

PAGHAM PARISH COUNCIL

Tel: 01243-266424

E-mail: paghampc@gmail.com

12th May 2016

Date and time of meeting: Tuesday 17th May 2016 at 7.30pm

Venue: Committee Room at Pagham Village Hall, Pagham Road, Pagham PO21 4NJ

Members of the Parish Council: Ms L Allard, Mr P Atkins, Mr M Cole, Mr P Hailey, Mrs D Hall, Mr P Higson, Mr D Huntley, Mr B James, Mr R Radmall, Ms A Rowles, Mrs D Salter, Mrs V Tomlinson

Members are hereby summoned to attend the ANNUAL MEETING of PAGHAM PARISH COUNCIL to transact the business detailed below:-

Members of the Public and Press are welcome and encouraged to attend

Agenda.

1. **Apologies from Members.**
2. **Declarations of Interest and Dispensation Requests**
 1. To receive declarations of interest from councillors on items on the agenda
 2. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 3. To grant any requests for dispensation as appropriate
3. **Public Session (*this will be limited to 10 minutes*)**
4. To elect the Parish Council Chairman for 2016/2017 and to receive a Declaration of Acceptance of Office.
5. To elect the Vice Chairman for 2016/2017.
6. To set up and appoint Members to Standing Committees:
 - 6.1. Planning Committee - with delegated authority to make observations/recommendations to the LPA
 - 6.2. Highways & Amenities Committee - with delegated authority to authorise payments and emergency repairs.
 - 6.3. Finance & General Purposes Committee - with delegated authority to authorise payments.
7. To appoint Representatives on Outside Bodies.
8. To appoint or confirm the Banker to the Council.
9. Confirmation of Cheque Signatories.
10. To appoint or confirm the Solicitors to the Council.
11. To appoint or confirm an Internal Auditor for the 2016/2017 Council Year.
12. **To receive and approve the minutes of the Council meetings held 29th March 2016 (*previously issued*)**
13. **Matters arising from the previous Minutes (*this is for information sharing purposes only*)**
14. **Receive Reports:**
 - 14.1. Chairman's Report
 - 14.2. Clerk's Report
 - 14.3. District Council report
 - 14.4. County Council Report
 - 14.5. Representatives for Outside Bodies
15. **Neighbourhood Plan – Consider any matters arising**
16. **Flooding & Coastal Erosion – Consider any matters arising**
17. **Committee Minutes & reports – to note the minutes & action any recommendations**
 - 17.1. Planning meetings held on 29th March, 12th April and 26th April 2016

17.2.Highways & Amenities meeting held on 12th April 2016

17.3.Finance meeting held on 26th April 2016

18.Finance

18.1.Receive accounts for the period ending 31st March 2016 (previously issued)

18.2.Orders for payment for authorisation (*previously received*)

18.3.To review the effectiveness of the Council's Internal Audit Function

18.4.To review the Council's Internal Control Arrangements

19.Deed of Variation to the lease for the Village Hall

19.1.To authorise the execution of a Deed of Variation to the lease for the Village Hall

20.To note the date of the next meeting

Signed: *Nicola Jones*

Nicola Jones – Clerk to the Council