

TANGMERE PARISH COUNCIL



Louise Steele
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MEMBERS OF TANGMERE PARISH COUNCIL ARE HEREBY SUMMONED:-

TO THE ANNUAL MEETING OF THE COUNCIL TO BE HELD AT
7.30PM ON THURSDAY, 13 MAY 2021
IN THE CAFETERIA AREA, SAGE HOUSE, CITY FIELDS WAY, TANGMERE,
CHICHESTER PO20 2FP.

*ALL MEMBERS OF THE PUBLIC HAVE A RIGHT, AND ARE WELCOME TO ATTEND,
BUT MAY ONLY SPEAK AT THE INVITATION OF THE CHAIRMAN.*

9 May 2021

Louise Steele - Locum Parish Clerk

AGENDA

- 1. Election of Chairman**
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2. Election of Vice-Chairman**
To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office
- 3. Apologies**
To receive apologies for absence and approve reasons for absence.
- 4. Declarations of Interest**
To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members' Code of Conduct.
- 5. Public Participation**
Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.
- 6. Minutes**
To approve as an accurate record the minutes of the meeting held on 11 March 2021 (**Supporting Papers pp 1 to 8**).

7. Minutes & Reports from Committees

To receive the draft minutes and oral reports from Committee Chairman for the meetings indicated:

- i. Environment Committee –23 March & 20 April 2021 (**Supporting Papers to follow**)
- ii. Village Centre Committee – 9 February & 13 April 2021 (**Supporting Papers to follow**)
- iii. Finance Committee – 23 February & 20 April 2021 (**Supporting Papers to follow**)

8. Reports from Working Parties

To receive oral reports from the working parties indicated:

- Covid-19 Working Group
- Tangmere Action Group
- Tree Planting Working Party
- Strategic Development Master Plan Working Party

9. Scheme of Delegation

To review and adopt the Council's Scheme of Delegation (view online at <https://tangmere-pc.gov.uk/wp-content/uploads/2021/04/Scheme-of-Delegation.pdf>)

10. Membership of Committees

To appoint the membership of the Council's Committees. 2019/20 membership shown below:

FINANCE COMMITTEE

Cllr Beach
Cllr Birkett
Cllr Irwin
Cllr Oakley
Cllr Stanbridge

ENVIRONMENT COMMITTEE

Cllr Beach
Cllr Birkett
Cllr Blythe
Cllr Irwin
Cllr Lanchester
Cllr Oakley
Cllr Stanbridge
Cllr Ware

VILLAGE CENTRE

Cllr Birkett
Cllr Irwin
Cllr Lanchester
Cllr Oakley
Cllr Ware

APPEALS PANEL

Cllr Birkett

11. Working Parties

To review the purpose and terms of reference the Council's Working Parties and to agree those that should continue for the civic year (**Supporting Papers to follow**)

12. Representatives to Outside Bodies

To appoint Council representatives to outside bodies (**Supporting Papers p 9**)

13. Standing Orders

To review and adopt Standing Orders for the Council (view online at <https://tangmere-pc.gov.uk/documents/standing-orders/>)

14. Financial Regulations

To review and adopt Financial Regulations for the Council (view online at <https://tangmere-pc.gov.uk/documents/financial-regulations/>)

15. Internal Auditor's Report

To receive the final report of the Internal Auditor dated 16 April 2021 (**Supporting Papers pp 10-25**)

- 16. Annual Governance Statement 2020/21**
To consider and agree the Annual Governance Statement 2020/21 (**Supporting Papers p 29**)
- 17. Statement of Accounts 2020/21**
To consider and agree the Statement of Accounts 2020/21 (**Supporting Papers p30**)
- 18. Annual Meeting of Electors 27 May 2021**
To consider whether to hold the annual meeting of electors remotely.
- 19. Planning**
To consider the Council's observations on the following planning applications:
- [21/00580/LBC](#)
Proposed single storey rear extension, replacement flat roof to pitched roof with 3 no. rooflights and internal alterations including creation of floorspace for access.

Bay Cottage Tangmere Road Tangmere PO20 2HE
- [21/00752/DOM](#)
Conversion of existing garage to bedroom with en-suite accommodation and utility area.

April Cottage Chestnut Walk Tangmere Chichester West Sussex PO20 2HH
- [21/00492/DOM](#)
Proposed garage conversion and side extension for disabled use.

Sheldrake Gibson Road Tangmere PO20 2JA
- 20. Any other matters for information only**
- 21. Date of next meeting**
The next ordinary meeting of Council is scheduled to be held on Thursday 8 July 2021