

# SOBERTON PARISH COUNCIL

## Notice of the Annual Council Meeting of Soberton Parish Council

I hereby give notice that the Annual Council Meeting of Soberton Parish Council will take place in the **Soberton Village Hall** on **TUESDAY 14<sup>th</sup> May 2024 at 7.30pm**. All members of Full Council are hereby summonsed to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

Dated 7<sup>th</sup> May 2024

Signed: *Brendan V. Gibbs* (Clerk to the Parish Council).

## AGENDA

1. To elect the Chairman of the Council for 2024-25.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. Apologies for Absence.
4. Declaration of Interests.
5. To elect the Vice-Chairman of the Council for 2024-25.
6. Public Participation – The meeting will recess to allow members of the public to address the meeting.
7. To approve the Minutes of the meeting of Full Council held on 16<sup>th</sup> April 2024.
8. Chairman's comments.
9. Soberton Parish Council matters.

To receive nominations and appoint members to the following working groups.

- Finance Working Group.
- Planning Working Group.
- Communications Working Group.
- Asset Management Working Group.
- Climate Action Working Group (C.A.N.S).

To undertake the following actions as defined by the Parish Council's standing orders.

- To review and adopt terms of reference for all of the working groups.
- To review and adopt standing orders and financial regulations.

- To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - To review the representation on or work with external bodies and arrangements for reporting back.
  - To review any inventory of land and other assets including buildings and office equipment.
  - To review the Parish Council's and/or staff subscriptions to other bodies.
  - To review the Parish Council's complaints procedure.
  - To review the Parish Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
  - To review the Parish Council's policy for dealing with the press/media.
  - To review the Parish Council's employment policies and procedures.
  - To review the Parish Council's expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence.
10. To consider delegating limited powers to the Clerk to the Council when co-ordinating and responding to planning or licensing applications between meetings.
11. To consider and approve the Parish Council's Annual Insurance renewal.
12. To receive any reports from the following working groups and other items.
- Lengthsman.
  - Asset Management (to include the Soberton Recreation Ground).
  - Communications.
  - C.A.N.S.
13. Planning. To receive any reports.
14. Parish Design Statement.
- To receive any reports on progress.
  - To consider the budget provision for design and production.
15. To receive a proposal from Cllr Sherwill to adopt a standard meeting agenda for the forthcoming year (see separate sheet).
16. Finance.
- Orders for payment.
  - To receive the end of year accounts for 2023-24.
  - To review and adopt the 2024-25 Financial Risk Assessment.
17. To receive the interim Internal Audit report for 2023-24.
18. County and District Councillor reports.

19. Correspondence Received (information only).
20. To confirm the date of the next meeting.
21. Exempt Business: To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

On tonight's agenda these include a couple of personnel matters.

Members of the Press and Public are welcome to attend any meeting of the Parish Council. These rights are enshrined in the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014.

All in attendance should be aware that filming, photographing, recording, broadcasting or transmitting the proceedings of the Council may occur during the meeting.