

**Councillors are summoned to a Meeting of Ewhurst Parish Council
to be held at Ewhurst and Staplecross Village Hall on 17th May 2023 at 7pm**

Signed: *Jane Clarke*

Ewhurst Proper Officer and Responsible Financial Officer

11th May 2023

PLEASE NOTE: Members of the public and press are welcome and encouraged to attend. The first 15 minutes are set aside for the public to ask questions to the Council. Written reports will be available online before the meeting at <https://ewhurstparishcouncilcom.wordpress.com/agendasandminutes/>.

C23 – 05

AGENDA

1. Election of Chairperson
2. Election of Vice Chairperson
3. Sign declaration of Office
4. Welcome of the New Council from Chairperson
5. Apologies for absence
6. **Disclosure of interests under the Council's Code of Conduct.** To receive any disclosure by members of their pecuniary interests in matters on the agenda and to consider any applications for dispensations from the requirement for members to withdraw from discussion and voting on that agenda item. Please also advise of any changes to the Register of Interests.
7. Questions from Members of the Public
8. Written reports received from District and County Councillors.
9. Minutes of Full Council Meeting held on 15/03/2023
10. Matters Arising from the Minutes
11. **Correspondence to the Proper Officer**
The clerk will give a verbal report at the meeting.
12. **General Power of Competency**
Following the May 2023 elections, where 10 Councillors were returned elected, and given that the Clerk is qualified in the Certificate in Local Council Administration (CILCA), members are recommended to make the following resolution: "Ewhurst Parish Council resolves from 17th May until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence), to adopt the General Power of Competence".
13. **Declarations from Parish Councillors**
Following the May 2023 elections Councillors are asked to resolve the following matters:
 - 13.1. All Councillors are aware of their responsibilities in relation to personal and disclosable pecuniary interests and handed in their Register of Interests to the Proper Officer and RDC.
 - 13.2. For Councillors to receive summons electronically and sign their papers.
 - 13.3. For Councillors to have their personal details displayed on papers and noticeboards

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as outlined in the GDPR consent form.

- 13.4.** Confirmation of submission of expense forms to electoral commission.

14. Appointment of Working Groups and Committees and Parish Council Representatives

- 14.1** Personnel committee
- 14.2** Finance advisory working group
- 14.3** Rother Association of Local Councils (RALC) representative
- 14.4** PCSO liaison representative

15. Grant Request

Councillors to resolve on giving a grant of up to £600 to support two local young people who have the opportunity to compete in the Olympics.

16. Grit Bins

Officer to give an overview of the bins the Parish Council currently own and manage.
Councillors are also asked to resolve if a new grit bin is to be placed in Stockwood Meadow.

17. Monthly Financial Reports

Councillors are asked to consider and review:

- 17.1.** The Rialtas reports for the monthly finances including:
- Bank Reconciliation against monthly bank statement.
 - Detailed and Summary Income and Expenditure reports.
 - The budget and monitoring spreadsheet.
- 17.2.** The schedule of payments and receipts for May is also available online at:
<https://ewhurstparishcouncilcom.wordpress.com/financial-reports/> . Please note any additional items will be read out on the evening.

18. End of Year AGAR and Reports

Councillors to review Section One of the Annual Governance Statement and confirm the following statements as either Yes or No:

- 18.1.** We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- 18.2.** We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 18.3.** We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- 18.4.** We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 18.5.** We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 18.6.** We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- 18.7.** We took appropriate action on all matters raised in reports from internal and

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external audit.

18.8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

18.9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

19. Councillors to review and note the following the:

19.1. Clerk's report on any 15% variances between 2021/22 and 2022/23

19.2. Reviewed Earmarked reserves in line with the previously resolved levels.

19.3. End of Year report from the Clerk.

19.4. Councillors to agree the dates for the Public Rights and Publication of Unaudited Annual Governance and Accountability Return for accounts ending 31/03/2023.

19.5. Councillors to review the AGAR Section Two – Accounting Statements and sign these as true and correct.

19.6. Councillors to resolve the external auditor to remain as Keith Robertson for the 2022/23 internal audit.

20. Financial payments

Councillors to confirm signatories for Unity Bank.

21. Parish Councillors Reports

22. Confirmation of the date of next Full Council Meeting.

23. Closed Session - Due to the nature of the business being disclosed, Full Council are requested to **RESOLVE** to exclude members of the public and press for this item under the Public Bodies (Admission to Meetings) Act 1960

23.1. Pension

23.2. Staffing