



Notice is hereby given a meeting of Rogate Parish Council is to take place on **Monday 8th April 2024 at Rake Village Hall** commencing at **5.00pm**.

Chairman: Max Harwood

www.rogateparishcouncil.gov.uk

Vice-Chairman: Adrian Collins

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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 11th March 2024 as a true record.
- 5) **Representations from the Public** (15 mins total-max 3 mins per person)

Reports from representatives of outside bodies:

- 6) West Sussex County Councillor - Dr Kate O’Kelly
- 7) Chichester District Councillor - Tim O’Kelly

- 8) **Chairman’s Report** – to be circulated

Matters for discussion:

- 9) **Annual Parish Meeting** – Thursday 18th April 2024 – 6.30pm in Rogate Village Hall
- 10) **Rogate Hall** – to consider youth club room furniture grant
- 11) **Sussex Police online safety presentation** – do we want to arrange for residents

12) Traffic matters:

- a) Hillbrow TRO application update
- b) Rogate Village Community Highways Scheme update

13) Finance report and matters

- a) Monthly finance report to the Council.
- b) Non-cheque signatory to check reconciliation.
- c) Bank payments for authorisation and to approve signatories for this month’s payments.

Payments to be approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Repay-zoom video conferencing monthly cost	£15.59
Rogate Village Hall	Hall hire	£23.00
Laura Craven	Mileage expense for collecting litter equipment	£29.70
Rake Village Hall	Hall hire	£48.00
Debbie Harknett	Refund Wilko costs-letter boxes and stationery	£76.45

Committee/Working Group reports:

14) Finance Committee

- a) To receive minutes from Finance meeting of 27th November 2023.
- b) To note Finance Committee meeting on Monday 29th April 2024.
- c) Update from Finance Committee meeting on 25th March 2024.
- d) Pre-payment card update

15)Planning

- a) To receive comments from Planning Working Group discussion of 4th March 2024.
- b) To note zoom Planning Working Group discussion will be held as necessary.

16)Open Spaces Committee

- a) To receive minutes from Open Spaces Committee meeting of 22nd January 2024.
- b) To note Open Spaces Committee meeting on 20th May 2024.
- c) Update from Open Spaces Committee meeting on 25th March 2024.
- d) Litter – to consider SDNP grant application.

17)Policy reviews –

- a) Vexatious complaints/communication policy – LC/ZM/AS
- b) Risk register review - AC
- c) Pre-payment card policy – AC/Clerk

18)Projects and grants - to consider revised SDNP CIL application

19)Drainage issues/operation watershed – update

Village organisation reports -

20)Rogate and Rake Schools

21)Rogate and Rake Village Halls

General:

22)Correspondence –

- a) Bank Statements received – filed in finance file.
- b) Emails as previously circulated.
- c) Complaint to CDC Monitoring Officer

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 13th May 2024 at 5.00pm in Rogate Village Hall.**

By order of Clerk to the Council: Debbie Harknett (03.04.2024)