SOUTHWATER PARISH COUNCIL

Minutes of the Annual General Meeting of Southwater Parish Council held on Wednesday 18th May 2011 in the Council Chamber, Beeson House, Lintot Square, Southwater.

Present Were:	**Mr.A.Bull (Chairman)**	
	Mrs.E.Day	**Mrs.P.Flores-Moore**
	Mr.H.Mackay	**Mr.M.Kulin**
	Mrs.B.Varley	**Mr D Scozzofava**
Clerk:	**Mrs. C. Tobin/ Miss L Bush**	
County Councillor	**Apologies received from Cllr B Watson**	
District Councillor	**Apologies received from Mr.I.Howard**	
Police	**Apologies sent by PCSO Artvenieks and PSCO Cecil**	
Members of the Public:	**2**	
Press:	**Not present**	

AGM01/05/11 ELECTION OF PARISH COUNCIL CHAIRMAN & ACCEPTANCE OF OFFICE

The Clerk indicated to members that there was one nomination received for Chairman of the Council, this being Mr A Bull.

It was proposed by Mrs P Flores-Moore seconded by Mr H Mackay and agreed by all that Mr A Bull be elected as Chairman of the Parish Council. There were no objections.

Mr A Bull thanked the Council very much for the faith that they have in him and he looks forward to executing his duties in the coming year.

AGM02/05/11 ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL & ACCEPTANCE OF OFFICE

The Chairman indicated that the Clerk had received one nomination in relation to the position of Vice-Chairman, this being for Mr P Buckley.

It was proposed by Mrs C Vickers, seconded by Mrs P Flores-Moore and agreed by all that Mr P Buckley be elected as Vice-Chairman of the Parish Council. There were not any objections.

PUBLIC PARTICIPATION

At this point in the meeting the Chairman asked whether members of the public had anything they wished to discuss other than items which were on the agenda. It was proposed by Mrs P Flores-Moore and Mr H Mackay that standing orders be raised to allow the public present to speak.

Mrs P Flores-Moore raised a query, on what was the current situation in relation to the investigation of the fir tree at Hayman's Hill. The Clerk explained that Southwater Parish Council is making enquiries into this matter.

Mr H Mackay gave an update on the Southwater Action Team meeting in relation to speeding issues in Southwater. The Clerk said that Southwater Action Team are now dealing with this as a local project and advice has been offered to them on how funding could be progressed.

Mrs E Day arrived at 7.35 pm

Mr A Bull raised concerns of the fact that sign posts are becoming covered in foliage. He gave an example of Hop Oast when you are heading South on the Worthing Road. Mrs B Varley also commented on some being very dirty and with mould on areas. The Clerk explained that this was possibly due to the cuts made by Highways/ the County Council.

Mr A Bull gave an update on the meeting that he and the Clerk attended on Monday 16th May, at Portcullis House with the MP Nick Hurd. Discussions were had on Localism and Big Society issues together with five other Beacon Councils.

Member of Public – John Marsh of New Road. – Requested guidance on when information in relation to the infrastructure, adequate schooling, and places of worship for any new development, West of Horsham would be available. He also stated that his church organisation is keen to build a place of worship, for the Christian Fellowship members, within Southwater and requires a building with parking areas for approximately one hundred and fifty people. Mr A Bull advised Mr Marsh of a meeting would take place on 1st June at the Leisure Centre to discuss the subject of housing development, that he may consider attending. The Clerk advised that he should write to Southwater Parish Council and copy this to the Horsham District Council Strategic Planning Department, advising of the Church's need.

The Clerk indicated that other community churches had highlighted such a need.

Mr A Bull gave an update on Mr L Apted who had an accident on Tuesday 17th May and has fractured a hip. He is in hospital. Mrs P Flores – Moore attended as a first responder. Mr A Bull wanted to send on best wishes and a speedy recovery on behalf of the Parish Council members.

Mr A Bull explained that Cllr C Vickers is not here tonight as she was at her first meeting tonight for Horsham District Council, where she is now the Chairman. Congratulations were to be passed on.

Standing Orders were reinstated.

AGM03/05/11 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Mrs S Alway, Mr L Apted, Mr P Buckley, Dr T Cash, Dr.J.Chidlow, Mr.R.Jackman, Mrs.C.Vickers and Cllr B Watson, OBE.

AGM04/05/11 MEMBERS CODE OF CONDUCT

The Clerk referred to The Local Authorities (Model Code of Conduct) order 2007 (SI No.1159).

The Clerk indicated that she had previously issued copies of the Code of Conduct and the Standing Orders to Members, and that since the amendment in May 2007 there had been no further alterations.

The Clerk stated that there may be further changes to the Code of Conduct during the forthcoming year; however, due to the elections, things were on the backburner so to speak. The Clerk explained that regarding a change in standing order No32 as prescribed by NALC which the Clerk will be amending the Standing Orders as required for all Councillors and re-circulating as required.

It was proposed by Mr H Mackay seconded by Mrs E Day and agreed by all present that the Parish Council resolve to adopt the Members Code of Conduct (2007) and Standing Orders as Amended in 2010.

Approved by all that the Clerk made the necessary amendments to standing order No 32 as prescribed by NALC.

AGM05/05/11 TO RECEIVE THE FOLLOWING DOCUMENTS IN CONJUNCTION WITH THE ELECTION TO THE POST OF PARISH COUNCILLOR FROM ALL MEMBERS

All Members were reminded that they should return the documents which had been issued prior to the meeting if they had not already done so, along with the document relating to registering of interests and, if necessary, a newly completed register of interest document if there had been any material changes other than previously stated.

The Clerk indicated that whilst Mr.Jackman and Mrs.Vickers were not present, they had signed and completed the necessary documents.

Acceptance of office – all present with a number of exceptions signed their acceptance of office documentation including those members not present, who had submitted this document prior to the meeting.

Declarations & Register of Member's Interests – all present with a number of exceptions signed their acceptance of office documentation.

AGM06/05/11 TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE AND DECLARATIONS OF INTEREST WHICH HAVE NOT

BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.

It was proposed by Mr H Mackay seconded by Mrs E Day and agreed by all, that when all members had completed the relevant documents, should the Clerk find errors then Members should be asked to complete their documentation within the next 7 days (Wednesday, 25th May, 2010).

AGM07/05/11 MINUTES – 12th MAY 2010

It was resolved, having been proposed by Mrs P Flores-Moore and seconded by Mr H Mackay and agreed by all present that the Minutes of the Annual Parish Council meeting held on 12th May 2010 be accepted as a true and correct record of that meeting.

AGM08/05/11 RESIGNATION OF PARISH COUNCILLOR & NOTICE OF VACANCY

The Clerk indicated that due to the fact that Damian Cecil had resigned it was necessary to formally advertise for the co-option of a Parish Councillor in relation to this vacancy giving the appropriate legal notice to parishioners who may wish to stand.

The Clerk explained that a further vacancy had occurred following elections and this will be discussed later in the meeting.

Mr A Bull stated that he felt for Damian Cecil in that he was not able to be appointed due to his clashes with his Police Community Support work for Sussex Police.

AGM09/05/11 CO-OPTION TO THE PARISH COUNCIL

The Clerk advised members that they may appoint/co-opt within 35 days of the election date a Parish Councillor without notice. Members were asked to approach residents whom they knew may have an interest in serving their community.

The Clerk indicated that a letter had been received from David Scozzafava in relation to the vacancies which existed. In accordance with the rules following election it would be permissible for the council to immediately co-opt Mr.Scozzafava.

Standing orders were suspended, having been proposed by Mr A Bull and seconded by Mrs P Flores-Moore.

Mr D Scozzafava gave his reasons for applying to be a councillor in Southwater. He has been a resident of Southwater for three years and has a passion for community. He is also a School Governor at Forest Boys School.

Mrs E Day queried if he would be able to manage the time required as a Councillor with his other responsibilities as a Governor and Mr D Scozzafava thanked her for the concern but he has taken this into account.

Standing Orders were reinstated.

A vote in favour of Mr D Scozzafava being co- opted. Six votes were received by Mr A Bull, Mr H Mackay, Mrs E Day, Mrs P Flores-Moore, Mr

M Kulin and Mrs B Varley.

Mr A Bull offered his congratulations and welcomed Mr D Scozzafava to Southwater Parish Council. All Councillors welcomed him and introduced themselves. At this point Mr D Scozzafava signed his declaration of office and tool his seat on the Council,

Mr D Scozzafava confirmed to the Clerk that he will return the remainder of the Councillor papers on Thursday 19th May 2011.

Mrs P Flores-Moore left the meeting at 8.30 pm to take a call as she was on call as a first responder.

Mrs P Flores-Moore returned to the meeting at 8.33pm.

AGM10/05/11 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

Tree Warden (3 Members)

The Chairman indicated that currently. Mr Forrest and Mrs. Alway acted as tree wardens. Due to the loss of Denis Bull, Councillor and Tree Warden, Mr.Mackay had offered to undertake the training required. The Chairman stated that due to the fact that Mr Forrest had now stepped down as Councillor, a further tree warden was required.

After a discussion it was agreed that Southwater Parish Council will decrease from three to two wardens this year.

It was proposed by Mrs P Flores-Moore and seconded by Mr M Kulin and agreed by all, that Mr H Mackay and Mrs S Alway be appointed Parish Tree Wardens. The Council would therefore have two people trained to carry out this function on behalf of the Council. The Clerk to progress Mr H Mackay's training.

Youth Club Steering Group (2 Members) & Youth Management Board (1)

The Chairman indicated that currently Mrs. Flores-Moore and Mrs. Alway represented the Council on this body, Mrs. Flores-Moore being the management board representative. It was agreed that these representatives would remain as they are.

The Chairman indicated that currently Mr Ian Howard, Co-Opted Parish Councillor, acted as Chairman of this organisation, and it was hoped that he would be appointed once again to this position.

A discussion was had on the youth club. Mr A Bull commented on the low crime rate of vandalism and wanted to offer a vote of thanks to Angie Choat, the Partnership and the two PCSOs Damian Cecil and Emma Atvarnieks.

It was proposed by Mrs B Varley and seconded by Mr H Mackay and agreed by all, that Mrs. P Flores-Moore and Mrs S Alway would represent the Parish Council on the Youth Club Steering Group would represent the Council on the Management Board of this committee.

It was further resolved by all present that Mr. I. Howard be co-opted to the Parish Council in his role as Chairman of the Youth Steering Group.

District Health Committees (1 Member)

The Clerk advised Members that there had been few meetings during the last year and that in the past Mr Forrest had attended these meetings. The Chairman asked whether anyone was willing to continue as the Council's representative in this role.

It was proposed by Mrs P Flores-Moore and seconded by Mrs E Day and resolved by all that Mr H Mackay be appointed as the representative of the Council on all outside bodies in relation to District Health & Primary Care Trust issues.

Village Hall Management Committee (2 Members)

The Clerk indicated that Dr. A. Cash and Mrs.Cooke had represented the Council previously on this management committee. With Mrs.Cooke having stood down as a Councillor, the Chairman would like to know whether anyone wish to take her place. Mr H Mackay stated that he would consider this post along with Dr T Cash.

It was proposed by Mrs P Flores-Moore and seconded by Mrs E Day and agreed by all present, that Dr T Cash be re-appointed as the Parish Council's representatives on the Village Hall Management Committee, the Parish Council being the custodian trustees of the Village Hall. Mr Mackay to advise the Clerk if he could act on the Management Committee.

Horsham Association of Local Councils (2 Members)

The Clerk advised Councillors that historically it was the Chairman and a Councillor who represented Council at these meetings; if neither could attend then the Clerk would attend.

It was proposed by Mr H Mackay and seconded by Mrs E Day and agreed by all present that Mr A Bull and Mr L Apted be nominated as the Parish representatives on this body. It was agreed that in the event of a Member being unable to attend such meetings the Clerk would represent the Council.

Transport & Environmental Committees (1 Member)

The Clerk advised that Mr. A. Bull stated that he had previously agreed to be the on the A24 Strategy Group; however, there had been no meetings of late. The meetings were few and far between but this could change in the future. Mr. A. Bull stated that he was happy to continue in this role.

It was proposed by Mrs B Varley and seconded by Mrs E Day and agreed by all present that Mr A Bull be appointed the Parish representative and attend both District & County Transport and Environmental Committees and other meetings relating to transportation.

Age Concern (1 Member)

It was reported that the Clerk was currently the representative who attended Horsham Age Concern meetings. It was suggested that perhaps a councillor would wish to attend these meetings on behalf of the Council; After a short discussion it was agreed that Mrs B Varley would represent the Council at any such meetings.

It was proposed by Mr H Mackay and seconded by Mrs E Day and agreed by all present that the Mrs B Varley be appointed as the Parish representative in relation to meetings of Horsham Age Concern. It was agreed that in the event of a Member being unable to attend such meetings the Clerk would represent the Council.

Southwater Action Team (4 Members)

The Clerk advised members that current Mrs S Alway, Dr. A. Cash, Mr H Mackay and Mrs B Varley sat on this committee as representatives of the Parish Council.

It was proposed by Mr A Bull and seconded by Mrs E Day and unanimously agreed by all present, that Mrs.S. Alway, Dr.A.Cash, Mr H. Mackay and Mrs. B.Varley would represent the Council on Southwater Action Team.

Market Towns Forum (2)

The Clerk indicated that both the Chairman and herself attended these meetings when possible.

It was proposed by Mrs E Day and seconded by Mr M Kulin and approved by all concerned that the Chairman and Clerk continue to represent the Council on this committee.

Horsham District Council Safer Neighbourhoods Forum/HDCRP (1 Member)

Members were advised that the Clerk and Mr.Forrest normally attended these meetings, however Mr.Forrest had stood down from the Parish Council, therefore it would be preferable for a member and the clerk to attend.

It was proposed by Mrs P Flores-Moore and seconded by Mr A Bull and agreed by all present that the Clerk be appointed the representative of the Parish Council on the Safer Neighbourhoods Forum and CDRP North Horsham review meetings. It was also agreed that Mr H Mackay would also stand.

South East Rural Towns.

The Chairman indicated that due to the agreed protocols in place between the local policing team and Parish Council and the confidentiality of the information, he and the Clerk were the representatives on this body.

It was unanimously proposed that Mr A Bull and the Clerk would attend these meetings.

It was proposed by Mr A Bull and seconded by Mrs E Day and approved by all concerned that the Clerk would represent the Council on this committee.

Safer Neighbourhoods Forum/HDCRP Forum

It was unanimously agreed by all present that the Clerk would remain as Parish Council representatives on this particular group due to the confidential nature of the discussions taking place would sign the appropriate confidential protocol document.

Beeson House Management Committee (3)

The Chairman indicated that although overall the village centre redevelopment had been delivered, there were still some important issues to be finalised, especially in relation to Beeson House. It was therefore necessary to have a committee available to attend various meetings with Horsham District Council. In the past those appointed had been Mr. A Bull, Chairman of the Council and or Mr P Buckley and the Clerk. Mr.Apted attending as and when either the Chair/Vice Chairman could not attend.

It was unanimously agreed that they all remain to represent the Council at Management Meetings in relation to Beeson House as and when required. Mr. Apted would attend in the event of the Chairman or Vice-Chairman being unable to do so.

Southwater Traders

Now part of Southwater Action Team

Horsham District Community Partnership Strategy Meetings (2)

The Clerk stated that in the past both she and Mr J Forrest had represented Council at such meetings. The Clerk remained happy to attend and report back to Council, Mr H Mackay would also attend

It was proposed by Mrs P Flores-Moore and seconded by Mrs E Day and unanimously agreed that Mr H Mackay and the Clerk would represent the Council at these meetings.

County Local Area Committee (2)

The Clerk indicated that in the past two members attended these meetings. It was agreed by Mr A Bull that he would continue to represent the Council at such meetings.

It was proposed by Mr M Kulin and seconded by Mrs E Day and agreed by all present that Mr A Bull and Mr H Mackay would attend these meetings on behalf of the Council.

Southwater Bus Partnership

The Clerk indicated that both she and Dr. A. Cash had attended these meetings, the Chairman asked whether Dr. A. Cash wished to continue. Both parties agreed that they were happy to continue.

It was proposed by Mrs B Varley and seconded by Mrs E Day that the Clerk. Dr T Cash would continue to represent the Council on this committee. It was agreed that the resilience group would be the Clerk and Dr A Cash.

AGM11/05/11 TO APPOINT COMMITTEES AND SUB-COMMITTEES

Finance & General Purposes Committee (11 Members)

The following members indicated their willingness to sit on this committee: -

To now include within its remit Health & Safety issues at such meetings

Members	Members
1 Mr L Apted	2 Mr A Bull
3 Mr P Buckley	4 Dr A Cash
5 Dr J Chidlow	6 Mrs E Day
7 Mrs P Flores-Moore	8 Mr H Mackay
9 Mr D Scozzafava	10 Mrs C Vickers
11 Vacancy	

Leisure Centre Management Committee (8 Members)

The following members indicated their willingness to sit on this committee: -

Members	Members
1 Mr P Buckley	2 Mr A Bull
3 Mrs E Day	4 Mrs P Flores-Moore
5 Mr H Mackay	6 Mr D Scozzafava
7 Vacancy	8 Vacancy

Five Year Plan Working Party (4 Members)

The following members indicated their willingness to sit on this working party:-

It was agreed that it would be preferable to deal with this subject by way of a working party who would report to the Finance and General Purpose

committee.

Members	Members
1 Mr L Apted	2 Mr A Bull
3 Mr P Buckley	4 Mrs E Day

Human Resources Sub-Committee (6 Members)

This Committee comprised of Chairman of the various Committees plus Mrs. Vickers who had experienced of HR matters at the District Council.

Members	Members
1 Mr L Apted	2 Mr P Buckley
3 Mr A Bull	4 Mrs E Day
5 Mrs P Flores - Moore	6 Mrs C Vickers

Planning Committee (10 Members)

The following members indicated their willingness to sit on this committee: -

Members	Members
1 Mr L Apted	2 Mrs S Alway
3 Mr P Buckley	4 Mr A Bull
5 Mrs E Day	6 Mrs P Flores-Moore
7 Mr R Jackman	8 Mr M Kulin
9 Mr D Scozzafava	10 Mrs B Varley

Tree Wardens – delegated all applications in relation to Tree Surgery etc. Tree Wardens being Mrs. S. Alway and Mr H Mackay.

The nominations for all committees were taken en-bloc and were proposed by Mrs P Flores-Moore and seconded by Mr H Mackay and agreed by all present.

AGM12/05/11 ELECT CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES

Finance & General Purposes Committee

	Nominated	Proposed	Seconded
Chairman	**Mr P Buckley**	**Mr H Mackay**	**Mrs E Day**
Vice Chairman	**Mr L Apted**	**Mr A Bull**	**Mrs E Day**

Leisure Centre Management Committee

	Nominated	Proposed	Seconded
Chairman	**Mrs P Flores- Moore**	**Mr A Bull**	**Mr H Mackay**
Vice Chairman	**Mr P Buckley**	**Mrs B Varley**	**Mr H Mackay**

Human Resources Sub-Committee (6)

The Chairman indicated that this committee was normally made up by way of the various committee/sub-committee Chairman and Vice Chairman.

Resolved by all present that the Chairman and Vice Chairman of Council act as the Chairman and Vice Chairman of the HR Sub Committee.

Planning Committee

	Nominated	Proposed	Seconded
Chairman	**Mrs E Day**	**Mrs P Flores- Moore**	**Mr M Kulin**
Vice Chairman	**Mr A Bull**	**Mrs P Flores- Moore**	**Mrs E Day**

AGM13/05/11 MINUTES

Finance & General Purposes Committee – 6th April, 2011

Mrs.Alway would like an amend to the item regarding white lines in that what she said was "that they had worn off very quickly, last time they were done and questioned the use of inferior paint"

Dr. A. Cash amendments please alter 'sighted' to 'cited' and alter 'Otis and Kone had amalgamated' to 'Otis and Kone might have amalgamated.'

It was proposed by Mr H Mackay and seconded by Mr T Bull and agreed by all present that the Minutes of the Finance & General Purposes Committee held on Wednesday, 6th April, 2011 be approved and accepted as a true and proper record with these amendments.

The next meeting being on Wednesday, 8th June 2011.

Planning Meeting – 7th & 27th April 2011

It was proposed by Mrs E Day and seconded by Mrs P Flores- Moore and agreed by all present that the Minutes of the Planning Committee held on Thursday, 7th April 2011 be approved and accepted as a true and proper record.

It was proposed by Mr A Bull and seconded by Mrs E Day and agreed by all present that the Minutes of the Planning Committee held on Wednesday 27th April 2011 be approved and accepted as a true and proper record.

The next meeting being on Thursday 19th May and Thursday 9th June 2011

Leisure Centre Management Sub-Committee – 6th April, 2011

It was proposed by Mrs P Flores- Moore and seconded by Mr A Bull and agreed by all present that the Minutes of the Leisure Centre Management Sub-Committee held on Monday, 6th April, 2011 be approved and accepted as a true and proper record.

The next meeting being on Wednesday 6th July 2011 at 7pm.

AGM14/05/11 COUNCIL POLICIES & STANDING ORDERS

The Clerk referred to the Schedule produced for Members at the meeting giving a list of all current policies adopted by the Parish Council.

Mr H Mackay advised the Clerk that some policies required reviewing / updating. These being Health & Safety, Standing Orders and Data Protection would be addressed. The Clerk stated that this is now in hand.

It was agreed that The Health & Safety committee be dissolved and now be under Finance and General Purpose and that the Five Year Plan Committee is now a working party.

Mrs E Day asked if Council had a return to work policy and if not then one should be adopted.

The Clerk indicated that the staff handbook was again to be reviewed and would thereafter be subject to staff consultation.

Other policies such as the Council's Investments Policy should be considered also once again during the course of the financial year.

Financial policies also be amended to include all electronic payments.

It was proposed by Mr A Bull and seconded by Mr H Mackay. Members approved the list of both current Council Policies as provided and reaffirmed the Council's Standing Orders.

The Clerk to look to review and amend for Council's recommendation the Health & Safety policy, Finance Policies/Remits/ Staff Handbook etc.

AGM15/05/11 RESPONSIBLE FINANCIAL OFFICER

Mr. A. Bull stated that each year it was a requirement that the Council appoint a Responsible Financial Officer under the current financial regulations and governance practices. The Council's RFO being the Clerk to the Council.

It was proposed by Mrs P Flores-Moore and seconded by Mrs E Day and agreed by all present, that the Clerk (Mrs. C. Tobin) be reappointed as Responsible Financial Officer of the Council. The Clerk stated that she would carry out her duties to the best of her abilities on behalf of the Council.

AGM16/05/11 INTERNAL FINANCIAL CONTROLLER

The Chairman indicated that presently Mr. Buckley, recently appointed Chairman of Finance & General Purposes Committee, had acted in this capacity for the Council. Mr. Buckley stated that he was willing to continue in this role and did not feel that there was a conflict between being Chairman of the Finance Committee and Internal Controller.

The Clerk advised Members that she was extremely grateful to Mr. Buckley for his continued support during the year and most especially at year-end in assisting with the completion of the accounts.

It was proposed by Mrs B Varley and seconded by Mrs E Day and agreed by all present that Mr. P. Buckley be reappointed as the Council's Internal Financial Controller as it was felt his role as Chairman of Finance & General Purposes would not conflict with this purely internal role.

AGM17/05/11 AUDITOR

The Clerk advised Members that Mrs. G. Pritchitt had been appointed Internal Auditor for Year 2010/11. Mrs. Pritchitt would be conducting a further internal audit prior to the accounts being submitted to the External Auditors; this document would be provided to Council when received. The previous internal audit report had been approved by Council and recommendations acted upon.

It was proposed by Mr H Mackay and seconded by Mrs B Varley and resolved by all present that Mrs. G. Pritchitt be retained as the Council's Internal Auditor for the period 2011/12. The Clerk to issue the formal contract in this respect.

AGM18/05/11 CO-OPTED MEMBER (CASUAL) TO PARISH COUNCIL

It was formally resolved by all present that Mr. Ian Howard be appointed a co-opted member of Council.

The Clerk advised Members that the Council could co-opt further people during the financial year and asked if there was anyone whom they would wish to approach. Councillors felt that they did not at this point wish to co-opt any further person. The Clerk reminded Members that such co-opted representatives could neither claim expenses nor vote.

A discussion was had on the consideration to appoint PCSO Damian Cecil as a co-opted member. It was agreed that the Clerk would write a letter to CI Trimmer, Chief Inspector of Horsham District.

Mr. A. Bull suggested to Members that the Council may wish to retain the second position for the Council may require some specialist expertise later in the year.

AGM19/05/11 REPORT ON THE YEAR 2010/11

THE CHAIRMAN'S ANNUAL PARISH REPORT YEAR 2010/11

The Chairman referred to the speech given at the Annual Parish Meeting held on Wednesday 18th April, 2011.

Mrs P Flores-Moore commented that she felt that there had been very poor attendance.

Mrs E Day queried why Mr S Chapman had left the meeting early. The Clerk explained that this issue has now been resolved, but that Mr Chapman had another appointment that evening which clashed.

It was proposed by Mr H Mackay and seconded by Mrs P Flores-Moore and agreed by all present that the Chairman's Speech be accepted.

AGM20/05/11 CORRESPONDENCE

There were not any correspondence to discuss.

At 9pm both Mr M Kulin and Mr H Mackay left the room to ascertain the reason for a local disturbance.

At 09.02 the meeting resumed with Mr M Kulin and Mr H Mackay.

AGM21/05/11 ACCOUNTS & FINANCIAL MATTERS

The Clerk reported that the year-end payroll and VAT for 2010/11 had been submitted to the Inland Revenue & Customs and Excise.

Council noted that these returns had been submitted electronically to the Inland Revenue.

Investment Policy

The Clerk asked members whether as discussed under policy documents whether they wished to renew the current policy of investing with the Co-Operative Bank. The Clerk indicated that other banks were contacted at the time of maturity but to date the deals with the Co-Operative remained sound. The Clerk stated that the Council were required at this meeting to review the situation for some of the deposits became due in June 2011.

The Council reaffirmed its investment policy. It was agreed that, if possible this would be deferred for the Clerk to review in June for the investment due to mature in June.

Grants

The Clerk asked members to reconfirm its Grants Policy for the forthcoming year. The Council commenced the year with a figure of £4,000.

Mr H Mackay declared an interest.

A discussion was had on Southwater Action Team and it was implied that a grant had been rejected but it has now been referred. The Clerk informed the meeting about the new Grant Finder Volunteer position that will be in post by 1st June 2011.

The Clerk stated that she has transferred £100,000 from bank account 2 to bank account 3.

Resolved that the Clerk amend the dates on the Grants Policy to comply with the current financial year 2011/12.

Precept – lst Half

The Clerk informed Members that the first half of the Precept (Local Council Tax) had been received on the 28th April 2011.

Members noted the Clerk's comments.

Financial Information

The Clerk referred members to their financial information as contained in their Member's Pack dated 18th May 2011, containing the following information.

- Income and Expenditure – 31st March 2011, 30th April 2011 and 18th May 2011.

Mrs E day queried the figures in relation to Getty images.. The Clerk explained that this is currently being dealt with by solicitors.

- Bank Reconciliation – 31st March 2011 and 18th May 2011

Mrs P Flores-Moore queried the business section on BACS income . The Clerk confirmed that this was referring to dog bins, litter bins and rates.

It was resolved by all present that the payment schedules dated 14th, 19th April and 18th May 2011 be authorised and signed as a true and correct record of the financial position of the Council as at 18th May 2011. All parties agreed. Members noted and approved the Income/ Expenditure and Bank reconciliations. Figures presented.

Monthly Payment Schedules 14th, 19th April, and 18th May

The Clerk presented payments schedules dated 14th, (£29,064.55) 19th April (£23,710.92) and 18th May2011 (£15,738.58) amounting to £68,514.05.

It was proposed by Mr A Bull and seconded by Mrs E Day and agreed by all present that the payments schedules as stated be approved by the Council.

AGM22/05/11 ANNUAL ACCOUNTS YEAR ENDING 2010/11

WSCC Local Government Pension Scheme

The Clerk reported that the FRS17 would appear to now indicate a surplus. As previous advised the Council's. All members have received a copy.

End of Year Accounts 2010/11

The Clerk indicated that the Annual Accounts would be issued. The Clerk will be copying these and will be presented at the F&GP meeting in June 2011 so that these can be with the auditors by July. Mr A Bull gave a vote of thanks to The Clerk for this work.

AGM23/05/11 DATE OF NEXT ANNUAL PARISH COUNCIL MEETING

The date of the next Annual Parish Council Meeting, to be advised. The next Annual Parish Council meeting to be held on **Wednesday 9th May 2012.**

Mr A Bull thanks all parties for their attendance and understanding this evening.

The Meeting closed at 9.20 pm.