

# Chidham & Hambrook Parish Council

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**Chairman of the Council: Cliff Archer**

**28 January 2018**

## MEETING OF THE PARISH COUNCIL

Members are hereby summoned to attend the Meeting of Chidham & Hambrook Parish Council to be held at **7.00 pm on Thursday 1 February 2018** in Chidham Village Hall.

*Cliff Archer* Chairman of the Council

## AGENDA

**1. Apologies for absence.**

**2. Declaration of interests.**

a) To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.

b) To consider any Dispensation Requests received by the Clerk not previously considered.

**3. Minutes**

To approve and sign the Minutes of the Parish Council Meeting held 4 January 2018.

**4 Matters Arising from the Minutes**

**5. Appointment of New Parish Clerk and Responsible Financial Officer (RFO)**

Chairman of the Staffing Committee, Cllr Sheppard, to report.

**6. Co-option of New Parish Councillor**

To co-opt a new member of the Parish Council. The laid-down procedure has been followed and one person remains available for co-option. Marie Gilby, of Drift Lane to be invited to speak for up to 5 minutes, after which there will be a short period of time for Parish Councillors to ask questions, if they wish. The co-option vote will be by a show of hands.

**7. Public Open Forum**

Members of the public are invited to raise matters or ask questions.

**8. Reports - to receive relevant reports (5 mins each report including Q&A) from the:**

**a) Chairman** (verbal report)

b) District Councillors

c) County Councillor

9. **Brief Verbal Progress Updates by representatives of Parish Council Task Forces:**

- a) **Governance:** Cllr Hyde
- b) **Business Plan:** Cllr MacDougall
- c) **Road & Footway:** Cllr Towers

10. **Finance and Corporate:**

a) **Financial Statement**

To receive a financial statement to the end of January 2018.

b) **Bank Account for Community Infrastructure Levy**

**To note** that the separate Bank Account for financing of projects undertaken using Community Infrastructure Levy (CIL), resolved at the December 2017 Council meeting has not yet been set up. The permanent Clerk, when appointed, will be asked to implement this action.

c) **Authorisation of Payments**

**To authorise** payments to 1 February 2018.

d) **Internal Audit – Update**

The Chairman, Cllr Archer, after consultation, used his delegated powers in conjunction with the Vice-Chairman, Cllr Collins, and instructed Independent Financial Solutions (IFS) of Emsworth to undertake an Internal Audit covering the period 1 April 2017 to 31 December 2017, inclusive.

The Audit is in preparation for the new Parish Clerk and RFO, when appointed, taking up post.

**Cllr Archer to update Council on progress with the Internal Audit.**

11. **Finance & General Purposes Working Group (F&GP Working Group)**

a) **Meeting Tuesday 16 January 2018**

**To receive** the Unadopted Minutes of the Meeting.

b) **Proposed Changes in Name and Purpose of Working Group**

**Recommended** that the proposed new name of **Finance Committee** be adopted with immediate effect. The proposed new name unambiguously describes the new function of the Committee.

If the above recommendation is adopted, the Clerk and RFO, in consultation with the Chairman, will be asked to propose revised wording of the Terms of Reference

of the existing F&GP for application to the proposed Finance Committee. The proposed Terms of Reference will be considered for adoption at the 1 March 2018 Parish Council Meeting.

**12. Revised Programme of Meetings**

To receive the Revised Programme of Meetings proposed by the F&GP Working Group.

**13. Planning Committee Meetings**

- a) To receive a report from the Chairman of the Planning Committee on the meeting of the Committee on 23 January 2018 and other planning matters. The report will include reference to Windfall Sites and their effect on housing development in the Parish. The Parish Council may deem it appropriate to take action.
- b) To note that the next Planning Committee Meeting will be held on 13 February 2018 at 7.00pm in Chidham Village Hall.

**14. Meeting Dates**

The next Parish Council Meeting will be held at 7.00pm on 1 March 2018 in Chidham Village Hall.

**15. Any Other Business**

**16. Items for Future Meetings**

Suggestions are invited in respect of future meetings of the Parish Council, Advisory Committees and the Finance Committee.

**17. Exclusion of Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**Part II**

**18. Confidential Business**

The Chairman, Cllr Cliff Archer to report. Appropriate decisions will be taken.

**END**

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting. **THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME.**