



Rogate Parish Council Meeting - Agenda Monday 11th November 2024

Public notice is hereby given that a meeting of Rogate Parish Council is to take place on **Monday 11th November 2024** at **Rogate village hall old youth club room** commencing at **5.30pm**.

Members of the public are invited to attend.

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 consider application for co-option**
- 3) **To receive and approve apologies for absence**
- 4) **Declarations of interest of items on the agenda**
- 5) **Minutes of last meeting** – to approve and sign the minutes of Rogate Parish Council meeting held on Monday 14th October 2024 as a true record.
- 6) **Representations from the Public** (15 mins total) *Note: this provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to ask questions for up to 3 minutes each, raising concerns or making comments on matters affecting Rogate parish. No decision can be taken during this session but the Chair may decide to refer matters raised for further consideration.*

Reports from representatives of outside bodies:

- 7) **West Sussex County Councillor** - Dr Kate O'Kelly
- 8) **Chichester District Councillor** - Tim O'Kelly
- 9) **Chair's report** – to be circulated

Matters for discussion:

- 10) **Traffic matters:** Rogate Village Community Highways Scheme update
- 11) **Update:** MP Andrew Griffith surgery Friday 18th October
Police Scam Presentation Monday 21st October
- 12) **Traditional cast iron fingerposts in parish**
- 13) **Winter plan and WSCC winter offer**
- 14) **Finance report and matters**
 - a) Interim audit report and review of appointment of Mulberry as internal auditor
 - b) Monthly finance report to the Council.
 - c) Non-bank signatory to check reconciliation.
 - d) Bank payments for authorisation and to approve signatories for this month's payments.

Receipts:		
HMRC	VAT refund (April-October)	£630.48
Payments to be approved:		
Clerk/RFO	Salary/PAYE/NI/Pension	Undisclosed
Unity Trust Bank	Monthly transaction fees	£2.40
Mulberry Local Authority	Interim audit	£229.56
APH Tree Surgery	Rake Recreation Ground hedge cutting	£540.00
Information Commissioners Office	Annual registration	£40.00
Air Ambulance-Kent, Surrey & Sussex	Grant	£100.00
Card payments:		
Lloyds Bank	Monthly card charge (October)	£3.00
Biddefender	Annual cost	£25.05
Zoom	Video conferencing monthly cost	£15.59
Spusu	Mobile monthly cost (introductory rate)	£1.13
CPC Batteries	SID battery (less credit due)	£12.48
Lloyds Bank	Monthly card charge (October)	£3.00

Committee/Working Group reports:

15) Finance Committee

To note Finance Committee meeting on Monday 25th November 2024.

16) Planning

- a) To receive comments of Planning Working Group meeting of 2nd October 2024.
- b) To note zoom Planning Working Group discussion will be held as required.

17) Open Spaces Committee

- a) To note Open Spaces Committee meeting on Monday 25th November 2024.
- b) Update from Open Spaces Committee

18) Policy reviews –

- a) Privacy - MH
- b) Modern slavery - AS
- c) Financial regulations
- d) Standing orders
- e) Code of Conduct

19) Projects and grants – village gateways

20) Drainage issues/operation watershed – update

Village organisation reports -

21) Rogate and Rake Schools

22) Rogate and Rake Village Halls

General:

23) Correspondence –

- a) Bank Statements received – filed in finance file.
- b) Emails as previously circulated.
- c) FOI request – to note
- d) WSCC Highways management plan consultation – RPC response.

24) Information for Council

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

25) Date of next meeting

To confirm the date of the next **Full Council Meeting**, is scheduled to be on **Monday 9th December 2024 at 5.30pm in Rogate village hall old youth club room.**

By order of Clerk to the Council: Debbie Harknett (05.11.2024)