



## ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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**You are hereby summoned to the Aldingbourne Parish Council Annual Full Council meeting to be held on Tuesday 7 May 2024 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

### AGENDA

1. Election of Chair of the Parish Council (Chair to sign Acceptance of Office Form)
  
2. Election of Vice-Chair of the Parish Council
  
3. To note any resignations from the Parish Council
  
4. To agree representation on committees/working groups and external bodies
  
5. Election of Chairs of committees of the Parish Council
  - Planning Committee
  - Finance Committee
  - Governance & Staffing Committee
  - Street Scene Committee
  
6. To agree Terms of Reference for each committee
  
7. Apologies for absence
  
8. Declarations of Interest

Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this agenda in which they may have an interest.

9. Public Participation

The Public Forum will last for a period of up to 15 minutes during which members of the public may ask, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.

10. Approval of Minutes of Previous Full Council Meeting 2 April 2024 (attached)

11. Matters arising from the previous meeting – see update on Action items listing 2 April 2024 (attached)

- Flashing Traffic Speed Indicators – Clerk to provide update.
- Parish Booklet – copy to follow.
- Limmer Pond – Cllr Ramshaw to provide update.
- Meeting with Ormiston Six Villages Academy & St Philip Howard School regarding leisure facilities – Cllr Jarman to report back on meetings.

A list of outstanding items is listed in the updated action items listing.

12. Chair's Actions

- Annual Parish Assembly Wednesday 22.05.24 – to agree final format.
- Tree work as a health & safety issue at the playground at the ACSC.

13. To note the Planning Committee minutes for meeting held on 9 April 2024 - previously circulated)

14. To note the Finance Committee minutes for meeting held on 16 April 2024 – (copy attached)

To note that recommendations from this committee are listed under the Finance section of this agenda.

15. Aldingbourne Community Sports Centre

To receive an update on the ACSC from the Trustees/APC representative.

16. County and District Councillor Reports/PCSO Report:-

- a) To receive a report from the County Councillor
- b) To receive a report from District Councillor(s)
- c) To receive a report from the PCSO

17. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-

- a) Arun District Association of Local Councils (ADALC) – Meeting held 09.04.24 postponed.
- b) APC/ACSC Development Working Party - to note next meeting 13.06.24.
- c) West Sussex Association of Local Councils (WSALC) – Clerk & Chair’s Forums held April 24.
- d) Elected Representatives Forum (ERF) – nothing to report.
- e) Media & Communication Working Party
  - I. Social Media – to note Facebook report March 2024 – circulated 22.04.24 and Google Search Performance for March 24 – circulated 04.04.24.
  - II. Update on new logo design – Cllr Harbord
  - III. To discuss possibility of a Horizon-scanning group – Cllr Jarman to advise.
  - IV. To discuss arrangements for a website refresh with processmatters2.

#### 18. Correspondence/Consultations

##### **To note the receipt of the any correspondence.**

- The Rural Services Network – circulated 23.04.24, 04.04.24, 09.04.24, & 16.04.24.
- WSCC Communities, Highways Transport & Planning Major Projects Special – circulated 28.03.24 and to note response sent to Joy Dennis from Cllr Rickard on Bus Services Improvement Plan update.
- WSCC Residents’ eNewsletter – circulated 22.04.24 and put on website and social media platforms.
- Rural Services Network April 24 – circulated 04.04.24.
- Andrew Griffith MP – Working for you in Westminster Easter 24 newsletter – circulated 07.04.24.
- ADC Community Wardens – Reporting Crime new campaign on behalf of Safer Arun Partnership – circulated 02.04.24 and put on website and social media platforms.
- ADC Community Wardens – Understanding Drug Use and Harm – circulated 23.04.24 and put on website and social media platforms.
- NALC Chief Executive’s Bulletin – circulated 28.03.24 & 04.04.24.
- NALC Events – circulated 23.04.24.
- WSALC Met Police Video aimed at keeping councillors safe – circulated 23.04.24.
- WSALC Training event, communicating through traditional and social media – circulated 25.04.24, Cllrs Jarman & Rickard to participate.

#### 19. Finance & Personnel

- a. Payments – please see attached payment list for April 24.
- b. To note that the parish council no longer meets the criteria for the General Power of Competence.
- c. To agree the recommendations of the Finance Committee meeting 16.04.24.
  - I. To approve a Grant Application £1k (copy attached).
  - II. To agree the draft Asset Register for 2024/2025 (copy attached).
  - III. To agree the review of the annual insurance for 2024/2025 (copy attached).
- d. To note the end of year financial position for 2023/2024 – copy of budget monitoring report attached.
- e. To agree the Final Budget Plan for 2024/2025 - copy attached.
- f. To approve upgrading the current RBS Finance Module to Income & Expenditure – cost £599 and includes training on the new aspects of the module following changes to the classification of the parish council and its income and expenditure thresholds.

- g. To receive and approve Annual Governance and Accountability Return 2023/2024 ahead of submission – copy attached.
  - 1. To note and consider the Final Internal Audit Report for 2023/2024 dated 22.04.24– copy attached.
  - 2. To agree and sign Section 1 – Annual Governance Statement (AGAR page 4)
  - 3. To agree and sign Section 2 – Accounting Statement (AGAR page 5)
  - 4. To note the dates for the Exercise of Public Rights
- h. To approve the costs associated with the installation of 4 benches throughout the parish as agreed by the Street Scene Committee and approved as a project under CIL funding £3,200 (quote received from Smart Exteriors).

## 20. Policies & Council Documents

- i. To approve the Members Code of Conduct 2021 policy – no changes.
- ii. To approve the Model Financial Regulations Policy 2024/2025 – slight changes to the procurement section 11 as per NALC LTN 87 Notice which changes the contract amounts from £25k to £30k.
- iii. To approve the Scheme of Members’ Allowances policy – updated allowance figure only.
- iv. To approve Standing Orders for 2024/2025 – no changes.
- v. To approve Scheme of Delegation – changes include the additional of the Street Scene Committee under the Scheme and to note minor changes because of reviewing the terms of reference.
- vi. To approve Data Protection policy – no changes.
- vii. To approve Data Retention Policy - no changes.
- viii. To approve Equal Opportunities Policy – Equality Act 2010 - no changes.
- ix. To approve IT Security policies for councillors and staff – no changes.
- x. To approve the Grant Application Policy 2024/2025 (references to the General Power of Competence removed under point 7).
- xi. To approve the Finance & Investment Strategy Policy 2024/2025 – changes made to update the amounts in the bank accounts and to acknowledge that a review of investments needs to take place this financial year.
- xii. To approve the Complaints Procedure Policy – no changes.
- xiii. To approve the Freedom of Information and Access request Policy - no changes.
- xiv. To approve the FOI Publication Scheme - no changes.
- xv. To approve the Privacy Notices for Staff & Councillors - no changes.
- xvi. To approve the Civility & Respect Councillor/Officer Protocol Policy.
- xvii. To approve the Allotment Policy – no changes.

21. Any other business for information: – Items for inclusion on the next agenda.

22. Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.

23. To note the next Full Council meeting will be held on 4 June 2024 – and will be followed by a meeting of the Governance & Staffing Committee.