



Notice is hereby given a meeting of Rogate Parish Council is to take place on **Monday 13th May 2024 at Rogate 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) **Election of Chairman and Vice-Chairman**
- 4) **Declarations of interest of items on the agenda**
- 5) **Minutes of last meeting** – to approve and sign the minutes of the meeting held on Monday 8th April 2024 as a true record.
- 6) **Representations from the Public** (15 mins total-max 3 mins per person)

Reports from representatives of outside bodies:

- 7) West Sussex County Councillor - Dr Kate O’Kelly
- 8) Chichester District Councillor - Tim O’Kelly
- 9) **Chairman’s Report** – to be circulated
- 10) **Schedule of meetings for the next year** – confirm location/dates/time
- 11) **Formation of Committees for 2023-24 – Planning – Open Spaces - Finance**

Matters for discussion:

- 12) **Rogate Hall – youth club room furniture grant**
- 13) **Sussex Police online safety presentation – Thursday 20th June 2024 Rogate Village Hall**
- 14) **Traffic matters:**
 - a) Hillbrow TRO application update
 - b) Rogate Village Community Highways Scheme update
- 15) **CPRE Survey on sewage spills and development pressures in your area**
- 16) **Finance report and matters**
 - a) Review/appointment of bank signatories.
 - b) Accept from finance committee: Income and expenditure, Balance sheet and Annual accounts statement for year-end 31/3/2024.
 - c) Consider and accept the findings of the annual internal audit report 2023/24.
 - d) Review of the Annual Governance Statement 2023/24.
 - e) Approve Annual Governance Statement 2023/24.
 - f) Consider the Accounting Statements for the year-end 31 March 2024.
 - g) Approve Accounting statements for year-end 31 March 2024.
 - h) Monthly finance report to the Council.
 - i) Non-cheque signatory to check reconciliation.
 - j) Bank payments for authorisation and to approve signatories for this month’s payments.

Receipts to be noted:

Chichester District Council	Precept – first tranche	£20,921.50
HMRC	VAT refund	£128.14

Transfer to be approved:		
From current to deposit		£10,000.00
Payments to be approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Repay-zoom video conferencing monthly cost	£15.59
Zurich Insurance	Annual premium	£1,097.37
Laura Craven	AGM expenses	£11.77

Committee/Working Group reports:

17) Finance Committee

- a) To receive minutes from Finance meeting of 25th March 2023.
- b) To note Finance Committee meeting on Monday 30th September 2024.
- c) Update from Finance Committee meeting on 29th April 2024.

18) Planning

- a) To receive comments from Planning Working Group discussions of 2nd April 2024.
- b) To note zoom Planning Working Group discussion will be held as necessary.

19) Open Spaces Committee

- a) To note Open Spaces Committee meeting on 20th May 2024.
- b) Update from Open Spaces Committee:

20) Policy reviews –

- a) Vexatious complaints/communication policy – LC
Schedule of reviews for year :
- b) Terms of reference – with appropriate committee
- c) Annual: Standing orders; Code of Conduct; Financial regulations; Risk register;
Transparency code.
- d) 3-yearly: Complaints procedure; Training; Privacy; Child Protection; Vulnerable adults;
Modern slavery; Bullying and harassment.

21) Projects and grants

22) Drainage issues/operation watershed – update

Village organisation reports -

23) Rogate and Rake Schools

24) Rogate and Rake Village Halls

General:

25) Correspondence –

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

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

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

27) Date of next meeting

To confirm the date of the next **Full Council Meeting**, is scheduled to be on **Monday 10th June 2024 at 5.00pm in Rogate Village Hall.**

By order of Clerk to the Council: Debbie Harknett (07.05.2024)