

**Members of Singleton & Charlton Parish Council are summoned to the Annual Parish Council Meeting on Wednesday 4<sup>th</sup> May 2016 at 7.00pm in Singleton Village Hall**

*Jane Landstrom*, Jane Landstrom, Clerk & RFO to Singleton & Charlton Parish Council. 22/04/16

---

**AGENDA**

**Fifteen minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay to observe the rest of the meeting.**

1. Welcome & to receive and approve apologies for absence
2. Declaration of Personal or Prejudicial Interest by Councillors in any of the items listed below and any changes to their Register of Interests.
3. Resignation of Cllr Sole and co-option of new Councillor if any have come forward
4. Minutes of the previous meeting held on 16 March 2016 to be agreed and signed as a true record.
5. Singleton Valley Flood Action Group (SVFAG) update – Neil Hedger, Vice Chairman SVFAG and Parish Council
  - i. Update on any ongoing works / activities recently completed to include timescales
  - ii. Update and notification of any technical or relevant surveys and/or expert input received/required
  - iii. Notification of any proposed or upcoming works / activities including timescales
  - iv. Update on any changes to local flood risks
  - v. Any help and support required from the PC
  - vi. Any other business
  - vii. Questions and comments
6. Police Community Support Officer Report – Mr Rob Gillan, Lavant & Boxgrove Wards
7. County Councillor's Report - Mr Jeremy Hunt, Chichester North
8. District Councillor's Report – Mr Henry Potter, Boxgrove Ward
9. Councillors & Clerk to report back on action points from Minutes of 16 March and any other business
10. Village Matters – which have arisen since last meeting
  - i. Operation Watershed – new funds available. Is funding required for a survey to benefit the Parish to help mitigate flooding caused by groundwater and groundwater springs?
  - ii. Emergency Planning and Emergency kit – update
  - iii. Wildlife survey on the river – results and actions/plans moving forward?
  - iv. Bulb Planting / Flowers – jubilee gardens & bus stops (if time allows)
  - v. Dog foul bags left on Levin Down – any remedial action required? (if time allows)

11. Annual Parish Meeting – format and agenda
12. Planning
  - i. current applications, decisions & appeals 17 March – 03 May 2016 including SDNP/16/01117/LIS Littlewood Farm
  - ii. Any other business
13. Election of Chairman & Vice Chairman – to elect both for the forthcoming year and sign the declaration of office
14. Confirmation of Councillor roles & responsibilities and formation of any sub committees
15. Annual Review for the Year ending 31 March 2016
  - i. **Annual Governance Statement**

To receive a report from the Clerk, review the effectiveness of the system of internal control, consider the findings and note the report from the Internal Auditor.  
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return.
  - ii. **Accounting Statements**

To receive a report from the Clerk, consider the Accounting Statements and report from the Internal Auditor.  
Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return.
13. Clerks Report including compliance and finance
  - i. Clerks salary and expenses – to agree the clerks salary and level of expenses
  - ii. Internet banking – update and agree any changes to the nominated signatories and banking arrangements
  - iii. Asset register – agree schedule of assets and replacement values
  - iv. Insurance - to note the proposed insurance cover, decide whether it is adequate and to agree the payment of the Insurance Premium
  - v. Procedures & Policies – review
  - vi. Internal Auditor – appoint an Internal Auditor for the year and agree level of remuneration
  - vii. Budget – review agreed budget for the year
  - viii. VAT – refund from 2015/16
  - ix. Income & Expenditure – report from the Clerk and approval of payments
14. Councillor Reports including feedback from any meetings attended.
15. Correspondence File & Invitations received 16 March – 2 May 2016
  - i. Police Roadshows – 16 June, West Dean College
  - ii. All Parishes Meeting – 19 May, CDC
  - iii. SDNPA Workshops – 11 May, Midhurst