



Notice is hereby given a meeting of Rogate Parish Council is to take place on **Monday 12th August 2024** at **Rogate Village Hall** commencing at **5.00pm**.

Chair: Max Harwood

www.rogateparishcouncil.gov.uk

Vice-Chair: Adrian Collins

max.harwood@rogateparishcouncil.gov.uk

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 8th July 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) **Chair’s report** – to be circulated

Matters for discussion:

- 9) **Traffic matters:**
 - a) Hillbrow TRO application update
 - b) Rogate Village Community Highways Scheme update
- 10) **Tree Warden**
- 11) **Land registration**
- 12) **Names within planning documents**
- 13) **Finance report and matters**
 - a) External auditors report for accounts year end 31 March 2024 - no matters of concern raised.
 - b) Unity Trust bank – transaction fees charge.
 - c) Monthly finance report to the Council.
 - d) Non-bank signatory to check reconciliation.
 - e) Bank payments for authorisation and to approve signatories for this month’s payments.

Payments to be approved:

Clerk/RFO	Salary/PAYE/NI/Pension	Undisclosed
Lloyds Bank	Monthly card charge	£3.00
Rogate Village Hall	Hall hire – May/June/July	£92.00
Moore	External audit	£504.00
Scottish Water	Fyning Recreation Ground – 3 months’ supply	£20.74
Card payments:		
Zoom	Video conferencing monthly cost	£15.59
Microsoft	365 software annual cost	£59.99

Committee/Working Group reports:

14) Finance Committee

To note Finance Committee meeting on Monday 30th September 2024.

15)Planning

- a) To receive comments of the Planning Working Group meetings of 12th June and 7th July 2024.
- b) To note zoom Planning Working Group discussion on will be held as necessary.

16)Open Spaces Committee

- a) To receive minutes from the Open Spaces Committee meeting of 20th May 2024.
- b) To note Open Spaces Committee meeting on 30th September 2024.
- c) Update from Open Spaces Committee Meeting of 22nd July 2024.
- d) Grit Spreader for Parsonage volunteer

17)Policy reviews –

- a) Bullying and harassment – OP
- b) Privacy - MH
- c) Child Protection and Vulnerable adults - LC
- d) Modern slavery - AS
- e) Annual: Standing orders; Code of Conduct; Financial regulations; Risk register; Transparency code.

18)Projects and grants

- a) Grants for village gateways
- b) SDNP – CIL infrastructure project list (from our Neighbourhood plan) - review

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) FOI request for information about 20mph signs in Fyning provided to parishioner.
- d) An anonymous complaint sent to Woodland Trust about Garbett's Woodland.

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 9th September 2024 at 5.00pm in Rogate Village Hall.**

By order of Clerk to the Council: Debbie Harknett (06.08.2024)