

## **BARNHAM AND EASTERGATE PARISH COUNCIL**

Parish office, Barnham Community Hall, Murrell's Field, Yapton Road,  
Barnham, West Sussex PO22 0AY

Parish Clerk: Mrs Alison Crabb Tel: Mobile 07565 052617

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Members of **Barnham and Eastergate Parish Council** are summoned to the First Annual Meeting of the Parish Council on **Tuesday 14<sup>th</sup> May** at **7.30 p.m.** in **Barnham Community Hall**.

Alison Crabb

**Parish Clerk**

**There will be no public session at the Annual Parish Council Meeting this will only take place at ordinary meetings of the Council.**

### **AGENDA**

- 1. Election of Parish Council Chairman and signing of Declaration of Office**
- 2. Election of Vice-Chairman of Parish Council**
- 3. To note receipt of signed Declaration of Office for all Members of the Council**
- 4. Dispensation Forms**  
To approve the completion of Dispensation Forms to enable all Councillors to approve the Council's precepts and budgets over the next 4 years
- 5. To consider Co-option of Councillors to the Council**  
Following an election where a Council has not returned sufficient Councillors they may co-opt Councillors within 35 days of the date of the election without advertisement of the vacancies. This Council had two vacancies following the election.
- 6. Apologies for absence**
- 7. Declarations of interest**  
Members are reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda.

**8. To approve the organisation of the new Council including Committees**

During the merger process of the new Council a Shadow Council was established and the meetings of that Council the following was agreed and now requires formal approval by the new Council:

Full Council – to meet initially on the first Tuesday of the month at Barnham Community Hall at 7.30 p.m.

Planning & Environment Committee – to meet on a Tuesday at 7 p.m. in the Committee Room at Eastergate Hall at approximately six weekly intervals. This Committee will have the powers to establish Working Groups and will initially establish a Neighbourhood Plan Review Group.

As the Sole Trustee of the Eastergate War Memorial Hall Trust a Management Committee will need to be established.

**9. Approval of Calendar of Meetings for 2019/20**

**10. Approval of Policy Documents as follows:**

**Standing Orders**  
**Financial Regulations**  
**Internal Statement of financial control**  
**IT security incident policy**  
**Data Protection Policy & DPO Officer**  
**FOI Policy**  
**Code of Conduct**  
**Risk Register**  
**Complaints Procedure**

**11. Approval of Terms of Reference for Planning & Environment Committee and appointment of Members to serve on the Committee**

**12. Approval of Terms of Reference for Hall Management Committee and appointment of Members to serve on the Committee**

**13. Appointment of Representatives to other Outside Bodies and Interest Groups**

- a. JWAAC**
- b. BEWAG**
- c. BCT – Board of Trustees**
- d. Councillor to be responsible for financial affairs to work with the Clerk**

**14. Planning Applications**

To consider responses to new applications, appeal notifications, enforcement notices notified to the Council by Arun District Council as Planning Authority. This will in future be the responsibility of the Planning & Environment Committee, but there are urgent applications that require consideration to meet deadlines that are due before the first timetabled meeting of that Committee.

**15. Finance**

**To confirm the Precept for the new Council at £108,158  
To confirm the Budget for 2019/20**

**The Clerk will report update on other financial matters**

**16. To approve a Members Allowance Scheme**

**17. Approval of Temporary Logo for new Council**

**18. Annual Parish Meeting**

**To confirm the date of the Annual Parish Meeting as Tuesday 28<sup>th</sup> May 2019 at 6 p.m. for refreshments with the meeting starting at 6.30 p.m.**

Potential agenda items:

Presentation by CLT

Presentation on Strategy for the new Council prior to its approval at June Meeting

Introduction by each Member of the Council to the audience

Introduction County Councillor and District Councillors together with any updates on any key issues

Opportunity for any user groups to make presentations or for any members of the electorate to bring forward issues.

**19. Induction Event for Councillors and Training requirements**

To identify a date for an informal induction event for the Council to discuss various key issues and ensure all Members are informed of the latest position on those key issues. The event will also enable training/briefing needs to be identified, which can be supplied through the Sussex and Surrey Association of Local Councils (SSALC).

**20. Date of Next Parish Council meeting**

The next meeting of the Parish Council will take place on Tuesday 4<sup>th</sup> June at 7.30 p.m. at Barnham Community Hall.