



FERRING PARISH COUNCIL

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To Councillors and Parishioners,

Notice is hereby given and Councillors are summoned to attend the **STATUTORY ANNUAL MEETING OF FERRING PARISH COUNCIL** to be held on **Monday 22nd May 2017** at the Ferring Village Hall in the Main Hall. The meeting will commence at approximately **8.00pm** following the Annual Parish Meeting. A Public Question Time of 15 minutes is allowed under Item 10 of the Agenda.

AGENDA

1. **To elect a Chairman of the Council**
2. **To receive the Chairman's declaration of acceptance of office**
3. **To elect a Vice Chairman of the Council**
4. **Apologies for absence**
5. **Declarations of interest** - members are reminded to make any declarations of personal and/or prejudicial interest that they may have in relation to items on this agenda and notice must be given of any intended declaration which should then be made at the commencement of the item or when the interest becomes apparent.
6. **Councillor Allowances** – Information in relation to Councillor Allowances have been provided to Councillors (enclosed). If any Elected Councillor wishes to receive an allowance, please discuss with the Parish Clerk after this meeting. (completed 8.10pm)
7. **To appoint membership of the following committees (existing membership enclosed):** -
 - a) Planning Committee (decision powers)
 - b) Highways & Drainage Committee (advisory powers only)
 - c) Environment Committee (advisory powers only)
 - d) Community & Facilities Committee (advisory powers only)
 - e) Neighbourhood Plan (including 3 x CRTBO's) Committee (advisory powers only)
 - f) Finance & General Purposes Committee (advisory powers only) (completed 8.15pm)
8. **To review and approve the Committee remits (Chairman of each Committee has agreed their associated remit) (completed 8.20pm)**
9. **To appoint representative to outside bodies**
Village Hall Representative (Maura Blackburn)
JEAAC & JEAAC Highways Representative (Carole Robertson) (completed 8.25pm)
10. **Public Question Time - A Public Question Time of 15 minutes (completed 8.40pm)**
11. **Minutes of the Parish Meeting** held on Monday 3rd April 2017 - to consider, approve and sign by the person presiding as a correct record. (completed 8.45pm)

12. **To receive and consider reports from Committee Groups** (including the authorisation of orders for payment: [\(completed 9.05pm\)](#))
- a. **Environment, Footpaths & Amenities** – Councillor Geoff Mines, meeting 4th May (minutes attached)
 - b. **Community & Facilities** – Councillor Terry Jackson, meeting held 15th May (minutes attached)
 - c. **Highways & Drainage** – Councillor Chris Headon, no meeting held
 - d. **Planning Committee** – Councillor Carole Robertson, meeting held 22nd May
 - e. **Neighbourhood Plan Implementation (including CRTBO's)** – no meeting held
 - f. **Finance and General Purposes** – Councillor Carole Robertson, Meeting held on 8th May 2017 (minutes attached)
Questions on reported items and approval of the report including:
 - Schedule of payments for March (attached for approval)
 - £400 for K Washer to prepare and paint the boat including the base
 - £250 for material for the pathways to the Rife
13. **To receive reports from Councillor Roger Elkins & Colin Oliver-Redgate**
- a. **District Councillor(s)** representing Ferring (Arun District Council)
 - b. **County Councillor** representing Ferring (WSCC) [\(completed 9.15pm\)](#)
14. **To receive reports from representatives of outside bodies -**
Village Hall – Councillor Maura Blackburn [\(completed 9.20pm\)](#)
15. **To receive reports from Members in respect of meetings attended which are not addressed elsewhere within this Agenda.** [\(completed 9.25pm\)](#)
16. **End of year Accounts** – Councillors have received a copy of the end of year accounts
- To appoint RS Hall Internal Auditor
 - To approve the accounts for the year ending 31st March 2017 (attached)
17. **Annual Return -**
- a) To agree Section 1 – *Annual governance statement 2016/17* – of the Annual Return for the year-ending 31st March 2017 can be signed by the Chairman and the Clerk/Responsible Financial Officer
 - b) To agree Section 2 – *Accounting statements 2016/17* – of the Annual Return for the year-ending 31st March 2017 can be signed by the Chairman and the Clerk/Responsible Financial Officer [\(completed 9.40pm\)](#)
18. **Items to be referred to next Agenda and Items for Information Only**
19. **Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the Public and the Press leave the Meeting during consideration of Agenda Item 13.**
20. **Office Employment Contracts** - Review Employment Contract.

Date of next meeting Monday 17th July 2017

**Nadine Phibbs, Parish Clerk & Responsible Financial Officer
17th May 2017**