

Councillors are hereby summoned to attend the Annual Meeting of the Parish Council to be held in the Small Hall of the Village Hall, Village Green Lane, East Dean on Thursday 3<sup>rd</sup> May 2018 commencing at 6.30 pm.

*Katrina Larkin*

Clerk to the Council

26<sup>th</sup> April 2018

#### AGENDA

1. **Election of Chair of the Council**
2. **Chair of the Council's Declaration of Acceptance of Office**
3. **Election of Vice-Chair**
4. **Vice-Chair's Declaration of Acceptance of Office**
5. **Apologies for absence**
6. **Declarations of Interests\***
7. **Delegation Arrangements and Committee Terms of Reference**
  - a) To confirm the Terms of Reference of the Planning Committee
  - b) To appoint the Chair and councillor members of the Planning Committee
  - c) To appoint Lead Members for Finance, Rights of Way, the Recreation Ground, and Communications
8. **Other appointments**
  - a) To appoint Members to be the Council's representatives on external bodies, including the Village Hall Trust (to be the council Chair, *ex officio*); the Sussex Association of Local Councils; the Wealden District Association of Local Councils; the East Dean Responders; and the Cuckmere Buses Stakeholders' Forum.
  - b) To appoint Mrs Jan Smith as the Pavilion Caretaker.
  - c) To appoint Mr David George as the Council's Hon. Solicitor
  - d) To appoint Mr Peter Williamson as Tree Warden
  - e) To appoint Mr Cliff Hirchfield as custodian of the parish council's flags.
9. **Standing Orders, Financial Regulations, Codes of Conduct for Members and Employees**
  - a) To note that new model Standing Orders have been issued by the National Association of Local Councils and to instruct the clerk to prepare a revision of local standing orders for future consideration
  - b) To review and confirm the Financial Regulations
  - c) To review and confirm the Codes of Conduct for Members and Employees
10. **Freedom of Information Act 2000; Data Protection Act 1998; General Data Protection Regulation**

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- a) To confirm the Council's procedures for handling requests made under the Freedom of Information Act 2000.
  - b) To note that the Council is appropriately registered under the Data Protection Act 1998.
  - c) To note that the council is working towards compliance with the anticipated General Data Protection Regulation (effective from 25 May 2018)

**11. Communications and Complaints Procedure, Press and Media Policy, Social Media Policy**

To review and confirm the above policy documents

**12. Council's Bankers and Signatories**

- a) To appoint Cllr Godden, Cllr Keller and Cllr Greenwell as signatories of orders for payment to be implemented by the clerk
- b) To reaffirm the clerk as the sole signatory for making payments online from the council's bank account

**13. Appointment of Internal and External Auditor**

- a) To appoint Mr Peter Frost as Internal Auditor for the Council in the year 2018/19
- b) To note that PKF Littlejohn LLP has been appointed by the SAAA Ltd as the council's External Auditor for a five year period commencing 1<sup>st</sup> April 2017

**14. Pensions Auto-Enrolment**

To note that the council has completed a declaration of compliance and no changes are required

**15. Charity of the Year**

To choose a charity to be supported by the council in 2018/19

**16. Dates, Times and Place of Council Meetings**

To note the dates, times and places of ordinary meetings of the full Council for the year ahead.

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\* **Declaration of Interests** –Councillors are reminded to make any declarations of Disclosable Pecuniary Interests or other interests that they may have in relation to items on this Agenda. Notice should be given at this point in the Meeting of any intended declaration. The nature of the interest should be declared at the commencement of the item or when the interest becomes apparent.