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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  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 7.00pm ON TUESDAY 26 MAY 2020 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SET OUT IN THE AGENDA BELOW.**

**PLEASE NOTE**

**Owing to the current Covid-19 situation this meeting will be held ‘virtually’ complying with relevant guidance. Questions from members of the public on items on the agenda should be submitted by email to the Clerk no later than 5pm on Friday 22May 2020. To view the meeting please email Cllr Andy Vawer at** [**andyvawer@walberton-pc.gov.uk**](mailto:andyvawer@walberton--pc.gov.uk) **to receive instructions.**

Signed: Date: 20 May 2020

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**

1. To confirm the minutes of the Full Parish Council Meeting of the Parish Council of 11 February 2020.

2. To confirm the minutes of the Extraordinary Full Parish Council Meeting on 17 March 2020.

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

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

Apologies have been received from Cllr Mrs Catterson.

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

To consider questions from members of the public on items on the agenda.

**8. Coronavirus update**

**9. Councillor vacancy**

**10. 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 Party

2. Green subcommittee

3. Fontwell Meadows Green subcommittee

4. Avisford Grange Development Working Party

5. Community Resilience

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

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

1. Joint Western Arun Area Committee

2. Village Hall Trustee

3. Police Liaison

4. Community Play Centre Trustee

5. Parish News, social media and residents’ emails

6. Neighbourhood Plan Group

7. WalBinFont

8. Walberton & Binsted CofE School

**13. Ordinary Parish Council meetings 2020/21.**

To agree dates and times for ordinary meetings of the Parish Council for the ensuing year 2020/21. The following dates are proposed: 14 July, 8 September, 1 December, 2 February, 6 April.

**14. Annual Parish Meeting**

1. To note that the Annual Parish Meeting of 19 May 2020 was cancelled.

2. To agree the time and date of the Annual Parish Meeting 2021. The proposed date is 18 May 2021.

**15. Planning Committee**

1. To receive the draft minutes of Planning Committee meetings of 17 March 2020 and the Report to Council of 28 April 2020 (previously circulated).

2. Councillor questions.

**16. General Purposes Committee**

1. To receive the draft minutes of the General Purposes Committee of 18 February 2020 and the Reports to Council of 28 April and 12 May 2020 (previously circulated).

2. Councillor questions.

**17. Finance & Legal Committee**

1. To receive the minutes of the Finance & Legal meeting of 4 February and the Report to Council of 14 April 2020 (previously circulated).

2. Councillor questions.

**18. Governance and Accountability**

1. To note the Internal Auditor’s report 2019/20.

2. To approve the Council’s Governance statement for the year 2019/20.

3. To approve the Council’s accountability statement for the year 2019/20.

4. To appoint Rachel Hall of RS Hall & Co as Internal Auditor for the year end 2020/21.

**19. GDPR**

To appoint Maureen Chaffe as Data Protection Officer for 2020/21.

**20. Policies**

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

* Business Plan
* Investment Policy

**21. Climate change**

**22. To receive additional reports**

Neighbourhood Plan

Neighbourhood News

Parish web site, residents’ emails

Social media

**23. Town and Parish Council Proforma**

**24. Staff matters**

**25. Correspondence received**

Note letters from Andrew Griffith MP and Rt Hon Robert Jenrick MP congratulating parish councils on the fantastic way they have responded to the challenge of coronavirus across the country.

**26. To approve quotes and payments**

**27. Any other business**

**28. Date of next meeting of ordinary Parish Council.**

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