

Patching Parish Council

To all Members of the Council

You are hereby summoned to attend **The Annual Meeting** of the Parish Council, to be held in the Main Hall at Clapham and Patching Village Hall on Thursday 12th May 2022 at 19.00.

The Council is currently monitoring capacity in the Village Hall for its meetings and, therefore, attendance by Members of the Public should be booked in advance. Please contact the Clerk at patchingpc@gmail.com

Claire Fullman
Clerk

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Agenda

1. **ELECTION OF CHAIRMAN**
2. **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN**
3. **ELECTION OF VICE CHAIRMAN**
4. **APOLOGIES OF ABSENCE**
5. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST IN ITEMS ON THE AGENDA**
Members are reminded to make any declarations of personal and/or prejudicial pecuniary interests that they may have in relation to items on this Agenda.
Councillors are also required to confirm they are not in arrears with council tax.
6. **DATA PROTECTION**
Councillors are required to confirm the following:
 1. That they have read and understood PPC's GDPR policies.
 2. That they do not hold any personal data in any manner contrary to those policies.
 3. That they agree to disclose any known, potential, or perceived data breaches.
7. **APPROVAL AND SIGNING OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24 FEBRUARY 2022**
8. **CO-OPTION TO CASUAL VACANCY ON PATCHING PARISH COUNCIL**
To consider co-option to the casual vacancy on the Council
9. **PUBLIC FORUM**
10. **REPORT FROM WEST SUSSEX COUNTY COUNCILLOR**
11. **REPORT FROM ARUN DISTRICT COUNCILLOR**
12. **REPORT FROM PCSO**
13. **CORRESPONDENCE**
To review / consider any correspondence received.

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14. APPOINTMENT OF PARISH COUNCILLORS TO REPRESENT THE COUNCIL ON OTHER ORGANISATIONS.

Joint Eastern Arun Area Committee (JEAAC), Arun District Association of Local Councils (ADALC), West Sussex Association of Local Councils (WSALC).

15. PLANNING / SDNPA

1. **Case number:** SDNP/22/02121/HOUS
Location: Selden Farm, Selden Farmhouse Selden Lane Patching West Sussex BN13 3UL
Proposal: Proposed two storey rear extension to the existing dwelling with associated, internal alterations and new dormer window to first floor.
2. To consider any other planning matters.

16. THE QUEEN'S PLATINUM JUBILEE

1. To receive a progress report from Cllr. Richard Prior
2. To consider any other matters in relation to the event.

17. REVIEW OF ACTIONS UNERTAKEN 2021/2022

To review the actions undertaken 2021/2022.

18. STANDING ORDERS

Review and adoption of Standing Orders

19. FINANCIAL REGULATIONS

Review and adoption of Financial Regulations

20. PARISH COUNCIL INSURANCE

Confirmation of arrangements for insurance cover in respect of all insurable risks

21. BANK ACCOUNT

1. Review of access
2. Review of signatories

22. FINANCIAL REPORTS

1. Income and Expenditure
2. List of payments
3. Bank reconciliation
4. End of year accounts

23. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/2022 CERTIFICATE OF EXEMPTION

To approve certifying exempt to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor.

24. ANNUAL INTERNAL AUDIT REPORT 2021/22

To receive internal Audit Report for 2021/22

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25. ANNUAL GOVERNANCE RETURN 2021/2022

To approve the Annual Governance and Accountability Statement 2021/2022

26. ANY URGENT MATTERS, FOR INFORMATION PURPOSES ONLY, ARISING SINCE THE PREPARATION OF THE AGENDA

27. SCHEDULE OF FORTHCOMING MEETINGS AND DATE, TIME AND LOCATION OF NEXT MEETING

To receive the schedule of forthcoming meetings and agree the date, time and location of the next meeting.



Claire Fullman
Clerk for Patching Parish Council

Date: 06 May 2022