

To all Members of the Council

You are hereby summoned to attend The Annual Meeting of the Parish Council, to be held at Clapham and Patching Village Hall on Thursday 16th May 2024 at 19.00.

Victoria Pinnell
Administrator

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Agenda

1. **APOLOGIES FOR ABSENCE**
2. **ELECTION OF CHAIRMAN**
3. **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN**
4. **ELECTION OF VICE CHAIRMAN**
5. **CODE OF CONDUCT**

To be signed by all Councillors

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. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST IN ITEMS ON THE AGENDA**

Councillors 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.

8. **REGISTER OF INTERESTS**

Signing of register for all members

9. **CANDIDATE SPENDING RETURN**

Signing of return.

10. **APPROVAL AND SIGNING OF THE MINUTES OF THE PARISH COUNCIL ORDINARY MEETING HELD ON 8th FEBRUARY 2024**

11. PUBLIC FORUM

12. REPORT FROM OUTGOING CHAIRMAN

13. PLANNING REPORT

14. REPORT FROM WEST SUSSEX COUNTY COUNCILLOR

15. REPORT FROM ARUN DISTRICT COUNCILLOR

16. REPORT FROM PCSO / NPT REPRESENTATIVE

17. CORRESPONDENCE

To review / consider any correspondence received.

18. REVIEW OF ACTIONS UNERTAKEN 2023/2024

To review the actions undertaken 2023/2024.

19. FINANCIAL REGULATIONS

Review and adoption of Financial Regulations

20. STANDING ORDERS

Review and adoption of Standing Orders.

21. BANK ACCOUNT

1. Review of access
2. Review of signatories

22. FINANCIAL REPORT

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

23. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023 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 2022/23

To receive internal Audit Report for 2022/23

25. ANNUAL GOVERNANCE RETURN 2022/2023

To approve the Annual Governance and Accountability Statement 2022/2023

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 meetings.

Date: 24/04/2024

Victoria Pinnell

Administrator for Patching Parish Council