

# 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 15<sup>th</sup> May 2023 at the Washington Village Memorial Hall (Doré Room)

**Present:** Cllr S Buddell (SB), Cllr B Hanvey (BH), Cllr P Heeley (PH), Cllr T Keech (TK), Cllr A Lisher (AL), Cllr Julie Lucking (JL) and Cllr J Thomas (JT)

**Members of the Public:** 0

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

**Absent:** 0

The Presiding Chairman Cllr Heeley opened the meeting at 7:00pm.

**FC23/31. To Elect the Chairman of the Council and Receive Signed Declaration of Acceptance of Office**  
Nominations were sought. Cllr Buddell agreed to be considered for election of the office of Chairman.

**RESOLVED** that Cllr Buddell be elected Chairman of the Council for the ensuing year and he duly signed the Declaration of Acceptance of Office.

The Chairman welcomed the new Council. He was joined by Members in expressing thanks to Cllr Heeley for his contribution and support for the last ten years as Chairman. Cllr Heeley, who had previously decided he did not want to be nominated for the role, thanked everyone. He commented that he was looking forward to being able to continue supporting the Council as a Member in other beneficial ways. He would be happy to continue writing its quarterly editorial in the Sussex Local magazine. A gift was presented to Cllr Heeley to show the Council's appreciation.

**FC23/32. To Elect the Vice-chairman of the Council and Receive Signed Declaration of Acceptance of Office**  
**RESOLVED** that Cllr Lisher be elected Vice-Chairman of the Council for the forthcoming year and he duly signed the Declaration of Acceptance of Office.

**FC23/33. To Receive Apologies for Absence**

None received for this meeting. Cllr Thomas gave his apologies and reasons for absence for the next Council meeting on 5<sup>th</sup> June 2023.

**FC23/34. To Receive Declarations of Acceptance of Office of newly elected Councillors**  
Declaration of Acceptance of Office for Councillors were received before the meeting and signed before the Clerk as witness. The Clerk duly counter-signed each form.

**FC23/35. To Receive updated Registers of Interests.**  
An updated Register of Interest form was received from Cllr Hanvey and Cllr Heeley. Members were reminded to submit their signed and updated forms even if they had no changes to make, within 28 days of being elected.

**FC23/36. To record Declarations of Interest**  
None received for this meeting as defined under the Localism Act 2011 and the Council's adopted Code of Conduct. An interest was received from the Chairman for an agenda item of the next meeting, to be declared at that meeting.

**FC23/37. To Report the adopted Minutes of the last Annual Parish Council Meeting held on 9th May 2022**  
The minutes of the last Annual Parish Council Meeting held on 9<sup>th</sup> May 2022 were adopted by the Parish Council at its meeting on 4<sup>th</sup> July 2022.

**FC23/38. To Review the Terms of Reference for Committees**  
Following a review, the Council **RESOLVED** to make no changes to the adopted Terms of Reference for the Council's following Committees:  
The Open Spaces, Recreation Ground & Allotment Committee (OSRA)  
The Planning & Transport Committee (PT)  
The Finance Committee  
The Personnel Committee.

**FC23/39. To Review and Confirm membership of Committees and Working Groups**  
Following a review, the Council **RESOLVED** to **APPROVE** membership of the following:

**Open Spaces Committee:** Cllr Buddell, Cllr Hanvey, Cllr Keech and Cllr Luckin. Nominations were sought for a fifth member as per the Committee Terms of Reference. Cllr Heeley and Cllr Lisher agreed they would be willing to be co-opted to meetings if required.

**Planning & Transport Committee:** Cllr Hanvey, Cllr Heeley, Cllr Keech, Cllr Lisher, Cllr Luckin and Cllr Thomas. Cllr Thomas gave apologies and reasons for absence for the next Planning & Transport Committee Meeting on 19<sup>th</sup> June 2023.

**Finance Committee:** Cllr Heeley, Cllr Keech and Cllr Lisher.

**Personnel Committee:** Cllr Buddell, Cllr Heeley, Cllr Lisher and Cllr Thomas.

**Neighbourhood Plan Steering Group – Washington Members:** Cllr Heely, Cllr Keech and Cllr Lisher.

**CIL (Community Infrastructure Levy) Working Party:** Cllr Hanvey, Cllr Lisher, Cllr Luckin and Cllr Thomas.

It was noted that the election of Committee Chairpersons would take place at the first meeting

for each Committee.

**FC23/40. To Review and Confirm representatives to Outside Organisations.**

Following a review, the Council **RESOLVED** to appoint the following Council representatives:

**WSALC (West Sussex Association of Local Councils) and HALC (Horsham District Association of Local Councils):** Cllr Buddell and Cllr Thomas. Cllr Heeley agreed he would be willing to be invited to attend a HALC meeting if required.

**Rock Common Working Group (Washington Members):** Cllr Buddell, Cllr Luckin and Cllr Thomas.

**FC23/41. To Review and Approve the Council's Standing Orders**

Following a review, the Council **RESOLVED** to **ADOPT** the Standing Orders without amendment.

**FC23/42. To Review and Approve the Council's Financial Regulations**

Following a review, the Council **RESOLVED** to **ADOPT** the Financial Regulations without amendment. A further review of the payment processes for contractors will be undertaken by the Finance Committee

**FC23/43. To Review and Approve the asset registers for the Council and Recreation Ground Charity**

Following a review, the Council **RESOLVED** to **ADOPT** the amended Asset Registers for the Council and Washington Recreation Ground Charity Council showing a total value of £87,677 as at 31<sup>st</sup> March 2023. The following amendments were noted:

- Removal of the old BT answerphone which no longer has any value.

The following assets would be added to the 2023/24 registers

- The new office mobile phone purchased in May 2023
- New memorial bench – pending confirmation of cost
- New defibrillator cabinet - pending purchase and delivery

**FC23/44. To Review and Approve renewal of the Council's Insurance policy**

Renewal documents and Schedule for the Council's 3-year Aviva policy were previously circulated and considered read and understood. Following a review, the Council **RESOLVED** to **AGREE** the policy due for renewal on 1<sup>st</sup> June 2023 at a total cost of £975.35 including Insurance Premium Tax. It was noted that the Parish Council is in a 3-year long term agreement with BHIB Ltd ending on 31<sup>st</sup> May 2025.

**FC23/45. To Review the Council's Subscriptions to Other Bodies**

Following a review, the Council **RESOLVED** to agree to continue the following subscriptions for the 2023/24 municipal year:

- WSALC/NALC/HALC (West Sussex Association of Local Councils/National Association of Local Councils and Horsham District Association of Local Councils)
- SLCC (Society of Local Council Clerks)
- ICO (Information Commissioner's Office for Data Protection)
- National Allotment Society

**FC23/46. To Review the Council's Policies and Risk Assessments**



The Council reviewed the following:

**Financial Risk Assessments**

**RESOLVED to ADOPT** without amendment.

**Use of online banking and Parish Council Debit Card – Risk Assessment**

It was noted that the Council has previously agreed a debit card and an application is pending by the Clerk.

**RESOLVED to ADOPT** without amendment.

**Non-Financial Risk Assessment:**

**RESOLVED to ADOPT** without amendment.

**Litter Warden Risk Assessment**

It was noted that the Litter Warden agreed and signed the document on 19<sup>th</sup> July 2020.

**RESOLVED to ADOPT** without amendment.

**Winter Maintenance Plan & Emergency Plan 2023/24**

A letter from the West Sussex Association of Local Councils was discussed, which highlighted the need for a published resilience plan with emergency phone numbers, following the recent local interruption of the water supply. It was noted that the Council publishes its Winter Maintenance & Emergency Plans which include the contact details for both the chairman as 'duty' councillor, and the clerk. Following a review, the Council **RESOLVED to ADOPT** the amended Plans to add the new contact details of the newly elected chairman.

The Council reviewed and **RESOLVED to ADOPT** the following policies without amendment:

**Code of Conduct**

**Co-option Policy**

**Complaints Procedure\***

**Publications Scheme**

**Document Retention Scheme**

**Subject Access Request**

**Communications Protocol**

**Privacy Notice**

**Bench Policy**

\* include the details of the new Chairman and Vice-Chairman


**FC23/47 To Review and Approve banking signatories**

Following a review, the Council **RESOLVED** that the following Councillors were confirmed as Signatories for payments by the Parish Council in accordance with Financial Regulations 5.1 and 5.2:

- Cllr S Buddell - to be upgraded to Full Power as the newly elected Chairman.
- Cllr P Heeley – Full Power
- Cllr A Lisher- Full Power
- Cllr J Thomas – Full Power

**There being no further business to transact, the meeting was closed at 7:35 hours.**



Signed..... 

Dated..... 05/06/23 .....