/23** No report.

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

**211/23** The three councillors elected on 4 May 2023 for Arundel and Walberton are Steve McAuliffe, Melanie Penycate and Carol Birch.

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

**212/23** None.

**8. Councillor vacancies**

**213/23** The Clerk reported that applications had been received from Mr Andrew Smyth and Mr Andrew Titmus to fill two of the six vacancies on the council.

Both Mr Smyth and Mr Titmus were present and confirmed their eligibility and that they were willing to stand for co-option. Cllr McElvogue proposed that Mr Smyth be co-opted as a councillor, seconded by Cllr Vawer. Cllr Hewson proposed Mtr Titmus be co-opted as a councillor, seconded by Cllr Vawer.

Resolved: To appoint Mr Smyth and Mr Titmus as co-opted councillors.

Cllr Smyth and Cllr Titmus joined the meeting.

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

**214/23** 1. Planning Committee

Resolved: To appoint Cllrs Vawer, McElvogue, Hewson Titmus and Smyth.

2. General Purposes Committee

Resolved: To appoint Cllrs Vawer, McElvogue, Hewson Titmus and Smyth.

3. Finance & Legal Committee

Resolved: To appoint Cllrs Vawer, McElvogue and Titmus.

**4.** Staff

Resolved: To appoint Cllrs Vawer, McElvogue and Hewson.

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

**215/23** No change.

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

**216/23** Community Play Centre – Cllr Hewson

Village Hall – Cllr Titmus

Police liaison – Clerk

Communications / social media – Cllr Vawer

Other positions to be held over until next meeting.

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

**217/23** 1. Proposed dates and times for ordinary meetings of the Parish Council for the ensuing year 2023/24 were considered. The following dates and times were agreed:

Resolved: 7.15pn on 6 June, 11 July, 12 September, 7 November 2023, and 9 January and 5 March 2024.

2. A date for the Annual Parish Council Meeting in May 2024 was considered.

Resolved: 7.15pm Tuesday 7 May 2024.

**13. Annual Meeting of the Parish**

**218/23** The arrangements for the Annual Meeting of the Parish on 22 May 2023 were confirmed for 7pm in the Pavilion. The Clerk will forward a list of people wishing to speak to Cllr Vawer.

2. A time date for the Annual Meeting of the Parish in May 2024 was considered.

Resolved: To hold the Annual Meeting of the Parish at 7pm on Monday 20 May 2024

**14. Planning Committee**

**219/23** 1. The meeting received the minutes of Planning Committee meeting of 14 March and the draft minutes of 2 May 2023 (previously circulated) .

2. No councillor questions.

**15. General Purposes Committee**

**220/23** 1. The meeting received the draft minutes of the General Purposes Committee of 18 April (previously circulated).

2. No councillor questions.

**16. Finance & Legal Committee**

**221/23** 1. The meeting received the minutes of the Finance & Legal Committee of 11 October 2022 and draft minutes of 25 April 2023 (previously circulated).

2. No councillor questions.

3. Bank signatories.

Resolved: To remove Andrew Ratcliffe as a bank signatory.

Resolved: To appoint Cllr McElvogue as a bank signatory

Resolved: Cllr Vawer to have access to online banking.

**17. Governance and Accountability**

**222/23** 1. The internal Auditor’s report 2022/23 was noted. In her opinion no matter had come to her attention that gave her reasonable cause to believe in any material respect that the regulatory requirements had not been complied with. The accounting arrangements, procedural controls, records and documentary evidence are considered satisfactory and accurately record the Council’s financial position.

2. To approve the Council’s Governance statement for the year 2022/23.

Resolved: Approved.

3. To approve the Council’s accountability statement for the year 2022/23.

Resolved: Approved.

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

Resolved: Approved.

**18. GDPR**

**223/23** To appoint Maureen Chaffe as Data Protection Officer for the year 2023/24.

Resolved: Approved.

**19. Policies**

**224/23** The below revised policies were considered for adoption as recommended by the Financial & Legal Committee:

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

Resolved: To adopt the revised above policies.

**20. Insurance**

**225/23** 1. The Clerk reported that he had recently commissioned a reinstatement cost assessment of the Pavilion for insurance purposes.

2. Consideration of an offer of a three-year Long-Term Agreement with Zurich Municipal that will give a  level of discount to be applied to the annual premium.

Resolved: To accept the offer.

**21. Staff matters**

**226/23** The updated the meeting on his situation.

**22. Correspondence**

**227/23** None.

**23. To approve quotes and payments**

**228/23** 1. A quote from MCE Groundcare for the Orchard Management Plan was considered.

Resolved: To accept the quote.

2. The Clerk represented a draft payment list of six payments for authorisation.

Resolved: To approve the payments as per the draft payment list.

**24. Any other business**

**229/23** Cllr Hewson reported that he had made contact with Walberton & Binsted CofE School and will be arranging a date to meet. Cllr McElvogue will also attend.

Cllr McElvogue updated on a meeting with the legal team on the A27, and there is now a strategy in place to move forward.

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

**230/23** The date of the next meeting was confirmed as 6 June 2023. The following dates are11 July, 12 September, 7 November 2023, and 9 January and 5 March 2024.

There being no other business the meeting closed at 8.08pm.

Signed……………………………………………………………………. Date……………………………………………………

Chair