

SOUTH HEIGHTON PARISH COUNCIL

Chairman:
Cllr. C Bradshaw
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Cllr. C Bradshaw (Chair),
Cllr. Ms G Hazell, Cllr. P. Julian,
Cllr S Lo Fan Hin, Cllr. Mrs. J Miller,
Cllr. A Turner.

Parish Clerk:
Mrs S Mills
10 Bromley Road
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Councillors have been summoned to the **ANNUAL MEETING** of the **SOUTH HEIGHTON PARISH COUNCIL** to be held in the **SOUTH HEIGHTON VILLAGE HALL, SOUTH HEIGHTON**, on **TUESDAY 15th May 2018** at **7.00pm** to discuss the items on the agenda below.

**THE MEETING IS OPEN AND MEMBERS OF THE PUBLIC
ARE WELCOME AND ENCOURAGED TO ATTEND**

 Stephanie Mills, Parish Clerk

10th May 2018

A G E N D A

- 1. ELECTION OF PARISH COUNCIL CHAIRMAN AND VICE CHAIRMAN 2018/19**
To receive nominations and elect a Chairman and Vice Chairman for the forthcoming municipal year. **Decision Required.**
- 2. PUBLIC PARTICIPATION**
The next fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant items on the agenda or raise any appropriate matters that affect the Parish. The public and press are also welcome to stay and observe the rest of the meeting.
- 3. APOLOGIES** - To receive apologies for absence.
- 4. DECLARATIONS OF INTEREST**
Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.
- 5. MINUTES**
 - 5.1.** To resolve that the draft minutes of the Council Meetings held on 17th April 2018, circulated prior to the meeting and taken as read, be confirmed as a correct record and signed by the Chairman.
 - 5.2.** Matters outstanding from these minutes (not listed as separate agenda items).
- 6. REPLACEMENT CONTAINER FOR DENTON AND SOUTH HEIGHTON JUNIOR FOOTBALL CLUB**
To receive a verbal report from the Chairman updating Members on a revised application for the replacement of the Denton and South Heighton junior Football Club (DaSHJFC) containers, method of replacement and requested licence extension for a period of 10 years. **Decision Required.**
- 7. COUNCIL MEETING PROGRAMME**
To ratify the draft Programme of Council meetings proposed on 13th March 2018. **Decision Required.**
- 8. TRANSPARANCY CODE AND CHAIR/CLERK MEETINGS**
To receive a verbal report from the Clerk reviewing and updating the Transparency Code and the programme and arrangements for Chair and Clerk's meetings. **Decision Required.**

SOUTH HEIGHTON PARISH COUNCIL

9. REVIEW COMMITTEES, TERMS OF REFERENCE AND APPOINTMENT OF MEMBERS

To receive a verbal report from the Clerk outlining the Committees for the year, their terms of reference and to receive nominations and appoint Members as appropriate. **Decision Required.**

10. REVIEW AND AGREE COUNCIL REPRESENTATION ON EXTERNAL BODIES

To receive a verbal report from the Clerk to agree membership and representation on outside bodies and allocate to Members as appropriate and the methods of reporting back to the Council. **Decision Required.**

11. COUNCILLOR ROLES, TASKS AND RESPONSIBILITIES

To receive a verbal report from the Clerk to review and agree the roles, tasks and responsibilities for Councillors and allocate to Members as appropriate. **Decision Required.**

12. INVENTORY AND ASSET REGISTER, EQUIPMENT AND KEY REGISTER

To receive a verbal report from the Clerk outlining a revised Inventory and Asset Register, Equipment Register and Key Register; receive equipment and keys held by the Clerk and Members and agree the reallocation of equipment and keys with the signing of the appropriate registers by Members and the Clerk as necessary. **Decision Required.**

13. FINANCE

13.1. Financial Report and 2018/19 Budget

To receive an update from the Clerk on the end-of-year financial status of the Council's finances and the Budget for the municipal/financial year 2018/19 for ratification. **Decision Required.**

13.2. Publication/Notice of Accounts and Auditor Arrangements

To receive an update from the Clerk on the preparation of the Council's accounts and the programme and arrangements for auditing these and their publication arrangements. **To Note.**

13.3. Payments since last Meeting

To consider and approve payments since the last Council Meeting. **Decision Required.**

14. COUNCIL DOCUMENTATION AND POLICIES

14.1. Review of Complaints Procedure

To receive a verbal report from the Chairman on the annual review of the Council's Complaints Procedure. **Decision Required.**

14.2. Review of Bonfire Event Licence

To receive a verbal report from the Chairman to consider and adopt a revised Bonfire Event Licence to take into account the future restoration of the bonfire site through re-turfing. **Decision Required.**

14.3. Proposed Media and Communication Policy

To receive a verbal report from the Chairman to consider and adopt a new Media and Communications Policy to incorporate the annual review of the current Publication and Promotion Protocol and Media Contact Protocol. **Decision Required.**

14.4. Review of Standing Orders (annual review and to collate any previous changes in year)

To receive a verbal report from the Clerk and Chairman highlighting any necessary updates and alterations to the Council's Standing Orders. **Decision Required.**

14.5. Review of Financial Regulations (annual review including delegated thresholds and agreement processes for payments)

To receive a verbal report from the Clerk and Chairman highlighting any necessary updates and alterations to the Council's Financial Regulations. **Decision Required.**

14.6. Review of Roles and Responsibilities Protocol for Councillors and Officers

To receive a verbal report from the Chairman on the annual review of the Council's Protocol on the roles and responsibilities of Members and Officers. **Decision Required.**

15. ANNUAL PARISH MEETING

SOUTH HEIGHTON PARISH COUNCIL

To receive a verbal report from the Clerk and Chairman outlining progress towards the Annual Parish Meeting and agree final arrangements including on the following items:

15.1. Programme and Agenda for meeting in light of response to Newsletter request. **Decision Required.**

15.2. Draft Leaflet and arrangements for printing and distribution. **Decision Required.**

15.3. Draft content of Chairman's Annual Report. **To Note.**

16. UPDATE ON PROGRESS ON THE HOLLOW PROJECT

To receive a verbal report from the Clerk and Chairman outlining progress of The Hollow Project and to agree arrangements including on the following items:

16.1. Financial situation including progress on short term loan. **To Note.**

16.2. Picnic table purchases and location/relocation including saved bench. **Decision Required.**

16.3. Treatment for recycling area; additional removable rails; noticeboards/signage. **Decision Required.**

16.4. Arrangements for clearing/cleaning and opening of Play Area. **Decision Required.**

17. PLANNING AND TREE APPLICATION CONSULTATIONS

To consider planning/tree works applications the Council has been consulted on and/or those relevant to the Parish.

18. CONSULTATIONS/MEETINGS/ACTIVITIES

To consider, and agree a response to, Consultations/Meetings/Activities. **Decision Required.**

19. ACTION LIST

To receive a verbal report from the Chairman introducing the updated Parish Council's Action List, to note progress, consider ways for any outstanding tasks and actions to be progressed and approve any additional tasks and actions. **Decision Required.**

20. PARISH CLERK'S ANNOUNCEMENTS

To receive verbal reports from the Clerk on items and notices received by the Council not covered above. **To Note.**

21. ROLLING PROGRAMME and AGENDA ITEMS

To identify items for consideration at the next Council meeting and review the rolling programme of items. **To Note.**

22. COUNCILLORS' UPDATE

To receive verbal reports from Councillors on issues they have been dealing with not covered above. **To Note.**

23. DATE and LOCATION of next COUNCIL MEETING

To note that the next Parish Council Meeting is scheduled for 7pm on 19th June 2018 in South Heighton Village Hall. **To Note.**