



Agenda for the Annual General Meeting of Rottingdean Parish Council

Parish Councillors are summoned to the Annual General Meeting of Rottingdean Parish Council on **Tuesday 4 May at 7.30pm**. This will be an online meeting.

All are welcome to join this meeting on-line or listen in by telephone. See the Rottingdean Parish Council Website for how to join or email the Parish Clerk; chris.hayes@rottingdean-pc.gov.uk

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 2021/22

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 Panel
7. To appoint the Chair and members of the Beacon Hill Nature Reserve working group
8. To agree advisory group membership and lead Councillors for 2021/22.
 - i. Planning Consultative Group
 - ii. Strategy and Communication Advisory Group

- iii. Natural Environment Advisory Group
- iv. Built Environment Advisory Group
- v. Village Community Advisory Group

9. Parish Council representatives on Project Boards and Working Groups for 2020/21

10. Dates of Parish Council meetings for 2021/22 (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 2020/21 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

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 Parish Council meeting on 12 April

Matters arising

4. Action Log
5. Matters Arising

Finance Update

6. Payments and invoices
7. April 2021 Accounts

Urgent Business

8. Kipling Gardens
9. Parish Councillor Vacancies
10. Neighbourhood Plan

Planning

11. Applications Received in April

Advisory Group Meeting Updates

12. SCAG
13. VCAG
14. NEAG
15. BEAG

