



Westbourne

Parish Council

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Members of the Parish Council are summoned to attend the Annual Meeting of Westbourne Parish Council which will take place on Thursday 12 May 2022 at 7.15pm at The Meeting Place, North Street, Westbourne.

Clare Kennett, 6 May 2022
Clerk to the Council

Agenda

- 1. Election of the Chairman of the Council:** To receive nominations and elect a Chair. To sign a Declaration of Acceptance of Office form once elected.
- 2. Apologies for absence**
- 3. Election of the Vice-Chairman of the Council:** To receive nominations and elect a Vice-Chair. To sign a Declaration of Acceptance of Office once elected.
- 4. To receive declarations of interest and updates to the Register of Interests:** To receive from Members declarations of interests in relation to the agenda and updates to the Register of Interests, as required by the Localism Act 2011 and the Parish Council's Code of Conduct for Members.
- 5. Minutes of the Parish Council meeting held on 14 April 2022:** To approve the circulated minutes as a correct record.
- 6. Updates and issues from the minutes of 14 April 2022:** To note any updates or issues which are not otherwise on the agenda.
- 7. Open forum (maximum of eight minutes):** To hear representations, questions and statements from members of the public, conducted in accordance with Standing Orders 3(e) to 3(h).
- 8. County Councillor's comments and questions:** To receive a report from County Councillor Andrew Kerry-Bedell.
- 9. District Councillor's comments and questions:** To receive a report from District Councillor Roy Briscoe.
- 10. Police incident report:** To receive a report from PCSO Baylee Reed on recent incidents in the Parish.
- 11. Committee and representative appointments:** To agree the list of member appointments to the committees and representatives, Clerk.
- 12. Jubilee Beacon and Big Jubilee Lunch events:** To note the circulated project plan for events following the Events Committee on 28 April and to discuss arrangements, Clerk.

13. Annual Parish Assembly: To delegate tasks for the organisation of the event on Saturday 18 June from 2-4pm and confirm councillor attendance, Clerk.

14. Councillor training. To agree a date for holding the training and confirm councillor attendance.

15. Joint Burial Committee: To note the transfer of host authority for the JBC to Westbourne Parish Council and the employment of the Cemetery Coordinator following the decision of the JBC on 5 May.

16. Policies: To approve the latest circulated version of the Standing Orders and the HR policies available at http://www.westbourne-pc.gov.uk/HR_policies_42536.aspx

17. Payments for approval: To consider and approve two lists of payments, prepared by the Clerk acting as Responsible Financial Officer. The first is a list of payments due immediately requiring advance authorisation, the second is a list of payments made requiring retrospective authorisation, Clerk.

18. Correspondence: To note the list of correspondence and to consider any required action.

19. Announcements and items for the next meeting: To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.

20. Date of next meeting: The next meeting is scheduled to be held on Thursday 9 June 2022 at 7.15pm.