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|  | **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 7.15pm ON TUESDAY 7 MAY 2024.**

**1.** **Record of attendance and apologies**

**209/24** In attendance: Cllrs Vawer (Chair), Hewson, Titmus and McElvogue.

Apologies: Cllr Birch

C Stevens – Clerk.

Two members of the public present.

**2.** **Election of Chair and Vice Chair**

**210/24** Cllr Titmus proposed Cllr Vawer as Chair, seconded by Cllr McElvogue.

Cllr Titmus proposed Cllr McElvogue as Vice Chair, seconded by Cllr Vawer.

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

**211/24** None.

**4.** **Confirmation of minutes**

**212/24** An amendment of minute 101/24 was proposed. The motion was carried, and the amendment made. The minutes of the Full Council meeting of 5 March 2024 were confirmed as being a true record of the business conducted.

**5.** **Presentation by Chris Fuller of Arun Community Transport**

**213/24** Chris gave an informative presentation into what Arun Community Transport offer, answered several Councillor questions and confirmed he will also attend the Parish Meeting on 21 May 2024 at The Ball’s Hut, Fontwell.

**6.**  **To receive reports from West Sussex County Council**

**214/24** Nothing to report.

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

**215/24** The clerk communicated a report received from Cllr Birch and confirmed that she hopes to attend the Parish Meeting on 21 May 2024.

**8.** **To receive a report from PCSO**

**216/24** The clerk communicated a report received from PCSO Caroline Wilson and confirmed that she hopes to attend the Parish Meeting on 21 May 2024.

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

**217/24** There were no public questions.

**10.** **Councillor vacancies**

**218/24** It was confirmed that there are several historic places which can be filled via co-option, along with 1 new vacancy of which Arun need to be notified. 2 co-option candidates were in attendance, Louise Higham and Emma Cusden. Louise was proposed by Cllr Titmus and seconded by Cllr Vawer, Emma was proposed by Cllr Hewson and seconded by Cllr McElvogue. A vote was taken and was unanimous for both candidates, they then joined the meeting.

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

**219/24** **required**

Committees were confirmed to remain as General Purposes, Planning and Finance & Legal. All 6 Councillors were appointed to General Purposes and Planning Committees and Cllrs Vawer, McElvogue, Titmus and Hewson were appointed to Finance & Legal Committee.

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

**220/24** No changes were made.

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

**221/24** Cllr Hewson – Walberton & Binsted C of E School and Community Playcentre @ Walberton.

Cllr Higham – Walberton Village Hall

Cllr McElvogue – Speedwatch and Resilience

Cllr Vawer – BEWAG, Communications & Social Media

**14.** **Ordinary Parish Council meetings 2024/25**

**222/24** Dates and times for ordinary meetings of the Parish Council as follows were agreed: 2 July, 10 September, 22 October, 10 December, 21 January, 4 March. The proposed date for the Annual Parish Council Meeting of Tuesday 6 May 2025 was agreed.

**15.** **Annual Meeting of the Parish**

**223/24** Arrangements for the Annual Meeting of the Parish on 21 May 2024 were confirmed. The proposed time and date of the Annual Meeting of the Parish on 20 May 2025 was agreed.

**16.** **Planning Committee**

**224/24** Cllr Vawer commended the draft minutes of Planning Committee meeting of 26 March 2024 (previously circulated). There were no Councillor questions.

**17.** **General Purposes Committee**

**225/24** Cllr Vawer commended the minutes of the General Purposes Committee of 19 March 2024 (previously circulated). There were no Councillor questions.

**18.** **Finance & Legal Committee**

**226/24** Cllr Vawer commended the draft minutes of the Finance & Legal Committee of 16 April 2024 (previously circulated). There were no Councillor questions.

**19.** **Governance and Accountability**

**227/24** a. The Internal Auditor’s report 2023/24 was noted.

b. The Council’s Annual Governance & Accounting Return form for the year 2023/24 was approved and signed.

c. Jennifer Smith of Smithe & Co was appointed as Internal Auditor for the year 2024/25.

**20.** **GDPR**

**228/24** Maureen Chaffe was appointed as Data Protection Officer for the year 2024/25.

**21.** **Policies**

**229/24** The Investment Policy and Reserves Policy were reviewed, and it was agreed to pass them to the Finance and Legal Committee for updating.

**22.** **Insurance**

**230/24** The clerk was to ask the insurance provider 1 question before the quote is approved.

**23.** **Staff matters**

**231/24** It was confirmed that the Parish Council are responsible for setting up the Clerk’s pension which is now going ahead.

**24.** **Correspondence**

**232/24** None.

**25.** **To approve quotes and payments**

**233/24** The clerk presented 2 payments for retrospective authorisation and 1 for future authorisation. All 3 payments were approved.

**26.** **Any other business**

**234/24** It was suggested that Youth Council initiatives could be added to a future agenda.

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

**235/24** The date of the next meeting was confirmed as 7.15pm Tuesday 2 July 2024.

There being no other business the meeting closed at 9.13pm

Signed………………………………………………………………… Date……………………………………………………

Chair