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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) |

**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 TUESDAY 10 MAY 2022 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: 5 May 2022

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 8 March 2022.

**5. Councillor retirement**

To note the retirement of Mrs Suzanne Clark from the council and note councillor vacancy.

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

**6.** **To receive reports from Arun District Council** Cllrs Dendle, Roberts and Mrs Catterson

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

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

Standing Committees

1. Planning Committee

2. General Purposes Committee

3. Finance & Legal Committee

4. Staff matters

Other committees

1. Highways Working Group

2. Green subcommittee

3. Fontwell Meadows Green subcommittee

4. Avisford Grange Development Working Party

5. Community Resilience

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

**10. To appoint Council representatives to:**

1. Joint Western Arun Area Committee

2. Arun Joint Action Group

2. Village Hall Trustee

3. Allotments

4. Police Liaison

5. Community Play Centre Trustee

6. Parish News, social media and residents’ emails

7. WalBinFont

8. Walberton & Binsted C of E School

**11. Ordinary Parish Council meetings 2022/23.**

1. To agree dates and times for ordinary meetings of the Parish Council for the ensuing year 2022/23. The following dates are proposed: 12 July, 13 September, 8 November, 10 January and 7 March.

2. To agree a proposed date for the Annual Parish Council Meeting on 9 May 2023.

**12. Annual Meeting of the Parish**

1. To confirm arrangements for the Annual Meeting of the Parish on 23 May 2022.

2. To agree the proposed time and date of the Annual Meeting of the Parish on 22 May 2023.

**13. Planning Committee**

1. To receive the draft minutes of Planning Committee meeting of 12 April 2022 (previously circulated).

2. Councillor questions.

**14. General Purposes Committee**

1. To receive the draft minutes of the General Purposes Committee of 22 March 2022 (previously circulated).

2. Councillor questions.

**15. Finance & Legal Committee**

1. To receive the draft minutes of the Finance & Legal Committee of 26 April 2022 (previously circulated).

2. To approve the list of payments by Direct Debit.

3. Councillor questions.

**16. Governance and Accountability**

1. To note the Internal Auditor’s report 2021/22.

2. To approve the Council’s governance and accounting statements for the year 2021/22.

3 To appoint Rachel Hall of RS Hall & Co as Internal Auditor for the year 2022/23.

**17. Bank signatories and online banking**

To review WPC bank signatories and online banking access.

**18. GDPR**

1. To receive an update.

2.To appoint Maureen Chaffe as Data Protection Officer for the year 2022/23.

**19. IT**

To note completion of National Cyber Security Centre protection of devices, networks and systems actions form together with JNR Computers and Data Protection Officer.

**20. Policies**

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

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

**21. Sec 137 Community Grants**

To agree date for applications.

**22. A27 Arundel Bypass**

To receive a strategy update. Cllr Ratcliffe

**23. To receive additional reports**

Neighbourhood News Cllr Skillicorn

Parish web site, residents’ emails Cllr Vawer

Social media Cllr Vawer

**24. Fontwell land transfer**

To note the transfer of 11.1 acres of Public Open Space to the Parish Council has been agreed and signed.

**25 Pavilion refurbishment**

To receive an update Clerk

**26. Staff matters**

**27. Correspondence received**

**28. To approve quotes and payments**

**29. Any other business**

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

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