

**Members of Singleton Parish Council are summoned to the Annual Meeting on
Wednesday 17th May 2017 at 7.00pm in Singleton Village Hall**

Signed & dated *Caroline Davison*, Clerk & RFO to Singleton Parish Council 10.03.17

AGENDA

1. Election of Chairman

2. Election of Vice Chairman

3. Apologies for Absence

4. Former Parish Councillor Joan Belton

5. Declarations of Interests

a) To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.

b) To consider any Dispensation Requests received by the Clerk not previously considered.

6. Minutes

Approve and sign the Minutes of the previous meeting held on 15th March 2017.

7. Co-option of New Parish Councillors

To consider any expressions of interest in becoming a co-opted Member of the Council received by the Parish Clerk.

8. Councillor Roles & Responsibilities

To review Councillor roles and responsibilities on the Parish Council.

9. Appointments to Outside Bodies

To review Councillor membership of outside bodies.

10. Public Open Forum

11. Reports – to receive relevant reports (5 mins each report including Q & A) from the:

- a) Chairman
- b) District Councillors – Mr Henry Potter, Boxgrove Ward
- c) County Councillor – Mr Jeremy Hunt, Chichester North – WSCC

12. Finance and Corporate

- a) To receive an update report from the Clerk in respect of end of year accounts for 2016/17.
- b) To agree a date for a Parish Council Meeting to approve the Annual Governance Statement and Accounting Statements.
- c) To authorise payments for period 16th March to 16th May 2017.

13. Planning

Planning Applications, Decisions & Appeals 15th March to 16th May 2017

14. Village Design Statement

To receive an update report from Cllr Diana Parish.

15. Cemetery Restoration Project

- a) To receive a report from Cllr John Elliott
- b) To agree the date and arrangements for the Official Opening Event

16. Painting of the Railings

To receive a report from Cllr Diana Parish

17. Parish Council Noticeboards

To receive a report from the Clerk.

18. Play Area

- a) To receive a report from Cllr Julia Wilder in respect of maintenance projects in play area.
- b) Annual and Weekly Inspection Reports

19. Car Parking Issues in Charlton

To receive an update report from Cllr John Elliott.

20. Parish Emergency Plan

21. Items for Agendas of Future Meetings

22. Annual Parish Meeting

- a) To note that the Annual Parish Meeting (APM) will be held on Wednesday 24th May 2017.
- b) To consider a report from the Cllr John Elliott in respect of arrangements for the APM.

23. Date of Next Meeting

To note that the date of the next Full Parish Council Meeting will be Wednesday 19th July 2017.

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent to the duration of the meeting.