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|  | **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.ukwww.walberton-pc.gov.uk |

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

**YOU ARE SUMMONED TO ATTEND THE ANNAUL MEETING OF THE PARISH COUNCIL WHICH WILL BE HELD IN THE PAVILION 6.30pm ON TUESDAY 14 MAY 2019 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SET OUT IN THE AGENDA BELOW.**

Signed: Date: 9 May 2019

Peppler – Clerk

**Record of attendance and apologies**

**1. To elect a Chairman**

**2. Signing of Declaration of Acceptance of Office by Chairman**

**3. To elect a Vice Chairman**

**4. 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.

**5. Confirmation of minutes**

 To confirm the minutes of the Full Parish Council Meeting of the Parish Council of 12 March 2019.

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

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

**7. Councillor vacancies**

 To consider applications for co-option for the two current councillor vacancies.

**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 Party

 2. Green subcommittee

3. Fontwell Meadows Green subcommittee

 4. Tuppers development Working Party

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

**10. 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

**11. Ordinary Parish Council meetings 2019/20.**

To agree dates and times for ordinary meetings of the Parish Council for the ensuing year 2019/20. The following dates are proposed: 14 July, 17 September, 3 December, 5 February, 8 April.

**12. Annual Parish Meeting – Tuesday 21 May**

 1. To review agenda and logistics Cllr Ratcliffe

 2. To agree the time and date of the Annual Parish Meeting 2020. The proposed date is 19 May 2020.

**13. Planning Committee**

 1. To receive the draft minutes of Planning Committee meetings of 30 April 2019 (previously circulated) and to note the date of the next meeting is 28 May 2019.

2. To note an invitation to a briefing session on 28 May 2019 on the approach of ADC’s Non-Strategic Sites Development Plan Document to Planning Policy Sub-Committee on 18th of June 2019.

 3. Councillor questions.

**14. General Purposes Committee**

 1. To receive the draft minutes of the General Purposes Committee of 9 April 2019 (previously circulated) and note that the next meeting is scheduled for 4 June 2019.

 2. To consider replacing lawn mower.

 3. Councillor questions.

**15. Finance & Legal Committee**

 1. To receive the minutes of the Finance & Legal meeting of 4 April 2019 (previously circulated) and to note the date of the next meeting is scheduled for 9 July 2019.

 2. Councillor questions.

**16. Governance and Accountability**

1. To note the Internal Auditor’s report 2018/19.

 2. To approve the Council’s Governance statement for the year 2018/19.

 3. To approve the Council’s accountability statement for the year 2018/19

 4. To appoint Rachel Hall of RS Hall & Co as Internal Auditor for the year end 2019/20.

**17. Public Sector Deposit Fund**

 1. To note the successful application to open a Public Sector Deposit fund.

 2. To approve an amount to initially deposit into the fund.

**18. Parish member appointments to the National Park Authority 2019**

To consider putting forward a nomination for appointment.

**19. Policies**

To consider adoption of the following draft policy as recommended by the Financial & Legal Committee:

* Investment Policy

**20. To receive additional reports**

 Neighbourhood Plan

 Parish web site, residents’ emails

 Social media

**21. Town and Parish Council Proforma – for review.**

Passed to full council by Planning at last Planning meeting.

**22. Staff matters**

**23. Correspondence received**

**24. To approve quotes and payments**

**25 Any other business**

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

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

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