



Agenda for the Annual General Meeting of Rottingdean Parish Council at 7.30 pm on Monday 12th of May 2025 at the Whiteway Centre

All are welcome to join this meeting.

Annual General Meeting

1. Apologies for absence
2. Declarations of Parish Councillors interest in agenda items.

Elections

2. Election of the Chair.
3. Election of Vice Chair of Parish Council.

Appointments

4. To appoint the Deputy Responsible Finance Officer.
5. To agree Advisory Group membership and lead Councillors for 2025/26.
 - a Chair and members of the Planning Consultative Panel.
 - b Chair and Parish Council members of the Beacon Hill Nature Reserve Stewardship Group.
6. To agree Parish Council representatives on Project Boards and Working Groups for 2025/26.

Financial Management

7. Review of Financial Regulations
8. Review of the effectiveness of the system of internal control and an annual governance statement (AGAR 2025/26 – Section 1)

Parish Council Governance

9. Review of register of members' interests.
10. Review of asset register and insurance arrangements.
11. Review of standing orders and policies.

Parish Council meetings for 2025/26.

12. Dates of meetings
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Ordinary 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 7th of April.**
4. **Action Log.**
5. **Matters Arising.**

6. **Finance Update**

- i. **Payments and invoices.**
- ii. **Bank balances**
- iii. **April 2025 Accounts.**

Major Projects

- 7. **St Aubyns**
- 8. **High Street**

Planning

- 9. **Applications Received in April.**

Advisory Group Meeting Updates

- 10. **Strategy and Communications**
 - i. Risk Register – **for approval**
 - ii. Annual Village Meeting
 - iii. Village Survey
- 11. **Village and Community.**
 - i. Grant application from Rottingdean Heritage
 - ii. Gran Application from Rottingdean Arts
- 12. **Natural Environment**
- 13. **Built Environment**

Chris Hayes, Parish Clerk

May 2025

The minutes of the meeting will be available on the Parish Council website a few days after the meeting.

