



I hereby give notice of a meeting of Chidham and Hambrook Parish Council to be held on Thursday 2 May 2024 at Chidham Village Hall commencing at 7.30pm

All members of Chidham and Hambrook Parish Council are hereby summoned to attend.

Please note that this is a meeting held in public and not a public meeting.

Members of the Public: Members of the public have a right to attend Council meetings and are most welcome. Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.

AGENDA

- 1. Election of a Chairman (including signing of declaration of office)**
- 2. Election of a Vice-Chairman**
- 3. Co-option of a Councillor**
- 4. Apologies for absence**
To resolve to accept apologies for absence.
Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
- 5. Declarations of interest**
To receive declarations of interest on any items on the agenda.
- 6. Public Session**
The public session which, at the Chairman's discretion may last up to 15 minutes, is to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council meeting. Members of the public are asked to restrict their comments and/or questions to three minutes.
- 7. Summons to attend meetings**
To confirm consent under the Local Government Act 1972 Schedule 12 paragraph 10(2)(b) to receive summons to attend the meeting to be received in electronic form.
- 8. To confirm the use of standing Committees.**
To confirm the appointment of members to the Planning Committee, Staffing Committee, Finance Committee, POSAC Committee and the Neighbourhood Plan Steering Group.
- 9. To appoint Parish Council representatives to outside organisations**
To confirm the appointment of Councillors to attend meetings of WSALC, CDLAC, Bournes Forum and the All Parishes Meetings.
- 10. Policy Adoption and review**
To confirm the continued use of the existing Policies and governing documents and note the need to review these throughout the year.
- 11. Minutes**
To resolve to approve the Minutes of the Parish Council meeting held on 4 April 2024.

12. Actions Update

To receive an update on actions agreed at the last meeting not on this agenda.

13. Reports

To receive the following reports.

Chairman's Report

Chichester District Councillor's Report

West Sussex County Councillor's Report

Clerk's Report

Ditch Warden's Annual Report

14. Committee Meetings

To note the Minutes from Committee Meetings held since the last Parish Council meeting and consider any recommendations.

Planning meeting – 18 April 2024

NPSG Meetings – 22 April 2024

Finance Committee – 24 April 2024

15. External Meetings

To receive reports from any external meetings attended by Councillors.

16. CIL Projects

To review CIL project recommendations and agree how such projects will be taken forwards.

17. Annual Parish Meeting

To confirm the arrangements for the Annual Parish Meeting.

18. Finance and Governance

To receive a financial report on the year ending 31 March 2024

To receive and approve the Internal Audit Report for the year ended 31 March 2024

Annual Return 01/04/2023 – 31/03/2024 – To approve the Annual Governance Statement

Annual Return 01/04/2023 – 31/03/2024 – To approve the Statement of Accounts

To confirm regular payments made by direct debit and standing order.

To confirm a new signatory to the bank accounts.

To consider approving a three year contract with Mulberry LAS Ltd for Internal Audit.

To resolve to approve the Schedule of Payments and Receipts

To resolve to approve the bank reconciliation.

19. Upcoming Meeting Dates

To note the dates for meetings to the end of May 2024.

Planning Committee – 16 May 2024

NPSG meeting – 27 May 2024

Annual Parish Meeting – 30 May 2024

Parish Council meeting – 6 June 2024

20. Items for referral to the next meeting.

Signed C A Smith

Date 25/04/2024

Parish Clerk

*By resolution, the Parish Council may decide to exclude the Press and Public from any part of the meeting¹
1 Public Bodies (admission to meetings) Act 1960*