



ALDWICK PARISH COUNCIL

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

Dear Sir/Madam,

You are duly summoned to an Ordinary Meeting (472) of Aldwick Parish Council that will be held on **Tuesday 17th June 2025 at 7.00pm** at the Parish Offices, and all members of the Council are hereby summoned to attend. **Please note the earlier start time, as there is no Planning Committee meeting.**

H.V. Knight

Clerk to the Parish council

Dated: 11th June 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. Apologies for Absence.
2. Declarations of Interest.
3. To approve as a correct record the minutes of the Annual Council Meeting held on 20th May 2025 (*attached*). To receive Clerk's Report and Actions (for information only).
4. Any such matters as the Chairman may wish to bring to the attention of the Council (for information only).
5. Adjournment for public speaking: To receive representations from members of the public relating to items on the agenda.
6. To receive reports from the District Councillors and County Councillors representing Aldwick.
7. To consider any application received for co-option to the Council (circulated).
8. Committee meetings:
 - 8.1 To receive minutes of Planning Committee meetings held on 20th May 2025 and 3rd June 2025. (*attached*)
9. To consider the Internal Audit Report 2024/25 (*attached*).
10. Annual Governance & Accountability Return (AGAR) 2024-25: To receive the AGAR and supporting documentation for consideration and approval:
 - 10.1 Annual Governance Statement: To approve Section 1 of the AGAR (*attached*)
 - 10.2 Annual Accounting Statement: To approve Section 2 of the AGAR (*attached*)
11. To review and adopt the following Council Policies:
 - 11.1 Disciplinary Policy (*attached*)
 - 11.2 Grievance Policy (*attached*)
 - 11.3 Data Protection Policy (*attached*)
 - 11.4 Councillor IT Security Policy (*attached*)
 - 11.5 Staff IT Security Policy (*attached*)
 - 11.6 Privacy Notice for website (*attached*)
12. Bus Shelter, Aldwick Road - To consider new information and quotations for replacement window.
13. Redundant Property Items: To consider appropriate disposal and associated costs of redundant IT equipment and assorted office equipment/furniture (*attached*)
14. Hire of large 1st floor office: To consider potential for rental, including one enquiry received, set hourly hire charge (if rental approved) and arrangements for office clearance, secure/GDPR compliant archive file storage, health and safety considerations.

15. To approve the purchase of 10 trees from the WSCC Donate A Tree Scheme, as budgeted, at a cost of £257.00 per tree (excl.VAT) (*attached*) – Cllr Gotheridge / Clerk to report
16. Finance
 - 16.1 To ratify payment of Member Allowances to 3 eligible Members, paid in one total amount instead of two six monthly instalments - Clerk to report
 - 16.2 To receive bank reconciliations and Income & Expenditure reports for cashbooks as at 30th April 2025 (*attached*) and as at 31st May 2025 (*if available*)
17. To approve commencement of 2025-26 Grant Aid Scheme and appoint Working Group to review applications.
18. Calendar of Meetings: To approve change of date for Full Council and 'short' Planning Committee from Tuesday 18th November to Tuesday 25th November 2025.
19. To receive notice from Arun District Council – Middleton-on-Sea Neighbourhood Development Plan Reg.16, consultation 22nd May to 3rd July 2025 – and to consider any formal response.
20. Amenities (roads, PROW/footpaths and general maintenance of the parish)
 - 20.1 Gardening/grounds Maintenance: To review progress of grounds maintenance arrangements.
21. Representatives to External Bodies: To receive brief reports of APC representation at external meetings.
22. To approve List of Payments for authorisation (to be circulated)
23. Correspondence – to note Correspondence List (to follow).
24. Date and time of next Council Meeting: Tuesday 22nd July 2024 at 7pm (if no Planning Committee) or approximately 7.15pm (if preceded by the 'short' Planning Committee Meeting).

Item 20.1 may require the exclusion of press and public for reasons of confidentiality.

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.