



To All Councillors,

You are summoned to a meeting of Billingshurst Parish Council on **Wednesday 11 May 2022 at 7pm** at the Billingshurst Centre.

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


G.C. Burt

Clerk to the Council

5 May 2022

A G E N D A

1. Election of Chairman.
2. Election of Vice Chairman
3. Chairman's Announcements.
4. Apologies for Absence.
5. To Receive Declarations of Interest and consider any requests for a dispensation.

Adjournment for

6. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

Resume Meeting

7. To consider any applications for cooption following the resignation of Graeme Acraman (1 vacancy) - Appendix A.
8. Council Structure 2022-23
 - a. To Review Committee Structure – Appendix B. ((No amendments suggested.)
 - b. To Review Committee Terms of Reference – Appendix C. (No amendments suggested.)
 - c. To Appoint *en bloc* Committees, Working Parties and representatives on outside organisations Appendix D.
 - d. To Appoint Chairs to Committees. (The Chairman will invite only those members of each Cttee to vote for their Chairs and Vice Chairs.)
9. To consider recommendation from Working Practices Committee of 16 March 2021 to adopt new Model Standing Orders as amended. (Min 20/22 refers) *Draft on website under documents.*
10. To review and readopt Financial Regulations. (In Members Handbook / on website)
11. To refer *en bloc* the following to the Finance & General Purposes Committee:

- a. Annual review of inventory of land and other assets including buildings and office equipment.
- b. Confirmation of arrangements for insurance cover in respect of all insurable risks.
- c. Review of the Council's and/or staff subscriptions to other bodies.
- d. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- e. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

12. To refer *en bloc* to the Working Practices Committee: Ongoing review of all of the Council's policies, including disciplinary, freedom of information and Data Protection etc.

Adjournment for

13. Reports from:
- a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.

Resume Meeting

14. Approval of the Minutes of the Meeting held on 2 March 2022. (Previously sent)
15. Matters Arising – that are not separate agenda items
16. To receive Minutes as approved by the following Committees:
- a) Planning & Environment 3 & 16 Feb, 3 & 24 March and 14 April 2022
 - b) F&GP 23 Feb and 30 March 2022
 - c) Property 16 Feb 2022
 - d) Working Practices 19 May 2021 and 12 Jan 2022
- (all previously circulated / on website.)
17. Neighbourhood Wardens - to receive Wardens' Reports for February, March and April – previously circulated / on website.
18. To receive the minutes of the 2022 Annual Parish Meeting of Electors and to consider any matters requiring the attention of the Council - previously circulated.
19. To receive an update on plans to mark the Platinum Jubilee of HM The Queen in the parish.
20. Any other matters for information only.
21. Date of Next Meeting – 6 July 2022
22. Exclusion of Press & Public (Contractual – land)
23. To agree Heads of Terms with Highwood Group ref. *Land West of Billingshurst* - Appendix E

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

STEVE THOMAS

Please outline below why you would like to become a Parish Councillor and include 3 qualities or talents that you could bring to the organisation.

Having been born and raised in West Sussex, my wife and I have recently moved to Billingshurst from Hampshire where we lived for the past ten years. I am now retired and am keen to get involved in the community and hopefully use some of the skills and experience I gained during my career. The last twenty years of my career was spent as a Sales & Marketing Director. A role which required me to have interpersonal and collaboration skills as well as the ability to deal with a range of issues. My main strengths are.

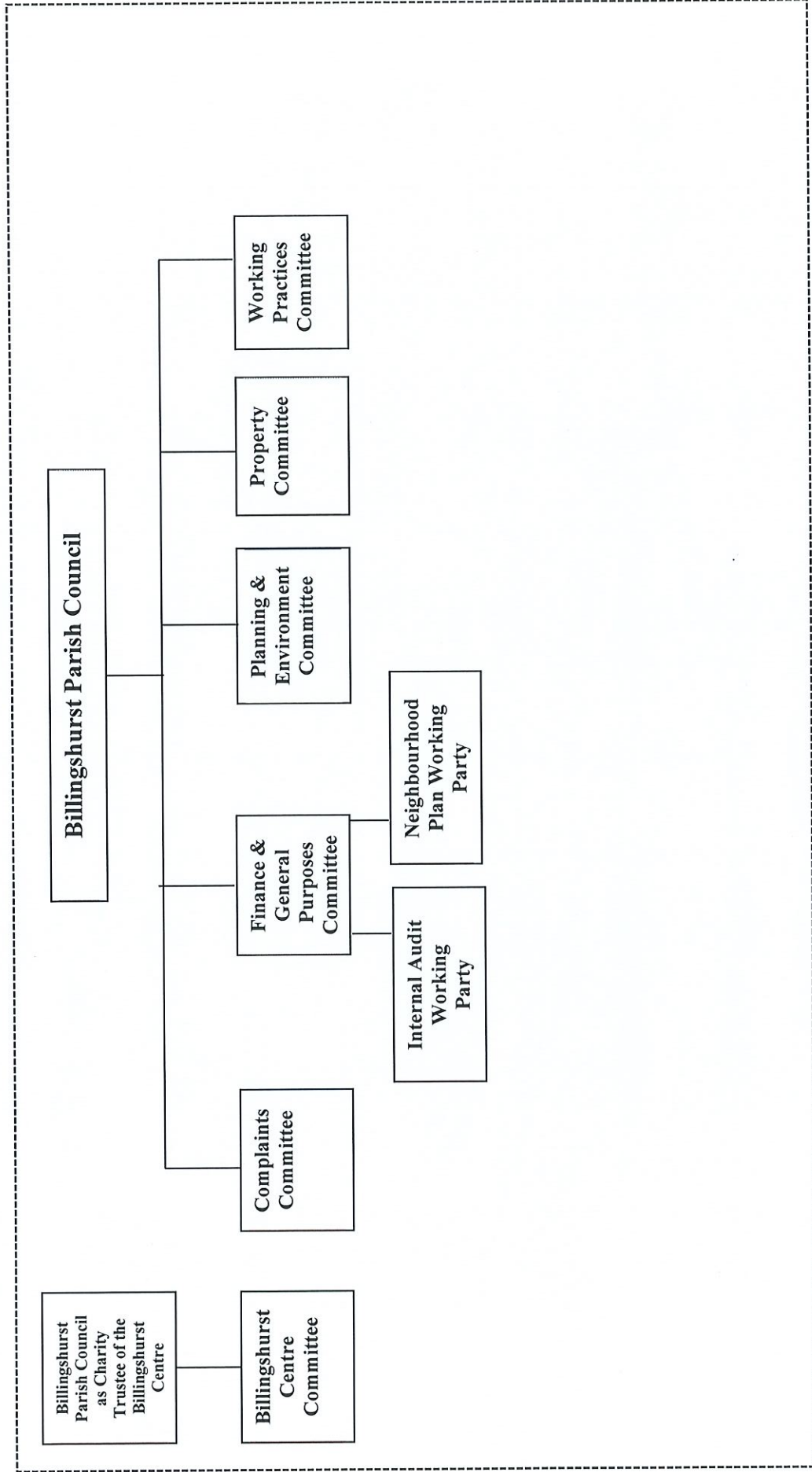
1. Relationship Building. It was vital for me to be able to liaise and communicate effectively to a wide range of people, to understand their issues and problems and work with them to establish and deliver viable solutions.
2. Collaborative Working. I am well versed in working as part of a team and where necessary engaging and working with third party organisations.
3. Problem Solving. The ability to listen and understand where and how problems have arisen and to develop a resolution plan.

By nature, I am a tenacious individual and will work with people to resolve problems and hopefully help to deliver a successful and acceptable outcome. For most of my career, I worked in the private sector, but I also spent three years working for two Government agencies.

I would welcome the opportunity of being able to apply my skills and experience to help the Billingshurst community in obtaining and improving facilities and services to ensure the village is an enjoyable and pleasant place to live and work.

**IF ANY FURTHER APPLICATIONS FOR
COOPTION ARE RECEIVED BEFORE THE
MEETING, THEY WILL BE E-MAILED TO
COUNCILLORS.**

Billingshurst Parish Council Structure May 2022





APPENDIX C

TERMS OF REFERENCE **FOR COMMITTEES**

MAY 2022

PREAMBLE

All Full Committees have delegated authority on all matters within their remit, except

- a) For those items where the law prescribes that such decisions are taken by Full Council (in which case a Committee may make recommendations to Council as appropriate.)
- b) Where a Committee consider that the matter should be resolved by all Councillors.

FINANCE & GENERAL PURPOSES COMMITTEE

Main Function:

The undertaking of all financial matters and other miscellaneous matters. The efficient and effective administration of the Council's affairs with specific attention to resource allocation and financial well-being.

Terms of References:

- (a) To approve monthly accounts for payment.
- (b) To review the monthly bank reconciliation
- (c) To prepare a budget for each year and to monitor the Parish Council's expenditure.
- (d) Dealing with matters specifically referred by the Council or any other Committee and with matters not specifically referred or delegated to any other Committee.
- (e) To consider all grant applications.

- (f) Giving consideration to, agreeing and making appropriate recommendations in respect of the Council's revenue estimates, including reimbursable expenditure.
- (g) To ensure the Council is meeting its obligations to HMRC.
- (h) To ensure that the Council has appropriate insurance policies and reviews annually the Council's Risk Assessment.
- (i) To review annually the Council's Fixed Asset Register and ensure that property valuations and insurance cover are adequate.
- (j) To maintain bi-annual Internal Audits of the Council using a suitable independent Internal Auditor.
- (k) To review the year-end accounts and annual return for the External Auditor and recommend to the full Council for approval.
- (l) To consider all highway (excl. footpath/ROW) matters and public transport issues.
- (m) To consider matters relating to crime and disorder including the provision of CCTV.
- (n) The maximum membership of this Committee is 10.

Policy:

The Committee will:-

- (i) Look to provide the Council's services at the minimum cost, commensurate with full and effective fulfillment of the Council's operational role and policy aims.
- (ii) Seek to ensure the most profitable and efficient investment management policies.
- (iii) Recognise the need for good business management in operating its services, and will, as appropriate, undertake performance and systems reviews to ensure an economic, effective and efficient Council. Where beneficial, consider opportunities for the introduction of new technology within the Council's office systems.
- (iv) Recognise the need for, and benefits of, Member and staff training. Initiate and react to positive and appropriate opportunities within the context of overall budget resources.

PROPERTY COMMITTEE

Main Functions:

The management of all Council property including playing fields and open spaces, together with provision and maintenance of playground equipment. The upkeep and repair of Churchyard and provision and maintenance of parish street lighting.

Terms of Reference:

- (a) Dealing with the maintenance of the Adversane Hall, Public Conveniences, Jubilee Fields Sports Pavilion, Council-owned open spaces and play equipment within the Committee's approved budget and the making of recommendations annually to the Finance and General Purposes Committee to rents and charges.
- (b) Dealing with the provision of:-
 - i. Bus shelters
 - ii. War Memorial
 - iii. Public Notice Boards
 - iv. Public Seats
 - v. Christmas Lights
- (c) Dealing with the maintenance of the Churchyard.
- (d) Dealing with Parish footway lighting and all up-grading schemes.
- (e) Review the schedule of inspection of Council property and open spaces including five yearly electrical safety inspections.
- (f) Review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- (g) The maximum membership of this Committee is 10.

Strategy:

The efficient and effective administration and maintenance of all Parish property.

Policy:

- (i) Seek to maintain and enhance the appearance of all its land holdings recognizing the significance and importance of such standards.

PLANNING AND ENVIRONMENT COMMITTEE

Main Functions:

The consideration of planning and licensing applications and other planning issues relating to the Parish.

Terms of Reference:

- (a) To consider all planning and licensing applications for the Parish.
- (b) The making of representations in respect of appeals against the refusal of planning permission.
- (c) To make recommendations regarding street naming.
- (d) To consider and monitor Parish development plans (Local Development Framework).
- (e) To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc.
- (f) To bear in mind environmental aspects when considering planning applications.
- (g) To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- (h) To consider and respond to various environmental statutory documents.
- (i) Public Footpath and R.O.W. matters.
- (j) To co-ordinate the investigation of the incidences and cause of flooding in the parish.
 - i. To gather and document evidence of flooding.
 - ii. To work with stakeholders in a joined-up approach to investigate and seek to resolve parish flooding issues.
 - iii. To submit applications to Operation Watershed for funding for works to alleviate flooding.
- (k) The maximum membership of this Committee is 10.

Strategy

To seek to ensure high standards to planning for all new developmental activity within the Parish boundary with specific attention to all appropriate local and statutory plan policies and to seek to ensure that any development is commensurate with the character of the Parish.

Policy:

- (i) To ensure positive and constructive input to Horsham District Council in respect of all planning applications submitted.

- (ii) To monitor the Conservation Areas and ensure that the style of development and general decoration, including signage, shop fronts and street furniture, is in keeping with those Listed Buildings situated therein, in accordance with any Conservation Area documents.
- (iii) To monitor and review the success of the Parish Design Statement and Neighbourhood Plan in influencing local planning authority decisions.
- (iii) To seek to ensure, within overall resources, maximum publicity and awareness of planning applications by means of public notices.
- (iv) To give due consideration, where possible, to sustainable development policies.
- (v) To positively contribute to discussions, evaluations and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff, to exchange views and consider details proposals whenever necessary.
- (vi) Work to retain public open space, including playing fields whenever possible.

WORKING PRACTICES COMMITTEE

Main Function:

The consideration of all employment-related matters and Council policy and procedure documents.

Terms of Reference:

To make recommendations to the Council on all employment related matters including contracts, salary reviews and superannuation.

To review Council policy documents in accordance with statutory advice: Standing Orders, Financial Regulations, Code of Conduct, Scheme of Members Allowances, Discipline and Grievance Procedure.

To ensure there are policies to maintain good working relationship with Councillors, staff and the general public including Dignity At Work, Councillor/Staff Protocol and Code of Practice for Handling Complaints.

To ensure the Council's Health and Safety Policy is reviewed and updated in accordance with latest legislation.

Adopt positive staffing policies and ensure compliance with national conditions of service, welfare and health and safety at work legislation, and any other legal requirements.

The maximum membership of this Committee is 10.

Billingshurst Parish Council as Trustee

Accounts

- To review the twice yearly internal audit report.
- To set the budget annually.
- To review the year-end accounts and Trustees report.
- To review the submission of the annual return to the Charity Commission.

Health and Safety

- To review the Centre's insurance.

Marketing

- To approve the Business Plan and market the Centre and its facilities.

Hiring

- To approve the annual review of the schedule of hire charges.
- To approve the review terms and conditions of hire.

Licensing

- To approve the licensing policy.

Billingshurst Centre Committee

Committee Size: Maximum 10 Councillors

Terms of Reference

Management

- To consider queries relating to the day to day operation of the Centre raised by the Clerk.

Accounting

- To approve monthly accounts for payment.
- To review the monthly bank reconciliation, profit and loss account and balance sheet.
- To make a recommendation to the Council as Trustee:
 - To review the twice yearly internal audit report.
 - To set the budget annually.
 - To review the year-end accounts and Trustees report.
 - To review the submission of the annual return to the Charity Commission.

Health and Safety

- Annual risk assessment for the Centre.
- Annual Health and Safety check.
- Fire risk assessment and compliance.
- To make a recommendation to the Council as Trustee on insurance.

- Food Hygiene.

Maintenance

- To review the Fixed Asset Register for the Centre.
- To create and operate a program of maintenance.
- To consider maintenance issues as they arise.

IT/Audio

- To review and update IT facilities at the Centre.
- To review and update stage facilities at the Centre.

Marketing

- To create a Business Plan for the approval of the Council as Trustee and market the Centre and its facilities.
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Hiring

- To formulate and review annually the schedule of hire charges and make a recommendation to the Council as Trustee for approval.
- To produce and review hiring agreements.
- To produce and review terms and conditions of hire and make a recommendation to Council as Trustee for approval.
- To review debtor list.
- To consider hirers' complaints, that cannot be dealt with by the Manager or Clerk.

Licensing

- To ensure the Centre meets the Licensing Act requirements.
- To formulate policy for licensing and make a recommendation to the Council as Trustee for approval.

NEIGHBOURHOOD PLAN WORKING PARTY

Main Function:

Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Billingshurst.

Membership:

6 Councillors (max), plus non-Councillor members and District and County Councillors as appropriate.

Terms of Reference:

- To define a timetable for the preparation of the Neighbourhood Plan.
- To produce a statement of community and stakeholder engagement.
- To implement the statement of community and stakeholder engagement at the earliest opportunity and throughout the process.
- To apply for grant funding for the Neighbourhood Plan process.
- To prepare a brief to seek quotations for specialist help in the creation of the Neighbourhood Plan.

- To prepare a brief detailing quotation obtained for specialist help to prepare the Neighbourhood Plan and recommendation of selection of specialist for approval and appointment by the Council.
- To work with the specialists and the community to develop a vision for the parish for approval by the Parish Council.
- To appoint focus groups to develop further the different aspects of the vision for the parish.
- To build an evidence base to support the Neighbourhood Plan.
- To develop policy, guidance and proposals for the Neighbourhood Plan.
- To call for site allocations.
- To present the pre-submission consultation Neighbourhood Plan to the Council for approval.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

Secretariat

Billingshurst Parish Council to provide full secretariat support to the Working Party in accordance with Standing Orders. The Neighbourhood Plan agendas, minutes, consultations and updates can be added to the Council's website.

Financial

Billingshurst Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with Financial Regulations.

Focus Groups

- The Neighbourhood Plan Working Party may appoint Focus Groups to investigate specific Neighbourhood Plan issues.
- These Focus Groups may be comprised of all non-Councillor members.
- Their role will be to investigate and make a report to the Steering Committee.
- Members will have no voting rights, as they are an advisory group only.

Footnote

As a Working Party, it has no delegated powers as per an ordinary Committee, thus, all significant decisions must be made in the form of a recommendation to the parent committee, F&GP.

Approved

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 11 MAY 2022

APPOINTMENT OF COMMITTEES ETC

REPORT BY CLERK

FOR DECISION

At the Annual Meeting of the Council, the Council reviews the membership of all committees, working parties and appointments to outside bodies etc.

All Councillors were invited to inform the office of their intentions regarding these positions.

Councillors are invited to check that the attached table reflects their intentions and to raise in the meeting any corrections or further offers to fill vacancies, when invited to do so by the Chairman.

The Council is invited to appoint committees, working parties and representatives to outside bodies etc. accordingly.

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2022-23	
(The Council has set the max. membership for Committees to 10 members.)	
COMMITTEES	
Planning & Environment	EB, GC, DH, JM, CBP, SW, DW
Property	BB, PB, SD, DH, RM, CG
Finance & General Purposes	BB, EB, PB, DH, RM, KP, CG, PD
Working Practices	PB, DH, RM, DW, SW, CG
Billingshurst Centre	KP, SW, SD, CG, PB
Complaints (5 members Max)	PB, SD, RM
Complaints Chairman	SD
WORKING PARTIES	
Neighbourhood Plan	SD
Emergency Planning	EB, SD
Internal Audit	DH, RM, PD
Youth Liaison	RM, SW, CG
Jubilee Skatepark WP	BB, PB, DH, CG
Traffic Calming	PB

Bold indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
Allotments Society	EB
B'hurst Sports & Recn. Assn. (BSRA)	CG
Friends of Station Road Gardens x1	BB, SD
HALC (H'ham Assn Local Ccls)	
N'hood Warden Steering Group x2	SD, PB, Clerk
Public Art Steering Group	Clerk
SPD Working Group	SD + Clerk
Trustee of Adversane Hall x1	SD
Trustee of Dauxwood Pre-School x1	SD
Sussex Police & Crime Comm - Focus Groups	
West Sussex Association Local Councils (WSALC) AGM x2	
Youth Council	
B'hurst Flood Action Group	

Updated 03/05/2022

**INDICATES BODIES WE MUST
HAVE REPS ON!!!!**