

Issued: 3rd May 2022

Notice of Meeting

You are hereby summoned to the **Annual Meeting** of Worth Parish Council to be held on **Monday, 9th May 2022 at 7.30pm** in the South Room of the Parish Hub, Borers Arms Rd, Copthorne, RH10 3ZQ when the following business will be considered and transacted.

Mrs. J. Nagy
CLERK TO THE COUNCIL

AGENDA

- 1. Election of Chairman & Acceptance of Office** – to elect a Chairman for 2022/2023 and to receive their acceptance of office
- 2. Election of Vice Chairman & Acceptance of Office** - to elect a Vice Chairman for 2022/2023 and to receive their acceptance of office
- 3. Public Question Time – 15 minutes** – to receive and act upon if considered necessary, comments made by members of the public.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

- 4. Apologies** – to receive and approve apologies for absence
- 5. Declarations of Disclosable Pecuniary and Other Interests** – to receive any declarations of interest from Councillors
- 6. Minutes** – to discuss, amend if necessary and thereafter approve the Minutes of the Council meeting held on Monday, 25th April 2022
- 7. Chairman's Announcements** – to receive any announcements by the Chairman of the Council.
- 8. Correspondence & Action Lists** - to note correspondence received and actions since the last meeting
- 9. Committees** – to report and if necessary, approve the Minutes including recommendations as a true and correct record of the following Committee Meetings:
 - **Planning & Highways Committee: 11th April 2022**
Date of next meeting: 16th May 2022
 - **General Purposes & Finance Committee: 7th March 2022**
Date of next meeting: 16th May 2022

- 10. Committee Structure - to appoint Standing Committees for 2022/2023 for**
- General Purpose & Finance Committee (12 members)
 - Planning & Highways Committee (12 members)
 - Human Resources Committee (6 members)
 - Joint Neighbourhood Plan Committee (8 members, four from each ward)
 - Allotment Sub-Committee, reporting to General Purpose & Finance Committee (6 members)

In addition, to appoint the following Advisory Sub Committees, reporting to the Joint Neighbourhood Plan Committee

- Copthorne Neighbourhood Plan Steering Group (12 members, 6 councillors and 6 members of the public)
 - Crawley Down Neighbourhood Plan Advisory Sub Committee (12 members, 6 councillors and 6 members of the public)
- 11. Appointment of Committee Chairman** – to appoint Chairmen to all the above Committees, Sub Committees, Advisory Sub Committees and Steering Groups and to receive their acceptances of office. Vice Chairmen will be elected at the first meeting of that Committee, Sub Committee, Advisory Sub Committee or Steering Group
- 12. Working Parties**– to consider the continuance of all Working Parties and to agree membership:
- Community Land Trust Working Party (up to 6 members, including members of the public)
 - Infrastructure Working Party (up to 6 members)
 - Copthorne Infrastructure and Environment Working Party (up to 10 members, including members of the public)
 - Crawley Down Infrastructure and Environment Working Party (up to 10 members, including members of the public)
 - Governance Working Party (4 members, all Councillors)
 - Gatwick Airport Working Party (up to 6 members, including members of the public)
 - Community Governance Review Working Party (Chairs and Vice Chairs of Council and Committees)
- 13. Appointment to Outside Bodies** – to appoint Council representatives to outside bodies for 2022/2023
- 14. General Power of Competence** – to affirm that the Council complies with Section 1 of the Localism Act 2011 and therefore continues to have the General Power of Competence.
- 15. Review authorised banking signatories** – to review and confirm councillor signatories authorised to deal with the Council's banks.
- 16. Councillor Allowances** – to confirm the Members Allowance Policy for the 2022/2023 financial year.
- 17. Code of Conduct** – to review the Local Government Association Model Councillor Code of Conduct 2020, and to consider following MSDC's advice and adopting same.
- 18. Council Policies** – to consider the following Policies:
- Financial Regulations; to reaffirm the current document
 - Risk Management Plan 2022/2023; to note and agree amendments to this document

- 19. Accounts** – to consider and approve other financially related matters if necessary, including
- Insurance renewal
 - Confirmation of receipt of first tranche of precept
 - Consideration of purchasing Platinum Jubilee commemorative roundels for street light columns
- 20. Confirmation of Internal Auditor** – to confirm Mulberry & Co as Internal Auditor for 2022/2023 financial year
- 21. Internal Auditors Report** – to receive and note the Internal Auditor’s report and to consider and agree any recommendations made therein.
- 22. Annual Governance & Accountability Return and Public Inspection of 2021/2022 Accounts** – to agree the following:
- a) Annual Governance Statement 2021/2022 – to agree Section One of the Annual Governance & Accountability Return
 - b) That the Chairman signs the Annual Governance Statement 2021/2022
 - c) Accounting Statements 2021/2022 – to agree Section Two of the Annual Governance & Accountability Return
 - d) That the Chairman and the RFO signs the Annual Accounting Statements 2021/2022
 - e) To note the additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2021/2022 by the submission date of 30th June 2022
 - f) To agree and adopt the public inspection period for the 2021/2022 Annual Governance & Accountability Return, this being Monday, 6th June to Friday, 15th July 2022
- 23. Reports from representatives attending outside meetings** – to receive and note reports from Councillors and the Clerk in relation to any meetings attended on behalf of the Council
- 24. Date of the next meeting - Monday, 30th May 2022**

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS