



Westham Parish Council

14th May 2019

Members of Westham Parish Council are summoned to the **Annual General Meeting of the Council** on **Monday 20th May 2019** to be held in the Amenity Hall, Stone Cross School at **7.30pm** immediately followed by a Full Council meeting.

A Beams

Andy Beams, Locum Clerk

Members of the public are welcome to attend and to address questions to councillors before the commencement of the Full Council meeting.

IN VIEW OF THE CONFIDENTIAL NATURE OF SOME ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Annual General Meeting Agenda

1. To **elect** the Council Chairman and complete the declaration of acceptance of office
2. To **elect** the Council Vice-Chairman
3. To **approve** apologies for absence and to **note** other non-attendance
4. To **receive** any declarations of interest in relation to items on the agenda
5. To **consider** co-option applicants to fill vacancies on the council as a result of the election
6. To **adopt** Standing Orders, Financial Regulations and the Members' Code of Conduct
7. To **agree** the committee structure and:
 - a. To **agree** terms of reference for each committee, sub-committee and working group
 - b. To **agree** the number of councillors to serve on each committee, sub-committee and working group
 - c. To **agree** the quorum for each committee, sub-committee and working group
 - d. To **elect** councillors to serve on each committee, sub-committee and working group
 - e. To **elect** the chairman of each committee, sub-committee and working group
8. To **appoint** representatives of the Council on the following bodies:
 - a. East Sussex Association of Local Councils (2)
 - b. Emergency Plan Co-ordinator (1)
 - c. Neighbourhood Watch (1)
 - d. Pevensey Town Trust (1)
 - e. St John's Trust (1)
 - f. Stone Cross Memorial Hall (1)
 - g. Westham Village Hall Management Committee (1)

Westham Parish Council, Stone Cross School, Adur Drive, Stone Cross, Pevensey, East Sussex BN24 5EF

Contact via email: westhamparishcouncil@aol.com or telephone: 01323 461299

9. To **review** the council's eligibility for the General Power of Competence
10. To **review** the asset register
11. To **review** the council's insurance arrangements
12. To **review** the council's policies and procedures for:
 - a. Complaints
 - b. Freedom of information and data protection
 - c. Dealing with the press and media
 - d. Employment
13. To **approve** the meeting schedule and locations
14. To **approve** the bank signatories
15. To **agree** Members' Allowances and Chairman's Allowance
16. To **note** Section 137 spending during 2018/19
17. To **approve** annual subscription payments to:
 - a. Information Commissioners Office
 - b. Society of Local Council Clerks
 - c. Stone Cross School (Electricity payment)
 - d. Sussex Association of Local Councils
 - e. Wealden District Association of Local Councils

Full Council Meeting Agenda

Public question time

Members of the public are invited to ask questions in respect of business on the agenda. In accordance with Standing Order 3(f), the period of time allowed shall not exceed two minutes per question with a maximum of two questions per person

1. To **approve** apologies for absence and to **note** other non-attendance
2. To **receive** any declarations of interest in relation to items on the agenda
3. To **approve** the minutes of the previous council meeting
4. To **receive** the minutes of any committee meeting held since the last council meeting and **consider** any recommendations
5. To **receive** reports and ask questions of:
 - a. East Sussex County Councillor
 - b. Wealden District Councillors
 - c. Council representatives on outside bodies
6. Financial details of the council, including:
 - a. To **note** the year-end accounts
 - b. To **note** the internal auditors report and **consider** the effectiveness of the internal audit process
 - c. To **approve** the Annual Governance Statement for 2018/19
 - d. To **approve** the Annual Accounting Statement for 2018/19

7. Planning applications for **response** to Wealden District Council:
 - a. [WD/2019/0980/F](#) 28 Beechfield Close, Stone Cross, Westham, BN24 5FH
Proposed single storey rear and side extension, double storey front and side extension with loft conversion
8. Planning decisions for **noting** from Wealden District Council:
 - a. **AGREED** WD/2019/0588/F 50 Patcham Mill Road, Stone Cross, Westham, BN24 5PA
Single storey side extension to replace existing timber framed extension
 - b. **AGREED** WD/2019/0493/F 14 Westham Business Park, Eastbourne Road, Westham, BN24 5NP
Change of use from B8 to B2. Installation of commercial kitchen for outside catering company to include the installation of a commercial air extraction unit and flue
9. To **discuss** correspondence from Stone Cross School and **agree** a response
10. Staffing matters:
 - a. To **agree** the appointment of a Locum Clerk/RFO
 - b. To **agree** the process for appointing a new Clerk/RFO
11. To **note** any urgent items and to **agree** any items for the next agenda