# ANNUAL PARISH COUNCIL MEETING

**Draft MINUTES** of the proceedings of the Annual Parish Council Meeting held on Monday 13th May, 2019

**Present:** Cllr C Beglan, Cllr S Buddell, Cllr J DeLittle, Cllr P Heeley, Cllr J Henderson, Cllr A Lisher and Cllr G Lockerbie.

**In attendance:** 1 member of the public

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

**Absent:** Cllr Glithero and Cllr Ross

* 1. **Election of the Chairman of the Council (by paper ballot)**

The Clerk reported a nomination was received for Mr Cllr Heeley for the position of Chairman of the Council. It was proposed by Cllr Beglan and seconded by Cllr Lockerbie and **APPROVED** by all present in a written ballot that Cllr Heeley be elected as Chairman for the year. Cllr Heeley duly accepted and signed the Declaration of Acceptance of Office, witnessed by the Clerk.

* 1. **Election of the Vice-chairman of the Council (by paper ballot)**

The Clerk reported a nomination was received for Mr Cllr Henderson for the position of Vice-Chairman of the Council. It was proposed by Cllr Lisher and seconded by Cllr Beglan and **APPROVED** by all present in a written ballot that Cllr Henderson be elected as Vice-Chairman for the year. Cllr Henderson duly accepted and signed the Declaration of Acceptance of Office, witnessed by the Clerk.

* 1. **To Consider accepting Apologies for Absence**

Apologies were received and accepted from Cllr Glithero (work) and Cllr Ross (holiday).

* 1. **To Consider Co-option of new councillors**

The Clerk reminded members that no nominations were received in the recent elections for two vacancies on the Council, and it is free to co-opt from new applicants at this meeting. Cllr Buddell who had been incorrectly elected to the Washington and not the Heath Common Ward, stepped down. It was proposed by Cllr Lisher and **APPROVED** by all present that Cllr Buddell is co-opted as member for the Heath Common Ward. Cllr Buddell duly accepted and signed the Declaration of Acceptance of Office, witnessed by the Clerk.

The remaining vacancy on each ward is to be advertised for co-option at the next appropriate meeting.

* 1. **To Receive Declarations of Acceptance of Office and updated Registers of Interest**

All members present agreed to accept office. Signed Declarations of Acceptance of Office forms and updated Registers of Interest were received. It was agreed that any outstanding forms, including from those not present at the meeting, to be given to the Clerk before and no later than the next meeting on 3rd June.

* 1. **To Record Declarations of Interest from members in any item to be discussed and Agree Dispensations.**

**RESOLVED** there were no disclosures of personal interests from Councillors on matters on the agenda, or interest regarded as prejudicial under the terms of the Council’s Code of Conduct.

* 1. **To Approve the Minutes of the last Annual Parish Council Meeting held on 14th May 2018**

**RESOLVED** that the minutes, published on the Council’s website, be **APPROVED** and were duly signed by the Chairman as a true record of the meeting

* 1. **To Review and Confirm membership of the Committees:**

**A) Planning and Transport Committee (7). RESOLVED** to **AGREE** the following membership**:**  Cllrs Beglan, Henderson, Lisher, Heeley, Ross and DeLittle.

**B) Open Spaces Recreation and Allotments Committee (7) RESOLVED** to **AGREE** the following membership**:** be as follows**:** Cllrs Buddell, DeLittle, Glithero, Lisher and Lockerbie. No other nominees were received for the two vacancies.

**C) Finance Committee (5). RESOLVED to AGREE the following membership:** Cllrs Beglan, Heeley, Lockerbie, Ross and Lisher..

**D) Personnel Committee (4). RESOLVED to AGREE the following membership:** Cllrs Beglan, Heeley, Henderson and Ross.

* 1. **To Review and Agree Committees’ Terms of Reference**

1. The Terms of Reference documents for the following committees were made available before the

Meeting and taken as read:

Finance Committee

Personnel Committee

Planning & Transport Committee

Open Spaces Committee

Clerk advised that polices and legislation be reviewed by an appropriate committee or Working

Party, with recommendation to Full Council. It is suggested in the recent internal financial control report by Cllr Ross that the Personnel Committee reviews GDPR policies.

**RESOLVED** by all present that the current Committees’ Terms of Reference be **ADOPTED** with a further review by committees within three months.

* 1. **To Review and Approve the Washington Parish Council Asset Register**

Councillors discussed the Washington Parish Council Asset Register which had been previously circulated and considered read.

**RESOLVED** to adopt the Washington Parish Council Asset Register for 2019.20 with no amendments.

* 1. **To Review and Approve the Washington Recreation Ground Charity Register**

Councillors discussed the Washington Recreation Ground Charity Asset Register which had been previously circulated and considered read.

**RESOLVED** to adopt the Washington Recreation Ground Charity Asset Register for 2019.20 with no

amendments.

**19.00. To Confirm Appointment of an internal financial control officer.**

The Chairman reported that Cllr Ross has confirmed his interest in continuing in the role of the Council’s internal financial control officer. No other nominations were received. The Chairman thanked Cllr Ross in his absence for his continued support.

**RESOLVED** by all present that Cllr Ross be re-appointed as the Council’s internal financial control officer.

* 1. **To Review and Agree Representatives on outside bodies**

The Chairman reminded all present that where Members were elected as representatives on outside bodies, they should act in the best interests of the Parish Council, and whilst they could enter into discussions etc., Members could not make decisions on behalf of the Parish Council on such bodies as Parish Councillors. The only exception is the Joint Storrington & Sullington and Washington Neighbourhood Plan in which joint decision-making powers are given to a Steering Group.

**Washington members of the Joint Storrington & Sullington and Washington Neighbourhood Plan Steering** **Group** -

The Chairman reported that there are 5 members: Lesley Britt (Vice-Chairman and former Washington Parish Councillor), Madeleine Shaw, Peggi Shove and David Horwood as Washington representatives. Both Cllr Heeley and Cllr Beglan confirmed their willingness to continue as representatives for Washington Parish Council but welcomed newcomers to come forward when the Steering Group is re-formed.

**RESOLVED** by all present that Cllr Beglan and Heeley continue as Parish Council representatives on the Steering Group.

**South Downs Network** - The Chairman reported that Parish Councils and other public bodies are not permitted to be members of the Network. Former Cllr Milner-Gulland had attended meetings through his membership of the Sussex Archaeological Society. Cllr Henderson indicated his willingness to attend Network meetings of interest as a private individual, and to feedback to the Council.

**RESOLVED** by all present that Cllr Henderson enquires about his representation on the Network and reports back his findings.

**South Downs National Park Authority (SDNPA)**

**RESOLVED** there were no nominations of a candidate for the appointment to the SDNPA.

1. **02. To Confirm the Appointment of Internal and External Auditors**

The Clerk advised Members that Mulberry & Co has completed the Council’s internal audit and has agreed to conduct next year’s for a similar quotation. Cllr Beglan commented on the high standard of professionalism by Mr Mulberry, and his report, and this was agreed by all present.

**RESOLVED** by all present that Mulberry & Co be retained as the Council’s Internal Auditor for the period 2019/20.

The Clerk advised that Moore Stephens is the external auditor for this Council. They were appointed as external auditor to the SAAA (Smaller Authorities Audit Appointments) to all relevant smaller authorities in Oxfordshire and West Sussex for a five year period from 2017/18 to 2021/22.

**RESOLVED** by all present to **NOTE** the re-appointment of Moore Stephens as the External Auditor.

* 1. **To Review and Adopt Standing Orders (2018), Code of Conduct and Dispensation Scheme**

The documents were available to all Members on the website and taken as read.

**RESOLVED** unanimously that they be **ADOPTED**

* 1. **To Review and Adopt Council Policies**

The documents were available to all Members on the website and taken as read.

**RESOLVED** unanimously that they be **ADOPTED**.

* 1. **To Review and Adopt the Financial Regulations**

The documents were available to all Members and taken as read, complying with the Local Government Financial Regulations and Account & Audit Regulations.

**RESOLVED** unanimously that they be **ADOPTED.**

* 1. **To Review and Adopt Financial and Non-Financial Risk Assessments**

The documents were available to all Members and take as read.

**RESOLVED** unanimously that they be **ADOPTED** and to include a risk assessment for electronic payments.

The Chairman proposed that the Clerk has the use of a Council Debit Card for payments up to the Clerk’s approved spending limits, and this was **APPROVED** by all present.

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

The Clerk advised that subscription rates for membership of other bodies and the Society of Local Council Clerks are to be advised.

**RESOLVED** to defer a decision to another meeting when the information is available.

* 1. **To Review and Approve Washington Parish Council and Washington Recreation Ground Charity insurance automatic renewal 2019/20**

The Council’s three year insurance deal is in its second year and expires in June. Renewal documents from Came & Company Local Council Insurance were circulated prior to the meeting and taken as read, with a premium of £750.74 compared with £730.33 last year, representing a slight tax increase.

**RESOLVED** unanimously that the revised policy be **ADOPTED** and further reviewed as and when required.

**The meeting closed at 19:37hrs**

**Signed…………………………………………………….**

**Dated……………………………………………………..**