



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 (475) of Aldwick Parish Council that will be held on **Tuesday 21st October 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: 15th October 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 appoint a Chair of the Meeting, in the absence of the Chair and Vice Chair of Council.
2. Apologies for Absence.
3. Declarations of Interest.
4. To approve as a correct record the minutes of the Council Meeting held on 23rd September 2025 (attached). To receive Clerk's Report and Actions (for information only).
5. Any such matters as the Chairman may wish to bring to the attention of the Council (for information only).
6. Adjournment for public speaking: To receive representations from members of the public relating to items on the agenda.
7. To receive reports from the District Councillors and County Councillors representing Aldwick.
8. Committee meetings:
 - 8.1 To receive minutes of Planning Committee meeting held on 7th October 2025 (attached)
9. Amenities: Clerk's report to update on any matters arising.
10. Finance
 - 10.1 – To receive financial reports for Cashbooks 1, 2, 3, 4 and 5 for months ending 31st July, 31st August and 30th September 2025, and to confirm that cashbook reconciliations agree to bank statements;
 - 10.2 – To receive Income & Expenditure budget comparison reports to Q2 ending 30th September 2025;
 - 10.3 – To receive Earmarked Reserves summary to Q2 ending 30th September 2025;
 - 10.4 – To note receipt of £175.82 CIL funds from Arun DC.
 - 10.5 – To receive Arun DC confirmation of revised District Member Allowance, and adoption of correlating Parish Basic Allowance for eligible Members.
11. To consider adoption of Policy for Handling Subject Access Requests (SARs) following recent changes under the Data (Use and Access) Act (DUAA) (*draft attached*)
12. Calendar of Meetings: To approve meeting dates for January-June 2026 (*attached*).
13. To receive details of joint East and West Sussex Association of Local Councils AGM and Conference on Tuesday 4th November 2025; To consider representation and attendance and if wished the appointment of up to 2 proxy representatives with voting rights.
14. Representatives to External Bodies: To receive brief reports of APC representation at external meetings.
15. To approve List of Payments for authorisation (*to be circulated*).
16. Correspondence – to note Correspondence List (*to follow*).
17. Date and time of next Council Meeting: Tuesday 25th November 2025 at 7pm (if no Planning Committee) or approximately 7.15pm (if preceded by the '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.