

# COLGATE PARISH COUNCIL

**Councillors are summoned to a Full Council Meeting which will be held on 13<sup>th</sup> May 2024  
at 7.30pm Colgate Village Hall.**

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.

---

## Agenda

Before the meeting opens Cllr Marley wants to say a few words about John Sired who sadly passed away on 22<sup>nd</sup> March.

### **1. a) Election of Chair and Vice Chair, Nomination of Councillors to specific responsibility, elect Councillors to represent the Councils at HALC, WSALC and NALC. Agree membership and appointments.**

Chair

Vice Chair

Planning responsibility

Finance responsibility.

HALC/WSALC rep.x2

Community Rep for Gatwick airport.

Complaints committee (x3)

Health and Safety Rep.

Internal Auditor-Mark Mulberry Ass.

Agree membership to Associations. (Society of Local Councils Clerks, National Ass.Local Councils., West Sussex Ass.of Local Council, Horsham Ass. Of Local Council, GACC)

GDPR-GDPR-info

IT support-Netcom It

Website provider-VisionICT

Preferred contractor:

Grasstex

Buchanan and Curwen

Zurich Insurance provider

Kilnwood Property Maintenance

### **b) Chair and vice chair to sign a letter of Acceptance.**

07/05/2024- Original signed by Clerk.

Mrs B Clayden, Colgate Parish Clerk

36 Leighlands, Pound Hill, Crawley, West Sussex, RH10 3DW

[Clerk@colgatefaygate.com](mailto:Clerk@colgatefaygate.com)

# COLGATE PARISH COUNCIL

c) All Councillors to provide a new Register of Interest if there have been any changes since the last ROI.

d) Agree that the Council meets the criteria to use the Powers of Competency

A power introduced by section 1(1) of the Localism Act 2011 and section 24 of the Local Government and Elections (Wales) Act 2021 respectively which allows local authorities in England and relevant authorities in Wales to do anything an individual can do, unless prohibited by law (and subject to public law principles). Councils can use this power if two thirds of the Councillors have been voted in during an election (or an election was uncontested) and the Clerk holds the CILCA qualification.

**2. Apologies and Register of Interest on items on the agenda.**

**3. Agree the minutes of Full Council on 8th April and Planning meeting on 8<sup>th</sup> May**

Draft minutes can be found on [www.colgatefaygate.com](http://www.colgatefaygate.com)

**4. Meeting opened.**

a) members of the public to speak on matters connected to the agenda and other matters which can be noted but no decision can be made.

b) For District and County Councillors to speak on any matters including updates from the District and County Council.

**5. Finance-**

Update and Agree:

a) payments for April/May

b) Bills to be paid May/June

c) Report on accounts to include the opening of the new reserve account with instant access. Discuss and agree the sum of £26000 to be transferred to the Instant Access Reserve Account.

Total reserves held at the end of 23/24-£34000.

95-day access account holds £8000

Suggested instant access reserves £26000.

07/05/2024- Original signed by Clerk.

Mrs B Clayden, Colgate Parish Clerk

36 Leighlands, Pound Hill, Crawley, West Sussex, RH10 3DW

[Clerk@colgatefaygate.com](mailto:Clerk@colgatefaygate.com)

# COLGATE PARISH COUNCIL

d) Internal audit Report

e) End of year -Agree and sign off the AGAR section 1 and 2 and associated documents.

I. Annual Governance Statement approved by Council.

ii. Accounting statement approved by the Council.

III. Agree the Notice of Public Rights dates.

iv. Reserves

v. Bank Reconciliation

f) Staff Expenses

g) Grant Application

- Air Ambulance £350
- Foresight Vision-£130
- Colgate School -£1000-£1800

h) Insurance Policy -Zurich

one year's insurance

If you opt for a 3-year agreement, your renewal cost will decrease by £33.86, bringing the total to £540.10. It is important to note that our long-term agreements offer a fixed level of discount on your premium each year, but they do not guarantee a fixed premium.

i)Purchase a bench in commemoration of J Sired.

j) Discuss and agree on a course of action with regards to the website site showing insecure.

Background- when accessing the website it shows as an insecure site. A secure site is only required if bank details/ personal data etc is using supplies. The PC website is purely for information only and has to input for bank details or personal data. A cost of £200 for set up and £50 thereafter would be the cost for this upgrade and would remove the insecure site flag.

## **6. Transport/Travel/Highways.**

- Vehicle Activated Sign.

07/05/2024- Original signed by Clerk.

Mrs B Clayden, Colgate Parish Clerk

36 Leighlands, Pound Hill, Crawley, West Sussex, RH10 3DW

[Clerk@colgatefaygate.com](mailto:Clerk@colgatefaygate.com)

# COLGATE PARISH COUNCIL

- 7<sup>th</sup> May 2024 meeting with the highway manager to discuss sound barriers, sound camera and shrubbery on the Faygate roundabout.

## 7. External meeting

Opportunity for Councillors to update the Council on any meetings attended.

## 8. Parish Assets

- Next Report on all assets due May 2024 including defibs monthly check. (VF)

## 9. Climate Change and Sustainability. (BH)

- Hedgehog doorways-
- Dr Black tour of the parish
- Electric car chargers
- HDC Greenspace Strategy Consultation
- Survey on sewage spills and development pressures in your area.

## 10. Kilnwood Vale

- Noticeboards-re installation. (BC)  
Update.

## 11. Faygate Village

- Durrant Village 3-month trial for taxi service for Faygate village residents only, use of the library and the artwork and the use of the Permissive Path under the terms of the s106 agreement.

[Timetable for taxi service/library/permissive path/artwork Trial](#)

- 12. **Sussex Police** - Free Online Safety Presentations to Parish Councils and local residents.

Discuss potential locations. Requirement is for 20+ attendees.

## 13. Dates and times of next meeting: Locations and dates may be subject to change.

07/05/2024- Original signed by Clerk.

Mrs B Clayden, Colgate Parish Clerk

36 Leighlands, Pound Hill, Crawley, West Sussex, RH10 3DW

[Clerk@colgatefaygate.com](mailto:Clerk@colgatefaygate.com)

# COLGATE PARISH COUNCIL

Monday at 7.30pm on

**2024**

**13<sup>th</sup> May - Colgate VH**

**10<sup>th</sup> June-Durrant Village**

**8<sup>th</sup> July-Colgate VH**

**16<sup>th</sup> September-Durrants Village**

**14<sup>th</sup> October -Colgate VH**

**11<sup>th</sup> November- Durrants Village**

**2025**

**13<sup>th</sup> January- Colgate VH**

**10<sup>th</sup> February-Durrants Village**

**10<sup>th</sup> March- Colgate VH (Community Meeting)**

**14<sup>th</sup> April- Durrants Village**

**12<sup>th</sup> May- Colgate VH (Council Annual Meeting-Elections)**

07/05/2024- Original signed by Clerk.

Mrs B Clayden, Colgate Parish Clerk

36 Leighlands, Pound Hill, Crawley, West Sussex, RH10 3DW

[Clerk@colgatefaygate.com](mailto:Clerk@colgatefaygate.com)