



# Fittleworth Parish Council

## ANNUAL PARISH COUNCIL MEETING

### Members of the Parish Council

All members of the Council are summoned to a meeting of **Fittleworth Parish Council** to be held on **Monday 15th May 2023 at 7.00pm** in the Pavilion Building.

### Members of the Public

Members of the public are very welcome to attend and will be given the opportunity to speak at item 5 on the agenda.

Rachel Gorvin, Clerk to the Parish Council  
9th May 2023

## AGENDA

Agenda item		
<b>1.</b>	To Elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office	
<b>2.</b>	To Elect the Vice-chair of the Council and to receive the Chair's Declaration of Acceptance of Office	
<b>3.</b>	Apologies for absence	
<b>4.</b>	Minutes of the last meeting – approval of the minutes of the meeting held on 17th April 2023 and any matters arising.	
<b>5.</b>	Public questions.	
<b>6.</b>	Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below	
<b>7.</b>	Co-option of Councillors	
<b>8.</b>	Finance a) Year End Financial Report – to discuss 2022-23 Financial Performance and agree Receipts and Payments accounts summary. b) to consider the results of the internal audit and approve Section 1 of the AGAR, The Annual Governance Statement c) to consider the results of the internal audit and approve Section 2 of the AGAR, The Annual Accounting Statement d) Payments – to receive details and agree payment of outstanding invoices. e) to agree a new mandate for bank signatories. Removing Chris Welfare from all Fittleworth Parish Council Nat West accounts and adding replacement signatory. LS, MA, RG, JC currently on the mandate. LS, RG and JC have online banking access. f) Consider where the CIL payment of £61118.66 should be deposited.	
<b>9.</b>	The Swan - ACV	
<b>10.</b>	Centenary Gardens Trees - TPO	
<b>11.</b>	Review arrangements for Public Viewing 23rd May	

<b>12.</b>	Review of Delegation arrangements to Committees, Sub Committees, Working Groups, Staff, other Local Authorities and bodies	
<b>13.</b>	Review of Terms of Reference for Committees	
<b>14.</b>	Appointment of members to existing Committees	
<b>15.</b>	Appointment of any new Committee	
<b>16.</b>	Review of arrangements, (including legal agreements), with other local authorities, not-for-profit bodies and businesses	
<b>17.</b>	Review of representation on or work with external bodies and arrangements for reporting back	
<b>18.</b>	Review of inventory of land and assets including buildings and office equipment	
<b>19.</b>	Confirmation of arrangements for insurance cover in respect of all insured risks	
<b>20.</b>	Review of the council's and/or staff subscriptions to other bodies	
<b>21.</b>	Review of the council's complaints procedure – Completed Feb 2023	
<b>22.</b>	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation – Completed Feb 2023	
<b>23.</b>	Review of the council's policy for dealing with the press/media- Completed Feb 2023	
<b>24.</b>	Note the Council's employment policies and procedures were reviewed at the time of the appointment of the New Clerk in October 2021	
<b>25.</b>	Note the Council's incurred no expenditure under s.137 of the Local Government Act 1972 or the general power of competence as the policy is currently under review.	
<b>26.</b>	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of Council	
<b>27.</b>	Correspondence – to read, comment and where necessary take action on letters, emails and reports written or received by the Parish Council since the last meeting. (Including questions received 17th April 2023)	
<b>28.</b>	Items for inclusion on the June Agenda. (No decisions can be made on matters raised under this item – for notification only.)	
<b>29.</b>	Date of next meeting: Monday 19th June 2021 at 7.00pm in the Pavilion Building.	