



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

Bracklesham Barn, Beech Avenue,
Bracklesham Bay, Chichester, PO20 8HU

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You are hereby summoned to the Annual Parish Council Meeting to be held on
20th May 2020 at 7pm in BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM

AGENDA

1. **Election of Chairman.**
2. **Election of Vice Chairman.**
3. **Declarations of Interest.**
4. **Minutes of the Previous Meeting Held on 8th April 2021** ([appendix 1](#))
5. **Public Questions.**
6. **Reports from District and County Councillors.**
7. **Reports from Parish Councillors on meetings attended since 8/04/21**
(including response to EIA on land East of Church Road)
8. **Finance.**
 - 1) Bank reconciliation approval. ([appendix 2a](#))
 - 2) Statement of current financial position and budget monitor. ([appendix 2b](#))
 - 3) Summary of payments made between 01/04/21 and 30/04/21 ([appendix 2c](#))
 - 4) To review expenditure made under S.137 of the Local government Act (1972) in 2020-21 ([appendix 2d](#))
9. **BREW Vision Update**
To receive an update on the BREW Vision consultation.
10. **Co-option to fill council vacancy**
11. **Policy and document review:** To review and adopt the following items:
 - a. **Code of Conduct.** ([appendix 3a](#))
 - b. **Standing Orders.** ([appendix 3b](#))
 - c. **Financial Regulations.** ([appendix 3c](#))
 - d. **Complaints procedure** ([appendix 3d](#))
 - e. **GDPR policy** ([appendix 3e](#))
 - f. **Media Policy** ([Appendix 3f](#))
 - g. **Terms of reference for committees** ([appendix 3g](#))
 - h. **Delegation scheme** ([appendix 3h](#))
12. **Banking Arrangements.** To review and approve the authority for the council to continue to make electronic payments via on-line banking. ([appendix 4](#))
13. **Review of Assets, Insurance Arrangements and Risk Assessments** ([appendix 5](#))
14. **Internal Auditors Report.** To review the annual internal auditors report and note their recommendations. ([appendix 6](#))
15. **Approval of Annual Governance and Accountability Return (2020/21) Part3** ([Appendix 7](#))
 - a. Approval of Annual Governance Statement
 - b. Approval of Accounting Statements
16. **To agree the council meeting schedule to May 2022** ([appendix 8](#))
17. **Appointment of Planning Committee (max. 5 members)**
18. **Appointment of Assets & Open Spaces Committee (max. 5 members)**
19. **Appointment of Staffing Committee (3-4 members)**
20. **To review and make appointments to the following working groups**
 - Neighbourhood Plan
 - Events
 - Environment
21. **To make appointments to the following external organisations**
 - Chichester Sub-Group of the Association of Local Councils (CDALC) (4 times per year)

- Village Hall Management Committee (5 meetings per year)
- West Sussex County Council County Local Committee (4 times per year)
- Manhood Peninsula Partnership (MPP) (3 times per year, on a Monday so clashes with planning)
- Local Business Alliance
- Youth Club Committee (6 per year)
- Community Wardens Panel (2 times per year)
- Surface Water Issues & Solutions (SWISH) (4 times per year)



S. Tate, Parish Clerk, 13th May 2021

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THE MEETING, HOWEVER THEY MAY NOT SPEAK UNLESS INVITED TO DO SO BY THE CHAIRMAN. *THE COUNCIL MAY BY RESOLUTION DECIDE TO EXCLUDE THE PRESS AND PUBLIC FROM ANY PART OF THE MEETING.