



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. PO21 4JF
Tel and FAX: 01243 263330 E-mail: clerk@aldwickparishcouncil.gov.uk
Chairman: Cllr Richard Gotheridge Clerk: Heather Knight

Dear Sir/Madam,

You are duly summoned to the Annual Council Meeting (460) of Aldwick Parish Council that will be held on **Tuesday 21st May 2024 at 7.15pm** at the Parish Offices and all members of the Council are hereby summoned to attend.

H.V. Knight

Clerk to the Parish Council.

Dated: 15th May 2024

Attention is drawn to the requirement for all Councillors to make a declaration of prejudicial or other interest that they may have in relation to items on this agenda. They are reminded to make a declaration at any stage through the meeting if they have not done so beforehand and, if necessary, leave the meeting as required by the Local Government Act 2000.

Members of the public may speak at the discretion of the Chairman. Contributions are normally limited to no more than three minutes.

AGENDA

1. To elect a Chairman of the Council for the Civic Year 2024/2025.
2. To elect a Vice chairman for the Civic Year 2024/2025.
3. Apologies for Absence.
4. Declarations of Interest:
 - 1) To note any declarations made regarding items on the agenda.
 - 2) b)To receive updated Register of Interests form (Arun DC model) for completion by individual Members and return to Clerk (attached/circulated at meeting)
5. To approve as a correct record the minutes of the Council Meeting of 23rd April 2024, and to receive the Clerk's Report/Actions.
6. Any such matters as the Chairman may wish to bring to the attention of the Council, for information only.
7. Adjournment for public speaking: To receive representations from members of the public relating to items on the agenda.
8. To receive reports from the District and County Councillors representing Aldwick.
9. Committee and Working/Steering Group Appointments:
 - 1) To agree the appointment and membership of the Planning Committee
 - 2) To agree the appointment and membership of the Staffing Committee
 - 3) To appoint any other standing committees as thought appropriate
 - 4) To agree the appointment of the Business Plan Steering Group (as resolved at previous meeting)
 - 5) To agree that the appointment of chairmen and vice chairmen and the Terms of Reference are agreed by the relevant committees/steering groups, the Terms of Reference to be recommended to Council for approval at a later date.
10. To review and adopt the Standing Orders, Delegated Authority and Financial Regulations for the 2024-25 civic year, in line with model Standing Orders updated by NALC, and the new model Financial Regulations issued by NALC in May 2024 (attached).
11. To confirm new bank account signatories and agree that the following continue as signatories: Cllr Gotheridge, Cllr Rufey and the Clerk, for the Council's bank accounts.

12. To appoint
 - a) Smithe & Co (which company took over previous service provider R. Hall & Co.) as the Internal Auditor to Aldwick Parish Council for 2024/2025.
 - b) To note that 'Moore' are the appointed external auditor to Aldwick Parish Council for 2024/2025, as assigned by the Smaller Authorities Audit Appointments body.
 - c) To appoint Irwin Mitchell Solicitors to the Council for 2024/2025.
13. To agree that the Deeds & Trust Instruments remain in the Custody of the appointed solicitors.
14. To agree the Calendar of meetings from July 2024 till December 2025.
15. To confirm that the Council wishes to continue membership of the following outside bodies and then appoint 1 primary and 1 reserve representative of the Council on agreed outside bodies:
 - 1) Emergency Planning (Arun Link)
 - 2) Youth Activities
 - 3) Aldwick & Pagham Advisory Committee
 - 4) West Bersted Advisory Committee
 - 5) West Sussex Association of Local Councils
 - 6) Arun District Association of Local Councils
16. To agree that the Clerk remains in the Society of Local Council Clerks (SLCC) and agree to pay the costs for 2024/2025 membership.
17. To agree renewal of annual subscription to Parish Online at the subsidised cost of £25.00 (excl VAT).
18. To Receive the minutes from the following Committees:
 - Planning Committee meetings held on 23rd April and 7th May 2024.
19. To agree that the Elected Members Allowance is paid half yearly (May 2024 & November 2024), noting the Arun DC report of the Independent Remuneration Panel recommendation of £638 per annum, being 10% of the District Councillor basic allowance.
20. To agree that the Chairman's Allowance be paid, as per budget of £600.
21. To receive the Financial Reports: Cashbook Reconciliations and Income & Expenditure compared to budget to 31st March 2024 (attached)
22. Proposal for Pedestrian Crossing at Rose Green Road/Carlton Avenue junction: Report of survey results on pedestrian safety /pedestrian crossing at this junction, and proposal for Parish Council to support a Community Highway Scheme request to WSCC for a pedestrian crossing – Cllr D Thas to report/propose (attached) – deferred from previous meeting.
23. Gardening Maintenance Agreement: To receive report of interim arrangements for continuing maintenance agreement for 2024-2025, and to consider any further action necessary – Cllr Basford and the Clerk to report.
24. Youth Services - Summer Play Scheme (If information available).
25. To receive reports from representatives to outside bodies.
26. Correspondence.
27. Date and time of next Council Meeting: Monday 18th June 2024 at approximately 7.15pm (preceded by 'short' Planning Committee meeting).

Members of the press and public should be aware that being present at a meeting of the Council will be deemed as the person having consented to being recorded (photograph, film or audio recording) at the meeting or video conference by any person present.