HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Dear Councillor,

Council Members are summoned to attend the **ANNUAL Meeting of the Council** to be held on **Thursday 26 May 2022** at **7.30pm** in the **Court Bushes Function Room**. Members of the public have a right to and are invited to attend the meeting.

Sarah Groom, Clerk to the Council Friday 20 May 2022

AGENDA

N.B. The present Chairman of Council will be Chairman of the Meeting until the conclusion of item 1.

1. **To elect the Chairman of the Council for the ensuing year and receive the Chairman's Declaration of Acceptance of Office as Chairman of the Council.**

2. **To receive and accept apologies for absence.**

3. **To receive and record declarations of interest.**

4. **To elect the Vice-Chairman of the Council for the ensuing year and receive the Vice-Chairman's Declaration of Acceptance of Office as Vice-Chairman of the Council.**

5. **To consider the Terms of Reference, responsibilities and accountabilities of each Committee, Panel, and Working Group and to consider dissolving the Advisory Groups.**

6. **To elect Councillors to serve upon the Council's Committees, Panels and Working Groups and to elect Chairs of each.**

7. **To appoint Council representatives to outside bodies for 2022/23 and note the representatives assigned to informal groups.**

8. **To review and adopt the Members' Code of Conduct**.

9. **To determine the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council**.

10. **To receive and accept the Minutes of the Meeting of the Council held on 28 April 2022.**

11. **To receive the minutes and where appropriate, consider the recommendations of the following Committees and Panel.**

11.1 Planning & Environment Committee (5 May 2022) No recommendations for Council.

11.2 Finance & Governance Committee (19 May 2022) All recommendations are listed on the main agenda.

RECOMMENDATION: The Council RESOLVES to agree and adopt the minutes of the following Committees and Panel:

- **i. Planning & Environment Committee (5 May 2022)**
- **ii. Finance & Governance Committee (19 May 2022).**

12. **Income and Expenditure for Year Ending 31 March 2022:** To consider and agree the final Income and Expenditure figures for Year Ending 31 March 2022.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Income and Expenditure for Year Ending 31 March 2022.

13. Asset Register at 31 March 2022: The Council is asked to consider and agree the revised asset register dated 31 March 2022 and note the new draft policy to accompany the register.

RECOMMENDATION: The Council RESOLVES to agree and adopt the revised Asset Register dated 31 March 2022 and note the new draft policy to accompany the register.

14. Internal Controls: The Council is asked to consider and agree the Internal Controls including the findings for action.

15. Internal Audit Report Letter dated 4 May 2022: The Council is asked to consider and agree the Internal Audit Report Letter dated 4 May 2022 from Mulberry & Co. including the audit findings for action.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Internal Audit Report dated 4 May 2022, noting the requirement to i) continue to carefully manage the reserves; and ii) income and expenditure must be shown gross in the accounts.

16. To consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2022: The Council is asked to consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2022 ensuring it accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 as follows:

16.1 To note the signed Annual Internal Audit Report 2021/2022.

RECOMMENDATION: The Council RESOLVES to note the signed Annual Internal Audit Report 2021/2022.

16.2 To adopt Section 1: The Annual Governance Statement 2021/22.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Section 1: Annual Governance Statement 2021/22.

16.3 To adopt Section 2: The Accounting Statement 2021/2022.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Section 2: Accounting Statement 2021/2022.

16.4 To agree the period of the publics' right of inspection will be 6 June 2022 to 15 July 2022 (the Regulations require the period to include 30 workings days and the first ten working days of July).

RECOMMENDATION: The Council RESOLVES to agree and adopt the period of public inspection of the accounts as 6 June 2022 to 15 July 2022.

17. To review and adopt the Parish Council's Standing Orders.

18. To review and adopt the Parish Council's Financial Regulations.

19. To review and adopt the Parish Council's Delegations to the Clerk.

20. To confirm the arrangements for insurance cover in respect of all insurable risks.

21. To review and agree the Parish Council's direct debits.

22. To review and agree the Parish Council's subscriptions.

23. To review and adopt the Parish Council's complaints procedure.

24. To review and adopt the Parish Council's policies, procedures and practices in respect of its obligations under freedom of information legislation.

25. To review and adopt the Parish Council's policies, procedures and practices in respect of its obligations under data protection legislation.

26. To review and adopt the Parish Council's Media and Communications Policy.

27. To review and adopt the Parish Council's employment policies and procedures.

28. To review and adopt the Health and Safety Policy.

29. To review and adopt the Safeguarding Policy.

30. To review and adopt the a) Risk Policy Statement, Risk Management Strategy and Risk Register, and b) the Emergency Plan and c) the Business Continuity Plan.

31. Container Storage at Court Bushes: To consider a briefing note outlining a request from St Lawrence Fair to site a 20 foot shipping container on the car park at Court Bushes.

32. Applications for Events: To consider requests for the use of outside spaces for events. Each applicant will complete the booking form and comply with the relevant requirements:

32.1 South Avenue Recreation Ground for the St Lawrence Fair from 30 June to 4 July 2022.
32.2 South Avenue Recreation Ground for a BBQ Birthday Party on 16 July 2022 from 1-6pm for 20 people.
32.3 South Avenue Recreation Ground for a wedding celebration ceremony on 3 September 2022 at 2pm for 20 minutes with approx. 50 guests.

33. To consider whether to adjourn the Meeting in accordance with Standing Orders to receive questions from members of the public in attendance.

34. To receive written reports from Representatives of other Authorities:

34.1 Mid Sussex District Council (MSDC)
34.2 West Sussex County Council (WSCC)
34.3 West Sussex Association of Local Councils (WSALC)
34.3 Mid Sussex Association of Local Councils (MSALC)

35. The Council is asked to note any information items, correspondence received or requests.

35.1 To note the publication of the Mid Sussex District Council report for their Customer Services Scrutiny Committee on 25 May 2022, on the draft recommendations for the Community Governance Review, to be discussed in full at the Parish Council meeting on 30 June 2022.

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request at the Parish Office.