

# WASHINGTON PARISH COUNCIL



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## WASHINGTON ANNUAL PARISH COUNCIL MEETING

**MINUTES** of the proceedings of the Annual Parish Council Meeting held on Monday 9<sup>th</sup> May 2022

**Present:** Cllr S Buddell, Cllr B Hanvey, Cllr P Heeley (Chairman), Cllr T Keech (TK), Cllr A Lisher, Cllr G Lockerbie (Vice-Chairman), Mrs Julie Luckin (JL) and Cllr J Thomas (JT).

**Members of the Public:** 0

**Also:** Z Savill, Clerk to the Council

**Absent:** CB and JT

The Chairman opened the meeting at 7:00pm.

**23.28. To Elect the Chairman of the Council and Receive the Chairman's Declaration of Acceptance of Office**

It was proposed and seconded that Cllr Heeley be elected Chairman of the Council for the ensuing year and this was **AGREED** by all present. **RESOLVED** that the Chairman sign his Declaration of Acceptance of Office at the Full Council Meeting on 6<sup>th</sup> June 2022.

**23.29. To Elect the Vice-chairman of the Council and Receive the Chairman's Declaration of Acceptance of Office**

It was proposed and seconded that Cllr Lockerbie be elected Vice-Chairman of the Council for the ensuing year and this was **AGREED** by all present. **RESOLVED** that the Vice-Chairman sign his Declaration of Acceptance of Office at the Full Council Meeting on 6<sup>th</sup> June 2022.

**23.30. To Receive Apologies for Absence**

**RESOLVED** to **ACCEPT** Apologies from CB and JT (holiday).

**23.31. To record Declarations of Interest from members in any item to be discussed and Receive written requests for new DPI Dispensations**

No declarations were made or requests for dispensations. Those Councillors who had not updated their Register of Interests were reminded to return the signed forms within 28 days of this meeting.

**23.32. To approve the Minutes of the last Annual Parish Council Meeting held on 4<sup>th</sup> May 2021**

**RESOLVED** that the minutes of the last Annual Parish Council Meeting on 4<sup>th</sup> May 2021 be **APPROVED** and signed by the Chairman as a true record of the meeting.



**23.33. To approve the Minutes of the last Annual Parish Meeting held on 31<sup>st</sup> May 2019.**

It was noted that the Council had not called an APM since 2020 due to the Covid virus and meeting restrictions. **RESOLVED** that the minutes of the last APM on 31<sup>st</sup> May 2019 be **APPROVED** and signed by the Chairman as a true record of the meeting.

**23.34. To Review and Adopt the Council's Standing Orders**

Councillors considered and **RESOLVED** to **ADOPT** the amended Standing Orders as recommended by the Finance Committee on 25<sup>th</sup> April 2022 and in accordance with the National Association of Local Councils' (NALC) Model Standing Orders (England) Revised April 2022 in Section 18 Financial Controls and Procurement.

**23.35. To Review and Adopt the Council's Financial Regulations**

Councillors considered and unanimously **RESOLVED** to **ADOPT** the Financial Regulations without amendment, as recommended by the Finance Committee on 25<sup>th</sup> April 2022.

**23.36. To Review the Council's Policies and Risk Assessments**

Councillors considered and unanimously **RESOLVED** to **ADOPT** the following policies without amendment as recommended by the Finance Committee on 25<sup>th</sup> April 2022:

1. Financial Risk Assessments.
2. Non-Financial Risk Assessment
3. Litter Warden Risk Assessment.
4. Code of Conduct
5. Co-option Policy.
6. Subject Access Request.
7. Publications Scheme
8. Communications Protocol
9. Privacy Notice
10. Bench Policy

It was further **RESOLVED** to **ADOPT** the following amendments as recommended at the Finance Committee on 25<sup>th</sup> April 2022:

**11. Complaints Procedure:** amended to include contact details of the Vice-Chairman.

**12. Document Retention Scheme:** amended to reduce retention of routine correspondence from 1yr to 6 months. Where the Council believes that it is necessary to keep correspondence for an increased length of time, it would redact personal data from the correspondence.

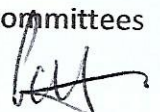
**23.36. To appoint Statutory and Standing Committees**

Councillors reviewed and **RESOLVED** to **APPROVE** the continuation of the Committees as follows:

- Planning and Transport Committee (5-7 members)
- Open Spaces Recreation and Allotments Committee (5-7 members)
- Finance Committee (3-5 members, not less than 4)
- Personnel Committee (4 members)
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**23.37. To Review and Confirm membership of the Committees and Terms of Reference**

Councillors reviewed and **RESOLVED** to **AGREE** the following appointments to the committees





and no changes to their Terms of Reference:

**Open Spaces Committee:** Cllrs Steve Buddell, Brendan Hanvey, Geoff Lockerbie and Julie Luckin. Cllr A Lisher requested and was duly removed from the Committee.

**Planning & Transport Committee:** Cllrs Patrick Heeley, Trevor Keech, Tony Lisher, Julie Luckin and Jason Thomas. Cllr Christine Beglan had resigned and was duly removed from the Committee.

**Finance Committee:** Cllrs Patrick Heeley, Trevor Keech, Geoff Lockerbie and Tony Lisher. Cllr Christine Beglan had resigned and was removed from the Committee

**Personnel Committee:** Cllrs Brendan Hanvey, Patrick Heeley, and Geoff Lockerbie. Cllr Christine Beglan had resigned and was removed from the Committee. Cllr Jason Thomas agreed prior to the meeting to be considered for the vacancy and was duly elected by a unanimous vote.

- 23.38. To Review and Confirm Washington membership to the Neighbourhood Plan Steering Group**  
Councillors reviewed the current Washington membership of the Storrington & Sullington and Washington Neighbourhood Plan Steering Group. **RESOLVED** that Cllrs Patrick Heeley and Tony Lisher would continue as members. Cllr Christine Beglan had resigned and was removed from the Group.  
Cllr Trevor Keech agreed to be considered for the vacancy and was duly elected by a unanimous vote.

- 23.39. To Review and Confirm Membership of Working Groups**  
Councillors reviewed and **RESOLVED** to **AGREE** the following membership of the Working Groups:

- (A) **CIL Working Party** – Cllrs Brendan Hanvey, Tony Lisher, Julie Luckin and Jason Thomas. Cllr Christine Beglan had resigned and was removed from the membership.
- (B) **Rock Common Working Group (Washington Members):** Cllrs Patrick Heeley, Steve Buddell, and Jason Thomas. Cllr Christine Beglan had resigned and was duly removed from the membership. It was agreed that no further appointment be made

- 23.40. To Review and agree Representatives on outside bodies**  
Councillors reviewed and **RESOLVED** to **APPROVE** the following appointments to **Horsham Association of Local Councils (HALC):** Cllrs Patrick Heeley and Jason Thomas

- 23.41. To Receive and Approve the Year End 2022 Annual Financial Report**  
Councillors reviewed the unaudited Finance Report of the Council's income, expenditure and reserves for the Year Ending 31<sup>st</sup> March and **RESOLVED** to **APPROVE** without amendment as recommended by the Finance Committee on 25<sup>th</sup> April 2022. It was noted that the Report will be audited on 30<sup>th</sup> May 2022.

- 23.42. To Approve Parish Council Bank Accounts Signatories**  
Councillors reviewed and **RESOLVED** to **APPROVE** Cllrs Patrick Heeley, Geoff Lockerbie and Tony Lisher and Steve Buddell as signatories. Cllr Christine Beglan to be removed as signatory.

*Cllr James Wright (HDC) entered the meeting*

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- 23.43. To Review and Adopt the Council's Asset Registers for 2022/23**  
Councillors noted that the asset registers for the Council and the Washington Recreation Ground were reviewed at the Finance Committee Meeting on 25<sup>th</sup> April last. Following a discussion, it was **RESOLVED** to **APPROVE** both asset registers as amended by Cllr Keech.



**23.44. To Review and Approve annual subscriptions to other bodies and membership**

Councillors **RESOLVED** to defer this item to the Full Council Meeting on 6<sup>th</sup> June 2022..

There being no further business to transact, the Chairman closed the meeting at 7:33pm.

Signed.....

Dated.....

6.6.22.