



Westbourne

Parish Council

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Members of the Parish Council are summoned to attend the next meeting of Westbourne Parish Council which will take place at 7.15pm on Thursday 14 May 2020. The meeting will be held remotely using Zoom video conferencing.

The meeting link will be published to members. Members of the public and press who would like to join the meeting should contact the Parish Clerk, contact details above, who will share the meeting details.

Clare Kennett, 7 May 2020
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 16 April 2020:** To approve the circulated minutes as a correct record.
- 6. Updates and issues from the minutes of 16 April 2020:** 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 Mike Magill 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. Police incident report:** To receive a tabled report on police incidents in the Parish within the previous month.

- 11. Committee and representative appointments:** To agree updates to the list of member appointments to the committees and representatives.
- 12. Scheme of Delegation:** To consider the policy circulated prior to the meeting, Clerk.
- 13. New Homes Bonus:** To discuss ideas for an application for funding in 2020 from Chichester District Council, amount available is estimated to be £4,742.38.
- 14. Speed indicator devices:** To discuss employing Jeff Staker to support the Council in managing and maintaining the devices. To discuss an application to WSCC Highways for alternative locations in the Parish.
- 15. VE Day 75 celebrations:** To consider the quotes received for a commemorative bench using grant funding of £250 from Chichester District Council.
- 16. Community Chest grant:** To consider an application for funding of £250 from Tuppenny Barn.
- 17. Internal audit for financial year 2019-20:** To receive an update following a meeting with the internal auditor, Clerk.
- 18. Updates to the Council's constitution:** To review the Council's Standing Orders, Financial Regulations and Code of Conduct for 2020-21, Clerk.
- 19. 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.
- 20. Correspondence:** To note the list of correspondence and to consider any required action.
- 21. 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.
- 22. Date of next meeting:** The next meeting is scheduled to be held on Thursday 11 June 2020 at 7.15pm