



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Fairbank Road, Southwater,
West Sussex RH13 9LA

Telephone: 01403 733202

Email: Enquiry@Southwater-pc.gov.uk

Website: www.southwater-pc.gov.uk

NOTICE IS HEREBY GIVEN of the **Annual Meeting of the Parish Council** to be held at the Parish Council Chambers, Beeson House, 26 Lintot Square, Fairbank Road, Southwater, West Sussex, RH13 9LA at **7:30pm, Wednesday 15th May 2024** when the following business will be considered and transacted.

ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND.

It is preferred that members of the public book in with the Executive Officer prior to the meeting if they wish to attend in person due to limited room capacity. Alternatively, please view Live Stream of meeting available here:

<https://www.youtube.com/channel/UCKmIN1p8vDttHXKM0v5SVA>

A G E N D A

- 44. To Elect the Chairman of the Council (and Signing of Acceptance of Office)**
- 45. To Elect the Vice-Chairman of the Council (and Signing of Acceptance of Office)**
- 46. To Receive any Councillor Resignations (if any)**
- 47. Co-Option of Councillors – Consider applications received for vacancy(s)**
- 48. Councillors Code of Conduct & Members Allowances Policy – approve continued use.**
- 49. Apologies of Absence**
- 50. Declarations of Interest**
- 51. Public Forum – Maximum 3 minutes per person with an overall limit of 15 minutes combined.** *All persons wishing to speak must make their name known to the Executive Officer at least 24 hours prior to the meeting start time. Those wishing to speak will be given priority in terms of total number of members of public in attendance. There will be a live stream available on YouTube to persons wishing to view the meeting.*
- 52. Scheme of Delegation – to approve continued use.**
- 53. Terms of Reference (F&GP Committee, Planning Committee, HR Committee) – to consider and approve continued use.**
- 54. Appointments to Committees, Sub-Committees, Working Parties, Employer Bodies, and other – to consider the following:**
 - i. Finance & General Purposes Committee**
 - a. Appointment of up to 12 Members
 - b. Appointment of Chairman
 - c. Appointment of Vice Chairman

- ii. **Planning Committee**
 - a. Appointment of up to 9 Members
 - b. Appointment of Chairman
 - c. Appointment of Vice Chairman
 - iii. **Human Resources (HR) Committee** - Appointment of 6 Members (*Chairman and Vice Chairman of Council, Chairman and Vice Chairman of both Finance & General Purposes Committee and Planning Committee, further Member(s) to be appointed by the Council as required*).
 - iv. **Planning Pre-Application Panel** – Appointment of 6 Members (*Chairman and Vice Chairman of Council, Chairman and Vice Chairman of both Planning Committee and Finance & General Purposes Committee*).
 - v. **Southwater Neighbourhood Plan Consultation Group** – Appointment/Amendment of members on steering group.
 - vi. **Southwater Emergency Plan** – Note and consider any additions/amendments to Co-ordinators as required.
 - vii. **Neighbourhood Warden Steering Group** – Appointment/Amendment of members on steering group.
 - viii. **Climate Change Working Party** – Appointment/Amendment of members on working party.
 - ix. **Non-Signatory to verify bank reconciliations and statements** – To note Cllr C Pearce (and Cllr N Knott as the back-up) as the appointed non-signatory verifiers of bank statements/reconciliation and consider any amendments as required.
55. **Council Representatives** – to note council representatives and approve appointments and any amendments as required:
- i. **Southwater Ghyll CIO** (2-4 members)
 - ii. **The Ghyll Project Liaison Group** (2 members and a chairman with no voting rights)
 - iii. **Southwater Village Hall** (2 members)
 - iv. **Horsham Association of Local Councils** (2 Members)
 - v. **Age UK, Horsham** (1 Member)
 - vi. **Southwater Community Partnership** (4 Members)
 - vii. **County/District/Parish Policing and Neighbourhood Watch** (1 Member/1 Officer)
 - viii. **West Sussex County Council Local Area Committee** (2 Members)
 - ix. **Southwater Road Safety Partnership** (2 Members)
 - x. **Southwater Schools Meeting Group** (2 Members/1 Officer)
 - xi. **Southwater Country Park Forum** (2 Members/1 Officer)
 - xii. **Horsham District Council Older Persons Forum** – (1 Member)
56. **Chairman’s Report**
57. **Executive Officer’s Report**
58. **Correspondence** – to receive correspondence (if any)
59. **Meeting Minutes**
- i. Full Council Meeting of 20th March 2024
 - a. To receive and approve
 - b. Matters arising
 - ii. Extraordinary Council Meeting of 24th April 2024
 - a. To receive and approve
 - b. Matters arising
60. **County Council Reports and Communications** – To receive and consider.

61. **District Council Reports and Communications** – To receive and consider.
62. **Committees** – to receive and consider minutes and any recommendations:
- i. **Finance & General Purposes Committee**
 - a. Minutes of 24th April 2024
 - ii. **Planning Committee**
 - a. Minutes of 1st May 2024
 - iii. **HR Committee**** (*if any*)
63. **Internal Auditors Report 2023-24** – To receive and approve the final Internal Auditors Report for year ended 31st March 2024.
64. **Annual Accounts for year ending 31st March 2024** – To consider and approve.
65. **Annual Governance and Accountability Return (AGAR)** – To receive, approve and sign the AGAR for 2023-24
- i. **Section 1 – Annual Governance Statement 2023-24** – to approve and sign.
 - ii. **Section 2 – Accounting Statements 2023-24** – to approve and sign.
 - iii. **Notice of Public Rights** – to receive notification of dates.
66. **Standing Orders and Finance Regulations** – to approve continued use.
67. **Risk Management Schedule** – to approve updates to the Risk Management Schedule 2024-25
68. **Calendar of Meetings** – to approve the Calendar of Meetings up to May 2025.
69. **Policies** – to consider and approve the following:
- i. Training & Development Policy
70. **Direct Debits** - to approve the continued use of Direct Debits in accordance with Financial Regulations.
71. **Council Subscriptions** – to approve continuation of current subscriptions/memberships.
72. **Easteds Barn** – to approve undertaking a valuation with Chartered Surveyor, CrickMay.
73. **DATE OF NEXT MEETINGS:**
- i. Next Full Council Meeting – 17th July 2024
 - ii. Next Annual Meeting of the Parish Council – 21st May 2025


Justin Tyler
 Executive Officer & RFO
 8th May 2024

***Item may require the Council to enter confidential session.*