



East Dean & Friston P a r i s h C o u n c i l

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 16th May 2019 commencing at 6.30 pm.** Members of the public and press have a right, and are welcome, to attend meetings of the Council and to speak during the Public Session. Meetings may be recorded.

Katrina Larkin

Clerk to the Council

9th May 2019

AGENDA

Public Session

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office or to agree that it may be presented at or before the July meeting
3. To receive apologies for absence
4. To co-opt councillors to fill two vacant seats
5. To receive any declarations of interest from Members (see Notes)
6. To approve the minutes of the meeting held on 4th April 2019
7. To approve and re-adopt the Standing Orders for East Dean & Friston Parish Council.
8. To approve and re-adopt the Financial Regulations for East Dean & Friston Parish Council.
9. To appoint an Internal Auditor for the year 2019/20
10. To review the structure of the Planning Committee and appoint a Chair and members to serve on it
11. To review the terms of reference of the Planning Committee
12. To appoint members as Lead Members for the following areas: Finance; Rights of Way and Highways; Recreation Ground; Communications and Fund Raising
13. Other appointments
 - a) To appoint Members to be the Council's representatives on external bodies, including the Village Hall Trust; the East Sussex Association of Local Councils; and the Wealden District Association of Local Councils
 - b) To appoint Mrs Jan Smith as the Pavilion Caretaker.

- c) To note the composition of the Parish Emergency Response Team as designated in the Emergency Plan last issued in June 2018
- d) To appoint Mr David George as the Council's Hon. Solicitor
- e) To appoint Mr Peter Williamson as Tree Warden
- f) To appoint Mr Cliff Hirschfield as custodian of the flags

14. To review the Council asset register

15. To review the Council insurance policy

16. To review and make arrangements to affirm eligibility for the General Power of Competence

17. To review and decide on any amendments to Council policies –

- a) Communications and Complaints
- b) Freedom of Information requests
- c) Information and Data Protection
- d) Press/media policy

18. To review and confirm the Council's Bankers and Signatories

19. To choose a Charity of the Year be supported by the council in 2019/20

20. To note the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

Notes to Councillors:

- *Each councillor must also make his or her declaration of acceptance of office at or before the first meeting after he or she is elected*
- *Please ensure that your Register of Interest forms are delivered back to the office before the end of May. Until this meeting has been held Councillors will not know what outside committees or organisations they may be appointed to.*
- *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 Item 5 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.*