



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Southwater, West
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You are hereby SUMMONED to the Annual Parish Council Meeting of the Parish Council, which will be held in the Council Chamber, Beeson House, Lintot Square, Southwater on **Wednesday 31st May 2017 at 7.30pm** when the following business will be considered and transacted.

Catherine Tobin
Clerk to the Council

A G E N D A

1. **ELECTION OF PARISH COUNCIL CHAIRMAN & ACCEPTANCE OF OFFICE.**
2. **ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL & ACCEPTANCE OF OFFICE.**
3. **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.**
4. **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.**
5. **MEMBER'S CODE OF CONDUCT** – to approve the Parish Council's Member's Code of Conduct, adopted in September 2014.
6. **TO RECEIVE MEMBERS' DECLARATIONS OF OFFICE AND UPDATED REGISTERS OF INTEREST** - to confirm that the Clerk's office has received prior to the commencement of the meeting, updated Members' Declarations of Office.
7. **TO DECIDE WHEN ANY UPDATED REGISTER OF MEMBER'S DECLARATIONS OF INTERESTS WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.**
8. **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.**
9. **MEMBER'S ALLOWANCES** – to receive information in relation to Member's Allowance as agreed in the Year 2017/18 budget.
10. **MINUTES** - to approve the Minutes of the Annual Parish Council Meeting held on 25th May 2016 as a true and correct record of that meeting.

11. **PUBLIC PARTICIPATION** - to receive and act upon if considered necessary by Council, comments made by members of the public.
12. **APOLOGIES** - to received apologies and reasons for absence from Parish Council Members.
13. **REVIEW SCHEME OF DELEGATION, APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES.**
14. **REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES/SUB-COMMITTEES AND WORKING PARTIES.**
15. **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 Concern (1 Member)
 - Horsham District Rural Towns Forum Group (1 Member/The Clerk)
 - Southwater Economic Forum (1 Member/The Clerk)
 - 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)
16. **TO APPOINT COMMITTEES, SUB-COMMITTEES & WORKING PARTY MEMBERS.**
 - **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)**
17. **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 – 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)
(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)

18. MINUTES.

- (a) To approve as a true and correct record the Minutes and recommendations of the **Finance & General Purposes Committee Meeting** held on 10th May 2017.
- (b) To approve as a true and correct record the Minutes and recommendations of the **Planning Committee Meeting** held on 3rd May 2017.

- 19. REVIEW OF STANDING ORDERS** – to review and approve Council’s Standing Orders to include the provision of summonses in an electronic form.
- 20. REVIEW OF FINANCIAL REGULATIONS** – to review and approve Council’s Financial Regulations in order to comply with Local Government Financial Regulations and Account & Audit Regulations to include for greater monetary delegation/authority to the Clerk/Responsible Financial Officer.
- 21. REVIEW OF COUNCIL’S PROCEDURES FOR HANDLING OF FREEDOM OF INFORMATION AND DATA PROTECTION ENQUIRIES** – to review the current procedures adopted by the Council and appoint an officer as Data Controller.
- 22. REVIEW OF COUNCIL POLICIES**– to review, ratify and approve all existing Council Policies and procedural arrangements eg., Council’s Complaints Procedure, Financial Regulations, Delegated Powers, Council Committee/Sub-Committee remits (see Index List).
- 23. RESPONSIBLE FINANCIAL OFFICER** – affirmation of position in relation to the Council’s Responsible Financial Officer (RFO).
- 24. INTERNAL FINANCIAL CONTROLLER** – to appoint and approve the Parish Council’s Internal Financial Controller.
- 25. INTERNAL AUDITOR** - 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.
- 26. REPORT ON THE YEAR 2016/17 BY CHAIRMAN OF THE PARISH COUNCIL** – to receive a report from the Chairman of Council in relation to the previous year’s Council’s activities as presented at the Annual Parish Meeting and advise the Clerk of matters arising from the meeting for future consideration of the Council.

27. **CORRESPONDENCE** – to read, comment and where necessary take action on letters and reports received by the Parish Council.
28. **ACCOUNTS & FINANCIAL MATTERS** - to discuss and approve the current financial position of the Council, discuss financial matters relating to same including the schedule of Direct Debits/Standing orders and contracts in place at the time of the meeting.
29. **PAYMENT SCHEDULES** – to discuss and approve the payment schedules dated 31st May 2017.
30. **DRAFT COUNCIL MEETING DATES FOR 2017/18** - to discuss and approve the proposed schedule of meetings dates for Year 2017/18.
31. **DRAFT ANNUAL ACCOUNTS YEAR ENDING 2016/17** – to discuss, consider and approve the Finance & General Purposes Committee’s Recommendation that Council approve the Draft Annual Accounts as below for Year Ending 2016/17.
 - **To consider and APPROVE, the Annual Governance Statement for 2016/17 – see attached documentation.**
 - **To consider and APPROVE, the Accounting Statements for 2016/17.**
 - **To consider and APPROVE the Annual Return documentation for 2016/17.**
 - **Notice of Appointment of Date for Exercise of Electors Rights 2016/17**
 - **Annual Return Year Ending 31st March 2017**
 - **Income and Expenditure Year Ending 31st March 2017**
 - **Bank Reconciliation Year Ending 31st March 2017**
 - **Explanation of Variances Year Ending 31st March 2017**
 - **Analysis of Reserves and Ring-fenced Monies Year Ending 31st March 2017**
 - **Grants Year Ending 31st March 2017**
 - **Debtors/Creditors Year Ending 31st March 2017**
 - **Asset Register Year Ending 31st March 2017 & Insurance Schedule**
 - **Risk Assessment Year Ending 31st March 2017**
 - **Annual Review of Effectiveness of Internal Audit Year Ending 31st March 2017**
 - **Internal Auditor Reports Year Ending 31st March 2017**
 - **Internal Controller’s Report Year Ending 31st March 2017**
32. **PARISH COUNCILLOR TRAINING** - to inform, discuss and approve training events for Members of Council.
33. **NEIGHBOURHOOD PLAN** – to discuss and receive a report from the Chairman of the Neighbourhood Plan Steering Group on the current position with regards to the Neighbourhood Plan for Southwater and appoint a Neighbourhood Plan Consultant ENPLAN and discuss the need to carry out a further Housing Needs Assessment and relevant funding available.
34. **PERSONNEL & PENSIONS **** - to inform and advise Members of Council on the current staffing structure and any HR matters to report.
35. **DATE OF NEXT ANNUAL PARISH COUNCIL MEETING** – 30th May 2018

****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**

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND AND ARE WELCOME AT MEETINGS. THE TAPING AND RECORDING OF WHICH ARE ALLOWED SUBJECT TO THE PARISH COUNCIL’S POLICY IN PLACE

IF YOU ARE INTERESTED IN BECOMING A PARISH COUNCILLOR AND REPRESENTING YOUR COMMUNITY PLEASE CONTACT THE PARISH CLERK ON 01403 733202 OR EMAIL: PARISH@SOUTHWATER.NET