



# ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. PO21 4JF

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Chairman: Cllr Guy Purser Clerk: Heather Knight

Dear Sir/Madam,

You are duly summoned to the Annual Council Meeting (471) of Aldwick Parish Council that will be held on **Tuesday 20th May 2025 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: 14<sup>th</sup> May 2025

**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 municipal year 2025/2026, and to receive the signed Declaration of Acceptance of Office.
2. To elect a Vice chairman for the municipal year 2025/2026.
3. Apologies for Absence: To receive and approve reasons for any apologies for absence.
4. Declarations of Interest:
  - 1) To note any declarations made regarding items on the agenda.
  - 2) To receive updated Register of Interests form (Arun DC model) for completion by individual Members and return to Clerk (attached)
5. To approve as a correct record the minutes of the Council Meeting of 22<sup>nd</sup> April 2025 (attached), 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. To consider any nominations received for Co-option to the Council to fill vacant seats (attached).
8. Adjournment for public speaking: To receive representations from members of the public relating to items on the agenda.
9. To receive brief reports from the District and County Councillors representing Aldwick.
10. To receive and adopt the Standing Orders and Financial Regulations for the municipal year 2025-26, in line with model Standing Orders updated by NALC, and the new model Financial Regulations issued by NALC, updated as a result of the Procurement Act 2023 and Procurement Regulations 2024 (attached).
11. To confirm bank account signatories and agree that the following continue as signatories and payment authorisers: Cllr Gotheridge, Cllr Rufey, Cllr Purser and the Clerk, for the Council's bank accounts and financial authorisations.
12. To confirm or note the appointment of :-
  - 1) To note the appointment of Mulberry Local Authority Services as the Internal Auditor to Aldwick Parish Council for 2025-2026 and to receive the Letter of Engagement (attached).
  - 2) To note that Moore are the appointed external auditor to Aldwick Parish Council for the financial year 2025-2026, as assigned by the Smaller Authorities Audit Appointments body.
  - 3) To appoint Irwin Mitchell Solicitors to the Council for 2025-2026 and to agree that the Deeds & Trust Instruments remain in the custody of the appointed solicitors.

13. To consider the Council structure and cycle of meetings, including initial proposals for Amenities Committee and Finance & General Purposes Committee together with existing Planning Committee and Staffing Committee, for decision at this meeting or deferral to the June Council meeting. (Clerk's report).
14. To appoint Members, Chair and Vice Chair to serve on the following existing standing Committees, noting that the Chair and Vice Chair are ex-officio members of standing committees:
  - 1) Planning Committee
  - 2) Staffing Committee
  - 3) If so resolved under previous agenda item, to appoint Members, Chair and Vice Chair to serve on newly appointed Committees
15. To agree Terms of Reference and delegation arrangements for the Council's appointed Committees (Planning and Staffing Committees ToRs attached)
16. To agree the Calendar of meetings from July 2025 to December 2026 for Full Council and currently appointed Committee meetings (draft dates attached).
17. To confirm that the Council wishes to continue membership of the following outside bodies and 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
18. To agree funding of the Clerk's annual membership of the Society of Local Council Clerks (SLCC).
19. To agree renewal of annual subscription to Parish Online at the subsidised cost of £25.00 + VAT.
20. To Receive the minutes from the following Committees:
  - Planning Committee meetings held on 6<sup>th</sup> May 2025.
21. To agree that the previously resolved and budgeted Elected Members Allowance of £688.40 is paid half yearly in May 2025 and November 2025 to those eligible Members (Min. 145.3 21/01/25 refers), being 10% of the District Councillor basic allowance. Eligible Members to confirm in writing to the Clerk if they do not wish to receive this.
22. To agree that the budgeted Chairman's Allowance of £600 be paid half yearly in May and November 2025.
23. To receive the Financial Reports: Cashbook Reconciliations and Income & Expenditure compared to budget to 30<sup>th</sup> April (if available).
24. To note the revised valuation of premises rebuild insurance cover following the recent revaluation exercise and resulting mid-term adjustment to insurance policy (revised premium adjustment awaited)
25. Youth Services - Summer Play Scheme: To approve provision of 10-12 free skateboard sessions by South Coast Skate Club, at Avisford Park and/or West Park, at a cost of up to £2,712 (excl. VAT) funded from the approved budget code 4415 Youth Activities (Min. 179.2, 18/03/25 refers).
26. To receive brief reports from representatives to outside bodies.
27. Correspondence.
28. Payments: To approve the List of Payments for Authorisation and that the payment schedule and invoices be duly checked and signed by authorised signatories (List to be circulated).
29. Date and time of next Council Meeting: Tuesday 17<sup>th</sup> June 2025 at approximately 7.15pm (if preceded by a '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.**