

SOUTHWATER PARISH COUNCIL

Minutes of the Annual General Meeting of Southwater Parish Council held on Wednesday 25th May 2016 in the Council Chamber, Beeson House, Lintot Square, Southwater.

Present Were: **Mr P. Buckley (Chairman)**

Mr L. Apted
Mr B. Greening
Mr M. Neale
Mrs B. Varley
Mr N. Whitear

Mrs P. Flores-Moore
Mrs J. Hutchings
Ms R. O'Toole-Quinn
Mr G. Watkins

Acting Clerk: **Mrs J. Nagy**

County Councillor **Apologies Received from Cllr B.Watson OBE**

District Councillor **Dr Chidlow. Apologies Received from Councillor Howard**

Police **Apologies received**

Members of the Public: **None**

Press: **Not present**

The Chairman welcomed everyone to the meeting, and asked those present to set their mobile phones for the duration of the meeting to silent, unless in an emergency, when they should go through the Chair. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

He asked if any member of the press was present.

The Chairman asked if anyone wished to record the meeting and also whether anyone in the public gallery wished to speak on behalf of any given matter, as this was the most appropriate point in the meeting to do so. No member of the public indicated at this point that they wished to tape or record the meeting.

AGM01/05/16 ELECTION OF PARISH COUNCIL CHAIRMAN & ACCEPTANCE OF OFFICE

The Chairman asked the Acting Clerk to read the nominations for the position of Chairman. She advised that she had received 4 nominations for the position of Chairman, these all being for Mr Peter Buckley

It was RESOLVED by all present that Mr Peter Buckley be elected Chairman for the Year.

AGM02/05/16 ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL & ACCEPTANCE OF OFFICE

The Chairman advised that the Acting Clerk had received 4 nominations in relation to the position of Vice Chairman, these all being for Mrs Pauline Flores-Moore.

It was RESOLVED by all present that Mrs Pauline Flores-Moore be elected Chairman for the Year.

AGM03/05/16 PUBLIC PARTICIPATION

There were no members of the public present. The Chairman asked whether councillors had anything they wished to discuss other than items which were on the agenda.

Mr Greening offered his congratulations to Mr Buckley and Mrs Flores-Moore on being re-elected Chair and Vice Chair of Council accordingly.

Mr Greening reported that the grass adjacent to the Lintot Pub was in need of cutting. The Acting Clerk advised him this was the Pub's land, but she would ask the manager to attend to it.

Mrs Flores-Moore said that the WSCC grass contractors have omitted to cut the sections around the Hop Oast roundabout. The Acting Clerk advised that these contractors had been in the village that day, so she would not report this until it was clear that they had left, as it may yet to be done.

Mr Whitear asked if the Acting Clerk had had any feedback from Berkeleys about the phasing of the temporary lights at the Cedar Drive roundabout. She said that she had reported this, but then the lights had been removed. However, the lights were to be re-installed at the end of May, to facilitate the construction of the new roundabout, and would be in situ until the end of July.

Mr Whitear enquired after Mrs Vickers, and was told that she was due to have another operation on her arm.

Mrs Flores-Moore referred to an email sent from a member of the public reporting parish councillors fly-tipping at the allotment site, and asked if he had responded to the Acting Clerk request for further information. The Acting Clerk said that he had not; Mrs Flores-Moore asked that she chase the matter, as this was a serious allegation against members.

Mrs Flores-Moore said that she had not attended the May Finance and General Purposes Committee meeting, but noted that local resident Mr Condé had stated at the meeting that he had reported someone living inside the structure of the Skate Park, and that nothing had been done. Mrs Flores-Moore refuted this statement, saying that Mr Condé had telephoned her at home, and that she had gone out immediately. She had found no evidence of any one living there. She had had another call from Mr Condé the following week, and again went straight there. She had tidied up the litter, together with one of the litter wardens. She had photographic evidence of her visits. She reported that she had seen no evidence of drug use that Mr Condé was claiming. Whilst she acknowledged that litter can be a problem in this area, the appointed litter warden cannot be there every day.

Members noted Mrs Flores-Moore's version of events, and thanked her for clearing the litter at the Skate Park.

Mr Watkins advised that he had asked the Acting Clerk to put the Skate Park on the agenda for the next Finance & General Purposes Committee meeting in June. The Acting Clerk reported that there had been excess litter issues at the Skate Park two weekends ago, and that she had sent two members of staff to clear the area. She was asked the cost implications of this, and replied that it was two hours of staff time, for these two staff members.

Mrs Hutchings reported a pothole outside Newlands on Two Mile Ash.

The Acting Clerk will report this.

She advised that vehicles speeded along Two Mile Ash, making it difficult to exit from Christ's Hospital Rd. Mr Whitear agreed that it was a dangerous junction.

The Acting Clerk will ask Highways to consider putting up a mirror at this junction to improve visibility.

Mr Watkins reported that the fake speed camera sign recently erected in Cripplegate Lane has been removed as requested.

Mr Watkins asked if vandalism in the Dinosaur Island had been repaired; the Acting Clerk will ascertain.

Mrs Varley reported that the directional arrows on the tarmac in the Country Park car park off Cripplegate Lane had been worn away, and vehicles were driving the wrong way around as a consequence, which was dangerous in her opinion.

The Acting Clerk will report this.

Mrs Varley reported that two traffic signs were down in Station Rd. The Acting Clerk advised that these had been reported some time ago, but that she would report again.

AGM04/05/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Cole, Mr Diamond, Mr Tresadern and Mrs Vickers, who was still recovering from her recent injury.

The Acting Clerk advised that Mr Cole was again in hospital.

Member's apologies were NOTED by the Council.

AGM05/05/16 MEMBERS CODE OF CONDUCT.

The Acting Clerk referred Members to the Code of Conduct adopted in November 2012 by the Parish Council. She also referred to the Parish Council's Protocol on Member/Officer Relations which was amended and appended to the Parish Council's Code of Conduct.

The Acting Clerk reminded Members also that the Council are required to also

reaffirm its Standing Orders adopted during 2013/14. These being the rules by which Members of the Parish Council must comply.

RESOLVED by all present that the Parish Council adopt the Members Code of Conduct, Standing Orders and other associated documents.

The Acting Clerk informed Members that as previously indicated her role was to provide impartial information and advice in relation to such matters, but that it was for the Member concerned to decide whether or not to declare an interest and what the nature of that may be. The Acting Clerk highlighted the general principles of the Code of Conduct as highlighted in the Nolan principles.

She advised that she had recently attended Ethical Code of Conduct training at the District Council and was satisfied that Southwater Parish Council was currently complying with all requirements. She had forward information to members in relation to advice given on the declaration of Disposable Pecuniary Interests.

Members NOTED the role of the Clerk

AGM06/05/16 TO RECEIVE THE FOLLOWING DOCUMENTATION IN CONJUNCTION WITH THE POST OF PARISH COUNCILLOR FROM ALL MEMBERS INCLUDING CO-OPTED MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES

The Acting Clerk referred to The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (Statutory Instrument 2012 No.1464).

She advised that all that was necessary was that signed confirmation was provided of any change to the Register of Members' Interests since taking office.

Register of Member's Interests – all present confirmed the details already supplied on their Register documentation on the evening, or provided amendments as necessary.

AGM07/05/16 TO DECIDE WHEN ANY UPDATED REGEISTER DECLARATIONS OF INTEREST WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.

It was RESOLVED that when all members should have completed the relevant documents, no later than Friday, 3rd June, 2016.

The Acting Clerk advised that all members present had given signed permission that correspondence can be sent to them via e-mail; this permission remained in force for the whole term of office with no need for annual reconfirmation.

Members noted this information.

AGM08/05/16 MINUTES

It was RESOLVED by all present that the Minutes of the Annual Parish Council meeting held on 20th April 2015 be accepted as a true and correct record of that meeting

AGM09/05/16 TO RECEIVE MEMBERS NOTIFICATION OF WHETHER OR NOT THEY WISH TO CLAIM ANY ALLOWANCE FOR YEAR 2016/17, THE PARISH COULD NOT HAVING SET A BUDGET FOR THE PAYMENT OF SAME, AND IF NOT TO SET A DATE FOR WHEN SUCH DOCUMENTATION SHOULD BE RECEIVED

It was **RESOLVED** by all present that Members would **NOT** claim any allowance in this financial year and that that they would return the relevant document to the Acting Clerk no later than Friday 3rd June 2016.

AGM10/05/16 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES & REMIT OF THOSE REPRESENTATIVES ON SUCH COMMITTEES AS REPRESENTATIVES OF THE COUNCIL

The Chairman reminded all present that where Members were elected as representatives on outside bodies, they should act in the best interests of the Parish Council, and whilst they could enter into discussions etc., Members could not make decisions on behalf of the Parish Council on such bodies as Parish Councillors.

The process was that those appointed representatives should report back to the relevant Committee or Council, should they wish clarification on any matter or point. Individual Councillors were not permitted under the Rules to act on their own in any decision making process as this would be acting outside of their powers and as such may cause liabilities on the part of the Council and the public purse.

The Chairman advised that it was usual practice that should any representative on any outside body be unable to attend meetings, then the Clerk could attend in their place.

It was RESOLVED that should any member be unable to attend a meeting of the body to which they had been appointed, then the Clerk could attend in their place, reporting back to Council accordingly.

Further advice from the County Association related to appointments for the West Sussex Association of Local Councils Annual General Meeting in that should Council wish to attend and vote at this meeting then they would have to nominate a Councillor to do so. Whilst the Clerk may attend, she would have no voting rights. Should the Council resolve to do so, the Clerk could attend and vote but would have no right to speak at the meeting on behalf of the Council.

The Chairman asked that a Councillor be nominated to this position, he was aware that normally Mr Apted had attended along with the Clerk.

In light of the information and advice received from SSALC the Council RESOLVED that a Member of Council should attend the Sussex Association of Local Councils AGM, but in the event of the Member not being available RESOLVED that the Clerk should attend with the view to using a proxy vote. It was AGREED that Mr Buckley and Mr Apted and the Clerk would attend these meetings as they also attended the HALC meetings.

Tree Warden (4 Members)

The Chairman indicated that members currently in post were Mrs Hutchings and Mr Watkins. In addition, one member of staff was working as a Tree Warden, advising on planning applications concerning trees.

It was RESOLVED that Mrs Hutchings and Mr Watkins be designated tree wardens for the forthcoming year.

Youth Management Board (2 Members)

The Acting Clerk reminded Members that District Councillor Ian Howard has acted as a co-opted member for the Parish Council on this management board for a number of years, with Mrs Flores-Moore being the other representative.

Due to the ongoing ill health of Mr Howard, it was generally felt that another councillor may be better suited to take on this role.

The Chairman asked the Acting Clerk to write to Mr Howard to thank him for all his efforts on behalf of the Parish Council.

It was RESOLVED by all, that Mrs Flores-Moore and Mr Whitear be appointed as the Council's representatives on the Youth Club Management Board.

Children & Family Centre (1 Member)

The Acting Clerk stated that the structure of the Centre changed last year, with no meetings being called since that time to her knowledge.

It was RESOLVED by all, that should a representative be asked for, then the Clerk be appointed as the Council representative on the management board of the Southwater Children & Family Centre.

District Health Committees (1 Member)

The Chairman stated that currently Mrs Flores-Moore acted as the Council's representative as and when required; there being no reserve member

It was RESOLVED by all that as and when required to attend, that Mrs Flores-Moore be appointed as the representative of the Council on all outside bodies in relation to District Health & Primary Care Trust issues.

Village Hall Management Committee (2 Members)

The Chairman indicated that the Council should nominate two members of Council to attend the Management Committee meetings of the Village Hall. Currently these were Mrs Varley and Mr Watkins and asked whether they wished to continue in their roles on behalf of the Parish Council.

It was RESOLVED by all that Mrs Varley and Mr Watkins be nominated that the Parish Council's representatives on the Village Hall Management Committee.

Horsham Association of Local Councils (2 Members)

The Acting Clerk advised Councillors that historically it was the Chairman and Mr Apted represented Council at these meetings, with Mr Diamond as reserve member. Usually the Clerk attended in addition to Council representatives.

It was RESOLVED by all present that Mr Apted, Mr Buckley and

Mr Diamond (reserve) be nominated as the Parish representatives on this body. The Clerk would also attend the meetings.

West Sussex & Horsham District Councils - Transport & Environmental Committees (1 Member)

The Chairman stated that whilst there had been no meetings of these groups, Mr Diamond had been the representative during the previous year.

It was RESOLVED by all present that Mr Diamond be appointed as the Parish representative and attend both District & County Transport and Environmental Committees and other meetings relating to transportation.

Southwater Bus Transport Group (2)

Once again there had been no meetings of this group, with Mr Diamond having been the Council's representative on this outside body. Mr Greening said that he would like to take on this role.

It was RESOLVED by all present that Mr Greening be appointed as the Parish Council's representative.

Age Concern (1 Member)

It was reported that Mr Watkins was the Council's representative on this outside body.

It was RESOLVED by all present that Mr Watkins be appointed as the Parish representative in relation to meetings of Horsham Age Concern.

Market Towns Forum (2) & Southwater Economic Forum (2)

The Chairman and the Clerk normally attended the Rural Town Forum meetings on behalf of the Council; however, there had been no recent meetings to the Acting Clerk's knowledge.

Mr Greening expressed an interest in this role, however, there was a question over whether this was required to be the Chairman; the Acting Clerk will ascertain.

It was RESOLVED by all concerned that the Chairman, Mr Buckley and the Clerk continue to represent the Council on the Market Towns Forum and the Southwater Economic Forum, with Mr Greening in reserve.

West Sussex/Horsham District and Parish Policing Groups (Neighbourhood Watch)

The Acting Clerk indicated that Mr Neale currently represented the Council on this outside body. It was clarified at the last Annual General Meeting that Mr Neale's role in Neighbourhood Watch, was not thought to be a conflict of interest.

Mr Neale advised that he is now the Vice Chair of Horsham District.

It was RESOLVED by all present that Mr Neale represent the Council on Parish/District/County Neighbourhood Watch Forums.

West Sussex County Council Local Area Committee (2)

The Acting Clerk informed those present that the Chairman, Mr Buckley and Mr

Diamond were the Council's representatives on this body.

It was RESOLVED by all present, that the Chairman and Mr Diamond continue to represent the Parish Council at these meetings.

Southwater Road Safety Partnership (2)

The Acting Clerk indicated that Mr Green and Mr Neale currently acted as the Council's representatives on this group.

Ms O-Toole Quinn and Mr Whitear expressed an interest in this role; Mr Neale wished to continue. It was generally felt that as this was a Southwater initiative, then three representatives could be put forward.

It was RESOLVED that Mr Neale, Ms O'Toole-Quinn and Mr Whitear would represent the Council on this committee.

Horsham District Council Community Resilience Group (2)

This group generally met quarterly and discussed matters relating to general emergencies, community emergency and evacuation plans. Mr Diamond and Mrs Flores-Moore were the current representatives. .

It was RESOLVED by all present that Mr Diamond and Mrs Flores-Moore would represent the Council at such meetings.

Southwater Country Park Forum (3)

The Chairman stated that Mr Cole and Mr Watkins attended these meetings on behalf of the Council, together with the Clerk. Mr Diamond and Mr Neale had previously expressed an interest in the event that neither of the representatives could attend.

It was RESOLVED by all present that the Council's representatives being Mr Cole and Mr Watkins and Clerk continue in the roles on this outside body.

Southwater Neighbourhood Plan Steering Group (4)

The Acting Clerk indicated that currently the following Members were representatives on this body, and would suggest for continuity purposes that this remain unchanged. The representatives currently being Mr Apted, Mr Cole, Mrs Flores-Moore and Mr Watkins.

It was RESOLVED by all present that Mr Apted, Mr Cole, Mrs Flores-Moore and Mr Watkins be returned as the Council's representatives on the Neighbourhood Plan Steering Group.

Older persons Forum

The Acting Clerk indicated that Mrs Varley currently acted as the Council's representative on this group.

It was RESOLVED that Mrs Varley would represent the Council on this forum.

As it appeared that some of the above groups had not met in some time, the Acting Clerk will ascertain if they are still in operation and report back to Council.

TO APPOINT COMMITTEES AND SUB-COMMITTEES

The Chairman advised that the Chair and Vice Chairman of Council were on all Committees and Sub-Committees

Finance & General Purposes Committee (12 Members)

The following members indicated their willingness to sit on this committee: -

Members	Members
1 Mr Apted	2 Mr Buckley
3 Mr Cole	4 Mr Diamond
5 Mrs Flores-Moore	6 Mr Green
7 Mr Neale	8 Mr Tresadern
9 Mrs Vickers	10 Mr Whitear
11 Vacancy	12 Vacancy

Leisure Sub-Committee (8 Members)

The Chairman informed Members that this sub-Committee reported directly to the Finance & General Purposes Committee.

The following members indicated their willingness to sit on this committee: -

Members	Members
1 Mr Apted	2 Mr Buckley
3 Mr Cole	4 Mrs Flores-Moore
5 Mr Green	6 Mr Watkins
7 Mr Whitear	8 Vacancy

Human Resources Sub-Committee (6 Members)

The Acting Clerk informed those present that this Committee comprised of Chairman of the various Committees and sub-Committees.

Members	Members
1 Mr Apted	2 Mr Buckley
3 Mr Cole	4 Mr Diamond

5 Mrs Flores-Moore	6 Mr Watkins
7 Mrs Vickers	

Planning Committee (10 Members)

The following members indicated their willingness to sit on this committee: -

Members	Members
1 Mr Apted	2 Mr Buckley
3 Mr Cole	4 Mr Diamond
5 Mrs Flores-Moore	6 Mr Green
7 Mr Greening	8 Mrs Hutchings
9 Mr Neale	10 Ms O'Toole-Quinn
11. Mrs Varley	11 Mr Watkins

Planning Pre-Application Panel (6 Members)

Members	Members
1 Mr Apted	2 Mr Buckley
3 Mr Cole	4 Mrs Flores-Moore
5 Mr Neale	6 Mr Watkins

Neighbourhood Plan Steering Group (4 Members)

Members	Members
1 Mr Apted	2 Mr Cole
3 Mrs Flores-Moore	4 Mr Watkins

It was RESOLVED and APPROVED by all those present that the nominations be APPROVED en-block in relation to the Committee Members.

AGM11/05/16

ELECT CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES

Finance & General Purposes Committee

At this point in the meeting the Chairman indicated that the current Chairman of the Committee was himself and asked if anyone wished to stand?

Position	Nominated	Proposed	Seconded
Chairman	Mr Buckley	Mrs Flores-Moore	Mrs Varley
Vice Chairman	Mr Cole	Mr Buckley	Mrs Flores-Moore

Leisure Sub-Committee

Position	Nominated	Proposed	Seconded
Chairman	Mrs Flores-Moore	Mr Buckley	Mr Apted
Vice Chairman	Mr Buckley	Mrs Flores-Moore	Mr Watkins

Planning

Position	Nominated	Proposed	Seconded
Chairman	Mr Watkins	Mr Buckley	Mr Apted
Vice Chairman	Mr Apted	Mrs Flores-Moore	Mr Whitear

Planning Pre-Application Panel

Position	Nominated	Proposed	Seconded
Chairman	Mr Buckley	Mrs Flores-Moore	Ms O'Toole-Quinn
Vice Chairman	Mr Watkins	Mrs Flores-Moore	Mr Whitear

Neighbourhood Plan Steering Group

Position	Nominated	Proposed	Seconded
Chairman	Mr Watkins	Mrs Flores-Moore	Mr Apted
Vice Chairman	Mr Cole	Mrs Flores-Moore	Mr Apted

HR Committee

It is usual for the Chair and Vice Chair of this Committee to be Chair and Vice Chair of Council

Position	Nominated	Proposed	Seconded
Chairman	Mr Buckley	Mr Apted	Mr Watkins

Vice Chairman	Mrs Flores-Moore	Mr Apted	Mr Watkins
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It was **RESOLVED** by all present that the nominations in respect of the Chairman and Vice Chairman of the relevant committees/sub-committees and panels be **APPROVED** en bloc.

AGM12/05/16 MINUTES

Planning Committee – 3rd May 2016

It was **RESOLVED** by all present that the Minutes of the Planning Committee held on Thursday, 3rd May 2016 be **APPROVED** and accepted as a true and correct record of the meeting held.

Date of the Next Meeting being Thursday, 9th June 2016.

Finance & General Purposes Committee – 11th May 2016

It was **RESOLVED** by all present that the Minutes of the Finance & General Purposes Committee, including the Confidential Minute held on Wednesday, 11th May be **APPROVED** and accepted as a true and correct record of the meeting.

Date of the Next Meeting being Wednesday, 16th June 2016

AGM13/05/16 COUNCIL POLICIES & STANDING ORDERS

The Acting Clerk referred to the Schedule produced for Members at the meeting giving a list of all current policies adopted by the Parish Council.

It was **RESOLVED** by all present that the Council's existing Policies and Standing Orders be **APPROVED**. The Council **NOTED** that the Acting Clerk would review certain of the longer standing policies during the financial year 2016/17

AGM14/05/16 RESPONSIBLE FINANCIAL OFFICER

The Chairman stated that each year it was a requirement that the Council appoint a Responsible Financial Officer (RFO) under the current financial regulations and governance practices, the Council's RFO being the Clerk to the Council.

It was **RESOLVED** by all present, that the Clerk Catherine Tobin be **reappointed as Responsible Financial Officer of the Council**.

The Chairman advised that during the ongoing absence of the Clerk, the Acting Clerk was also the Acting RFO, and as such, will be counter signing the Accounts and Annual Return

AGM15/05/16 INTERNAL FINANCIAL CONTROLLER

The Chairman indicated that presently he had acted in this capacity for the Council.

He stated that he was more than happy to continue in this role assisting the Acting Clerk's office at the end of year.

The Chairman explained that in his view this was not a conflict with his role as Chairman of the Finance & General Purposes Committee. Members agreed.

It was RESOLVED by all present that Mr Buckley be re-appointed as the Council's Internal Financial Controller as it was felt his role as Chairman of Finance & General Purposes would not conflict with this purely internal role.

AGM16/05/16 INTERNAL AUDITOR

The Acting Clerk advised Members that Mrs Gwen Pritchitt had been appointed Internal Auditor for the previous financial year.

She had sought advice on the matter, and there is guidance in place that a Council's Internal Auditor should be changed periodically, with varying periods given of three, five and ten years. Mrs Pritchitt has been Southwater Parish Council's Internal Auditor since 2008/2009.

Mrs Pritchitt had carried out an internal audit the previous week, and had indicated her intention to retire, although she would be happy to take on the work for one more year, should the Council so resolve.

The Chairman said that he would have no problem in recommending Mrs Pritchitt for the year 2016/2017, who did an excellent job. However, he proposed that at the next AGM the Council considers the appointment of a different Internal Auditor. Members agreed.

It was RESOLVED by all present that Mrs Gwen Pritchitt be retained as the Council's Internal Auditor for the period 2016/17. The Acting Clerk to issue the formal contract in this respect in order to comply with Financial Regulations.

The Acting Clerk was asked to note that the Council intended to appoint a different Internal Auditor for 2017/2018, and suggestions should be brought forward for discussion at the 2017 Annual General Meeting.

AGM17/05/16 CO-OPTED MEMBER (CASUAL) TO PARISH COUNCIL

Given the earlier discussions relating to Mr Howard and his continuing ill health, it was generally felt that the Council would not appoint him as a co-opted member in this financial year.

It was RESOLVED by all present that there would be no co-opted members of Council this year.

AGM18/05/16 REPORT ON THE YEAR 2014/15

The Chairman's Annual Report 2014/15

The Chairman referred to the speech given at the Annual Parishioner's Meeting held in April 2016. A copy of the full report can be found appended to the agenda for tonight's meeting available and was on the Council's website (www.southwater-pc.gov.uk).

It was RESOLVED by all present that the Chairman's Annual Report for 2015/16 be APPROVED.

AGM19/05/16 CORRESPONDENCE

The Acting Clerk referred members to correspondence received during the course of the preceding month, and asked if there were any questions, but there were none.

AGM20/05/16 DRAFT COUNCIL MEETING DATES FOR 2016/17

Due to the ongoing absence of the Clerk, meeting dates have already been changed up to December 2016 to allow for the Acting Clerk to not have meetings on consecutive evenings. It is not proposed to change these.

However, the Acting Clerk provided Members with proposed meeting dates for January 2017 to March 2017 and asked whether Members wished to modify any of these. She had followed the same format of Finance and Planning Committee meetings being in different weeks.

She clarified whether a Full Council meeting was required in February 2017, as there had been none in February 2016, but it was agreed that this would place.

The schedule of meeting dates was considered and agreed.

It was RESOLVED by all present that delegated powers be provided to the Chairman, Vice-Chairman of Council, Chair and Vice Chair of Finance & General Purposes, Chairman of the Planning Committee and/or the Acting Clerk in terms of authorisation of expenditure.

AGM21/05/16 ACCOUNTS & FINANCIAL MATTERS

The Acting Clerk reported that the year-end payroll and VAT for Year Ended 2015/16 had been submitted to the Inland Revenue & Customs and Excise.

Council NOTED that these returns had been submitted electronically to the Inland Revenue and Customs & Excise.

Parish Council Allowances

The Acting Clerk advised members that the legal notices regarding parish council allowances were to be issued on parish notice boards and also on the website. This stated that the rate set for allowances was zero. Councillors collectively had allowed the sum of £250 for travel and subsistence outside of the parished area. The Chairman's allowance remains unchanged at £300.

It was RESOLVED that members did not wish to claim any allowances, other than travel and expenses for attending events outside of the parished area.

Investment Policy

The Acting Clerk indicated that the Council were required to review its investment policy annually and questioned whether Members wished to amend the current policy. The Acting Clerk reminded those present that the Council's funds had now been spread across a number of bank accounts, these being the Co-Operative Bank, Virgin Money and Lloyds. The Nat West account had now been closed. The Acting Clerk explained the necessity in that in the event of a bank collapsing then the Council unlike individual investors would not be covered under the Government guarantee scheme.

Members RESOLVED that they were satisfied with the current spread of

investment for 2016/17.

Grants

The Acting Clerk indicated that her office would be advertising again the existence of the Parish Council grant fund which could be applied for by local community groups, so long as they could show the benefit for the inhabitants of Southwater. All such groups should have a constitution and set of annual audited accounts.

Members NOTED and APPROVED the Acting Clerk's intended action on behalf of the Council.

Precept – 1st Half

The Acting Clerk informed Members that the 1st half of the Precept (Local Council Tax) was received in April 2016.

Members NOTED this information

De minimis

The Acting Clerk believed that this figure was no longer required as all buildings including the Leisure Centre had been registered for VAT, the remaining expenditure being within the Council's required allowance.

Mrs Flores-Moore said that she believed that the decision to register the Leisure Centre was related to the MUGA and now that this was built and in use, would it be possible to "de-register" for VAT. Mr Buckley said that once registered, there was no going back. Mrs Flores-Moore asked if registering had been worth it, in financial terms, and Mr Buckley replied that it had.

Council NOTED the Acting Clerks comments.

Financial Information

The Acting Clerk referred members to their financial information as contained in their Member's Pack dated 25th May 2016.

Mrs Flores-Moore asked if the debtors list could be shown as being 30, 60 or 90 days overdue as had been previously supplied. The Acting Clerk will ascertain if this is possible, as there was some query as to whether updates on the accounts package may have over-ridden this facility. If so, she will ensure that this format is used in the future.

It was RESOLVED by all present that the schedule dated 25th May 2016 be authorised and signed as a true and correct record of the financial position of the Council as at 25th May 2016.

AGM22/05/16 PAYMENT SCHEDULES

The Acting Clerk presented to members within their meeting packs payment schedules to 25th May 2016 for discussion and approval these amounting to £52,292.85, including May salaries

It was RESOLVED by all present that the payment schedules to 25th May 2016 in the sum of £52,292.85 be approved.

AGM23/05/16 DRAFT ANNUAL ACCOUNTS YEAR ENDING 2014/15

The Acting Clerk presented to Members the Draft Parish Council Annual Accounts for Year Ending 31st March 2016.

The Chairman reported that the Council had made a loss of £89,017, as he had previously reported to the May Finance & General Purposes Committee.

The Acting Clerk said that the External Auditors had stipulated a change in the submission of the Annual Return 2015/2016, to comply with new legislation under the Accounts and Audit Regulations 2015. It is necessary to consider the Accounts and submission documents prior to considering the Annual Return.

She asked members to consider the following documents:

- Notice of Appointment of Date for the Exercise of Electors' Rights – this now required the Accounts to be available for view by the electorate and any other interested party for a single period of 30 working days, which must include the first 10 working days of July i.e. 1st – 14th July inclusive. The Notice of Appointment therefore allows for the period Monday, 6th June to Friday, 15th July inclusive, which is the recommended period. This notice must be published in advance on notice boards and on the website, so this will take place on Friday, 3rd June.
- Income & Expenditure year ending 31st March 2016
- Bank Reconciliation year ending 31st March 2016
- Explanation of Variances year ending 31st March 2016
- Analysis of Reserves and Ring-Fenced Monies year ending 31st March 2016
- Grants year ending 31st March 2016
- Debtors/Creditors year ending 31st March 2016
- Asset Register year ending 31st March 2016. The Acting Clerk reminded members that the Council had received a Section 3 notification in last year's Annual Return, in that assets should be listed at original cost, and that no adjustment is made until disposal. The Acting Clerk has revised the Asset Register accordingly, taking all values back to 2011, as guidance states. This is the explanation for the seeming decrease in value from £4,201,861 in 2014/2015 to £3,720,475 in 2015/2016.
- Financial Risk Assessment year ending 31st March 2016
- Annual Review of Audit year ending 31st March 2016
- Internal Auditor's Report year ending 31st March 2016

Internal Auditors Report

The Acting Clerk asked whether any members wished to comment on the Internal Auditors report received.

Members NOTED and APPROVED the Internal Auditors Report for Year 2015/16.

It was RESOLVED by all present, that the Draft Annual Parish Council Accounts for the Year 2015/16 be approved as being a true reflection of the financial position of the Council as at 31st March 2016, and that the Notice of Appointment of Date for Exercise of Electors' Rights was AGREED.

AGM24/05/16 SECTION ONE OF THE ANNUAL RETURN 2015/2016

This section confirms that the Council has a sound system of internal control, including the preparation of the accounting statements.

It was RESOLVED by all present, that Section One of the Annual Return 2015/2016 be approved.

AGM25/05/16 SECTION TWO OF THE ANNUAL RETURN 2015/2016

This section is the actual accounting statements 2015/2016, details of which are included in the Annual Accounts as considered previously.

It was RESOLVED by all present, that Section Two of the Annual Return 2015/2016 be approved.

AGM26/15/16 ANNUAL ACCOUNTS FOR THE YEAR 2015/2016

Given that the Annual Accounts for the year 2015/2016, and Sections One and Two of the Annual Return have now been approved by the Council, the Chairman proposed that the Council resolve to approve the submission of the Annual Return to PFK Littlejohn, the External Auditors.

It was RESOLVED by all present, that the Annual Return 2015/2016 be approved for submission, duly signed by the Chairman of the Council, and the Acting RFO.

AGM27/05/16 PARISH COUNCILLOR TRAINING

The Acting Clerk referred Members to courses organised by the Surrey & Sussex Association of Local Councils, details of which are circulated regularly.

Some Councils make it a requirement of being a Chair or Vice Chair of the Council or a Committee that a Councillor attend the Chairman's course every two or five years.

It was RESOLVED that Chairs and Vice Chairs of Committees should attend the SSALC Chairman's Course every five years.

AGM28/05/16 NEIGHBOURHOOD PLAN

The Acting Clerk reported that the draft policies were almost complete, and she would be discussing these with Ray Wright, the Council's planning consultant, for his input and advice.

Two more responses had been received in relation to the Call for Sites, and the Acting Clerk is to meet with both landowners in the near future. A notice was being issued that the deadline for receipt of any more Call for Sites responses would be 12 noon on 30th June 2016, to be advertised on notice boards, on the website and on social media sites.

Mr Watkins asked if there was a legal requirement for the notice to be put in the press, and the Acting Clerk said that there was not; this was quite expensive.

It was RESOLVED that the Acting Clerk would arrange for the notice advising the closure of the Call for Sites would be put in the local press and that she was

authorised to spend up to £300 doing so.

AGM29/05/16 PERSONNEL & PENSIONS**

IAS19 Local Government Pension Scheme

The Chairman reported to members that the IAS19 Report had been received which stated at as of the end of the current financial year that Parish Council element of the fund was in surplus by £20,000.

Mrs Flores-Moore asked for clarification on this, and Mr Buckley advised that should the Parish Council element be in deficit, then it would have to consider increasing its contribution rates in the future accordingly. However, the surplus last year was £5000, so the situation was improving.

Members NOTED receipt of the IAS19 report and the Chairman's comments.

Staff/Personnel

The Acting Clerk advised Members that currently 22 staff were employed, with 3 volunteers on the Council's books.

AGM30/05/16 DATE OF NEXT ANNUAL PARISH COUNCIL MEETING

The next Annual Parish Council meeting to be held on date to be advised.

The meeting closed at 8.40pm.