



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 30th May 2018 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.**
 - 1.1 Council are recommended to nominate and approve the appointment of the Chairman of Council for Year 2018/19 having received nominations in writing or nominations on the evening.
 - 1.2 Council are recommended that the Chairman sign the appropriate Acceptance of Office documentation

2. **ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL & ACCEPTANCE OF OFFICE.**
 - 2.1 Council are recommended to nominate and approve the appointment of the Vice Chairman of Council for Year 2018/19 having received nominations in writing or nominations on the evening.
 - 2.2 Council are recommended that the Vice Chairman signs the appropriate Acceptance of Office documentation.

3. **TO APPOINT A CANDIDATE TO THE POST OF CO-OPTED PARISH COUNCILLOR FOLLOWING THE RESIGNATION OF CLLR. RACHEL O'TOOLE QUINN AND RECEIPT OF ACCEPTANCE OF THE SIGNED DECLARATION OF OFFICE AND REGISTER OF MEMBERS INTERESTS**
 - 3.1 Council are recommended to co-opt a Parish Councillor having received written representation and having met with the Clerk prior to the meeting.
 - 3.2 Council are recommended that any person co-opted to the position of Parish Councillor sign the appropriate Acceptance of Office, Code of Conduct and Register of Members' Interests prior to taking their seat at the Council.

4. **MEMBER'S CODE OF CONDUCT & DISPENSATION SCHEMES**
 - 4.1 To adopt and approve the Parish Council's Member's Code of Conduct and Dispensation Scheme, adopted in 2014.
 - 4.2 Members are recommended to adopt the Parish Council's Members' Code of Conduct and Dispensation Scheme as adopted originally in 2014; there being no material changes other than the Clerk's contact details.

5. **TO RECEIVE MEMBERS' DECLARATIONS OF OFFICE AND UPDATED REGISTERS OF INTEREST**
 - 5.1 To receive confirmation that the Clerk's office has received prior to the commencement of the meeting, each Member's updated Declaration and Register of Interests.

6. **TO DECIDE WHEN ANY UPDATED ACCEPTANCE OF OFFICE, REGISTER OF MEMBERS' DECLARATIONS OF INTERESTS WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.**
- 6.1 Members are recommended to approve a date by which any Declarations Office,, Registers or Interests. etc., should be received should Member's be absent from the meeting of 30th May.
7. **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.**
- 7.1 To receive written confirmation from Members in relation to the receipt by Councillors of correspondence by Electronic Email.
8. **MEMBER'S ALLOWANCES** – to receive information in relation to Member's Allowances and travel and subsistence as agreed in the Year 2018/19.
- 8.1 Members to Note the budget provided in relation to both Member's Allowance and Travel and Subsistence.
9. **MINUTES** - to approve the Minutes of the Annual Parish Council Meeting held on 31st May 2017 as a true and correct record of that meeting.
10. **PUBLIC PARTICIPATION** - to receive and act upon if considered necessary by Council, comments made by members of the public.
11. **APOLOGIES** - to received apologies and reasons for absence from Parish Council Members.
12. **CLLR .LAURIE APTED, PARISH COUNCILLOR**
- 12.1 To receive Cllr Laurie Apted's resignation as a Parish Councillor.
- 12.2 Members are advised that this vacancy should be duly advertised by the Clerk.
- 12.3 Members to formally thank Councillor Apted for his service which commenced in 1987 when the Council was first formed.
13. **REVIEW SCHEME OF DELEGATION**
- 13.1 Members are recommended to approve the Scheme of Delegation as agreed in April 2018.
14. **REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES/SUB-COMMITTEES AND WORKING PARTIES**
- 14.1 Members to review and approve, the terms of reference for Committees, Sub-Committees and Working Parties if necessary.
15. **APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**
- 15.1 Members to nominate and approve members to Committees, Sub-Committees and Working Parties and Employer Bodies and Other Local Authority.
- **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)**

16. 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)
- Horsham District Council Older Persons Forum – (1 Member/The Clerk)
- Horsham District Six Town Rural Forum/Partnership – (1 Member/The Clerk)

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 – 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)
(it is intended that these positions will remain unchanged throughout the duration for the consistency of delivering the Plan) (4 Members) Note: Cllr Apted no longer available to attend.

- 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 23rd May 2018.
 - (b) To approve as a true and correct record the Minutes and recommendations of the **Planning Committee Meeting** held on 2nd May 2018.
- 19. REVIEW OF STANDING ORDERS**
- 19.1** Members are required to approve the existing Council's Standing Orders.
- 20. REVIEW OF FINANCIAL REGULATIONS**
- 20.1** Members are required 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**
- 21.1** Members are required to note the current and updated in terms of General Data Protection Legislation and arrangements being put in place in order to comply.
- 22. REVIEW OF COUNCIL POLICIES**
- 22.1** Members to note the current position in relation to the revision of Council Policies and action to be taken to ensure that all policies are updated during 2018.
- 23. RESPONSIBLE FINANCIAL OFFICER**
- 23.1** Members are recommended to confirm The Clerk as the appointed Responsible Financial Officer for the forthcoming financial year 2018/19.
- 24. INTERNAL FINANCIAL CONTROLLER**
- 24.1** Members are required to appoint and approve the Parish Council's Internal Financial Controller. Cllr Geoff Cole.
- 25. INTERNAL AUDITOR**
- 25.1** Members should approve and 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 this being the second of a three year contract previously approved.
- 26. REPORT ON THE YEAR 2017/18 BY CHAIRMAN OF THE PARISH COUNCIL**
- 26.1** to receive and approve a report from the Chairman of Council in relation to the previous year's Council's activities as presented at the Annual Parish Meeting for 2017/18 and advise the Clerk of matters arising from the meeting for future consideration of the Council.
- 27. CORRESPONDENCE**
- 27.1** Members to read, comment and where necessary take action on letters and reports received by the Parish Council as previously sent.
- 28. ACCOUNTS & FINANCIAL MATTERS**
- 28.1** Members 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. DRAFT COUNCIL MEETING DATES FOR 2018/19** - to discuss and approve the proposed schedule of meetings dates for Year 2018/19.

- 30.1** The Council is recommended to approve the meeting dates for 2018/2019.
- 30. DRAFT END OF YEAR ACCOUNTS TO 31ST MARCH 2018**
- 31.1 ANNUAL INTERNAL AUDITORS REPORT 2017/18 (PART 3, PAGE 3 OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN).**
The Council is recommended to discuss, comment on the Annual Internal Audit Report for 2017/18 (Part 3, Page 3 of the Annual Governance & Accountability Return).
- 31.2 RECOMMENDATION**
The Council is recommended to approve the Annual Internal Audit Report for 2017/18 (Part 3, Page 3 of the Annual Governance & Accountability Return as recommended by the Financial & General Purposes Committee in May 2018.
- 31.3 ANNUAL GOVERNANCE STATEMENT (PART 3, PAGE 4: SECTION 1)**
The Council is recommended to discuss and comment on the Annual Governance Statement (Part 3, Page 4: Section 1) of the Annual Governance & Accountability Return.
- 31.4 RECOMMENDATION**
The Council is recommended to approve the Annual Governance Statement (Part 3, Page 4: Section 1) of the Annual Governance & Accountability Return as recommended by the Financial & General Purpose Committee in May 2018.
- 31.5 THE ACCOUNTING STATEMENTS (PART 3, PAGE 5: SECTION 2)**
The Council is recommended to discuss and comment on The Accounting Statements (Part 3, Page 5; Section 2 of the Annual Governance & Accountability Return, Bank Reconciliation, Debtors and Creditors, Variances, Reserves (General and Ring-fenced).
- 31.6 RECOMMENDATION**
The Council is recommended to approved The Accounting Statements (Part 3, Page 5: Section 2 of the Annual Governance & Accountability Return, Bank Reconciliation, Debtors and Creditors, Variances, Reserves (General and Ring-fenced as recommended by the Finance & General Purposes Committee in May 2018.
- 31.7 DATE TO BE SET FOR THE COMMENCEMENT OF THE ELECTORS' RIGHTS**
- 31.8 RECOMMENDATION**
The Council notes the date set by the Responsible Financial Officer for the Commencement of the Electors' Rights this being the 4th June 2018 ending on 13th July 2018.
- 31. PARISH COUNCILLOR TRAINING**
- 32.1** Members to discuss and approve training events for Members of Council.
- 32. EASTEDS BARN ****
- 33.1** Members to approve the Confidential Report** and recommendation within to proceed with the proposed lease to a third party, terms and discussions to be fully discussed and agreed between with the Council's Clerk, legal representatives and the proposed client on the basis of the report received.
- 33. SOUTHWATER LEISURE CENTRE****
- 34.1** Members to receive a Confidential Report** and recommendations within to proceed with the proposed changes in the management and development of Southwater Leisure Centre to provide a facility 'fit for the future' of Southwater's community.
- 34.2** Members to approve the Confidential Report and actions in relation to proposed changes in the management and development of Southwater Leisure Centre to ensure that the facility is 'fit for the future' of Southwater's community.

34. PERSONNEL & PENSIONS **

34.1 Members to receive an update verbal report on the current staffing structure and any HR matters to report.

35. DATE OF NEXT ANNUAL PARISH COUNCIL MEETING – to be advised due to Elections in 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**

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: CATHERINE.TOBIN@SOUTHWATER-PC.GOV.UK