

OVING PARISH COUNCIL

(Serving the settlements of Oving, Shopwyke, Drayton, Merston & Colworth in the district of Chichester, West Sussex)

Parish Clerk: Ruth Palmer, 4 Church Way, Pagham, West Sussex, PO21 4QN
Tel: 07770 742041 Email: clerk@ovingcommunity.org.uk

You are duly summoned to attend the Annual Parish meeting of Oving Parish Council on **Thursday 16th May 2024** starting at 6.00pm. This meeting will be held at Jubilee Hall, High Street, Oving, PO20 2DQ.

Members of the public wishing to join the meeting in person are requested to contact the clerk to advise of their intention to attend.

Ruth Palmer, Parish Clerk & RFO

10th May 2024

AGENDA

1. Election of chair and signing of acceptance of office.
2. Apologies for absence.
3. Declarations of Interest under the Code of Conduct.
4. Issues raised by members of the public for discussion with Council Members (up to 15 minutes, three minutes per person).
5. Election of vice chair and signing the acceptance of office.
6. Urgent items for reporting and including on a future agenda.
7. Approval of minutes (available at www.ovingcommunity.org.uk) and review of actions:
 - a) Annual Parish Council meeting held on 18th May 2023.
 - b) Full Parish Council meeting held on 28th March 2024.
 - c) Full Parish Council meeting held on 18th April 2024.
8. Election of Parish Council Representatives to outside bodies.
 - a) Jubilee Hall
 - b) Almshouse Trust
 - c) Youth Club
 - d) CDALC/WSALC
 - e) Any other outside bodies
9. Election of Parish Council Representatives to serve under the following committees/steering groups:
 - a) Planning committee and election of chairman and vice chairman.
 - b) Neighbourhood Plan steering group and election of chairman and vice chairman.
 - c) HR committee and election of chairman and vice chairman.
10. Finance:
 - a) To note the bank balances on 30th April 2024.
 - b) To approve the schedule of payments total tba and the receipts up to 10th May 2024.
11. To review and accept the 2024 Standing Orders and Financial Regulations.

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12. To agree meeting dates from June 2024 to May 2025.

13. Next Meetings:

The next Planning Committee meeting will be held at Jubilee Hall on **Thursday 23rd May 2024** starting at 6.45pm.

The next OPC Full Council meeting will be held at Jubilee Hall on **Thursday, 20th June 2024** starting at 6.45pm.