 **Westhampnett Parish Council**

Serving the villages of Westhampnett, Maudlin & Westerton

**I hereby give notice that the meeting of Westhampnett Parish Council is to be held on Monday 10th July 2023 and will take place in Westhampnett Community Hall commencing at 7.00pm**

**All members of Westhampnett Parish Council are hereby summoned to attend.**

**Please note that this is a meeting held in public and not a public meeting.**

**Signed:** Louisa Hill - Parish Clerk **Date:** 04/07/2023

**AGENDA**

**47/23 Public Session.**

The public session which, at the Chairman’s discretion may last up to 15 minutes, is to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council meeting. Members of the public are asked to restrict their comments and/or questions to three minutes.

**48/23 External reports on matters affecting the Parish.**

To receive reports from District and County Councillors, Rolls -Royce.

**49/23 Declarations of interest**

To receive declarations of interest on any items on the agenda.

**50/23 Apologies for absence.**

To resolve to accept apologies for absence. Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

**51/23 Minutes.**

To resolve to approve the Minutes of the Parish Council meeting held on 12th June 2023.

**52/23 Planning Report.**

To discuss/note any comments made on the planning report circulated to Councillors.

**53/23 External meetings.**

To receive reports on any external meetings attended by Councillors consider any recommendations made.

* HWRS Meeting (Cllr S Hannafin/ Cllr S Burborough)

**54/23 Community Hall Updates.**

To receive a general update on Community Hall Matters from Committee Meeting held 20th June 2023.

* Cllr T Ashcroft – Community Hall Committee Chair/ Cllr S Hannafin

**55/23 Clerks Report/Admin update.**

To receive an update on General Correspondence (if any) and ongoing tasks (Task list circulated before meeting)

**56/23 Councillor Training/Finance Support.**

To agree the cost/date for Councillor training/Finance support

**57/23 Accounting/Finance System/Software.**

To discuss/agree for the Clerk to investigate set up of an accounting/finance software package to assist with accounts.

**58/23 Policy Adoption and/or review.**

To consider any policies presented for adoption or review.

* Code of Conduct
* Councillor/Officer Protocol
* Email and Internet Policy
* Recording of meetings policy
* Statement of internal Control
* Co option Policy
* Complaints Policy
* FOI Policy
* Information security Incident Policy
* Lone working Policy
* Media & Communications Policy
* Grants/Donations Policy

**59/23 Parish Newsletter.**

Update on communication with parishioners including social media channels, community WhatsApp groups and other means of engagement - **GE/HB**

**60/23 Items for noting or referral to a future meeting.**

**61/23 Close Meeting.**