



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Fairbank Road, Southwater,
West Sussex RH13 9LA

Telephone number: 01403 733202

Email: Clerk@Southwater-pc.gov.uk

Community Website: www.southwater-pc.gov.uk

NOTICE IS HEREBY GIVEN of the Annual Meeting of The Parish Council to be held at the Parish Council Chambers, Beeson House, 26 Lintot Square, Fairbank Road, Southwater, West Sussex RH13 9LA on **Wednesday 19th May 2021 at 7.30pm** when the following business will be considered and transacted.

ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

Live Stream will be available here: <https://www.youtube.com/channel/UCKmIN1p8vDttDHXKM0v5SVA>

A G E N D A

60. **Election of Council Chairman and Acceptance of Office**
61. **Election of Vice Chairman of the Council and acceptance of Office**
62. **Apologies for absence**
63. **Declarations of Interest**
64. **Co-option of a Councillor**
65. **Acceptance of Office**
66. **PUBLIC PARTICIPATION** –All parishioners wishing to speak, (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 by 11am on Monday 17th May 2021. This is to ensure Covid safety restrictions are adhered to in terms of space and numbers allowed. Those wishing to speak will be given priority in terms of numbers allowed. There will be a live stream link to the meeting for any persons wishing to view on-line.
67. **APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES, EMPLOYER BODIES AND OTHER LOCAL AUTHORITIES**

Finance & General Purposes Committee (12 Members)
Chairman and Vice-Chairman

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 (9 Members)
Chairman and Vice-Chairman

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).

Leisure Centre Working Party - now been disbanded due to the CIO in operation –
CIO-SPC – Project Liaison Group - 2 Council Members and 2 CIO Members. SPC to nominate the Chairman (in addition to the 2 Council members).

Neighbourhood Plan Steering Group - This Steering group has now been disbanded, and changed to **SWNP consultation group**

Southwater Art Project (2 Members and Clerk) – This group has now been disbanded.

Southwater Emergency Plan is made up of those on the Co-ordinators ROTA. These are the following:- Proper Officers of the Council, Dawn Spouge and Justin Tyler, Councillors, Watkins, Lewis and Flores-Moore.

Neighbourhood Warden Steering Group – SPC – Proper Officer Dawn Spouge, Councillors, Lewis and Moore, HDC Officers, Greg Charman and Darren Worsfold and the Southwater Neighbourhood Wardens – Dominic Woodhead and Jacquie Cave.

Southwater Youth Support Working Party – SPC – Proper Officer Dawn Spouge, Councillors, Neale, Watkins, Moore, Scoon, 2 x SYP Representatives and 1x member of the public.

68. Council Structure

To approve existing Council Representatives to the following bodies or nominate new Representatives as necessary.

- The Ghyll CIO – (2-4 members)
- Southwater Youth Project (SYP) (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)

69. Lead Councillors –Due to recent Councillor changes - To defer all further updates on this matter to the next FPC meeting 14th July 2021.

70. MINUTES

To approve the Minutes of **The Extraordinary Parish Council Meeting** held on 28th April 2021 as a true and correct record of that meeting.

71. To receive from the following Committees – approve any decisions and recommendations:-

- i. **Finance & General Purposes Committee**
- ii. **Planning Committee Meeting**

72. Chairman’s Report

73. County Council Report – To receive and consider any CCC reports and communications not covered elsewhere on this Agenda.

74. District Council Report – To receive and consider any CCC reports and communications not covered elsewhere on this Agenda.

75. Internal Auditors Report 2020/21 – To receive and approve the final internal Auditors Report for year ended 31st March 2021.

76. Internal Auditor – To consider and approve commencement of a new three-year contract with Mulberry & Co as Internal Auditor. Southwater Parish Council has completed its final year of the three-year contract.

77. **Draft Annual Accounts for year ending 31ST March 2021** – to consider and approve – these had been circulated and approved at the F&GP Committee of 28th April 2021.
78. **Annual Governance and Accountability Return (AGAR)** – To receive, approve and sign the AGAR for 2020/21
- i) **Section 1 - Annual Governance Statement 2020/21 – to approve and sign**
 - ii) **Section 2 – Accounting Statements 2020/21 – to approve and sign**
 - iii) **Notice of Public Rights** – Update from the RFO
79. **Risk Management Schedule** – to note and approve the Risk Management Schedule 2021/22
80. **Standing Orders and Finance Regulations** – To approve the update to Item 15 (a) to Standing Orders made at the extraordinary meeting of SPC on 28th April 2021.
81. **Data Protection Officer** – to appoint Justin Tyler – RFO and Officer of the Council as Data Protection Officer for SPC
82. **RFO** – To note and confirm Justin Tyler as the RFO for SPC
83. **Council Policies** – to set up a Policy Approval Panel to review all current Council Policies
84. **Calendar of Meetings** – to approve the Calendar of Meetings from May 2021 – May 2022 and delegate authority to the Proper Officers to amend the Calendar as and when necessary.
85. **Freedom of the Parish**
86. **Date of the next Parish Council Meeting – 14th July 2021**
Date of the next Annual Meeting of the Parish Council – 18th May 2022

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

DS

Dawn Spouge
Clerk to the Council
13th May 2021