**BARNHAM AND EASTERGATE ANNUAL PARISH COUNCIL MEETING**

**HELD ON TUESDAY 23RD MAY 2023 AT EASTERGATE VILLAGE HALL**

**Present: Chris Allington (Chair): Phil Cramp: Andrew Crawford: Simon Parkin: David Phillips: John Robinson: Sue Wallsgrove: Chris Wells:**

**1. Election of Chair for 2023-24**

Chris Allington had indicated a willingness to continue as Chair and with no other nominations forthcoming David Phillips proposed and Phil Cramp seconded his appointment to the role. All Councillors present unanimously agreed to the proposal and he was duly elected Chair for the year 2023-24 and signed his Declaration of Office.

**2. Election of Vice-Chair for 2023-24**

David Phillips was proposed by Sue Wallsgrove and seconded by Chris Wells to undertake the role of Vice-Chair. All Councillors present unanimously agreed to the proposal and he was duly elected Vice-Chair for the year 2023-24

**3. Apologies for absence**

Heather Kilroy: Penny Wycherley

**4. Declarations of Office following the Elections**

The Council **noted** the receipt of signed Declarations of Office following the elections including those absent from the meeting.

**5. Dispensation Forms**

The Council **approved** the completion and signing of Dispensation Forms for all Councillors. The forms enable Councillors to approve the budget and precept for the Council despite being interested residents of the Parish.

**6. Declarations of Interest**

Members are reminded to make any declarations of person and/or pecunicary interests that they may have in relation to items on the agenda or at any time during the meeting should the need arise.

**7. Minutes of the Parish Council Meeting held on 14th March 2023**

**Resolved:**

**That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 14thMarch 2023 be approved as an accurate record of the meeting and be signed by the Chair of the Council.**

**8. Financial Matters**

**8.1** The Clerk had circulated a financial summary of the Council since the 1st April and a list of payments made since the last meeting held in March. The Council **noted** receipt of both documents and raised no matters of concern.

**8.2** The Chair raised an urgent matter in relation to the funding of the Barnham Community Hall and Eastergate Village Hall projects which the Council had previously agreed to support with £82k of CIL funding in the current financial year.

The Chair was pleased to announce that, subject to certain conditions being met, the Barnham and Eastergate Community Trust had been successful in a bid to the Biffa Award Scheme for funding towards the Eastergate Village Hall porch extension project. As a result of the offer received the Chair required the Council to approve the following recommendations:

1. That the Clerk be asked to reserve £28.3k of CIL funds for EVH against the January 2023 approval of £82k;

2. That the Clerk reserve the balance of the £82k of CIL funds for the BCH project

3. That the Clerk sends the Contributing Third Party (CTP) payment of £6,175 when requested by Biffa.

**Resolved:**

**1. That the Clerk reserve £28.3 k of CIL funds for the EVH porch project**

**2. That the Clerk reserve the balance of £53.7k of the approved £82k for the BCH project**

**3. That the Clerk send the CTP payment of £6,175 to Biffa when requested.**

**9. Annual Return for the year ended 31st March 2023**

The Clerk had circulated the completed Annual Governance Return and circulated the document, together with the Internal Audit Report undertaken by RS Hall & Co and asked the Council to approve the following recommendations:

**9.1 Approval of Internal Auditor Report**

**9.2 Approval of the Annual Governance Statement for 2022/2023**

**9.3 Approval of the Accounting Statement for 2022/23**

**9.4 Approval of the publication and submission of the Annual Return to the External Auditor.**

**Resolved**

1. **The Council approve the content on the Internal Audit Report prepared by R S Hall & Co**
2. **That the Clerk and Chair sign the Annual Governance Statement for 2022/23**
3. **That the Chair sign the Accounting Statement for 2022/23**
4. **That the Clerk publish the Notice of Public Rights to inspect the Accounts and submit the required documentation to the External Auditor**

**10. Approval to the adoption of Standing Orders, Financial Regulations and all other key policy and operational documents of the Council**

The Clerk informed the Council that she had reviewed and amended, where necessary, the Policy documents of the Council and shared them with all newly elected Councillors. The Clerk sought approval to publishing all relevant documents on the Council’s website.

**Resolved:**

**That the Council approve the publication of all relevant documents on the Council’s website.**

**11. Appointments of Members to the Council’s existing Committees, Working Groups etc.**

The Council **approved** the following appointments:

**11.1** That Sue Wallsgrove; Phil Cramp; Heather Kilroy, John Robinson and Chris Wells be appointed to the Planning & Environment Committeeand that Sue Wallsgrove be appointed Chair of the Committee.

**11.2** That Chris Allington and Sue Wallsgrove be appointed to the Staff Management Panel.

**11.3** That Chris Allington, Sue Wallsgrove, Andrew Crawford, David Phillips and Penny Wycherley be appointed to the Finance Sub-Committee.

**11.4** That Andrew Crawford, Simon Parking and Penny Wycherley be appointed to the People, Places, Spaces Working Party.

**11.5** That Phil Cramp, Heather Kilroy, David Phillips and Penny Wycherley be appointed to the Community Resilience Team.

**12 Appointment of Representatives to Outside Bodes and Interest Groups**

The Council **approved** the following appointments to Outside Bodies:

**12.1** Barnham, Eastergate Westergate Advisory Group (BEWAG) – Chris Allington

**12.2** Arun District Association of Local Councils (ADALC) – Sue Wallsgrove

**12.3** Barnham & Eastergate Community Trust (BECT) – Heather Kilroy

**12.4** Aldingbourne, Barnham, Eastergate Community Land Trust (ABECLT) **–**  no appointment made

**13. Date of Next Meeting**

**The next meeting of the Council will take place on Tuesday 11th July 2023 at 7.30 p.m. at Barnham Community Hall.**

**The Meeting Closed at 6.59 p.m.**

**Signed by: ………………………………………………………………………………….**

**Chair, Barnham and Eastergate Parish Council**