



5. Society of Local Council Clerks (SLCC)
6. Institute of Local Council Clerks (ILCC)

**63.18 ELECTION OF PARISH COUNCIL REPRESENTATIVES AT MEETINGS**

1. Manhood Peninsula Community Forum
2. CDALC
3. WSALC
4. Mundham & Runcton Residents Association (MARRA)
5. North Mundham Playing Field Management Committee
6. Chichester District Council Meeting of the Parishes
7. West Sussex County Council South Chichester Local Committee

**64.18 ELECTION OF MEMBERS' SPECIAL AREAS OF RESPONSIBILITY**

1. Environmental & Waste Issues
2. Policing & Vandalism
3. Highways & Road Safety
4. Footpaths, Rights of Way & Verges
5. Chichester District Council Strategic Plans & Housing
6. Flooding
7. Finance & Budget (including checks of the parish council finance)

**65.18 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED COMMITTEES**

1. Planning Committee, confirmation of use of adopted terms of reference and election of Chairman
2. Employment Committee, confirmation of use of adopted terms of reference and protocol of hearings by the Committee and election of Chairman
3. Code of Conduct, confirmation of use of adopted terms of reference and election of Chairman
4. Complaints Committee, confirmation of use of adopted terms of reference and election of Chairman
5. Village Hall Management Committee, confirmation of use of adopted terms of reference and election of Chairman

**66.18 POLICIES**

1. New Policies
  - 1.1 Councillor & Employees Expenses - Policy & Procedure
2. Replacement Policies
  - 2.1 Standing Orders
3. Policies Review

**67.18 EMPLOYMENT COMMITTEE**

1. Minutes of the Meeting held on 27<sup>th</sup> March 2018
2. End of year Appraisal
3. Targets set for year ended 31 March 2019
4. Additional hours worked
  - 4.1 Quality Award
  - 4.2 Additional Hours

5. Recommendation to Full Council - increase salary scale from Scale Point 28 to Scale Point 29

**68.18 NORTH MUNDHAM VILLAGE HALL MANAGEMENT COMMITTEE**

1. Minutes of the Meeting held on 8<sup>th</sup> January 2018
2. Report by Cllr. Neave

**69.18 CONFIRMATION OF USE OF ADOPTED POLICIES**

1. Standing Orders - Adopted 6<sup>th</sup> April 2016
2. Scheme of Delegation - Adopted 1<sup>st</sup> November 2016
3. Retention of Documents Policy - Adopted 1<sup>st</sup> November 2016
4. Strategies for the future 2005 - An Action Plan updated 2009
5. Business Plan 2017-2022 - Adopted on 2<sup>nd</sup> May 2017
6. Data Protection - adopted 7<sup>th</sup> March 2017
7. Risk Management Policy - Adopted 7<sup>th</sup> March 2017
8. Financial Regulations - Adopted 6<sup>th</sup> April 2016
9. Reserves Policy - Adopted 1<sup>st</sup> December 2015
10. Grant Awarding Policy - Adopted 5<sup>th</sup> January 2016
11. Local Government Pension Scheme Regulations - Statement of Discretions - Adopted 7<sup>th</sup> November 2017
12. Flexible Retirement Policy - Adopted 6<sup>th</sup> March 2018
13. Grievance Policy - Adopted 3<sup>rd</sup> January 2017
14. Disciplinary Policy - Adopted 3<sup>rd</sup> January 2017
15. Dignity at Work, Bullying & Harassment Policy - Adopted 3<sup>rd</sup> January 2017
16. Sickness and Absence Policy - Adopted 7<sup>th</sup> March 2017
17. Staff Appraisal Policy - Adopted 7<sup>th</sup> November 2017
18. Equality Policy - Adopted 7<sup>th</sup> March 2017
19. Safeguarding Policy - Adopted 7<sup>th</sup> March 2017
20. Health, Safety & Welfare Policy - Adopted 19<sup>th</sup> May 2015
21. Employee Code of Conduct - Adopted 7<sup>th</sup> March 2017
22. Councillors Code of Conduct - Adopted 19<sup>th</sup> May 2015
23. Dispensation Procedure - Adopted 19<sup>th</sup> May 2015
24. Freedom of Information Publication Scheme - Adopted 5<sup>th</sup> January 2017
25. Data Protection Policy - Adopted 7<sup>th</sup> March 2017
26. Communication Policy - Adopted 1<sup>st</sup> November 2016
27. Staff & Councillors Training Policy - Adopted 6<sup>th</sup> December 2016
28. Media Relation Policy - Adopted 5<sup>th</sup> September 2017
29. Community Engagement Strategy - Adopted 3<sup>rd</sup> January 2017
30. Protocol on Filming, Videoing, Photography, Audio Recording & Broadcasting at Council Meetings - Adopted 6<sup>th</sup> July 2015
31. Complaints Policy - Adopted 19<sup>th</sup> May 2015
32. Dealing with Developers - Adopted 6<sup>th</sup> July 2015
33. Memorial Bench Policy - Adopted 2<sup>nd</sup> February 2016
34. Bus Shelter & Cycle Rack Policy - Adopted 7<sup>th</sup> March 2017
35. Village Hall Policy - Adopted 7<sup>th</sup> November 2017

**70.18 STRATEGIC ACTION PLAN 2017 -18 - end of year review**

**71.18 STRATEGIC ACTION PLAN 2018-19 - review and adoption**

- 72.18 HEALTH & SAFETY**
1. Village Hall Monthly report and action required
  2. Parish Council Office - Office Inspection
  3. Parish Council Assets
- 73.18 GENERAL DATA PROTECTION REGULATIONS - 25<sup>th</sup> May 2018**
1. Data Audit and Data Cleansing
  2. Data Protection Officer
  3. IT Support
  4. Website
  5. Policies
  6. Data Sharing Contracts
- 74.18 PARISH PLAN** (including Action Plan) update from working party.
- 75.18 LOCAL PLAN** - update
- 76.18 FINANCE**
- a) Bank Balances as at date of meeting - to receive a verbal report
  - b) Payments - ratification of payments made and payments for authorisation including any invoices received following publication of the agenda
  - c) Financial Statement - February 2018 & March 2018
  - d) End of Year Finance Review - Cllr. Russell to report
  - e) Internal Audit Year Ended 31<sup>st</sup> March 2018 - Completed on 23<sup>rd</sup> April 2018 by Mr Mark Mulberry of Mulberry & Co
  - f) Annual Return for year ended 31 March 2018 Annual Internal Audit Year 2017/18 - report from internal auditor and report
  - g) Annual Return for year ended 31 March 2018 - Section 1 - Annual Governance Statement 2017/18
  - h) Annual Return for year ended 31 March 2018 - Section 2 - Accounting Statement 2017/18
  - i) Annual Return for year ended 31 March 2018 - Additional Information Required
  - j) End of Year Accounts - Year ended 31 March 2018
  - k) PAYE - end of year March 2018
  - l) Pension - end of year March 2018
  - m) VAT Claim - year ended 31 March 2018
  - n) Budget Monitoring 2018/19
  - o) Appointment of Responsible Financial Officer 2018/19
  - p) Confirmation of Clerk's Salary and Hours 2018/19
  - q) Confirmation of Chairman's Allowance 2018/19
  - r) Power of General Competence 2018/19
  - s) Confirmation of Standing Orders and Direct Debits for 2018/19
  - t) Asset Register - Review and Adoption
  - u) Bus Shelter glass replacement quote
  - v) BT Telephone boxes for adoption
  - w) New Homes Bonus - report attached
- 77.18 PLAYING FIELD COMMITTEE** - report from Cllr Chivers

**78.18 HIGHWAY ISSUES**

1. A27 bypass
2. Footpath adjacent to Canal Mead
3. Community Highways Application Scheme - shared use path from Marsh Lane to Runcton Farm Shop
  - 3.1 Response from residents
  - 3.2 Response from Businesses
4. Meeting with Highways Officer; Layby's, highway verges, trees on the highway

**79.18 ENVIRONMENT**

1. Drainage ditch Honer Lane - lack of movement of water - Cllr Wall to report
2. Community Greening Offer - West Sussex County Council
3. Light Pollution Meeting with Vitacress
4. Parish Spring Clean - review
5. Parish Caretaker
6. Maintenance of the disused canal adjacent to Canal Mead permissive path

**80.18 FRENCH EXCHANGE- TWINNING 10-13<sup>th</sup> May 2018**

**81.18 ANNUAL MEETING OF ELECTORS - 5<sup>th</sup> March 2018**

**82.18 ROYAL WEDDING 20<sup>th</sup> MAY 2018 - cream tea**

**83.18 CLERK'S REPORT**

1. Quality Award
2. Dementia Awareness session
3. Conservation Area Assessment
4. World War One Centenary - 11<sup>th</sup> November 2018

**84.18 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS**

**85.18 EXTERNAL MEETINGS**

**86.18 EXTERNAL CORRESPONDENCE**

Filming of Council meetings and use of social media

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting.

If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.