



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Southwater, West
Sussex RH13 9LA
Telephone No: 01403 733202 Fax No: 01403 732420
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10 May 2019

You are hereby SUMMONED to the Annual Meeting of Southwater Parish Council to be held in the Council Chamber, Beeson House, Lintot Square, Southwater on **Thursday 16 May 2019 at 7.30pm** when the following business will be considered and transacted.

A G E N D A

- 1. ELECTION OF COUNCIL CHAIRMAN & ACCEPTANCE OF OFFICE**
- 2. ELECTION OF VICE CHAIRMAN OF THE COUNCIL & ACCEPTANCE OF OFFICE**
- 3. TO RECEIVE ANY COUNCILLOR'S RESIGNATIONS**
- 4. TO RECEIVE MEMBER'S CODE OF CONDUCT & DISPENSATION SCHEMES**
- 5. TO RECEIVE MEMBERS' DECLARATIONS OF ACCEPTANCE OF OFFICE**

To agree any delays in acceptance, should they not be forthcoming.
- 6. CO-OPTION OF PERSONS TO THE ROLE OF PARISH COUNCILLOR**

Note - Council are recommended to co-opt the relevant number of Parish Councillors following the uncontested election held on 2nd May 2019 within 30 days of the date of the election.
- 7. GENERAL POWER OF COMPETENCE (LOCALISM ACT 2011)**

Note - To approve that the Council use for the term of office of the Council (4 years from May 2019), the General Power of Competence under the Localism Act 2011, allowing the Council the power to do anything an individual can do provided it is not prohibited by other legislation and having a fully qualified Clerk at the time of the decision.
- 8. APOLOGIES FOR ABSENCE**
- 9. DECLARATIONS OF INTEREST**
- 10. PUBLIC PARTICIPATION** – (maximum 3 minutes per person, with an overall limit of 15 minutes). All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting.
- 11. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES, EMPLOYER BODIES AND OTHER LOCAL AUTHORITIES**

Finance & General Purposes Committee (12 Members)

Leisure Centre Working Party (6 Members)

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.

Planning Committee (11 Members)

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).

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

Southwater Art Project (2 Members and Clerk)

Southwater Emergency Plan (6 Members)

Community Warden Sub-Committee (6 Members) to include the Clerk and a lead member

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES & THE REMIT OF THOSE REPRESENTATIVES ON SUCH COMMITTEES AS REPRESENTATIVES OF THE COUNCIL.

Tree Warden (2 Staff and 2 Members)

Southwater Village Surgery – Patient Participatory Group (PPG) (1 Member)

Youth Club Management Board (2 Members)

Children & Family Centre (1 Member)

District Health Committee (1 Member)

Village Hall Management Committee (2 Members)

Horsham Association of Local Councils (2 Members)

County & District Transport & Environmental Committees (1 Member)

Southwater Bus Transport Group (1 Member/The Clerk)

Age UK Horsham (1 Member)

Horsham District Rural Six Towns Forum Group (1 Member/The Clerk)

Southwater Community Partnership (4 Members)

County/District/Parish Policing and Neighbourhood Watch (1 Member/The Clerk)

West Sussex County Council Local Area Committee (2 Members)

Southwater Road Safety Partnership (2 Members)

Southwater Schools Meeting Group (2 Members/The Clerk)

Horsham District Council Community Resilience Group (The Clerk)

Southwater Country Park Forum (2 Members/The Clerk)

Horsham District Council Older Persons Forum – (1 Member/The Clerk)

13. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES.

Chairman – Finance & General Purposes Committee

Vice Chairman – Finance & General Purposes Committee

Chairman – Leisure Centre Working Party

Vice Chairman – Leisure Centre Working Party

Chairman – Emergency Plan Working Party

Vice Chairman – Emergency Plan Working Party

Chairman – Planning Committee

Vice Chairman – Planning Committee

Chairman – Pre Application Panel
Vice Chairman – Pre Application Panel

Chairman – Neighbourhood Plan Steering Group (Mr.G.Watkins)
Vice Chairman – Neighbourhood Plan Steering Group (Mr.G.Cole)

Chairman – HR Committee (Chairman of Full Council)
Vice Chairman – HR Committee (Vice Chairman of Full Council)

Chairman – Community Warden Sub-Committee
Vice Chairman – Community Warden Sub-Committee

Chairman – Emergency Plan Sub-Committee
Vice Chairman – Emergency Plan Sub-Committee

14. MINUTES

- (a)** To approve the Minutes of **The Parish Council Meeting** held on 24 April 2019, as a true and correct record of that meeting.
- (b)** To approve as a true and correct record the Minutes and recommendations of the **Finance & General Purposes Committee Meeting** held on 10th April, 2019.
- (c)** To approve as a true and correct record the Minutes and recommendations of the **Planning Committee Meeting** held on 3rd April 2019

15. ACTING CLERK

To confirm the delegated action of the Chairman and Vice-Chairman to appoint Dawn Spouge as Acting Clerk and Proper Officer until a locum or permanent Clerk is appointed.

16. INTERNAL FINANCIAL CONTROLLER

In the past the Council has appointed a councillor as an Internal Financial Controller. The current Controller is Cllr Geoff Cole. As the Council now has independent internal and external auditors it is recommended that this role is no longer required.

17. CHAIRMAN'S REPORT

18. COUNTY COUNCIL REPORT – To Receive any updates.

19. DISTRICT COUNCIL REPORT – To Receive any updates

20. DRAFT COUNCIL MEETING DATES FOR 2019/2021 - to discuss and approve the proposed schedule of meetings dates for Year 2019/2020 which have been circulated.

21. ANNUAL GOVERNANCE STATEMENT – To receive, agree and sign the Annual Governance Statement for 2018/19.

22. INTERNAL AUDITORS REPORT 2018/19 – To receive, agree and sign the Internal Auditors Report 2018/19.

23. **INTERNAL AUDITOR** – To consider and agree that Southwater Parish Council are happy to continue with the current rolling three year contract with Mark Mulberry as Internal Auditor. Currently Southwater Parish Council are in year 2 of that contract.
24. **DRAFT ANNUAL ACCOUNTS FOR YEAR ENDING 31ST MARCH 2019**
24. **PARISH COUNCILLOR TRAINING**
25. **FORMER PARISH COUNCIL OFFICES** – (Church Lane)
26. **NEW COMMUNITY BUILDING**
27. **CONFIDENTIAL BUSINESS ****
28. **DATE OF NEXT PARISH COUNCIL MEETING** – 31st July 2019

****The press and public may be excluded from discussions in relation to these items due to these being considered of a confidential, contractual or exempt nature**

IF YOU ARE INTERESTED IN BECOMING A PARISH COUNCILLOR AND REPRESENTING YOUR COMMUNITY PLEASE CONTACT THE PARISH CLERK ON 01403 733202 OR EMAIL: clerk@southwater-pc.gov.uk



**DAWN SPOUGE
ACTING CLERK**