



Notice is hereby given a meeting of Rogate Parish Council is to take place on **Monday 11<sup>th</sup> December 2023** at **Rogate Village Hall** commencing at **5.00pm**.

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**Chairman:** Max Harwood      [www.rogateparishcouncil.gov.uk](http://www.rogateparishcouncil.gov.uk)      **Vice-Chairman:** Adrian Collins  
max.harwood@rogateparishcouncil.gov.uk      adrian.collins@rogateparishcouncil.gov.uk

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- 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) **To consider applications for co-option**
- 5) **Minutes of last meeting** – to approve and sign the minutes of the meeting held on Monday 13<sup>th</sup> November 2023 as a true record.
- 6) **Representations from the Public**
- 7) **Reports from representatives of outside bodies:**
  - a) West Sussex County Councillor - Dr Kate O’Kelly
  - b) Chichester District Councillor - Tim O’Kelly
- 8) **Chairman’s Report** – to be circulated

**Matters for discussion:**

- 9) **Social housing in the village**
- 10) **Publication of Council/Councillor address information**
- 11) **Defibrillator for Terwick Rise**
- 12) **Hillbrow TRO application update**
- 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 the budget detail (as recommended by the Finance Committee) for precept of £41,843 as agreed at last months full council meeting.
  - 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
Landbuild	North Street Operation Watershed works	£87,435.84
Local Treasures	Noticeboard repair & playground preservation treatment by Sam Kirby	£1,098.00
Debbie Harknett	Clerks expenses – 3 months Sept-Nov 2023	£150.61
Society Local Council Clerks	Annual membership	£188.00
Max Harwood	Chairman’s expenses	£125.00

**Committee/Working Group reports:**

**14) Finance Committee**

- a) To receive minutes of Finance Committee meeting of 30<sup>th</sup> October 2023.
- b) To note Finance Committee meeting on 25<sup>th</sup> March 2024.
- c) Update from Finance Committee meeting on 27<sup>th</sup> November 2023.

**15) Planning**

- a) To receive comments from Planning Working Group discussion of 30<sup>th</sup> October 2023.
- b) To note zoom Planning Working Group discussion will be held as necessary.

**16) Open Spaces Committee**

- a) To receive minutes of Open Spaces Committee meeting of 25<sup>th</sup> September 2023.
- b) To note Open Spaces Committee meeting on 25<sup>th</sup> March 2024.
- c) Update from Open Spaces Committee meeting on 27<sup>th</sup> November 2023.

**17) Policy reviews –**

- a) Standing orders - EM
- b) Code of conduct - LC
- c) Data protection - AS
- d) Recording of public meetings - MH
- e) Press and media - ZM

**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 8<sup>th</sup> January 2024 at 5.00pm in Rogate Village Hall.**

By order of Clerk to the Council: Debbie Harknett (06.12.2023)