



WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham
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To All Westhampnett Parish Councillors: Cllr W P Harding (Chairman), Cllr H Horne (Vice-Chairman), Cllr S Burborough, Cllr J Freeman, Cllr S James, Cllr C McLeish, Cllr R Morgan.

I hereby give notice that a Meeting of Full Council will be held at The March C of E School, Claypit Lane, Westhampnett on Monday 17th June 2019 at 7pm and you are hereby summoned to attend such meeting.

Members of the Press and Public are entitled to attend the meeting and are encouraged to do so.

Yours sincerely,

Mrs Linda F Lanham, Clerk to the Council

AGENDA

1	<u>OPEN THE MEETING & TAKE APOLOGIES FOR ABSENCE</u>	<u>WPH</u>
2	<u>DISCLOSURE OF INTERESTS:</u> To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with Localism Act 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.	<u>WPH</u>
3	<u>CONFIRM MINUTES OF THE LAST MEETING</u> held on 13 th May 2019	<u>WPH</u>
4	<u>MATTERS ARISING:</u> To deal with any matters arising from the Minutes of the last meeting.	<u>WPH</u>
5	<u>MAY 2019 ELECTION – RESOLUTION REGARDING 2 VACANCIES TO BE CO-OPTED, OR LEAVE AS VACANCIES?</u>	<u>WPH</u>
6	<u>REPORTS FROM EXTERNAL BODIES:</u> including District and County Councillors and local organisations	
7	<u>MEMBERS' REPORTS:</u> To receive reports from Members where not covered in agenda below.	<u>ALL</u>
8	<u>UPDATE ON REQUESTS RECEIVED BY PARISH CLERK, INCLUDING LITTER BINS</u>	<u>LFL</u>
9	<u>PLANNING MATTERS:</u> To receive a report on recent planning applications	<u>SB</u>
10	<u>NEIGHBOURHOOD PLAN UPDATE / LOCAL PLAN UPDATE TO 2035:</u> Update on NP costs	<u>LFL</u>
11	<u>NHB UPDATE & NHB 2019 APPLICATION:</u> Deadline 29th July 2019 Councillors to agree / prioritise items for inclusion, and form a plan for the completion / submission of the application.	<u>ALL</u>
12	<u>COMMUNITY HALL:</u> 1. To receive an update on General progress and Activities planned. 2. To receive a document outlining the suggested Hours of Hire, Charges per Hour/session/half day/day, Local Resident Rate/ Non Resident Rate, type of event not allowed etc for discussion and agreement at this PC meeting, or agreement at the next PC Meeting. 3. Any other items	<u>HH</u>
13	<u>VILLAGE GREEN:</u> 1. To receive a report from the Parish Clerk on lighting, condition of grass / surface, trees and dog sign. 2. <u>RESOLUTION</u> needed regarding Non Parish Council signage on the entire Village Green land.	<u>LFL</u> <u>WPH</u>
14	<u>COUNCIL MUST VOTE ON CANDIDATES FOR SDNPA:</u> Ballot paper including Cllr Freeman's name has been received	<u>ALL</u>
15	<u>INSURANCE RENEWAL:</u> The Parish Clerk discussed the renewal in depth with PC brokers Came and Co, and ensured that the current assets are fully covered, and key person cover is sufficient should she be incapacitated. The Community Hall building will need to be added to the Policy when it is handed over from the contractors to the Parish Council and an additional fee will be payable at that time. <u>RESOLUTION:</u> To ratify the decision to accept the revised Hiscox quotation from Came & Co at £990.49 (or £943.47 if 3 year LTA is accepted). This Resolution to be agreed as one or other option before voting.	<u>ALL</u>
16	<u>SPEEDWATCH:</u> Update from the Parish Clerk	<u>LFL</u>
17	<u>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA</u>	<u>ALL</u>

18	<p><u>PARISH FINANCIAL MATTERS:</u></p> <p>The statutory deadline for return of the annual audit forms to the external auditor is 15th July 2019.</p> <ol style="list-style-type: none"> 1. <u>INTERNAL AUDIT 2018-2019:</u> The Internal Auditor's report is attached. Council should consider its recommendations and approve a plan to complete any actions identified, if needed. 2. <u>ANNUAL GOVERNANCE STATEMENT:</u> The Annual Governance Statement is attached. Council must approve this statement before it is submitted. <u>RECOMMENDED:</u> That the Annual Governance Statement for year ended 31st March 2019 is approved. 3. <u>ANNUAL RETURN – ACCOUNTING STATEMENTS:</u> The Annual Return Accounting Statements is attached. Council must approve this statement before it is submitted. <u>RECOMMENDED:</u> That the Annual Return Accounting Statements for year ended 31st March 2019 is approved. 4. <u>APPROVE INTERNAL AUDITOR FOR 2019/20 AUDIT:</u> Alternative quotes have been obtained for local auditors Rachel Hall and Ellie O'Flanagan as well as the current Internal Auditor based in Swindon. <u>RECOMMENDED:</u> That Auditing Solutions Ltd continue to act as Internal Auditors for this financial year ending 31st March 2020. 5. <u>REVIEW FIRST DRAFT OF FORMAL INVESTMENT STRATEGY DOCUMENT:</u> Council must adopt a Formal Investment Policy as funds of over £100k are now being held long term, and need to be invested. 6. <u>TO APPROVE THIS FY ACCOUNTS FROM 1st APRIL 2019 TO 31ST MAY 2019</u> 	<u>LFL/ALL</u>
19	<u>CORRESPONDENCE, INCLUDING NOTICES & LEAFLETS</u>	<u>LFL</u>
20	<u>DEALING WITH LOCAL ISSUES</u>	
21	<u>QUESTIONS BY THE PUBLIC:</u> Any resident of the area covered by the Council and present at the meeting may ask questions relating to the business of the Council.	
22	<u>DATE OF NEXT FULL PARISH COUNCIL MEETING: 8th JULY 2019</u>	<u>LFL</u>
23	<u>CLOSE MEETING</u>	<u>WPH</u>

END OF AGENDA