



Notice is hereby given a meeting of Rogate Parish Council is to take place on **Monday 13<sup>th</sup> November 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

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[adrian.collins@rogateparishcouncil.gov.uk](mailto: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 9<sup>th</sup> October 2023 as a true record.
- 5) **Representations from the Public**
- 6) **Report from County Councillor** (Dr Kate O’Kelly)
- 7) **Report from District Councillor** (Tim O’Kelly)
- 8) **Chairman’s Report** – to be circulated

**Matters for discussion:**

- 9) **Hall generator** – SSE grant application update
- 10) **Meeting dates 2024**
- 11) **Rogate Stores**
- 12) **Social housing in the village**
- 13) **Finance report and matters**
  - a) Monthly finance report to the Council.
  - b) Non-cheque signatory to check reconciliation.
  - c) Budget 2024/25 – to approve a budget target figure of £41,343 (as recommended by the Finance Committee) which represents a 5% increase on last year’s precept.
  - d) Bank payments for authorisation and to approve signatories for this month’s payments.

<b>Payments to be approved:</b>		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Repay-zoom video conferencing monthly cost	£15.59
Rogate Village Hall	Hall hire	£46.00
Mulberry & Co	Interim internal audit	£210.06
Southern Water	Fyning water supply	£21.59
Adrian Collins	Materials for Hugo Platt playground repair	
Information Commissioners Office	Annual registration fee	£40.00
Rogate PCC	Churchyard grant	£2,200.00
Terwick PCC	Churchyard grant	£800.00
4Sight	Grant	£100.00
George Street Trust	Repayment of unused generator grant	£500.00

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

### **14) Finance Committee**

- a) To receive minutes of Finance Committee meeting of 3<sup>rd</sup> April 2023.
- b) To note Finance Committee meeting on 27<sup>th</sup> November 2023.
- c) Update from Finance Committee meeting on 30<sup>th</sup> October 2023.

### **15) Planning**

- a) To receive comments from Planning Working Group discussion of 2<sup>nd</sup> October 2023.
- b) To note zoom Planning Working Group discussion will be held as necessary.

### **16) Open Spaces Committee**

- a) To note Open Spaces Committee meeting on 27<sup>th</sup> November 2023.
- b) Damage and repairs to Hugo Platt playground equipment.
- c) Update from Open Spaces Committee.

### **17) Policy reviews –**

As accepted and reviewed by the finance committee:

- a) Finance Committee Terms of Reference
- b) Financial regulations
- c) Internet banking policy and procedure
- d) Banking arrangements
- e) Members allowance policy
- f) Expenses policy

Others:

- g) Standing orders
- h) Code of conduct
- i) Data protection
- j) Recording of public meetings
- k) Press and media

### **18) Projects and grants**

### **19) Drainage issues/operation watershed - update**

## **Village organisation reports -**

### **20) Rogate and Rake Schools**

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

## **General:**

### **22) Correspondence –**

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

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

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

### **24) Date of next meeting**

To confirm the date of the next **Full Council Meeting**, is scheduled to be on **Monday 11<sup>th</sup> December 2023 at 5.00pm in Rogate Village Hall.**

By order of Clerk to the Council: Debbie Harknett (07.11.2023)