

**WASHINGTON ANNUAL PARISH COUNCIL MEETING**

TO: All members of the Council: 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.You are hereby summoned to attend a meeting of the Parish Council on:

**Monday 13th May 2024 at 7:00pm in the Washington Village Hall (Dore Room)**

**AGENDA**

1. **Election of the Chairman of the Parish Council**

To elect the Chairman for the coming year and receive his/her signed acceptance of office

1. **Election of the Vice-Chairman of the Parish Council**

To elect the Vice-Chairman for the coming year and receive his/her signed acceptance of office

1. **Apologies for Absence**

To receive and approve any apologies for absence from councillors

1. **Declaration of Members’ Interests.**

To receive any interests as defined under the Localism Act 2011 and the Council’s Code of Conduct and

consider requests for Dispensations AND receive signed updated Register of Interests from members.

1. **To Approve the Minutes of the last Parish Council Meeting held on 8th April 2024**

A copy of the draft minutes of this meeting is published on the Council’s website at:

<https://www.washingtonparish.org.uk/Contents/ContentItems/4ne7nsye5dy54x72qg1vhs534a>

1. **Public Session**

Members of the public may speak for up to 2 minutes in accordance with Standing Orders e-g at the discretion of the Chair about about items on the agenda.

1. **To Review Terms of Reference and Appoint Members to the following Committees**

Current membership can be viewed via the Drop Box link at the end of this agenda.

The terms of reference can be viewed on the Council’s website at: <https://www.washingtonparish.org.uk/policies>

* Open Spaces, Recreation Ground and Allotment (OSRA) Committee
* Finance Committee
* Personnel Committee
* Planning & Transport (PT) Committee
* Storrington & Sullington and Washington Neighbourhood Plan (SSWNP) Steering Group. Recommendations for any changes to the terms of reference to be considered at the next

Steering Group meeting).

1. **To Reaffirm membership on the following Working Groups and Outside Organisations**

Current membership can be viewed via the Drop Box link at the end of this agenda:

* CIL (Community Infrastructure Levy) Working Group
* WSALC (West Sussex Association of Local Councils) and HALC (Horsham District Association

of Local Councils)

* Rock Common Working Group (Washington Members)
* Rampion 2 Community Project Liaison Group (Onshore)

1. **To Review the Council’s annual membership subscriptions**

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

1. **To Review the following policies for further adoption:**

The following are published on the Council’s website at: <https://www.washingtonparish.org.uk/policies>

* Standing Orders
* Financial Regulations
* Code of Conduct

1. **To Review the Council’s Policies and Risk Assessments for further adoption:**

The following are published on the Council’s website at: <https://www.washingtonparish.org.uk/policies>

or via the Drop Box link at the end of this agenda\*:

* Financial Risk Assessments
* Non-Financial Risk Assessment
* Litter Warden Risk Assessment \*
* Winter Maintenance Plan
* Local Emergency Plan
* Complaints Procedure
* Complaints Form
* Publication Scheme
* Documents Retention Policy
* GDPR Subject Access
* Communications Protocol
* GDPR Privacy Notice



Z Savill

Clerk to Washington Parish Council

7th May 2024

*The Public are welcome to attend the part of this meeting which they are permitted access,*

*subject to the hall’s safe seating capacity. Under the provisions of the Local Government Audit*

*and Accountability Act 2014 (Openness of Local Government Bodies Regulations 2014), members of*

*the public are permitted to film or record Council meetings to which they are permitted access, in a*

*non-disruptive manner. By attending this meeting, it is deemed that you consent to this. A person or*

*persons recording the parish meeting are reminded that the Public Speaking period is not part of the*

*formal meeting and that they should take legal advice for themselves as to their rights to make any*

*recording during that period.*

Please note: Supporting papers can be viewed on the Council’s website at

<https://www.washingtonparish.org.uk/policies>

and Drop Box\* at: <https://www.dropbox.com/scl/fo/zioclr6h0hq1knsh7kmox/AAyHEOlG87IV0omSv1QGZdI?rlkey=n31vlchiu5fvrj10gkrd7qy5j&st=k64t7dlg&dl=0>