



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO THE **ANNUAL PARISH COUNCIL MEETING** TO BE HELD ON
11th MAY 2023 AT 7.00PM at BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM,
PO20 8HU

AGENDA

No apologies for absence were received at the time of this agenda being published. Any apologies received after publication of this agenda will be noted at the start of the meeting.

- 23.56** Election of Chairman.
- 23.57** Election of Vice Chairman.
- 23.58** Declarations of Interest and dispensation requests
- 23.59** Public Questions
- 23.60** Minutes of the Previous Meeting Held on 13th April 2023 ([appendix 1](#))
- 23.61** Chairman's Announcements
- 23.62** Update on Actions from Previous Meeting
- 23.63** Reports from District & County Councillors
- 23.64** Reports from Parish Councillors on meetings attended since 8/04/23
- 23.65** Budget Update
1. Bank reconciliation approval. ([appendix 2.1](#))
 2. Statement of current financial position and budget monitor ([appendix 2.2](#))
 3. Summary of payments made between 01/04/23 and 30/04/23. ([appendix 2.3](#))
- 23.66** Policy and document review: To review and adopt the following items:
1. Code of Conduct ([appendix 3.1](#))
 2. Standing Orders. ([appendix 3.1](#))
 3. Financial Regulations. ([appendix 3.3](#))
 4. Complaints procedure ([appendix 3.4](#))
 5. GDPR policy ([appendix 3.5](#))
 6. Social Media Policy ([appendix 3.6](#))
 7. Terms of reference for committees ([appendix 3.7.1](#), [3.7.2](#), [3.73](#))
 8. Delegation scheme ([appendix 3.8](#))
 9. Dispensations policy ([appendix 3.9](#))
- 23.67** Banking Arrangements. To review and approve the authority for the council to continue to make electronic payments via on-line banking. ([appendix 4](#))
- 23.68** Review of Assets and Risk Assessments ([appendix 5.1](#), [5.2](#), [5.3](#), [5.4](#), [5.5](#))
- 23.69** To agree the council meeting schedule to May 2024 ([appendix 6](#))
- 23.70** Appointments to Standing Committees:
1. Planning Committee (max. 5 members)
 2. Assets & Open Spaces Committee (max. 5 members)
 3. Staffing Committee (3-4 members)
- 23.71** Confirmation of Continuance of and Appointments to Working Groups;
1. Neighbourhood Plan
 2. Events
 3. BREW Vision
 4. Community Highways Scheme & Traffic Regulation Order
 5. Local Business Alliance

23.72 To make appointments to the following external organisations

1. Chichester Sub-Group of the Association of Local Councils (CDALC) (4 times per year)
2. Village Hall Management Committee (5 meetings per year)
3. West Sussex County Council County Local Forum (4 times per year)
4. Manhood Peninsula Partnership (MPP) (3 times per year, on a Monday so clashes with planning)
5. Youth Club Committee (6 per year)
6. Community Wardens Panel (2 times per year)
7. Surface Water Issues & Solutions (SWISH) (4 times per year)
8. Green Links across the Manhood Peninsula (GLaMO) (4 times per year)
9. Patients Participation Group

23.73 Skate Park Update

23.74 To agree to rescind the decision Minute ref 23.48 from the meeting of 13th April 2023 regarding the school swimming pool grant.

23.75 To agree an Insurance Provider 9 ([appendix 7](#))

T Glithero, Parish Clerk, 4th May 2023

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.