



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Dear Councillor,

Council Members are summoned to attend the **ANNUAL Meeting of the Council** to be held on **Thursday 23 May 2024 at 7.30pm** in the **Village Centre Conference Room**. Members of the public have a right to and are invited to attend the meeting.

Sarah Groom, Clerk to the Council

Friday 17 May 2024

AGENDA

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

1. **Election of Chairman:** 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. **Apologies for absence:** To receive and accept apologies for absence.
3. **Declarations of interest:** To receive and record declarations of interest.
4. **Election of Vice-Chairman:** 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. **Committee Structure & Responsibilities:** To consider and agree the terms of reference, responsibilities and accountabilities of each Committee and Working Group.
6. **Committee Membership:** To elect Councillors to serve upon the Council's Committees and Working Groups and to elect Chairs of each.
7. **Council Representatives:** To appoint Council representatives to outside bodies for 2024/25 and note the representatives assigned to informal groups.
8. **Meeting Diary:** To determine the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.
9. **Standing Orders:** To review and adopt the Parish Council's Standing Orders.
10. **Financial Regulations:** To review and adopt the Parish Council's Financial Regulations.
11. **Code of Conduct:** To review and adopt the Members' Code of Conduct.
12. **Delegations to the Clerk:** To review and adopt the Parish Council's Delegations to the Clerk.
13. **Previous Minutes:** To receive and accept the Minutes of the Meeting of the Council held on 25 April 2024.
14. **Committee Minutes:** To receive and where appropriate, consider the recommendations of the:
 - i. Highways, Cycleways and Footpaths Joint Council Working Group (29 April 2024).

- ii. Planning Committee (29 April 2024). There were no recommendations for Council.
- iii. Finance, Governance & Estates Committee (16 May 2024). There were two recommendations for Council, set out on the main agenda under 17 (Internal Audit Report) and 19 (Insurance).

RECOMMENDATION: The Council RESOLVES to receive the minutes of the following Committee:

- i. Highways, Cycleways and Footpaths Joint Council Working Group (29 April 2024)
- ii. Planning Committee (29 April 2024)
- iii. Finance, Governance & Estates Committee (16 May 2024)

15. Income and Expenditure for Year Ending 31 March 2024: To approve the final Income and Expenditure figures for Year Ending 31 March 2024.

16. Fixed Asset Register 31 March 2024: To approve the asset register dated 31 March 2024.

17. Internal Audit Report Letter dated 1 May 2024: To note the Internal Audit Report Letter dated 1 May 2024 from Mulberry & Co.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Internal Audit Report dated 1 May 2024, noting that there are no recommendations.

18. To consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2024: To consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2024 ensuring it accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 as follows:

18.1 To note the signed Annual Internal Audit Report 2023/2024.

RECOMMENDATION: The Council RESOLVES to note the signed Annual Internal Audit Report 2023/2024.

18.2 To adopt Section 1: The Annual Governance Statement 2023/24.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Section 1: Annual Governance Statement 2023/24.

18.3 To adopt Section 2: The Accounting Statement 2023/2024.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Section 2: Accounting Statement 2023/2024.

18.4 To agree the period of the public's right of inspection will be 3 June to 12 July 2024 (the Regulations require the period to include 30 working 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 3 June to 12 July 2024.

19. Insurance: To consider and agree the arrangements for insurance cover in respect of all insurable risks.

20. Direct Debits: To review and agree the Parish Council's direct debits.

21. Subscriptions: To review and agree the Parish Council's subscriptions.

22. Complaints Procedure: To review and adopt the Parish Council's complaints procedure.

23. Freedom of Information: To review and adopt the Parish Council's policies, procedures and practices in respect of its obligations under Freedom of Information legislation.

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

25. Media & Communications Policy: To review and adopt the Parish Council's Media & Communications Policy.

26. **Employment Policies:** To review and adopt the Parish Council's employment policies and procedures.
27. **Health and Safety Policy:** To review and adopt the Health and Safety Policy.
28. **Safeguarding Policy:** To review and adopt the Safeguarding Policy.
29. **Risk Management:** To review and adopt the a) Risk Management Strategy including the Risk Management Policy Statement, b) the Risk Register, c) the Emergency Plan and d) the Business Continuity Plan.
30. **St Lawrence Fair:** To consider and agree the application for the use of South Avenue Recreation Ground by St Lawrence Fair and Harris Fun Fair from 1 July to 8 July 2024.
31. **Methodist Church:** To consider making a written request to be treated as a potential bidder for the Methodist Church at 42 Cuckfield Road. On 1 May 2024 Mid Sussex District Council informed the Parish Council that the Methodist Church had confirmed their intention to sell their site. As the nominee to have the venue placed on the Register of Assets of Community Value, the Parish Council has a period of six weeks from the date the owner notified MSDC of their intention to sell to make the request (i.e. 12 June 2024).
32. **Hurstpierpoint High Street Traders Survey:** To consider the revised survey for High Street Traders to improve the understanding of the issues that the businesses face and how the Parish Council and other public agencies might support them to ensure a thriving High Street.
33. **Adjournment for Questions from the Public:** To consider whether to adjourn the Meeting in accordance with Standing Orders to receive questions from members of the public in attendance.
34. **Reports from Other Authorities:** To receive reports from representatives of other authorities:
 - 34.1 Mid Sussex District Council (MSDC)
 - 34.2 West Sussex County Council (WSCC)
35. **Reports from Representative on Outside Bodies:** To receive reports from Representative on Outside Bodies.
36. **The Council is asked to note any information items, correspondence received or requests.**
 - 36.1 To note the letter from Andrew Griffith MP dated 7 May 2024.

Members are asked to RESOLVE that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Matters:

37. **Reeds Lane Drainage Project:** To consider awarding the contract for the Reeds Lane Drainage Project.

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.
