



Turners Hill Parish Council
The Ark
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TO ALL COUNCILLORS

30th April 2024

You are summoned to attend THE ANNUAL MEETING OF THE PARISH COUNCIL to be held on TUESDAY 7th MAY 2024 at THE ARK at 7:30 pm.

Clerk to the Council

A G E N D A

- 1 Election of Chairman for the coming year and to receive the Chairman's signed Declaration of Acceptance of Office
- 2 Apologies
- 3 Election of Vice Chairman for the coming year
- 4 Annual Report
- 5 To confirm signatories for the Parish Council Bank Accounts. Currently Cllrs Forbes, Jarvis and Hughesdon. Mrs Bannister and Mrs Jim are signatories to manage the account and have use of the Council debit card.
- 6 To confirm representatives/roles as follows:
 - a Two representatives for the West Sussex Association of Local Councils meeting (only the names representatives can vote at the Annual Meeting). Currently Cllrs Gibson and Theobald.
 - b At least one representative to attend the Mid Sussex Association of Local Council Meetings. Currently Cllrs Gibson and Theobald.
 - c One representative to carry out the allotment inspections in June and September. Currently Cllr Hughesdon.
 - d Gatwick – to appoint at least one Councillor to attend the CAGNE and GACC meetings and also to receive all e-mails from the Clerk with regard to Gatwick. Currently Cllr Gibson.

- e One Councillor to carry out the Quarterly Bank Reconciliation as prepared by the RFO. Currently Cllr Jarvis.
 - f Three Parish Councillors to the Staff Management Committee. Currently Cllrs Gibson, Forbes and Marsh together with the Chairman.
 - g Two Parish Councillors to the Ark Community Executive Committee. Currently Cllrs Hughesdon Jarvis together with the Chairman. Suggested meeting dates are Thursdays at 10am on 11th/25th July 2024, 10th October 2024, 16th January 2025 and 24th April 2025.
 - h Two Parish Councillors to the Finance Committee. Currently Cllrs Hughesdon and Jarvis together with the Chairman. Suggested dates are Thursdays on 10th October 2024 and 24th April 2025, to follow the ACE Committee meetings. In addition, the Clerk provides a report at the end of quarter one and quarter 3.
 - i Three Parish Councillors to the Neighbourhood Plan Committee. Currently Cllrs Gibson, Hughesdon and Jarvis together with the Chairman.
 - j Two Parish Councillors to the Roads and Vehicle Working Group. Currently Cllrs Forbes and Marsh.
- 7 To consider payment of the following annual subscriptions:
 Gatwick Area Conservation Campaign - £10
 Communities Against Gatwick Noise and Emissions - £10
 National Association of Local Councils £103.06
 West Sussex Association of Local Councils £468.45
- 8 To receive and approve the Accounts for the year ending 31st March 2024 ([attached](#))
- 9 To decide dates and times of ordinary meetings of the Council for the coming year. Meetings are normally held on the first Tuesday of each month other than the January meeting which is on the second Tuesday.
- 10 To note the record of attendance for the past year ([attached](#))

PARISH COUNCIL MEETING

- 11 Declarations of interests in any agenda item listed
- 12 Fifteen minutes for public participation
- 13 Chairman's announcements
- 14 To confirm the minutes of the meeting held on 2nd April 2024 ([attached](#))
- 15 Matters currently being pursued - report by the Clerk

- 16 Planning Applications – none to consider
- 17 Report on previous planning applications
- 18 To approve the following policies:
 - a Standing Orders ([attached](#))
 - b Neighbourhood Plan Committee Terms of Reference ([attached](#))
 - c Freedom of Information Publication Scheme ([attached](#))
- 19 To receive the notes of the meeting of the Roads and Vehicle Working Group with the Headteacher of Turners Hill C of E Primary School ([attached](#))
- 20 Finance Committee:
 - a To confirm the Minutes of the meeting held on 18th April ([attached](#))
 - b To agree to transfer £5,000 from general reserves into the Repairs and Renewals Fund
 - c To agree that petty cash is no longer used, transferring the balances held into the current account
 - d To agree to close the Christmas Lights Earmarked Reserve, transferring the balance of £331 to the VES Earmarked Reserve
- 21 The Ark Community Executive Committee:
 - a To confirm the Minutes of the meeting held on 18th April ([attached](#))
 - b To approve the quote of £1,080 from Roman Heating to replace a section of copper pipework which is showing signs of leakage.
- 22 To consider awarding grants (note a total budget of £600):
 - a £350 to Kent Surrey Sussex Air Ambulance Charity ([attached](#))
 - b £200 to Wellness Group ([attached](#))
- 23 To approve the Action Plan for 2024-2026 ([attached](#))
- 24 To consider responding to the 2024 Investment Strategy for the West Sussex Pension Fund ([attached](#))
- 25 To select an electricity supplier for The Ark ([attached](#))
Note that these prices are likely to change so consider giving delegated authority to the Clerk to enter a contract with the best value supplier.
- 26 To select an insurer from 1st June 2024 and to consider entering a 3-year agreement
- 27 To receive the notes of the MSALC meeting held on 18th April and attended by Cllr Gibson ([attached](#))
- 27 Accounts Due for Payment
Details [attached](#) – please submit any questions on the accounts to the Clerk by 6th May so that the correct information can be reported at the meeting.
- 28 Correspondence