

DUNCTON PARISH COUNCIL

**The Annual Parish Council Meeting will be held on Tuesday 3rd May 2016 at 7.00pm
In Duncton Village Hall**

**Members of the Duncton Parish Council are summoned to a meeting of The Parish Council.
The order of business will be:**

AGENDA

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay to observe the rest of the meeting.

1. To receive and approve apologies for absence
2. Declaration of Personal or Prejudicial Interest by Councillors in any of the items listed below and any changes to the Register of Interests.
3. County Councillor's Report – Mr Michael Brown, West Sussex County Council
4. District Councillor's Report – Mr John Elliott, Chichester District Council
5. Minutes of the Previous Meeting held on 1st March 2016 to be agreed and signed as a true record
6. Councillors and Clerk to report back on action points from previous meeting and any other business
7. Village Matters
 - i. Queen's birthday celebrations
 - ii. Burton Park Road Pavement
 - iii. Draft West Sussex Joint Minerals Local Plan Consultation
 - iv. Petworth Skate park
 - v. Operation Watershed
8. Annual Parish Meeting – format & agenda
9. Planning - applications and decisions 2nd March – 2nd May 2016 including SDNP/16/01733/FUL Laudacre Cottage
10. Election of Chairman & Vice Chairman – to elect a Chairman and Vice Chairman for the year and sign the declaration of office
11. Confirmation of Councillor roles & responsibilities and formation of any sub committees

12. Annual Review for the Year ending 31 March 2016

i. **Annual Governance Statement**

To receive a report from the Clerk, review the effectiveness of the system of internal control, consider the findings and note the report from the Internal Auditor.

Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return.

ii. **Accounting Statements**

To receive a report from the Clerk, consider the Accounting Statements and report from the Internal Auditor.

Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return.

13. Clerks Report including compliance and finance

i. **Clerks salary and expenses** – to agree the clerks salary and level of expenses

ii. **Internet banking** – update and agree any changes to the nominated signatories and banking arrangements

iii. **Asset register** – agree schedule of assets and replacement values

iv. **Insurance** - to note the proposed insurance cover, decide whether it is adequate and to agree the payment of the Insurance Premium

v. **Procedures & Policies** – review

vi. **Internal Auditor** – appoint an Internal Auditor for the year and agree level of remuneration

vii. **Budget** – review agreed budget for the year

viii. **VAT** – refund from 2015/16

ix. **Income & Expenditure** – report from the Clerk and approval of payments

14. Councillor Reports

15. Correspondence File & Invitations received 2nd March – 2nd May 2016

i. Police Roadshows – 16 June, West Dean College

ii. Community Drinks Event - 30th June, Seaford College

iii. All Parishes Meeting - 19 May, CDC

iv. SDNPA Workshops - 11 May, Midhurst