

LONG MAN PARISH COUNCIL

www.longmanpc.org

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9 May 2023

Members of Long Man Parish Council are summoned to the **Long Man Parish Council Annual Meeting** to be held on Monday 13 May 2024 at 7.30pm in the Village Hall, The Street, Wilmington.

Members of the public and press are welcome to attend.

Signed: *Jeanne E Peterson*

Clerk to Long Man Parish Council

AGENDA

1. To elect a Chairman and receive the Chair's Declaration of Office
2. To elect a Vice-Chairman and receive the Vice-Chair's Declaration of Office
3. Chair's welcome
4. Attendance & apologies for absence. Resolution required to note apologies.
5. Declarations of interest in any item on the agenda.
6. Public discussion: A period not exceeding 15 minutes is available for the public to express a view or ask a question on relevant matters on the agenda.
7. Minutes of the meeting of 11 March 2024 to be agreed and signed as a true record.
8. Matters arising from the Minutes of 11 March 2024 not covered elsewhere in the agenda.
9. Reports from other bodies, taken as read if previously circulated:
 - 9.1 County Councillor Stephen Shing
 - 9.2 District Councillor David Greaves
 - 9.3 MP Maria Caulfield – report circulated
 - 9.4 Tree Warden Alison Cotton
10. Reports from Parish Councillors:
 - 10.1 Folkington
 - 10.2 Milton Street
 - 10.3 Wilmington
11. Traffic & Highways: To receive an update on A27 works if available and suggest possible dates to agree with Highways for the proposed Strengthening Local Relationships (SLR) meeting.

12. Finance – Resolutions required Items 12.1, 12.2, 12.4, 12.5, 12.8, 12.9
 - 12.1 To consider and approve the 2023-2024 Accounts Annual Governance Statement (Section 1) as circulated by the clerk
 - 12.2 To consider and approve the 2023-2024 Accounting Statements (Section 2) as circulated by the clerk
 - 12.3 To acknowledge the approved Internal Audit Report as circulated by the clerk and note that the council is compliant in its financial processes.
 - 12.4 To consider and approve the 2023-2024 Exemption Certificate as circulated and authorise the clerk to submit this to external auditors and complete publication of account papers on the website and notice boards as required.
 - 12.5 To receive and approve the updated Asset Register at end 31 March 2024
 - 12.6 To note the Summary of Accounts at year end 31 March 2024
 - 12.7 To receive and acknowledge the bank reconciliation reports at year end March 2024 and at the end of April 2024
 - 12.8 To consider, approve and authorise the accounts payable as detailed on the payment list for April 2024. Including the renewal of annual insurance for the council.
 - 12.9 Grant request – to consider and approve a grant request of £80 from Cuckmere Flood Forum toward their costs

13. Council Policies – Resolution required 13.1
 - 13.1 There are no required updates to be made to the existing Standing Orders or Financial Regulations. The council is asked to approve these as they stand, for review again next year, or at any time in between should any updates become necessary.
 - 13.2 To reaffirm that at the council meeting held on 13 November 2023 **it was resolved** at Item 14.2 Council emails - that councillors will check emails weekly to avoid missing important communications and messages which may require a response.

14. Clerk's general update:
 - 14.1 Correspondence if any
 - 14.2 Maintenance:
 - i. Ades Field bench has now been removed due to its hazardous state.
 - ii. Milton Street Telephone box – to note that the paint for refurbishment has been purchased and to agree on a maintenance plan.
 - iii. Milton Street notice board – an update on progress of the new board
 - iv. Defibrillator maintenance requirements at Sussex Ox – replacement specifications
 - v. Flood gauge quote – update if available

15. Planning – Resolution/s required on any decisions made by council on new applications. To receive a planning update report as circulated by the clerk, and to consider & approve comment on new applications received. To agree on any other relevant actions.

16. Emergency Planning – To receive an update from the clerk on completion of the template to date and to agree any further actions.

17. Annual Parish Assembly – to finalise meeting arrangements for 24 May 2024

18. Feedback since the last Council meeting from Councillors attending or receiving reports from external meetings as representative of the Council.

19. To note that council representatives will not be specifically selected to attend external meetings, but will be appointed as and when, as previously agreed.

20. Date of next meeting: Monday 8 July 2024 at 7.30pm in the Village Hall, Wilmington.