Proper Officer/RFO: Mrs Pauline Collins

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**To all members of Fairlight Parish Council, County and District Councillors**

**Copy on website**

Dear Councillors,

**FAIRLIGHT PARISH COUNCIL ANNUAL PARISH MEETING WILL BE HELD ON TUESDAY 23RD MAY 2023 AT 7.00PM**

You are summoned to attend the above Parish Council meeting where the following business will be considered.

Signed: *Pauline Collins* – Proper Officer and Responsible Finance Officer

Date: 17th May 2023

**Agenda for the Annual Parish Meeting – Tuesday 23rd May 2023**

1. **Election of Chairperson for the ensuing municipal year**
2. **Election of Vice Chair for the ensuing municipal year**
3. **Apologies for absence**

(Including resolutions to accept reason for absence by Councillors)

1. **Code of Conduct and Disclosure of Interests**
2. Following the May 2023 elections Councillors are asked to resolve the following matters:

1) All Councillors are aware of their responsibilities in relation to personal and disclosable pecuniary interests and handed in their Register of Interests to the Proper Officer and RDC.

2) For Councillors to receive summons electronically and sign their papers.

3) For Councillors to have their personal details displayed on papers, noticeboards and website as outlined in the GDPR consent form.

4) Confirmation of submission of expense forms to electoral commission.

1. To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda

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1. **Public Questions in respect of items on the agenda**
2. **Minutes of Meeting held on Tuesday 25th April 2023**
3. To note and correct any matters of inaccuracy
4. To approve the minutes and the Chair to sign as an accurate record
5. **Matters Arising from the Minutes not otherwise on the agenda**
6. **County and District Councillors Reports**
7. **Parish Councillor co-option**
8. To accept and vote on the applications to be co-opted as a parish councillor
9. **Appointment of members to Committees and Working Groups**

Planning Committee – Chair, Vice Chair and members – 4 councillors (minimum)

Finance and Administration Committee – Chair, Vice Chair and members - 4 councillors

Community Hub Committee – Chair, Vice Chair and members – 3 councillors

Land Management Working Group – 4 councillors

Rights of Way Officer – 1 councillor

Highways Officer – 1 councillor

Water and Drainage Officer – 1 councillor

Emergency Plan Co-ordinator and one warden – 2 councillors

Grants Officer and Panel – 3 councillors

Awards Panel - 3 councillors

Fairlight Watch Officer (Police, Speedwatch, Neighbourhood Watch etc) – 1 councillor

War Memorial Steering Group – 1 councillor

Website and Facebook co-ordinators – 2 councillors

Fairlight Drop-in Social Hub Group – 3 councillors

Staff Appraisal – Chair and 1 councillor

Fairlight Preservation Trust Liaison Link – 1 councillor

Village Hall Liaison Link – Proper Officer and Councillor

1. **Appointment of members to official roles within the Council and representatives to outside bodies for the ensuing municipal year**
2. Rother Association of Local Councils – 2 councillors
3. East Sussex Association of Local Councils – 1 councillor and Proper Officer
4. **End of year AGAR and reports**
5. To review the internal auditors report (Copy attached)
6. To consider the Annual Governance Statement to go to the external auditor

 (Documents circulated inc year end accounts, variances and Governance Statement)

1. To approve the Annual Governance Statement to go to the external auditor (Items 1 -8 of this statement to be agreed – see table below)
2. Chair or presiding person to sign and date the accounting statements for which approval has been given, to send to PKF Littlejohn external auditor
3. To re-adopt Standing Orders, Financial Regulations and Financial Risk Assessment (see website)
4. To consider 2022/23 Asset Register (Copy attached)
5. **General Power of Competence**
6. To consider and propose to re-adopt the General Power of Competence

Following the May 2023 elections, where 8 Councillors were returned elected, and given that the Clerk is qualified in the Certificate in Local Council Administration (CiLCA), members are recommended to make the following resolution: “Fairlight Parish Council resolves from 10th May until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence), to adopt the General Power of Competence”.

1. **Civility and Respect Pledge**
2. To consider and propose to re-adopt the NALC civility and respect pledge
3. **Policies and Practices including GDPR**
4. To discuss and adopt the Policies and Practices of the Parish Council for 2023/24 (see website)
5. **Financial Matters**
6. To consider and approve the attached schedule of payments and receipts for May 2022
7. To consider and sign the monthly bank reconciliations
8. To consider monthly budget monitoring figures (Proper Officer)
9. To consider and approve the annual insurance renewal (see quotes – cheque payment to be drawn after decision)
10. To consider and approve the RDC printing costs contribution for the Article 4 Householders leaflet
11. **Planning Committee**
12. To receive the monthly report
13. **Land Management Steering Group**
14. To receive the monthly report (Cllrs Smith, Sharpe and Horsley)

 - Cllr Smith – Wood Field and Highways

 - Cllr Sharpe – Fixed Assets

 - Cllr Horsley – Water and drainage issues

(b) To receive an update on the Southern Water Pathfinder Project (Cllrs Horsley and Cooke)

1. **Community Hub Committee (Faircomm.)**
2. To receive an update
3. **Finance and Administration Committee**
4. To receive a monthly report (Cllr Horsley)
5. **Drop In Social Hub Group**
6. To receive a monthly report (Cllrs Sharpe and Hohenkerk)
7. **Parish Council Website and Facebook**
8. To receive a monthly report
9. **War Memorial Steering Group**
10. To receive an update on the project (Haydon Luke)
11. **Hastings Country Park**
12. To receive a monthly report (Haydon Luke)
13. **Training/meetings attended**
14. **Correspondence**
15. Freedom of Information Requests – re 2023/24 Budget
16. **Information and/or Future Agenda Items**
17. **Date of next meeting – Tuesday 27th June 2023 – 7.00 pm (to be reviewed)**
18. **Close of meeting**

**Open Forum**

Please note on 27th March 2018 under minute no 18058 it was

**Resolved** to maintain Public Questions as an agenda item, to reinstate the Open Forum but with conditions – Time limit for the Forum and individuals, refer the public to the correct path/place to pursue issues, maintain respect for Councillors and members of the public at all time and emphasise that no decisions can be made unless the item(s) are placed on the agenda.

**REPORTS TO FOLLOW**