

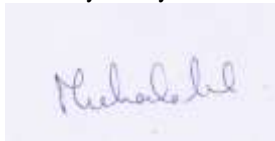
Full Parish Council - Agenda

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Rear of Village Hall,
The Green,
Horsted Keynes,
West Sussex,
RH17 7AP

3 May 2017

Members of the Horsted Keynes Parish Council are summoned to a meeting to be held in the Village Hall on Tuesday 9 May 2017 at 07.30 p.m.



Michaela Frost
Clerk

Members of the public and press are welcome and encouraged to attend

The first 10 minutes will be available for the public to express a view or ask a question on relevant matters on the following agenda. The public are also welcome to stay and observe the rest of the meeting.

AGENDA

1. **To elect a Parish Council Chairman**
2. **Declaration of acceptance of the office of Chairman** *(Clerk will provide at meeting)*
3. **To elect a Vice-Chairman**
4. **To note delivery of declarations of acceptance of office by Councillors**
5. **To receive apologies for absence**
6. **To review and confirm the Parish Council's continued adoption of the Code of Conduct for Members in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).**
(As recommended / used by Mid Sussex District Council and West Sussex County Council and appropriately adapted for Parish Council use – previously adopted and issued).
7. **To receive Declarations of Interests from Councillors in line with the code of conduct considered under item 6 on this agenda and in respect of any matter on the agenda.**
(Members are invited to make any declarations of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.)
8. **Minutes of the previous meeting held on 11 April 2017 to be agreed and signed as a true record.**
9. **Matters arising from the previous Minutes.**
10. **To review delegation arrangements (See attached) to committees, sub-committees, employees and other local authorities.**
 - To receive and consider nominations to existing committees.
 - To consider appointment of any new committees, including their terms of reference, the number

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- of members / non councillor members and receive nominations to them.
- To consider nominations for any additional areas of responsibility not covered by appointment to Committees. *(See Councillor Responsibilities listing attached)*
11. **To review and confirm the Parish Council's continued adoption of HKPC Financial Regulations and Standing Orders.**
(HKPC Standing Orders adopted November 2016 and Financial Regulations (adoption previously confirmed May 2015) based upon NALC Standard Financial Regulations as amended to meet HKPC requirements specifically relating to delegation of authority of expenditure without prior reference to the full Council – previously adopted and issued)
12. **To review representation on or work with external bodies**
- To consider arrangements for reporting back to the full Parish Council.
 - To consider formal appointment of Councillors to the following organisations:
 - West Sussex ALC Ltd. (2)
 - MSALC (2)
 - HKPOSAL (1)
 - Village Hall (1)
13. **To review the inventory of land and assets held by the Parish Council.** *(Attached)*
14. **To review and confirm arrangements for insurance cover in respect of all insured risks.** *(Clerk to advise details at meeting)*
15. **To note the Deeds and documents held by the Parish Council.** *(held in office)*
16. **To review the Council's and / or Council employees' membership of other bodies and note the payment of any subscriptions paid annually.** *(Copy attached)*
17. **Agree dates, times and venues of ordinary meetings of the full Council for 2017/18 PC year.**
(previously circulated)
18. **To receive reports from the County Councillor and District Councillor**
19. **Planning**
- To receive written report on Planning Applications received and to note and confirm comments submitted to the Planning Authority by members of the Planning Committee representing the previous Parish Council.
 - To consider Planning Application DM/17/1262 – Westhall House, Birchgrove Road, Horsted Keynes, West Sussex *(previously circulated)*
20. **Finance**
- To approve schedule of receipts and payments and note year to date expenditure.
 - To consider the appointment of Councillors to the Parish Council's Bank mandate.
(To confirm Clerk's authorisation as a bank signatory)
 - To note and confirm the payment of expenditure currently made by Direct Debit / Standing Order.
(Copy attached)
21. **Update on Neighbourhood Plan**
21. **TGR & H Committee**
- To Receive reports from the TGR Committee and update from TGR members
 - To approve quotation from electrician for repairs at the Memorial Pavilion.
 - To authorise use of Village Green/Horsted Club for "Made in HK" event

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22. **Comments from the Public**
23. **General**
24. **Date of next meeting**
Tuesday 13 June at 7.30 p.m.