

Bramber Parish Council
Annual Parish Council Meeting
Beeding & Bramber Parish Hall
Wednesday 16th May 2018 at 7.00 pm

Present: Cllrs Roger Potter (Chairman), Dave Kitson, Diana Goodall, Mick Tilley, Mike Croker, Nick Stubbs, Sarah Green and Trevor Bignell

In attendance: Cllrs David Barling (WSSC) and David Coldwell (HDC)

Members of the public: 0

Minutes: Rebecca Luckin (Locum Parish Clerk)

MINUTES

1. To consider and agree Election of Chairman

a) Cllr Kitson **proposed** that Cllr Roger Potter should accept the role of Chairman. **Seconded** by Cllr Goodall. **Agreed.**

2. To consider and agree Election of Vice-Chairman

a) There were no nominations for the role of Vice-Chairman. It was agreed that the role would be reviewed in three months time.

3. To receive apologies for absence

a) Apologies were received and accepted from Cllr Goddard.

4. To receive declarations of Interest

None for this meeting.

5. Approval of the minutes of the previous Annual Meeting 2017

a) Cllr Croker **proposed** that the minutes of the Annual Parish Council meeting of 2017 were approved as a correct record of the meeting. **Seconded** by Cllr Stubbs. **Agreed** and duly signed by the Chairman.

6. Matters arising from the minutes

a) None for this meeting

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The Chairman adjourned the meeting

7. To adjourn the meeting to allow for public questions

The Chairman reconvened the meeting

8. To discuss and agree Committee allocation

a) Planning Committee Members – It was agreed that all Councillors would form the Planning

Committee.

9. To discuss and agree representatives on outside bodies

- a) HALC – It was **agreed** that Cllrs Stubbs and Goddard should remain as HALC representatives.
- b) Youth Committee – Cllr Tilley **proposed** Cllrs Potter and Green. **Seconded** by Cllr Stubbs. **Agreed.**
- c) JPCC – Cllr Potter **proposed** Cllrs Stubbs and Goodall. **Seconded** by Cllr Bignell. **Agreed.**
- d) Village Hall – Cllr Croker **proposed** Cllr Tilley. **Seconded** by Cllr Goodall. **Agreed.**

10. To receive a draft Financial Report from the Responsible Financial Officer

- a) Prior to the meeting, the Clerk had circulated a draft Receipts & Payments Report for 17/18, which was subject to the approval of the Internal Auditor (visiting on 21st May 2018).

A draft Budget V Actual Report for 17/18 was also circulated prior to the meeting. The Clerk explained some variances, which were noted by Councillors.

11. To consider and approve Standing Orders

- a) Prior to the meeting, the Clerk had circulated a 2018 NALC template of recommended Standing Orders. Councillors agreed to defer consideration to next meeting.

Action **Item for the next agenda** **Clerk**

12. To consider and approve Financial Regulations

- a) Cllr Potter **proposed** that Financial Regulations be approved. **Seconded** by Cllr Stubbs. **Agreed**

13. To consider and approve Councillors Code of Conduct

- a) Prior to the meeting, the Clerk had circulated a 2012 HDC template of the recommended Code of Conduct. Cllr Goodall proposed that the Code of Conduct be adopted. **Seconded** by Cllr Potter.

Agreed

Action **Add agreement date and circulate to Councillors** **Clerk**

14. Dates of the meetings for the forthcoming year:

16 th May 2018 Parish Council and Annual Parish Council meetings	28 th November 2018 Parish Council
20 th June 2018 Parish Council	9 th January 2019 Parish Council
25 th July 2018 Parish Council	20 th February 2019 Parish Council
5 th September 2018 Parish Council	3 rd April 2019 Parish Council
17 th October 2018 Parish Council	15 th May 2019 Parish Council and Annual Parish Council meetings

The Chairman closed the meeting at 7.22pm

Signed:
Chairman

Date: 17th May 2019