



Agenda for the Annual General Meeting of Rottingdean Parish Council

Parish Councillors are summoned to the Annual General Meeting of Rottingdean Parish Council on **Monday 9 May 2022 at 7.30 pm at the Main Hall in the Whiteway Centre.**

All are welcome to join this meeting.

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 2022/23

Elections

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

Appointments

5. To appoint the Deputy Responsible Finance Officer
6. To appoint the Chair of the Planning Consultative Panel
7. To appoint the Chair and Parish Council members of the Beacon Hill Nature Reserve Stewardship Group
8. To agree advisory group membership and lead Councillors for 2022/23.
 - 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 2022/23

10. Dates of Parish Council meetings for 2022/23 (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 2022/23 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.

Parish Council Governance

13. Review of register of members' interests

14. Review of asset register and insurance arrangements.

15. 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 4 April

Matters arising

4. Action Log
5. Matters Arising

Finance Update

6. Payments and invoices
7. April 2022 Accounts

Urgent Business

8. St Aubyns
9. Lower High Street

Planning

10. Applications Received in April

Advisory Group Meeting Updates

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