



# Westbourne

Parish Council

53 Skylark Avenue  
Emsworth  
PO10 7GB

07775654483  
westbournepc@outlook.com

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**Members of the Parish Council are summoned to attend the Annual General Meeting of Westbourne Parish Council which will take place at 7.15pm on Thursday 16 May 2019 at The Meeting Place, North Street, Westbourne.**

*Clare Kennett, 1 May 2019*  
Clerk to the Council

### **Agenda: Annual General Meeting**

- 1. Election of the Chair of the Council:** To sign a Declaration of Acceptance of Office form once elected.
- 2. Apologies for absence**
- 3. Election of the Vice Chair of the Council:** 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 11 April 2019:** To approve the circulated minutes as a correct record.
- 6. Updates and issues from the minutes of 11 April 2019:** 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:** County Council Viral Parikh is invited to attend the meeting and make comments to the Council.
- 9. District Councillor's comments and questions:** District Councillor Roy Briscoe is invited to attend the meeting and make comments to the Council.
- 10. Co-option to fill vacancies:** To co-opt councillors to fill the two remaining vacancies following the election on 2 May 2019.
- 11. Police incident report:** To receive a tabled report on police incidents in the Parish within the previous month.
- 12. Business Plan, public consultation and newsletter:** To discuss the Business Plan and agree how the document and action plan will be taken forward. To agree a

public consultation to inform actions in the Business Plan. To agree articles for the summer edition of the newsletter.

**13. Committee/Working Group appointments:** To agree appointments to the:

Finance and General Purposes Committee  
Joint Burial Committee  
Planning Committee  
Public Services Committee  
Recreation, Leisure and Amenities Committee

**14. Appointment of representatives:** To agree appointments to the:

All Parishes Meeting, Bournes Forum, Sussex and Surrey Association of Local Councils, South Downs National Park Association, West Sussex Association of Local Councils, Chichester District Association of Local Councils, Woodmancote Residents' Association.

**15. Delegated powers of the committees:** To review the policy circulated prior to the meeting, Clerk.

**16. Updates to the Council's constitution:** To review the Council's Standing Orders, Financial Regulations and Code of Conduct for 2019-20, Clerk.

**17. New Homes Bonus:** To discuss an application for funding in 2019 from Chichester District Council, Cllr Hitchcock.

**18. Annual Parish Assembly, Monday 20 May 2019:** To discuss arrangements for the event, Clerk.

**19. Internal audit for financial year 2018-19:** To receive an update from the Clerk following a meeting with the internal auditor, Clerk.

**20. Payments for approval and appointment of bank signatory:** 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. To also appoint a signatory for the Parish Council's bank accounts.

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

**22. 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.

**23. Date of next meeting:** The next meeting is scheduled to be held on Thursday 13 June 2019 at 7.15pm

In accordance with the Local Government Act 1972 Schedule 12, the Council may decide by resolution to exclude the press and public from any part of the meeting under a Section Two item.

## **Section Two**

**24. Issues relating to the Joint Burial Committee (JBC):** To discuss requirements for the JBC's governing documents.