

Dear Councillors

You are duly summoned to the Annual Meeting of Graffham Parish Council on Monday 30th May 2022 commencing at 7:00pm at the Empire Hall.

Members of the public are welcome to join this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.



M Simpson
Clerk to the Council
24th May 2022

AGENDA

- 1. Election of Chairman and Vice Chairman**
 - (a) To elect a Chairman for the next Council year.
 - (b) To elect a Vice Chairman for the next Council year.
- 2. Attendance and Apologies for Absence**

To accept apologies and reasons for absence.
- 3. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.**

To receive any declarations of interests from Members in respect to items on the agenda.
- 4. Committees and Working Groups**

To form and appoint members to committees and working groups
- 5. Appointments to outside bodies**

To confirm any councillor appointments to outside bodies.
- 6. Meeting dates**

To consider and adopt meeting dates for 2022-23
- 7. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**

To note any comments.
- 8. Approval of the Minutes of the Council Meeting of the Parish Council held on 18th March 2022**

To review and approve.
- 9. County Councillor reports**

To receive any reports.
- 10. District Councillor reports**

To receive any reports.
- 11. Chair's announcements**

To note any announcements.
- 12. Planning applications**

SDNP/22/01398/FUL | Extensions and alterations to Selham House, Little Selham, The Coach House and Selham Lodge. And associated ancillary structures including the erection of 1 no. Motor outbuilding and 1 no. tennis pavilion, a new tennis court and demolition of existing 2 no. garages and relocation of access. | Selham House Graffham Common Road Graffham Petworth West Sussex GU28 0PS

13. Annual Governance and Accountability Return (AGAR)

(a) Internal Audit Report

To review and approve

(b) Certificate of exemption

To certify the council as exempt from a limited assurance review for 2021/22

(c) Section 1 of the AGAR

To review and approve

(d) Section 2 of the AGAR

To review and approve

(e) Notice of electors' rights

To confirm dates

14. Payments and bank reconciliation

Review schedule of payments and bank reconciliations since the last meeting (March 18th 2022).

15. Variance Report

To note any variances in actual vs budget for the current financial year.

15. Insurance

To consider a quote for the council's insurance for 2022-23

16. War Memorial

(a) To consider a quote to purchase a Jubilee Commemorative bench for the war memorial

(b) To consider any quotes for remedial work to a damaged oak tree

17. Recreation Ground

(a) To receive an update on plans for Graffham playground

(b) To consider a grant payment to Graffham Recreation Ground charity

18. Woodfire Camping

To discuss a premises license application from Woodfire Camping located on the Westerlands Estate

19. To receive reports on or from:

Highways and Footpaths

Empire Hall

Selham and Ambersham

20. Noticeboards

To receive an update on noticeboards

21. Salt Bin

To consider purchasing a new salt bin by Woodcote Farm

22. Annual Parish Meeting

To consider a grant to cover the cost of the Annual Parish Meeting

23. Bank mandate

To update the council's bank mandate