

**FINDON PARISH COUNCIL  
34 NORMANDY LANE  
EAST PRESTON VILLAGE  
WEST SUSSEX BN16 1LY**

**TO: ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 13 May 2024** at **7.30pm in Nepcote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod  
Clerk to the Parish Council  
7/5/2024**

---

**AGENDA**

- 24.37 TO APPOINT A CHAIRMAN FOR THE ENSUING YEAR AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE (Local Govt Act 1972 ss 15(2))**
- 24.38 TO APPOINT A DEPUTY CHAIRMAN FOR THE ENSUING YEAR AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE**
- 24.39 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 24.40 CHAIRMAN'S ANNOUNCEMENTS**
- 24.41 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**  
Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.  
The interest should be declared by stating:  
a) the item you have the interest in  
b) whether it is a personal interest and the nature of the interest  
c) whether it is also a prejudicial/pecuniary interest  
d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time  
Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.
- 24.42 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 18 MARCH 2024.**
- 24.43 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**  
To note the update report.
- 24.44 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 24.45 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES**  
The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.
- 24.46 SHEEP FAIR CONSTITUTION**  
To note progress and any items for ratification/approval
- 24.47 TO AGREE COUNCILLOR MEMBERSHIP AND TERMS OF REFERENCE FOR THE FOLLOWING PARISH COUNCIL COMMITTEES**  
a) Planning Committee

- b) Finance and Governance Committee
- c) Sheep Fair Committee (if available)
- 24.48 TO AGREE COUNCILLOR REPRESENTATION ON NON-COMMITTEE ROLES, WORKING GROUPS, AND OUTSIDE BODIES**
- 24.49 DEFIBRILLATORS FOR THE VILLAGE**  
To note progress.
- 24.50 CLERKS REPORT**  
To note the report and consider any items for ratification/approval.
- 24.51 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
  - a) Planning
  - b) Finance & Governance
- 24.52 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**
  - a) Open Spaces Working Group
  - b) Trees Working Group
  - c) Allotment Gardens
  - d) Village Hall Trust
  - e) Community Resilience Plan
  - f) Parking/Village Signage Working Group(to include Findon Village Hall car park)
  - g) Nepcote Green Pond Restoration
  - h) Assets of Community Value
  - i) Wattle House Feasibility Study Working Group (Terms of Reference)
  - j) Findon Village Pre-School Portacabin Working Group
  - k) Provision of additional litter and dog bins
- 24.53 FINANCE**
  - a) To note Receipts and Bank Reconciliations as circulated.
  - b) To approve Payments as circulated.
  - c) To note the timetable for the Annual Governance and Accountability Return (AGAR) 2024/25
- 24.54 ITEMS TO BE REFERRED TO NEXT AGENDA**

**MEMBERSHIP OF PARISH COUNCIL COMMITTEES  
13 MAY 2024**

<p><b>PLANNING COMMITTEE: (all current parish councillors)</b>          Chris Gilbert          Sean Hellett          Lisa Kenna          Linda Martin          David Peskett          Mark Robinson          Sean Smith          Paula Whitby          John Wilson</p>	<p><b>FINANCE AND GOVERNANCE COMMITTEE: up to 6 members</b>          Linda Martin          David Peskett          Mark Robinson          Sean Smith          Tbc          Tbc          FPC Chairman (ex officio, voting)          FPC Deputy Chairman (ex officio, voting)</p>
<p><b>SHEEP FAIR COMMITTEE</b>          Sean Smith          John Wilson</p>	

For approval at the FPC meeting 13 May 2024

Next scheduled review May 2025

**FINDON PARISH COUNCIL**  
**TERMS OF REFERENCE FOR PLANNING COMMITTEE**  
**MAY 2024**

**1. Constitution and Authority**

- a. The Planning Committee (the Committee) is constituted as a Committee of Findon Parish Council (the Council);
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference;
- c. The Committee's Terms of Reference will be reviewed on a regular but infrequent basis, but may be amended at any time by the Council;
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council;
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the Planning Committee;
- f. Only members of the Planning Committee may vote on an Agenda item;
- g. The Committee Chairman, or nominated deputy, may speak in support or against a planning matter at meetings of the South Downs National Park Authority (the Planning Authority) Planning Committee meetings.

**2. Membership**

- a. The Committee shall be appointed annually at the Annual Council Meeting in May, or at a full Council meeting during the year if necessary;
- b. The Committee will be made up from Council members only;
- c. The Committee will consist of all members of the Council.
- d. The Committee shall elect a Chairman and Deputy Chairman (if appropriate) annually at the first meeting following the Annual Council meeting held in May;

**3. Meetings and Reporting**

- a. Meetings will generally be held monthly, and at other times if deemed necessary by the Chairman of the Committee
- b. The quorum necessary for the transaction of business for the Committee shall be not less than three;

- c. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted;
- d. The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council web site, and considered for approval at the next meeting of the Committee.

**4. Roles, Responsibilities and Delegations**

- a. As a statutory consultee, to consider and respond on all planning applications received from the Planning Authority, with regard to current planning policies and statute;
- b. To be familiar with the planning documentation and location for each planning application to be considered;
- c. To consider and respond to documentation received from the Planning Authority or any other organisation on planning matters;
- d. To attend training on planning matters and policy as required;
- e. To attend any site inspections arranged by the Planning Authority if requested to do so;
- f. To make publicly available planning consultation notices received from the Planning Authority on the Council web site and Notice Board.
- g. The Council delegates the above roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole;
- h. To report on Committee planning responses and Planning Authority decisions at Council meetings, identifying any specific issues for further action by the Council.

## **FINDON PARISH COUNCIL**

### **TERMS OF REFERENCE FOR FINANCE AND GOVERNANCE COMMITTEE**

**MAY 2024**

**1. Constitution and Authority**

- a. The Finance and Governance Committee is constituted as a Committee of Findon Parish Council (the Council);
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference;
- c. The Committee's Terms of Reference will be reviewed on a regular but infrequent basis, but may be amended at any time by the Council;
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council;
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the Finance and Governance Committee; and
- f. Only members of the Finance and Governance Committee may vote on an Agenda item.

**2. Membership**

- a. The Committee shall be appointed at the Annual Council Meeting in May, or at a full Council meeting during the year if necessary;
- b. The Committee will be made up from Council members only;
- c. The Committee will consist of not less than three members and not more than six. In accordance with Standing Orders, the Chairman and Deputy Chairman of the Council may attend all Committee meetings and may exercise their right to speak and vote;
- d. The Committee shall elect a Chairman and Deputy Chairman (if appropriate) annually at its first meeting following the Annual Council meeting held in May.

**3. Meetings and Reporting**

- a. Meetings will be held twice a year, and at other times if deemed necessary by the Council or Chairman of the Committee;

- b. The quorum necessary for the transaction of business for the Committee shall be not less than three;
- c. Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.
- d. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted;
- e. The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council web site, and considered for approval at the next meeting of the Committee.

**4. Roles, Responsibilities and Delegations**

- a. To budget for the Council's administration requirements for each financial year;
- b. To budget for the Council's spending on other matters for which no other Committee has responsibility, including Section 137, and manage and control spending from this budget during the year;
- c. To collate budgets from other Committees, negotiate adjustments, and recommend a total budget to Council in January each year;
- d. To monitor overall financial matters and the use of reserves against the approved budget for the Council;
- e. To ensure the appropriate level of Internal Audit is undertaken;
- f. To ensure that a Risk Assessment is completed annually, and a Risk Register is maintained;
- g. To ensure that the Council's Asset Register is monitored and updated annually;
- h. To monitor the Council's overall compliance with the Financial Regulations adopted by the Council (to be reviewed Summer 2024) to ensure the sound and open governance of financial matters and actions taken in the name of the Council;
- i. To review the Financial Regulations at least every three years to ensure fit for purpose;
- j. In addition, to make recommendations where necessary to the Council following a periodic 'fit for purpose' review of governance to include Standing Orders, Committee's Terms of Reference, Code of Conduct, Risk Management, Complaints Procedure, Freedom of Information Policy and any other policies as deemed appropriate.

- k. The Council delegates the above roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole;
- l. To report on Committee meetings at Council meetings, identifying any specific issues for further action by the Council.



**FINDON PARISH COUNCIL  
REPRESENTATION ON NON-COMMITTEE POSTS, WORKING GROUPS AND OUTSIDE BODIES  
13 MAY 2024**

<b>TREES WG</b> John Wilson	<b>ALLOTMENT GARDENS</b> John Wilson
<b>FINDON VILLAGE PRE-SCHOOL</b> John Wilson	<b>WINTER MANAGEMENT PLAN</b> Sean Hellett
<b>PARKING/VILLAGE SIGNAGE WG</b> Chris Gilbert Lisa Renna Mark Robinson	<b>VILLAGE HALL TRUST</b> Sean Hellett
<b>OPEN SPACES VOLUNTEERS WG</b> John Wilson Paula Whitby	<b>STRATEGIC PLAN REVIEW WG</b> Sean Smith
<b>COMMUNITY RESILIENCE PLAN</b> Sean Smith	<b>WATTLE HOUSE WG</b> Chris Gilbert Linda Martin David Peskett Sean Smith
<b>DOG AND LITTER BINS</b> Paula Whitby	<b>PRE-SCHOOL PORTACABIN MAINTENANCE WG</b> David Peskett John Wilson
<b>ASSETS OF COMMUNITY VALUE</b> Sean Hellett	<b>NEPCOTE GREEN POND RESTORATION</b> Chris Gilbert
<b>NEPCOTE GREEN CHARITABLE TRUST (all parish councillors)</b> Chris Gilbert Sean Hellett Lisa Kenna Linda Martin David Peskett Mark Robinson Sean Smith Paula Whitby John Wilson	<b>WEST SUSSEX ASSOC OF LOCAL COUNCILS:</b> Linda Martin

For discussion at the Findon Parish Council meeting on 13 May 2024

Next scheduled review May 2025