



NOTICE OF MEETING

Ashurst Wood Village Council members are summoned to the

Annual Meeting of the Village Council

to be held on Tuesday 3rd May 2022 at 7.00pm in the Council's meeting room, 20-22 Maypole Road.

Members of the public and press are welcome and encouraged to attend.

Rebecca Roberts
Clerk to the Council

Date: 27th April 2022

AGENDA

Please turn off or silence mobile phones during the meeting

1. Elections
 - a. Election of Chair for the ensuing year
 - b. To receive the Chair's Declaration of Acceptance of Office
 - c. Election of Vice-Chair for the ensuing year
2.
 - a. County and District Councillors' Reports
 - b. **Public Questions** – no longer than 15 minutes
3. Apologies for absence
4. To confirm the Minutes of the meeting of the Village Council held on 5th April 2022
5. To receive Declaration of Interests from Members in respect of any matter on the Agenda
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.
6. Chair's Announcements
7. To review and confirm committees, structure, terms of reference and delegated powers
 - a. Planning
 - b. Finance and Administration
8. To appoint members for each Committee
9. To elect Chair and Vice-Chair for each Committee
10. To review and confirm Working Groups
 - a. Events Working Group
 - b. Allotments Working Group
 - c. Youth Club

11. To review and confirm Standing Orders and Financial Regulations**
12. To confirm the Council's current policies: Financial Risk Assessment / General Risk Assessment / Complaints Policy / Freedom of Information publication scheme / documentation and email retention scheme / grant funding policy / Local Government Association Code of Conduct / Pre application meetings with developers / DBS policy / Mourning Protocol/ Equal Opportunities policy *Policies available on the website, Mourning Protocol available from Clerk.*
13. To confirm the bank signatories for Current and Deposit accounts – to be members of the Finance and Administration Committee
14. To approve list of Council Assets**
15. Council's Insurance: To agree to continue with BHIB until 2023 as approved in May 2020
16. To appoint representatives to outside bodies (existing representatives to remain unless prior notification received):
 - a. Ashurst Wood Village Centre Management Committee
 - b. Ashurst Wood Youth Club Management Committee
 - c. West Sussex County Council Local Committee (CLC)
 - d. Parishes Cluster Group
 - e. Parish, Town and District Communications Group (PTDComms)
 - f. Mid Sussex Association of Local Councils (MSALC)
 - g. West Sussex Association of Local Councils (WSALC)
 - h. Ashdown Forest Conservators Parish Liaison Panel
 - i. Rotary Councillors Forum
17. To confirm annual subscriptions*
 - a. Society of Local Council Clerks (SLCC) membership for the Clerk and Assistant Clerk –to approve the annual membership and expenditure of up to £340
 - b. Association of Local Council Clerks (ALLC) membership for the Clerk and Assistant Clerk - to approve the annual membership and expenditure of up to £90
 - c. West Sussex Association of Local Councils (WSALC) and the National Association of Local Councils (NALC) £566.54 (£465.52 for WSALC and £101.02 for NALC)
 - d. Mid Sussex Association of Local Councils (MSALC) approximately £10 per annum
18. To confirm contracts, agreements and licenses (amounts are based on previous year (or already agreed) and may change slightly at renewal)
 - a. MSDC Rural Management Agreement for John Pears Recreation Ground
 - b. British Telecom: Telephone and Broadband (direct debit)
 - c. KCS: Photocopier and stationery (direct debit)
 - d. Rialtas Business Solutions (RBS) - ALPHA account software – (5 user £172)
 - e. Rialtas Asset Register support & maintenance - £165
 - f. Moneysoft Payroll management (£90)
 - g. 2Commune webhosting, support and annual licence - £400
 - h. 2Commune – maintain and support the ashurstwood'-vc.gov.uk domain name - £150 (renewable every 2 years – next due 21st December 2023)
 - i. 2Commune – manage 11 email accounts – total £385
 - j. ESNET – NOD PC security (£16)
 - k. Information Commissioners Office (Data Protection Register) (up to £45)
 - l. Parish Online (65% discount obtained via WSALC – £70)
 - m. Public Sector Licence – Royal Mail mapping (no fee)
 - n. MSDC Premises Licence for John Pears Recreation Ground and Pavilion (£75)
 - o. MSDC trustees– lease for John Pears Recreation Ground for the Street Snooker MUGA Wall (£200 fixed lease agreement)
 - p. Utilities and grounds maintenance paid to Village Centre Management Trustees (£750)
 - q. Internal Auditor (up to £400)
 - r. Community Heartbeat Trust (Defibrillator Service £135 per unit – total £405)

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- s. Street Lighting Maintenance & energy supply (£2,325)
 - t. Sensible Solutions online backup service (£75)
 - u. Burial Fees payable to Forest Row Parish Council towards cemetery maintenance (£400)
 - v. Public Works Loan Board - £5000
19. To confirm the schedule and dates of meetings for the ensuing year
20. To receive the minutes of Committees and reports from working groups
- a. Planning Committee – 5th and 13th April 2022
 - b. Finance & Administration Committee – no Minutes to receive
 - c. Youth Club report
 - d. Platinum Jubilee Event Update
21. Clerk's report*
22. Finance* **
- a. Accounts to pay and approve from 1st April – 30th April** Total expenditure £6,063.28
 - b. To receive RBS income and expenditure report up to 30th April**
 - c. To receive the bank reconciliations for April 2022
 - d. To approve the accounts for the year ended 31st March 2022
23. Annual Governance and Accountability Return – to note that the Internal Auditor's Report has not yet been received. Approval of the Annual Governance Statement and the Accounting Statements for 2021-2022 to be deferred to the June Council meeting (assuming the Internal Auditors report has been received).
24. Consultations
25. To receive reports from Councillors who have attended outside bodies
26. Items of correspondence*
27. Any items for reporting or inclusion on future agenda – gym equipment and speed survey results
28. Date of next meeting – 7th June 2022

* see Clerk's report

** Attached papers

Copies of meeting papers are available on request from the Council office
