



Sedlescombe Parish Council

To: All Parish Councillors

You are hereby summoned to attend the Annual General Meeting of the Parish Council
on Tuesday 23rd May 2023 at 18:30 CR2.

Council Meeting Agenda

Signed: Jackie Scarff

Clerk to Sedlescombe Parish Council

02/05/2022

075 310 654 69 / clerk@sedlescombe.org.uk

Item	Agenda Item (C23.)	
1	The Chairman to take the chair and receive nominations for Chairman of the council for the forthcoming year.	
2	The Chairman to read and sign the declaration of acceptance of office.	
3	The Chairman to take the chair and receive nominations for Vice Chairman of the council for the forthcoming year.	
4	The Vice Chairman to read and sign the declaration of acceptance of office.	
5	To receive Declarations of acceptance of office from all members.	
6	To consider the Co Option of a new parish councillor To witness the signing of acceptance of office if co-opted.	
7	To receive and accept Apologies (LGA 1972 s85)	
8	Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. To grant any requests for dispensation as appropriate. Reminder any changes to register of interests should be notified to the clerk.	
9	To receive the minutes of the previous meeting held on 21 st March 2023, to approve these minutes and authorise the chairman to sign them as a correct record.	
10	To receive a proposal in accordance with the Statutory Instrument, Parish Councils (General Power of Competence) prescribed Order 2012 that Sedlescombe Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk to adopt the General Power of Competence.	
11	In accordance with the Standing orders to receive for adoption the updated Standing orders, Financial Regulations and Risk assessment and Code of Conduct.	
12	To receive for approval the council's scheme of delegation.	
13	To agree the arrangements for insurance in respect of all insurable risks.	
14	To consider nominations to existing committees. Membership agreed at the meeting will include the Chairman and Vice-Chairman being ex-officio members of each Committee: Finance Executive Committee Planning Executive Committee. Sedlescombe Sports Pavilion Executive Committee Red Barn Field Working Group Sedlescombe Traffic Advisory Group (STAG) Staffing Committee Any other Executive or Advisory Committee that the Parish Council agrees should be constituted for the coming year. To consider nominations to represent the Parish Council on outside bodies RALC ESALC Sedlescombe Village Hall Any other bodies that the Parish Council agrees they should have representation on.	
15	To delegate to the relevant committees, a review of their terms of references.	

16	To determine the time and place of the meeting of the Council including the next annual meeting of the council.	
17	To receive any questions on reports from the District or County Councillors	
18	Public participation session re matters on the Agenda at the Chairman's discretion.	
19	If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed: ‘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.’	
20	Planning To agree a response to RDC on the following application. RR/2023/928/P 41 East View Terrace, Sedlescombe TN33 0PY Proposed off street parking with vehicle crossover.	RC
21	Sedlescombe Sports Pavilion To receive an update and agree any actions required.	PA
22	Highway Matters To receive an update from STAG and associated groups and agree any actions required.	DC
23	To review previous resolutions and agree any actions required.	
24	Finance and Audit 1 To receive the monthly statement of accounts to 30th April 2023 2 To receive the bank reconciliation to 30th April 2023 3 To present for approval the payments for the month. 4 To receive the report from the internal auditor and agree any actions required. 5 To consider for approval the annual governance statement. 6 To consider for approval the accounting statement for the year ended 31st March 2023 in the Annual Governance and Accountability return. 7 To confirm the arranged direct debits and bank standing order payments.	
25	Reports, Correspondence, Questions and Future agenda items not requiring decisions.	

Circulation to all councillors

In accordance with the Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.

Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person (s) recording the parish council meeting are reminded that the ‘public session’ period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that session.