

Issued: 14th May 2024

Notice of Meeting

You are hereby summoned to the **Annual Meeting** of Worth Parish Council to be held on **Monday, 20th May 2024 at 7.30pm** in the South Room of the Parish Hub, Borers Arms Rd, Cophorne, 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 2024/2025 and to receive their acceptance of office.
- 2. Election of Vice Chairman & Acceptance of Office** - to elect a Vice Chairman for 2024/2025 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, 18th March 2024
- 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: 4th March, 8th April**
Date of next meeting: 3rd June 2024
 - **Finance & General Purposes Committee: 4th March, 8th April**
Date of next meeting: 3rd June 2024

- 10. Working Parties** – to receive and note the Notes from the following Working Parties
 - Copthorne Village Working Party, 20th March, 3rd April, 17th April, 1st May 2024
 - Crawley Down Village Working Party, 19th March 2024
 - Co-Ordination Group, 7th May 2024, to be discussed under Item 25
- 11. Committee Structure** – to appoint Standing Committees for 2024/2025
 - Finance & General Purposes Committee (12 members)
 - Planning & Highways Committee (12 members)
 - Amenities & Assets Committee (8 members, four from each ward)
 - Human Resources Committee (6 members)
 - Neighbourhood Plan Committee (8 members, four from each ward)
- 12. Appointment of Committee Chairman** – to appoint Chairmen to all the above Committees; Vice Chairmen to be appointed at the first meeting of those Committees
- 13. Working Parties**– to consider the continuance of all Working Parties and to agree membership:
 - Copthorne Working Party (*up to 10 members, including members of the public*)
 - Crawley Down Working Party (*up to 10 members, including members of the public*)
 - Co-ordination Group (*Chairs and Vice Chairs of Committees*)
- 14. Appointment to Outside Bodies** – to appoint Council representatives to outside bodies for 2024/2025
- 15. Civility & Respect** – to note that the Council has signed up to the Civility & Respect Pledge
- 16. 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.
- 17. Authorised banking signatories** – to review current councillor signatories authorised to deal with the Council's banks, and amend if necessary.
- 18. Councillor Allowances** – to confirm the Members Allowance Policy for the 2024/2025 financial year.
- 19. Meeting Schedule** to agree meeting dates and venues up to March 2025.
- 20. Council Policies** – to consider the following Policies:
 - Risk Management Plan 2024/2025; to confirm this document
 - To note that Standing Orders were reviewed in November 2023
 - To note that Financial Regulations were reviewed in November 2023; an updated version has been issued by NALC, to be considered at the next meeting.
- 21. Confirmation of Internal Auditor** – to confirm Mulberry & Co as Internal Auditor for 2024/2025 financial year.
- 22. Internal Auditors Report** – to receive and note the Internal Auditor's report and to consider and agree any recommendations made therein.
- 23. Annual Governance & Accountability Return and Public Inspection of 2023/2024 Accounts** – to agree the following:
 - a) Annual Governance Statement 2023/2024 – to agree Section One of the Annual Governance & Accountability Return
 - b) That the Chairman signs the Annual Governance Statement 2023/2024

- c) Accounting Statements 2023/2024 – to agree Section Two of the Annual Governance & Accountability Return
- d) That the Chairman and the RFO signs the Annual Accounting Statements 2023/2024
- e) To note the additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2023/2024 by the submission date of 30th June 2024
- f) To agree and adopt the public inspection period for the 2023/2024 Annual Governance & Accountability Return, this being 3rd June to 12th July 2024

- 24. Accounts** - to consider and approve other financially related matters if necessary, including
- To receive recommendation from F&GP Committee in relation to provision of notice boards in Crawley Down
- 25. Personnel*** - to receive a report from the Co-Ordination Group in relation to ongoing staffing, and to agree necessary action
- 26.**
- 27. Date of the next meeting** – July 15th 2024, at the Glebe Centre in Crawley Down

***The press and public may be excluded from this item in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 due to the confidential nature of the matter to be discussed.**

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