

## **SOUTHWATER PARISH COUNCIL**

Minutes of the Annual Meeting of Southwater Parish Council held on Wednesday 31<sup>st</sup> May 2017 at 7.30pm in the Council Chamber, Beeson House, Lintot Square, Southwater, West Sussex, RH13 9LA

<b>Present Were:</b>	<b>Cllr G. Watkins (Chairman)</b>	
	<b>Cllr L Apted</b>	<b>Cllr G Cole</b>
	<b>Cllr P Davies</b>	<b>Cllr R Dye</b>
	<b>Cllr P Flores-Moore</b>	<b>Cllr J Hutchings</b>
	<b>Cllr M Neale</b>	<b>Cllr C Pearce</b>
	<b>Cllr N Whitear</b>	
<b>Co-Opted Non-Voting*</b>	<b>Ms H Timson</b>	
<b>Member:</b>	<b>Mr Geoff Scoon joined the table at 7.35pm</b>	
<b>Clerk:</b>	<b>Mrs C.M. Tobin</b>	
<b>County Councillor:</b>	<b>Cllr Nigel Jupp</b>	
<b>District Councillors:</b>	<b>Not present</b>	
<b>Sussex Police:</b>	<b>Not present</b>	
<b>Members of the public:</b>	<b>6</b>	
<b>Press:</b>	<b>Not present</b>	

---

The Chairman welcomed everyone to the meeting and gave out the housekeeping rules for the meeting including that relating to the use of mobile phones and in the event of a fire and asked whether anyone present wished to record the meeting. No member of the public indicated at this point that they wished to tape or record the meeting.

He asked if any member of the press was present.

The Chairman informed those present that the meeting was being recorded by the Parish Council for minute taking purposes.

### **AGM01/05/2017 ELECTION OF PARISH COUNCIL CHAIRMAN & ACCEPTANCE OF OFFICE**

The Chairman asked the Clerk to read the nominations for the position of Chairman. The Clerk informed those present that her office had received four nominations for the position of Chairman, all of these had been seconded by a Councillor and signed by the nominee.

**It was proposed by Cllr Flores-Moore, seconded by Cllr Cole and**

**APPROVED by all present that Cllr Graham Watkins be elected Chairman for the year.**

**AGM02/05/2017 ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL & ACCEPTANCE OF OFFICE**

The Chairman asked the Clerk to read the nominations for the position of Vice Chairman. The Clerk informed those present that her office had received three nominations for the position of Vice Chairman.

**It was proposed by Cllr Cole, seconded by Cllr Flores-Moore and APPROVED by all present that Cllr Michael Neale be elected Vice Chairman for the year.**

**AGM03/05/2017 TO APPOINT A CANDIDATE TO THE POST OF CO-OPTED PARISH COUNCILLOR FOLLOWING THE RESIGNATION OF CLLR. K DIAMOND AND RECEIPT OF ACCEPTANCE OF THE SIGNED DECLARATION OF OFFICE AND REGISTER OF MEMBERS INTERESTS**

At this point the Chairman offered his thanks to Cllr Diamond for all of his hard work over the last few years.

The Clerk indicated she was delighted to confirm that Derek Moore, Co-Opted Non Voting Member, had applied for the position of Councillor created by the resignation of Cllr Diamond. The Chairman then asked whether members wished to vote on the position or whether they were happy to appoint without a vote. No vote was required.

Mr.Moore not being present, it was agreed that the Clerk would advise him of his appointment as a Parish Councillor.

**It was RESOLVED by all present that Mr Derek Moore be duly CO-OPTED to the Parish Council as a full member.**

**AGM04/05/2017 TO APPOINT A CANDIDATE TO THE POST OF NON-VOTING CO-OPTED PARISH COUNCILLOR AND RECEIPT OF THE SIGNED DECLARATION OF OFFICE AND REGISTER OF MEMBERS INTERESTS.**

The Clerk indicated she was delighted to confirm that Mr Geoff Scoon had applied for the second non-voting role within the Parish Council. At this point the Chairman asked whether members wished to vote on the position or whether they were happy to appoint without a vote. No vote was required.

At this point the Clerk asked Mr Scoon to sign the relevant Declarations of Office and received documentation in relation to the role of non-voting Parish Councillor. Mr.Scoon's Register of Interests to be returned no later than Wednesday 7<sup>th</sup> June 2017.

**It was RESOLVED by all present that Mr Geoff Scoon be duly CO-OPTED to the Parish Council as a non-voting member.**

**Mr Scoon signed the relevant Declaration of Office and was presented with his Register of Interest for completion within 7 days.**

**AGM05/05/2017 MEMBER'S CODE OF CONDUCT**

The Clerk referred Members to the Code of Conduct adopted in September 2014 by the Parish Council. All Councillors were reminded that they are required to adhere to the code at all times.

**It was RESOLVED by all present that the Parish Council adopt the Members Code of Conduct.**

**AGM06/05/2017 TO RECEIVE MEMBERS' DECLARATIONS OF OFFICE AND UPDATED REGISTERS OF INTEREST**

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

The Clerk indicated that Members were required to sign their Declarations of Office prior to the meeting.

Members were reminded that those failing to submit their Declarations of Office and Updated Register of Interests prior to the next Committee meeting will not be permitted to take their seat on the Committee.

**All have signed their declaration of office and submitted updated registers of interest, with the exceptions on the evening, apart from those absent from the meeting who submitted the documents prior to the meeting.**

**AGM07/05/2017 TO DECIDE WHEN ANY UPDATED REGISTER OF MEMBER'S DECLARATIONS OF INTERESTS WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.**

**It was RESOLVED by all present that all Members should have completed the relevant documents no later than Wednesday, 7<sup>th</sup> June 2017.**

**AGM08/05/2017 TO RECEIVE DOCUMENTATION IN RELATION TO PERMISSION BY MEMBERS FOR CORRESPONDENCE TO BE SENT BY ELECTRONIC MAIL AND IF NOT TO SET A DATE FOR WHEN SUCH DOCUMENTATION SHOULD BE RECEIVED IN ACCORDANCE WITH THE LOCAL GOVERNMENT (ELECTRONIC COMMUNICATIONS) (ENGLAND) ORDER 2015.**

The Clerk advised that those present had given signed permission that correspondence, including Summons to meetings etc, can be sent out to them via e-mail without need for duplication in hard copy the exception being Mr Apted, who does not currently have access to the internet.

The Chairman clarified that hard copies would be available at the meetings, this was verified by the Clerk.

**It was RESOLVED by all present that all Members should have completed and returned the relevant documents no later than Wednesday, 7<sup>th</sup> June 2017.**

**AGM09/05/2017 MEMBER'S ALLOWANCES** – to receive information in relation to Member's Allowance as agreed in the Year 2017/18 budget.

The Clerk advised members that in accordance with the Budget for 2017/18 Members were entitled to claims Member's Allowances, to do so Members would be required to furnish her office with their individual PAYE code. Members should return the relevant documentation stating either that they wished to claim these monies or indicate that they do not wish to claim.

**Members NOTED the information and advice received.**

**AGM10/05/2017 MINUTES**

To approve as a true and correct record the Minutes and recommendations of the **Annual Meeting of the Parish Council** held on 25<sup>th</sup> May 2016.

**It was RESOLVED by all present that the minutes of the meeting held on 25<sup>th</sup> May 2016 be APPROVED by all present.**

**AGM11/05/2017 PUBLIC PARTICIPATION**

**At this point in the meeting the Chairman asked whether members of the public had anything they wished to discuss other than items which were on the agenda.**

The Chairman extended a welcome to County Cllr Nigel Jupp who was invited to address the meeting. Cllr Jupp politely declined and indicated he would address future meetings.

The Chairman asked if any members of the public wished to speak. A member of the public addressed the committee to ask why the St George's Flag on St George's Day and the Union Flag last Thursday were not flying.

The Clerk explained the flag pole is broken and the guide wires for the Christmas lights erected by Horsham District Council's contractor currently prevented it from coming down. The flag pole situation is being addressed.

The Chairman thanked the member for his question. No further questions were proffered from the public.

**AGM12/05/2017 APOLOGIES** - Apologies were received and noted from Cllr Varley, Cllr O'Toole-Quinn, Cllr Greening, Cllr Vickers and Mr Moore.

**Councillors NOTED the absences recorded.**

**AGM13/05/2017 REVIEW SCHEME OF DELEGATION, APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES.**

The Clerk indicated that Council may wish to review its Scheme of Delegation in 2017/18 this document will be aligned to revised Financial Regulations currently being drafted.

**Council NOTED the information and asked the Clerk to provide a Draft Scheme of Delegation for consideration at a later date.**

**AGM14/05/2017 REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES/SUB-COMMITTEES AND WORKING PARTIES.**

The Clerk indicated that Council had reviewed its Committee and Sub-Committee structure during 2016 when it was agreed that a Leisure Working Party would be constituted whilst the Leisure Centre Sub-Committee no longer required with actions taken under the Finance & General Purposes Committee.

**Councillors NOTED the information provided, and AGREED with the structure in place for 2017/18.**

**AGM15/05/2017 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES & THE 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 with 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 on their behalf subject to notice being provided.

**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 the Council accordingly.**

Further advice from the County Association related to appointments for the West Sussex Association of Local Council's 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 right to speak at the meeting on behalf of the Council.

The Clerk indicated that this was normally the Chairman and or Vice Chairman of Council.

**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 a Member not being available it was RESOLVED that the Clerk should attend with the view to using a proxy vote. It was AGREED that Cllr Watkins and Neale and the Clerk would attend these meetings as they had also attended the Horsham Association of Local Council Meetings (HALC).**

- **Tree Warden (2 Staff and 2 Members)** Cllr Watkins and Cllr Hutchings
- **Southwater Village Surgery – Patient Participatory Group (PPG) (1 Member)** Cllr Watkins
- **Youth Club Management Board (2 Members)** Cllr Neale and Cllr Whitear
- **Children & Family Centre (1 Member)** Ms H Timson
- **District Health Committee (1 Member)** Cllr Flores-Moore
- **Village Hall Management Committee (2 Members)** Cllr Varley and Cllr Whitear
- **Horsham Association of Local Councils (2 Members + The Clerk)** Cllr Neale, Cllr Watkins and the Clerk of the Council
- **County & District Transport & Environmental Committees (1 Member)** Mr G Scoon
- **Southwater Bus Transport Group (1 Member/The Clerk)** Cllr Neale and the Clerk of the Council
- **Age Concern (1 Member)** Cllr Watkins
- **Horsham District Rural Towns Forum Group (1 Member/The Clerk)** Cllr Pearce and the Clerk of the Council
- **Southwater Economic Forum (1 Member/The Clerk)** Cllr Pearce and the Clerk of the Council
- **County/District/Parish Policing and Neighbourhood Watch (1 Member/The Clerk)** Cllr Neale and Ms H Timson
- **West Sussex County Council Local Area Committee (2 Members)** Cllr Dye and the Clerk of the Council
- **Southwater Road Safety Partnership (2 Members)** Cllr Neale, Cllr Whitear and the Clerk of the Council
- **Southwater Schools Meeting Group (2 Members/The Clerk)** Cllr Watkins, Cllr Neale, Ms H Timson and the Clerk of the Council
- **Horsham District Council Community Resilience Group (The Clerk)** The Clerk of the Council
- **Southwater Country Park Forum (2 Members/The Clerk)** Cllr Watkins, Cllr Cole, Cllr Flores-Moore and the Clerk of the Council
- **Horsham District Council Older Peoples Forum (1 Member)** Cllr Varley

**It was RESOLVED by all present that the above be appointed as the Parish representatives on the various outside bodies.**

**TO APPOINT COMMITTEES, SUB-COMMITTEES & WORKING PARTY MEMBERS.**

- **Finance & General Purposes Committee (12 Members)**

Members	Members
1. Cllr Apted	2. Cllr Cole
3. Cllr Flores-Moore	4. Cllr Greening
5. Cllr Moore	6. Cllr Neale
7. Cllr Pearce	8. Cllr Vickers
9. Cllr Watkins	10. Cllr Whitear
11. Ms H Timson	12. Mr G Scoon

- **Leisure Centre Working Party (6 Members)**

Members	Members
1. Cllr Davies	2. Cllr Flores-Moore
3. Cllr Neale	4. Cllr Pearce
5. Cllr Watkins	6. Cllr Whitear

- **Human Resources (HR) Committee (6 Members) (Chairman of Council, Vice Chairman of Council, Chairman and Vice Chairman of Finance & General Purposes Committee, Planning Committee, further Member(s) to be appointed by the Council.**

Members	Members
1. Cllr Apted	2. Cllr Cole
3. Cllr Flores-Moore	4. Cllr Neale
5. Cllr Vickers	6. Cllr Watkins

- **Planning Committee (11 Members)**

Members	Members
1. Cllr Apted	2. Cllr Cole
3. Cllr Davies	4. Cllr Dye
5. Cllr Hutchings	6. Cllr Moore
7. Cllr Neale	8. Cllr O’Toole-Quinn
9. Cllr Varley	10. Cllr Watkins
11. Mr G Scoon	

- **Planning Pre-Application Panel (6 Members) (Chairman and Vice Chairman of Council, Chairman and Vice Chairman of Planning Committee, Chairman & Vice Chairman of Finance & General Purposes Committee).**

Members	Members
1. Cllr Apted	2. Cllr Cole
3. Cllr Flores-Moore	4. Cllr Neale
5. Cllr Watkins	6. Mr G Scoon

- **Neighbourhood Plan Steering Group (4 Members of the Planning Committee static representation due to the longevity of the Plan)**

<b>Members</b>	<b>Members</b>
1. Cllr Apted	2. Cllr Cole
3. Cllr Flores-Moore	4. Cllr Watkins

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

**AGM17/05/2017**

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES.**

- **Chairman – Finance & General Purposes Committee – Cllr Neale**
- **Vice Chairman – Finance & General Purposes Committee – Cllr Cole**
  
- **Chairman – Leisure Centre Working Party – Cllr Watkins**
- **Vice Chairman – Leisure Centre Working Party – Cllr Neale**
  
- **Chairman – Planning Committee – Cllr Watkins**
- **Vice Chairman – Planning Committee – Cllr Apted**
  
- **Chairman – Pre Application Panel – Cllr Watkins**
- **Vice Chairman – Pre Application Panel – Cllr Neale**
  
- **Chairman – Neighbourhood Plan Steering Group - Cllr.G.Watkins**
- **Vice Chairman – Neighbourhood Plan Steering Group - Cllr.G.Cole**  
(it is intended that these positions will remain unchanged throughout the duration for the consistency of delivering the Plan)
  
- **Chairman – HR Committee (Chairman of Full Council)**
- **Vice Chairman – HR Committee (Vice Chairman of Full Council)**

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

**AGM18/05/2017**

**MINUTES**

- To approve as a true and correct record the Minutes and recommendations of the **Finance & General Purposes Committee Meeting** held on 10<sup>th</sup> May 2017.

A small error listing Cllr Greening in attendance (when he was not) was identified by Cllr Whitear. It was clarified that Cllr Greening was not in attendance at the meeting on 10<sup>th</sup> May 2017.

**It was RESOLVED by all present that the Minutes of the Finance & General Purposes Committee Meeting held on 10<sup>th</sup> May 2017 be accepted as a true and correct record of that meeting with the amendment shown above.**



**Date of the next meeting being Wednesday 14<sup>th</sup> June 2017**

- a) To approve as a true and correct record the Minutes and recommendations of the **Planning Committee Meeting** held on 3<sup>rd</sup> May 2017.

Cllr Hutchings had offered apologies prior to the meeting contrary to that stated in the minutes.

**It was RESOLVED by all present that the Minutes of the Planning Committee Meeting held on 3<sup>rd</sup> May 2017 be accepted as a true and correct record of that meeting with the amendment shown above.**

**Date of the next meeting being Wednesday 7<sup>th</sup> June 2017**

**AGM19/05/2017 REVIEW OF STANDING ORDERS**

The Clerk explained that although the Standing Orders remain unchanged at this time there will be a brief review of the Council's Standing Orders to include the provision of summonses in electronic form and an amendment to when Council would meet.

**Members NOTED the information.**

**AGM20/05/2017 REVIEW OF FINANCIAL REGULATIONS**

The Clerk explained that a review to the Council's Financial Regulations was necessary in order to comply with Local Government Financial Regulations and Account & Audit Regulations to include for greater monetary delegation and authority to the Clerk/Responsible Financial Officer.

This matter will be reviewed by the Finance & General Purposes Committee.

**Members NOTED the information.**

**AGM21/05/2017 REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING OF FREEDOM OF INFORMATION AND DATA PROTECTION ENQUIRIES**

The Clerk explained a review to the current procedures adopted by the Council was necessary along with the need to appoint an officer as Data Controller. The Clerk indicated that in 2018 there will be changes to the Data Protection legislation which will require a review of both the Freedom of Information and Data Protection Policies. The Clerk will be required by law to provide training to the relevant member of staff.

Cllr Cole requested how many FOI requests the Council had received. The current answer was one regarding the precept.

**Members NOTED the information.**

**AGM22/05/2017 REVIEW OF COUNCIL POLICIES**

The Clerk referred to the list of policies sent out to Members prior to the meeting.

Council Policies and procedural arrangements eg, Council's Complaints Procedure, Financial Regulations, Delegated Powers, Council Committee/Sub-Committee remits (see Index List).

Cllr Neale identified that another policy to address the use of newly purchased iPads would need to be added. This is already being worked on and will be ratified by the Finance and General Purposes Committee later in the year.

**It was RESOLVED by all present, that the Clerk address those policies already identified for review in the meeting, before addressing others on the list and would bring the list back to Council for review later in the year.**

**AGM23/05/2017 RESPONSIBLE FINANCIAL OFFICER**

The Chairman indicated that Council were required to nominate the Clerk, Catherine Tobin as the Responsible Financial Officer.

**It was RESOLVED by all present that the Clerk be nominated as the Responsible Financial Officer of the Council (Section 151 Officer)**

**AGM24/05/2017 INTERNAL FINANCIAL CONTROLLER**

The Clerk indicated that only recently Cllr Cole had indicated that he would be happy to carry out this role on behalf of the Council.

**It was RESOLVED by all present that Cllr Cole be appointed as the Council's Internal Controller.**

**AGM25/05/2017 INTERNAL AUDITOR**

The Clerk explained this minute was to ratify the appointment as the Parish Council's internal auditor Mark Mulberry Associates, in order to comply with Local Government Financial Regulations and Account & Audit Regulations. A document had already been circulated prior to the meeting

**Councillors REAFFIRMED the appointment of Mark Mulberry Associates as the Councils Internal Auditor for Year 2017/18.**

**AGM26/05/2017 REPORT ON THE YEAR 2016/17 BY CHAIRMAN OF THE PARISH COUNCIL**

The Chairman referred to his published report. The Chairman thanked Chris Carey for addressing the meeting on the Neighbourhood Plan process being adopted in relation to the Southwater Neighbourhood Plan, both he and residents had found this to be most informative.

A number of residents had expressed concerns about the policing especially in and around Lintot Square. Residents were advised that the Parish Council had written to the County Association asking for response to specifics especially anti social behaviour; the Clerk is current awaiting a response.

Cllr Flores-Moore expressed her delight at the format and presentation of the report.

**Members NOTED and APPROVED the contents of the Annual Parish Meeting Document.**

**AGM27/05/2017      CORRESPONDENCE**

The Clerk explained there was no correspondence to report.

**The Members NOTED the information.**

**AGM28/05/2017      ACCOUNTS & FINANCIAL MATTERS**

The Clerk referred members to the pack previously circulated. Reconciliation is still being carried out and so there is no further information to add.

**Members NOTED and APPROVED THE meeting pack dated 31<sup>st</sup> May 2017.**

**AGM29/05/2017      PAYMENT SCHEDULES**

The Clerk presented the payment schedules dated 31<sup>st</sup> May 2017 amounting to £7,810.08.

**It was RESOLVED by all present that the payment schedule dated 31<sup>st</sup> May 2017 amounting to £7,810.08 be approved.**

**AGM30/05/2017      DRAFT COUNCIL MEETING DATES FOR 2017/18**

A list of draft meeting dates for Year 2017/18 had been circulated for discussion and approval prior to the meeting.

**Members APPROVED the schedule of meetings for Year 2017/18.**

**AGM31/05/2017      DRAFT ANNUAL ACCOUNTS YEAR ENDING 2016/17**

The Chairman made reference to the following documents:

**The Annual Governance Statement for 2016/17 – see attached documentation.**

**The Accounting Statements for 2016/17.**

**The Annual Return documentation for 2016/17.**

- **Notice of Appointment of Date for Exercise of Electors Rights 2016/17**

- **Annual Return Year Ending 31<sup>st</sup> March 2017**
- **Income and Expenditure Year Ending 31<sup>st</sup> March 2017**
- **Bank Reconciliation Year Ending 31<sup>st</sup> March 2017**
- **Explanation of Variances Year Ending 31<sup>st</sup> March 2017**
- **Analysis of Reserves and Ring-fenced Monies Year Ending 31<sup>st</sup> March 2017**
- **Grants Year Ending 31<sup>st</sup> March 2017**
- **Debtors/Creditors Year Ending 31<sup>st</sup> March 2017**
- **Asset Register Year Ending 31<sup>st</sup> March 2017 & Insurance Schedule**
- **Risk Assessment Year Ending 31<sup>st</sup> March 2017**
- **Annual Review of Effectiveness of Internal Audit Year Ending 31<sup>st</sup> March 2017**
- **Internal Auditor Reports Year Ending 31<sup>st</sup> March 2017**
- **Internal Controller's Report Year Ending 31<sup>st</sup> March 2017**

The Chairman of the Finance & General Purposes referred members to the discussions at the Finance & General Purposes Committee when a recommendation to approve the Accounts for Year Ending 31<sup>st</sup> March 2017 was made. The only alternation being to the Financial Risk Assessment which had since been circulated.

**It was APPROVED BY all present that**

- **The Annual Governance Statement for 2016/17 be APPROVED**
- **That the Annual Accounting Statements for 2016/17 be APPROVED**
- **That the Annual Return documentation for 2016/17 as listed be APPROVED**
  - **Notice of Appointment of Date for Exercise of Electors Rights 2016/17**
  - **Annual Return Year Ending 31<sup>st</sup> March 2017**
  - **Income & Expenditure Year Ending 31<sup>st</sup> March 2017**
  - **Bank Reconciliation Year Ending 31<sup>st</sup> March 2017**
  - **Explanation of Variances Year Ending 31<sup>st</sup> March 2017**
  - **Analysis of Reserves and Ring-fenced Monies Year Ending 31<sup>st</sup> March 2017**
  - **Grants Year ending 31<sup>st</sup> March 2017**
  - **Debtors/Creditors Year Ending 31<sup>st</sup> March 2017**
  - **Asset Register Year Ending 31<sup>st</sup> March 2017 & Insurance Schedule for 2016/17**
  - **Risk Assessment Year Ending 31<sup>st</sup> March 2017**
  - **Annual Review of Effectiveness of Internal Audit Year Ending 31<sup>st</sup> March 2017**
  - **Internal Auditors Reports Year Ending 31<sup>st</sup> March 2017**
  - **Internal Controllers Report Year Ending 31<sup>st</sup> March 2017**

**AGM32/05/2017**     **PARISH COUNCILLOR TRAINING** - to inform, discuss and approve training events for Members of Council.

The Clerk indicated that to her knowledge apart from Ms. Timson and newly

appointed Mr. Scoon all councillors had attended the basic Councillor's course. As and when courses were advertised by the County Association the Clerk will forward these to members for information. It will be for the relevant member to indicate which course they would wish to attend; this is of course subject to budget constraints.

**Councillors NOTED the information provided.**

**AGM33/05/2017 NEIGHBOURHOOD PLAN**

The Chairman explained the need to appoint a Neighbourhood Plan Consultant due to the increase of successful challenges to Neighbourhood Plans recently. ENPLAN had been identified as the consultant to take Southwater Neighbourhood plan forward.

The Clerk referred to her recent email regarding further processes required to ensure a robust Neighbourhood Plan. The Clerk requires authorisation to appoint ENPLAN as a consultant to enable the plan to move forward and to the application made retrospectively to apply for a further £6k towards the Housing Needs Assessment this being applied for from Locality.

Cllr Whitear asked whether alternatives to ENPLAN had been considered. The Chairman explained that it was difficult to source companies with the relevant experience, and ENPLAN had been recommended as cost effective, efficient and experienced in the field. The Chairman explained that the Committee would be monitoring the expenditure.

The Clerk indicated that this company had been previously used by the Parish Council and had indeed been appointed by Burgess Hill Town Council to take their plan to a successful conclusion at Examination.

**It was APPROVED by all present that the Clerk should instruct ENPLAN as a consultant to take forward the Neighbourhood Plan at a cost of £70 per hour, with a view to providing the Strategic Environmental Assessment and assistance with policies required to enable a robust plan for Southwater. The Clerk would monitor costs and report back to the appropriate committee.**

**AGM34/05/2017 PERSONNEL & PENSIONS \*\***

The Clerk explained the structure remains unchanged from that agreed at the December 2016 Full Council Meeting.

The Clerk indicated that the Council are still seeking to appoint a Friday Night Playscheme Assistant, Caretaker and a further Litter Warden.

**Councillors NOTED this information.**

**AGM35/05/2017 DATE OF NEXT ANNUAL PARISH COUNCIL MEETING**

The date of the next Annual Meeting of the Council is Wednesday 30<sup>th</sup> May 2018.

Prior to the closure of the meeting, the Chairman wished to offer the condolences of the Council to all those affected by the recent events in Manchester.

**The meeting closed at 8.35pm.**