

WASHINGTON PARISH COUNCIL



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WASHINGTON ANNUAL PARISH COUNCIL MEETING

MINUTES of the proceedings of the Annual Parish Council Meeting held on Monday 13th May 2024 at the Washington Village Memorial Hall (Doré Room)

Present: Cllr S Buddell (Chairman), Cllr B Hanvey, Cllr P Heeley, Cllr T Keech, Cllr A Lisher (Vice-Chairman), Cllr G Lockerbie, Cllr J Luckin Cllr A Perkins and Cllr J Thomas

In attendance: Cllr J Grech (HDC), Cllr E Beard (HDC) and Cllr C Fisher (HDC)

Also: Z Savill, Clerk to the Council

Members of the public: 2

Absent: 0

The Chairman opened the meeting at 7:00pm.

APCM/24/1. Election of the Chairman of the Parish Council

The Council **RESOLVED** unanimously that Cllr Buddell be elected Chairman for the municipal year 2024/25. Cllr Buddell was duly elected and signed a declaration of acceptance of office form.

APCM/24/2 Election of the Vice-Chairman of the Parish Council

The Council **RESOLVED** unanimously that Cllr Lisher be elected as Vice-Chairman for the 2024/25 municipal year. Cllr Lisher was duly elected and signed a declaration of acceptance of office form.

APCM/24/3 Apologies for Absence

None

APCM/24/4 Declaration of Members' Interests and requests for dispensations.

None declared for items on the agenda. Updated Registers of Interests were received from all Members for the 2024/25 municipal year.

APCM/24/5 To Approve the Minutes of the last Parish Council Meeting held on 8th April 2024

The Council **RESOLVED** unanimously to approve the minutes of the last Parish Council Meeting held on 8th April 2024 which were duly signed by the Chairman. It was noted that the minutes of the APCM held on 15th May 2023 were approved at the Parish Council Meeting on 5th June 2023.

APCM/24/6 Public Session

There was no public speaking or written requests.

S.S.B.

S.S.B.

APCM/24/7 To Review the Terms of Reference of the following Committees

The Council reviewed the Terms of Reference of the following:

- (i) Open Spaces, Recreation Ground and Allotment (OSRA) Committee
- (ii) Planning & Transport (PT) Committee

It was **RESOLVED** unanimously to amend the terms for frequency of meetings for (i) and (ii) to be as and when required, and to make no change to the £300 expenditure threshold for the PT Committee.

- (iv) Personnel Committee
- (v) Finance Committee

It was **RESOLVED** unanimously to make no amendment to the Terms of Reference for (iv) and (v).

(vi) Storrington & Sullington and Washington Neighbourhood Plan (SSWNP) Steering Group
It was **RESOLVED** unanimously to make no recommendations for amendment to the Terms of Reference for consideration at the next Steering Group meeting.

Two members of the public entered the meeting

APCM/24/8 To Review and confirm membership of the following Committees and working groups:

The Council **RESOLVED** unanimously to **APPOINT** the following members for the 2024/25 municipal year:

Open Spaces Committee: Cllr Buddell, Cllr Hanvey, Cllr Keech (Presiding Chairman), Cllr Lockerbie, Cllr Luckin and Cllr Perkins.

Planning & Transport Committee: Cllr Hanvey, Cllr Heeley, Cllr Keech, Cllr Lisher (Presiding Chairman), Cllr Luckin and Cllr Thomas.

Finance Committee: Cllr Buddell, Cllr Heeley (Presiding Chairman), Cllr Keech and Cllr Lisher.

Personnel Committee: Cllr Buddell (Presiding Chairman), Cllr Lockerbie, Cllr Lisher and Cllr Thomas.

CIL (Community Infrastructure Levy) Working Party: Cllr Hanvey (Presiding Chairman), Cllr Lisher, Cllr Luckin and Cllr Thomas.

Neighbourhood Plan Steering Group – Washington Members: Cllr Heeley (Vice-Chairman), Cllr Keech and Cllr Lisher.

It was noted that the election of Committee Chairpersons would take place at the first meeting in the 2024/25 municipal year of each Committee.

APCM/24/9 To Review and confirm membership of the following Outside Bodies

The Council **RESOLVED** unanimously to **APPOINT** the following members to serve as Parish Council representatives for the 2024/25 municipal year:

- **WSALC (West Sussex Association of Local Councils) and HALC (Horsham District Association of Local Councils):** Cllr Buddell and Cllr Thomas.
- **Rock Common Working Group (Washington Members):** Cllr Buddell, Cllr Luckin and Cllr Thomas

S.S.B.

- **Rampion 2 Community Project Liaison Group (Onshore):** Cllr Perkins and Cllr Thomas

APCM/24/10 To Review the Council's annual membership subscriptions

The Council reviewed and **RESOLVED** unanimously to renew its membership of the following for the 2024/25 municipal year:

- West Sussex Association of Local Councils (WSALC)
- Horsham Association of Local Councils (HALC)
- Society of Local Council Clerks (SLCC)
- The National Allotment Society

APCM/25/11 To Review the Council's Standing Orders for further adoption:

The Council reviewed and **RESOLVED** unanimously to **ADOPT** the Standing Orders without amendment for the 2024/25 municipal year.

APCM/24/12 To Review the Council's Financial Regulations for further adoption.

The Council discussed the policy document, noting that the 2024 updated version was not received from WSALC in time for this meeting agenda.

The Council **RESOLVED** unanimously to defer a review of the Finance Regulations to the next meeting of the Finance Committee in June on a date to be arranged. Any proposed changes to be considered for adoption at the following meeting of the Council on 1st July 2024.

APCM/24/13 To Review the Council's Code of Conduct

The Council reviewed and **RESOLVED to ADOPT** the Code of Conduct without amendment for the 2024/25 municipal year.

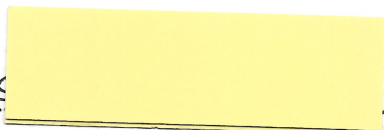
APCM/26/12 To Review the Council's Policies and Risk Assessments for further adoption:

The Council **RESOLVED** the following:

- i) To defer to the next Finance Committee meeting, subject to any changes required by the new Financial Regulations:
 - Financial and Non-Financial Risk assessments
- (ii) To adopt the following without amendment:
 - Litter Warden Risk Assessment
 - Winter Maintenance Plan
 - Local Emergency Plan
 - Publication Scheme
 - Documents Retention Policy
 - GDPR Subject Access
 - GDPR Privacy Notice
- (iii) To defer to the next Personnel Committee meeting:
 - Complaints Procedure
 - Complaints Form
 - Communications Protocol

The meeting closed at 7:30pm.

Signed.....



Dated..... 1st July 2024