



# Full Annual Parish Council Meeting - Agenda Monday 15<sup>th</sup> May 2023

Notice is hereby given a meeting of Rogate Parish Council is to take place on **Monday 15<sup>th</sup> May 2023** at **Rogate Village Hall** commencing at **5.00pm**.

**Chairman:** Max Harwood

[www.rogateparishcouncil.gov.uk](http://www.rogateparishcouncil.gov.uk)

**Vice-Chairman:** Adrian Collins

[max.harwood@rogateparishcouncil.gov.uk](mailto:max.harwood@rogateparishcouncil.gov.uk)

[adrian.collins@rogateparishcouncil.gov.uk](mailto:adrian.collins@rogateparishcouncil.gov.uk)

- 1) **Recording of the meeting** – to be noted
- 2) **To consider Co-option applications**
- 3) **Election of Chairman and Vice-Chairman**
- 4) **To receive and approve apologies for absence**
- 5) **Declarations of interest of items on the agenda**
- 6) **Minutes of last meeting** – to approve and sign the minutes of the meeting held on Monday 17<sup>th</sup> April 2023 as a true record.
- 7) **Representations from the Public**
- 8) **Report from District Councillor** (Tim O'Kelly)
- 9) **Report from County Councillor** (Dr Kate O'Kelly)
- 10) **Chairman's Report** – to be circulated
- 11) **Schedule of meetings for the next year** – confirm location/dates/time
- 12) **Formation of Committees for 2023-24 – Planning – Open Spaces - Finance**

## Matters for discussion:

- 13) **Speed reduction in the village** - update
- 14) **Emergency 'warm space' provision** - update
- 15) **Coronation** – event update
- 16) **Annual parish meeting** – 20<sup>th</sup> April - update
- 17) **SDNP nomination of councillor representative to sit on SDNP board**
- 18) **SDNP priority plan** - AC

## 19) **Finance report and matters**

- a) Review/appointment of bank signatories.
- b) Monthly finance report to the Council.
- c) Non-cheque signatory to check reconciliation.
- d) Consider and accept the findings of the annual internal audit report 2022/23.
- e) Review of the Annual Governance Statement 2022/23.
- f) Approve Annual Governance Statement 2022/23.
- g) Consider the Accounting Statements for year-end 31 March 2023.
- h) Approve Accounting statements for year-end 31 March 2023.
- i) Bank payments for authorisation and to approve signatories for this month's payments.

### Receipts:

Chichester District Council	Precept – first tranche	£19.925.00
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<b>Bank transfer to be approved:</b>		
Current account	To deposit account	£5,000.00
<b>Payments to be approved:</b>		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£15.59
Rogate Village Hall	Hall hire	£69.00
Rogate Village Hall	Grant for coronation celebration	£250.00
Southern Water	Fyning recreation ground water	£14.69
Zurich	Insurance renewal	1,009.98
Max Harwood	Chairman's expenses	£80.00
Adrian Collins	Repayment of plants for East Lodge planter	£21.98

## **Committee/Working Group reports:**

### **20) Finance Committee**

To note Finance Committee meeting on 25<sup>th</sup> September 2023.

### **21) Planning**

- a) To receive comments from Planning Working Group discussion of 11<sup>th</sup> April 2023.
- b) To note zoom Planning Working Group discussion will be held as necessary.

### **22) Open Spaces Committee**

To note Open Spaces Committee meeting on 22<sup>nd</sup> May 2023.

### **23) Drainage issues/operation watershed**

### **24) Projects and grants**

## **Village organisation reports -**

### **25) Rogate and Rake Schools**

### **26) Rogate and Rake Village Halls**

## **General:**

### **27) Correspondence –**

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

### **28) Information for Council (for noting or inclusion on a future Agenda)**

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

### **29) Date of next meeting**

To confirm the date of the next **Full Council Meeting**, is scheduled to be on **Monday 12<sup>th</sup> June 2023 at 5.00pm in Rogate Village Hall.**

By order of Clerk to the Council Debbie Harknett (09.05.2023)