

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

05/05/2023

**I hereby give you notice that you are summoned to attend the Annual Meeting of the Parish Council on Monday 15<sup>th</sup> May 2023 at 18:30 at Ninfield Memorial Hall when it is proposed to transact the following business.**

**Signed**

Jackie Scarff, Clerk & RFO

### **BUSINESS TO BE TRANSACTED**

- 1. The Chair to take the chair and announce first business to be the election of Chair of the council for the year.**  
To receive nominations  
If there is only one nomination the vice chair to put that nomination to the meeting.  
The Vice chair to declare the election of the Chairman.
- 2. The Chair to read and sign the declaration of acceptance of office.**
- 3. The Chair to announce the election of Vice Chair of the council for the year.**  
To receive nominations  
If there is only one nomination the vice chair to put that nomination to the meeting.  
The Chair to declare the election of the Vice Chair.
- 4. The Vice Chair to read and sign the declaration of acceptance of office.**
- 5. To receive the declarations of acceptance of office and electronic summons permission.**
- 6. To receive apologies** and reasons for absence in accordance with the Local Government Act 1972 (S 85 (1)).
- 7. Disclosure of Interests**  
In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct.
- 8. Minutes of previous meeting** to be agreed and signed as a true record  
Full Council Meeting 21<sup>th</sup> April 2022
- 9. a In accordance with Standing Order 5jix to receive, for adoption the updated Standing Orders and Financial Regulations (also 18b)**  
**b In accordance with Standing Order 5jix to receive, for adoption the updated Risk assessment.**  
**c In accordance with Standing Order 5jix to receive, for adoption the updated Code of Conduct.**  
**d In accordance with Standing Order 5jv to agree the council's scheme of delegation.**

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**In accordance with Standing Order 5jv to confirm the arrangements for insurance in respect of all insurable risks.**

**10. In accordance with Standing Order 4e the following committees be constituted for the year 2022/23**

The Finance Committee – alternating with the Full Council  
The Recreation Ground Committee – quarterly  
The Highways Safety and Verges Committee – quarterly  
The Planning Committee – as required  
The Boundary Committee – as required  
The Staffing Committee – once per year  
Neighbourhood Plan Steering group (working party)

The chair of each committee will be decided at the first meeting of the committee.

**Representative for external groups.**

**In accordance with Standing Order 5jxi to agree that the arrangement for reporting back be through parish councillor reports at full council meetings.**

ESALC  
WDALC  
WDC South East Parish Cluster  
WDC Parish Panel Meeting

**11. In accordance with Standing Order 5jvi to delegate to the relevant committee a review of their terms of reference.**

**12. In accordance with Standing Order 5jxxi to determine the time and place of meetings of the council including the next annual meeting of the council.**

**13. Finance**

- a **In accordance with Standing order 18aiii to receive the report from the internal auditor and agree any actions required.**
- b **To consider the approval of the annual governance statement**
- c **To consider the approval of the accounting statement for the year ended 31<sup>st</sup> March 2023**
- d **in the Annual Governance and Accountability return.**
- e **To receive the bank reconciliations to 30<sup>th</sup> April 2021**
- f **To confirm the arranged direct debits and bank standing order payments. To present for approval the payments for the month.**

**14. To approve the following updated documents for the Ninfield Neighbourhood Plan.**

The Draft Plan v 10  
The Appendices  
The Consultation Statement (redacted v 2)

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The LGS rev April 23

The Sustainability Assessment v2

**15. Communication**

**Correspondence** – to note for possible inclusion on next agenda

Circulation to all Councillors.

*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.*

*Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.*