

Balcombe Parish Council

A G E N D A

The Annual Meeting of Balcombe Parish Council will be on

Wednesday 15 May 2019 at 8.00 pm in Bramble Hall

Rosemary Robertson/Clerk to the Council

All interested parties are invited to attend

1. Election of Chairman and to receive the Chair's Declaration of Acceptance of Office
2. Election Vice Chair and to receive the Vice-Chair's Declaration of Acceptance of Office
3. To receive Councillors' Declarations of Acceptance of Office & undertakings to observe the Code of Conduct (emailed)
4. To confirm Councillors' receipt of Register of Interests Form (to be completed/returned to the Clerk within 28 days) and consent for electronic summons to attend meetings
5. Election of Responsible Finance Officer
6. Public Participation
7. Declarations of personal or pecuniary interest
8. Apologies for absence
9. To approve the Minutes of the Meeting held on 10 April 2019
10. Matters currently being pursued, report from the Clerk
11. Urgent Matters - items not on the agenda that the Chairman is of the opinion should be considered as a matter of urgency
12. **Planning - to consider the following applications**
DM18/1398 & 1402, 1506 (Listed building), Bagpith Cottage, Haywards Heath Road - Demolition of existing shed and rear extension with replacement part single storey, part two storey extension. Erection of new shed at rear of property
DM/19/1668 Clayhurst, Stockcroft Road - Conifer (C-1) – Fell
DM/19/4541 Land East of HH Road - Erection of 16 dwellings and associated development (amended plans & documents received 28th March 2019, 29th April 2019)
13. Planning – to consider late applications received after publication of Agenda
14. To review and confirm Standing Orders and Financial Regulations
15. Confirmation of arrangements for insurance cover in respect of all insured risks
16. Financial
 - a) April Cash Book Receipts & Payments
 - b) To sign off the Accounts 18/19 for submission to external auditor
 - c) To appoint Vicky Cripps an Internal Auditor for 19/20
 - d) Appoint the Sub Committee to carry out annual review of internal control systems
 - e) Confirm bank signatories plus nominated Councillor for Reconciliation Check
 - f) Adopt Financial Responsibilities of the Clerk/RFO, Risk Assessment, Fixed Assets
17. To approve the following Council policies:- Code of Conduct, Media Policy, Reserves Policy, Child Protection Policy
18. To determine the date, time and place of ordinary meetings until the end of 2019.
19. Review of representation on or work with external bodies – Victory Hall Management Committee, St. Mary's Trust, Balcombe Fete, West Sussex ALC
20. To confirm annual subscriptions: CPRE, NALC & WSALC, AiRS
21. To confirm arrangements for the Annual Parish Meeting
22. To review membership and Terms of Reference of the following groups:
(Neighbourhood Plan & Planning), (Youth, Recreation & Wellbeing), Traffic, Energy Group, (Community Assets, VHMC & St. Mary's Trust), Public Transport, (Access & Rural), (Business & Commercial), Infrastructure funding, Security and Finance.
23. Correspondence
24. Exchange of Information

THE NEXT MEETING OF THE COUNCIL WILL BE ON
WEDNESDAY 12 JUNE 2019 IN BRAMBLE HALL