



**Full Parish Council
Meeting - Agenda**
Monday 14th November 2022

Notice is hereby given a meeting of Rogate Parish Council is to take place on **Monday 14th November 2022** at **Rogate Village Hall** commencing at **5.00pm**.

Chairman: Max Harwood

www.rogateparishcouncil.gov.uk

Vice-Chairman: Adrian Collins

max.harwood@rogateparishcouncil.gov.uk

adrian.collins@rogateparishcouncil.gov.uk

- 1) **Recording of the meeting** – to be noted
- 2) **To receive and approve apologies for absence**
- 3) **Declarations of interest of items on the agenda**
- 4) **Minutes of last meeting** – to approve and sign the minutes of the meeting held on Monday 10th October 2022 as a true record.
- 5) **Representations from the Public**
- 6) **Reports from County & District Councillor**
- 7) **Chairman’s Report** – to be circulated

Matters for discussion:

- 8) **Fyning speeding traffic**
- 9) **Youth club room**
- 10) **Emergency ‘warm space’ provision**
- 11) **Annual parish meeting – review of format**
- 12) **Meeting dates 2023**
- 13) **Finance report and matters**
 - a) Monthly finance report to the Council.
 - b) Non-cheque signatory to check reconciliation.
 - c) Bank payments authorisation – to approve signatories for this month’s payments.

Receipts noted:		
HMRC	VAT refund	£712.36
Payments to be approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Rogate Hall	Hall hire	£46.00
DG Design & Print	Cost of living information flyers	£54.00
APH Tree surgery	Bull hill tree works	£1,056.00
Mulberry & Co	Internal audit	£214.02
Information Commissioner	Annual registration fee	£40.00
Flying Bull	Refreshments for Rake bus shelter volunteers	£78.00
Trish Walker	Locum Clerk	£25.00

14) Policy review:

- a) Complaints procedure
- b) Expenses policy
- c) Emergency/contingency plan
- d) Vulnerable adults’ policy
- e) Modern slavery & Human Trafficking policy
- f) Vexatious complaints policy
- g) Sickness and absence policy

- h) Employee grievance policy
- i) Bullying and harassment policy
- j) Members allowance policy
- k) Equity and diversity policy
- l) Planning Committee/Working Group terms of reference
- m) Planning application & tree consideration guidance
- n) Planning site visit protocol
- o) Freedom of information policy
- p) Co-option procedure & application form
- q) Privacy policy
- r) Data protection policy

Committee/Working Group reports:

15)Planning

- a) To receive comments from Planning Working Group discussion of 17th October 2022.
- b) To note zoom Planning Working Group discussion on Tuesday 29th November 2022.

16)Finance Committee

To note Finance Committee meeting on Monday 28th November 2022.

17)Open Spaces Committee

To note Open Spaces Committee meeting on Monday 28th November 2022.

18)Drainage issues/operation watershed

19)Projects and grants

Village organisation reports -

20)Rogate and Rake Schools

21)Rogate and Rake Village Halls

22)White Horse

23)East Lodge

General:

24)Correspondence –

- Emails as previously circulated.
- Bank Statements received – filed in finance file.

25)Information for Council (for noting or inclusion on a future Agenda)

An opportunity for Councillors to note or include matters on future Agendas.

26)Date of next meeting

To confirm the date of the next **Full Council Meeting**, is scheduled to be on **Monday 12th December 2022 at 5.00pm in Rogate Village Hall.**

By order of Clerk to the Council *Debbie Farknett* (08.11.2022)