

Agenda for the Annual meeting of Rottingdean Parish Council

Parish Councillors are summoned to the Annual Meeting of Rottingdean Parish on **Monday, 7 September at 7.30pm**. This will be an online meeting.

All are welcome to join this meeting on-line or listen in by telephone. Instructions on how to participate in the meeting are available on the Rottingdean Parish Council Website or from the Parish Clerk email; chris.hayes@rottingdean-pc.gov.uk Tel 07547 017969

Annual Meeting Agenda

1. Apologies for absence
2. Business required for the Annual Parish Council meeting. [Councillor Sheppard] to take the chair to elect Chair for 2020/21

Elections

3. Election of Chair of Parish Council
4. Election of Vice Chair of Parish Council

Appointments

5. To appoint the Responsible Finance Officer and Deputy Responsible Finance Officer
6. To appoint the Chair of the Planning Consultative Group
7. To appoint the Chair and members of the Beacon Hill Local Nature Reserve working group
8. To agree advisory group membership and lead Councillors for 2020/21.
 - i. Planning Consultative Group
 - ii. Strategy and Communication Advisory Group
 - iii. Natural Environment Advisory Group
 - iv. Built Environment Advisory Group Village
 - v. Community Advisory Group
9. Parish Council representatives Project Boards and Working Groups for 2020/21
10. Dates of Parish Council meetings for 2020/21 (see attached).
11. Declarations of Parish Councillors interest in agenda items.

Financial Regulations

12. Parish Councillors are required to consider the RFO's Draft Annual Financial Report for 2019/20 to include:

- i. A review of the effectiveness of the system of internal control and consideration of the findings at a Parish Council
- ii. Approval of the Annual Governance Statement by resolution and in advance of approving the Accounting statements The Annual Governance Statement, set out in the Annual Return must be approved prior to the Accounting Statements to be brought to the Parish Council meeting.
- iii. Review of financial regulations (see attached)

Parish Council Governance

13. Review of register of members' interests
 14. Review of asset register and insurance arrangements.
 15. Annual review of standing orders and policies
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Ordinary Meeting Agenda (to follow the Annual Meeting)

At the start of the meeting any member of the public is welcomed to speak for a maximum of 3 minutes, Councillors aim to provide a response during the meeting if possible, and if not will endeavour to respond in writing within the month.

1. Apologies for absence
2. Declarations of interest
3. Agreement of the minutes of the RPC meeting on 3 August 2020

Matters arising

4. Action Log
5. Matters Arising

Finance Update

6. Payments and invoices
7. August 2020 Accounts

Urgent Business

8. Kipling Gardens
9. Parish Councillor Vacancy
10. Website Redesign
11. Neighbourhood Plan

Planning

12. Applications Received in August

Advisory Group Meeting Updates

13. SCAG
 - Member Workshop
14. VCAG
15. NEAG
16. BEAG

Chris Hayes, Parish Clerk

September 2020