

Issued: 9th May 2023

Notice of Meeting

You are hereby summoned to the **Annual Meeting** of Worth Parish Council to be held on **Monday, 15th May 2023 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 2023/2024 and to receive their acceptance of office.
- 2. Election of Vice Chairman & Acceptance of Office** - to elect a Vice Chairman for 2023/2024 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. Acceptance of Office** – to agree a deadline by which those councillors not present at the meeting must complete their acceptance of office documentation.
- 6. Declarations of Disclosable Pecuniary and Other Interests** – to receive any declarations of interest from Councillors.
- 7. Minutes** – to discuss, amend if necessary and thereafter approve the Minutes of the Council meeting held on Monday, 24th April 2023
- 8. Chairman's Announcements** – to receive any announcements by the Chairman of the Council.
- 9. Correspondence & Action Lists** - to note correspondence received and actions since the last meeting.
- 10. 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: 17th April 2023**
Date of next meeting: TBA

11. **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)
12. **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
 13. **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)
 - 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)
 14. **Appointment to Outside Bodies** – to appoint Council representatives to outside bodies for 2023/2024
 15. **General Power of Competence** – to affirm that the Council complies with Section 1 of the Localism Act 2011, and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, and therefore continues to have the General Power of Competence.
 16. **Authorised banking signatories** – to review current councillor signatories authorised to deal with the Council's banks, and amend if necessary.
 17. **Councillor Allowances** – to confirm the Members Allowance Policy for the 2023/2024 financial year.
 18. **Meeting Schedule and Committee Terms of Reference** – to consider changing the timing and pattern of meetings, and to agree revised Terms of Reference for the General Purposes & Finance and Planning & Highways Committees.
 19. **Council Policies** – to consider the following Policies:
 - Standing Orders; to agree changes to Standing Orders Clause 15 b) xv, to allow for changes to Planning & Highways Terms of Reference if agreed as above
 - Financial Regulations; to reaffirm the current document
 - Risk Management Plan 2023/2024; to note this document

- 20. Confirmation of Internal Auditor** – to confirm Mulberry & Co as Internal Auditor for 2023/2024 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 2022/2023 Accounts** – to agree the following:
- a) Annual Governance Statement 2022/2023 – to agree Section One of the Annual Governance & Accountability Return
 - b) That the Chairman signs the Annual Governance Statement 2022/2023
 - c) Accounting Statements 2022/2023 – to agree Section Two of the Annual Governance & Accountability Return
 - d) That the Chairman and the RFO signs the Annual Accounting Statements 2022/2023
 - e) To note the additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2022/2023 by the submission date of 30th June 2023
 - f) To agree and adopt the public inspection period for the 2022/2023 Annual Governance & Accountability Return, this being Friday, 2nd June to Friday, 14th July 2023
- 23. Accounts** - to consider and approve other financially related matters if necessary, including
- Confirmation of receipt of first tranche of precept
- 24. Bowers Place Parking Scheme Advisor** – to formally note that Mr John Hitchcock has agreed to continue to assist and advise the Clerk on the Bowers Place Parking Scheme project.
- 25. Date of the next meeting** – TBA, dependent on Item 18 above

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