



# 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 (479) of Aldwick Parish Council that will be held on **Tuesday 20<sup>th</sup> January at 7.00pm** at the Parish Offices, and all members of the Council are hereby summoned to attend. **Please note the start time, as there is no Planning Committee meeting.**

*H.V. Knight*

Clerk to the Parish council

Dated: 14<sup>th</sup> January 2026

**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 Council Meeting held on 16<sup>th</sup> December 2025 (attached), and the minutes of the Extraordinary Council meeting held on 6<sup>th</sup> January 2026 (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. Committee meetings: To receive and consider Minutes, Reports and Recommendations of Committees (other than separate agenda items) :-
  - 7.1 - To receive minutes of Planning Committee meeting held on 6<sup>th</sup> January 2026 (attached).
  - 7.2 - To receive minutes of the Staffing Committee meeting held on 6<sup>th</sup> January 2026 (attached).
    - Recommendation for Council approval: To move the Clerk/RFO salary by 1 spinal column point (SCP) to SCP 33 and the Assistant Clerk salary by 1 SCP to SCP 17, backdated to 1<sup>st</sup> April 2025, as allowed for within current budget.
- NB: Staffing Committee recommendations relating to the current budget 2025-26 and to the 2026-27 budget to be considered separately under item 8.*
8. To agree the budget 2026/27 (*V3 draft attached*), including recommendations from Staffing Committee meeting of 6<sup>th</sup> January 2026, below, and to agree the precept 2026-27:-
  - Staffing Committee recommendation for approval (current year budget 2025-26): To increase the Clerk's contracted weekly hours from 25 to 30, effective from 1<sup>st</sup> January 2026, noting that this will produce an anticipated salary budget code overspend on the current year of approximately £1,300 and related additional costs on employer tax and pension contributions.
  - Staffing committee recommendation for approval (budget 2026-27): To incorporate the foregoing variation to Clerk's contracted hours in the 2026-27 budget, and increase the total salary budget code to £50,000, the Employer NI budget code 4020 to £6,000, and the Employer pension budget code 4030 to £2,510.
  - To consider whether to decrease the Professional Development (staff training) budget line from £2000 to £1,500.
  - To consider that the proposed budget makes no changes to hall hire charges for 2026-27.

## 9. Finance

- 9.1 – To receive financial reports for Cashbooks 1, 2, 3, 4 and 5 for month ending 31<sup>st</sup> December 2025, and to confirm that cashbook reconciliations agree to bank statements; *(attached)*
- 9.2 – To receive Income & Expenditure budget comparison report to 31<sup>st</sup> December 2025; *(attached)*
- 9.3 – To receive Earmarked Reserves summary to 31<sup>st</sup> December 2025; *(attached)*

## 10. Staff Training/Professional Development

To approve registration/attendance costs for the following:-

- CiLCA qualification registration for Clerk, April 2026, £495 (from 2026-27 budget)
  - CiLCA training programme (mandatory) for Clerk, January 2026 onwards £450 (from current 2025-26 budget)
  - ChatGPT-How to use AI for Council Tasks Faster, Clerk, SLCC online, 26<sup>th</sup> March 2026, £20.00 + VAT (current budget)
  - Canva -How to use graphic design software, Clerk, SLCC online 17<sup>th</sup> February 2026, £38.50 + VAT (current budget)
  - NPPF reforms and updates, Assistant Clerk, SLCC online £58.50 + VAT
- 11. ADC Consultation: Public Space Protection Order (PSPO) proposed changes from April 2026 *(attached)* deadline for comments 22<sup>nd</sup> January 2026.
  - 12. Community Bathing Water Group: To note online meeting 30<sup>th</sup> January 2026 at 6pm and to confirm two attendees plus Clerk
  - 13. Arun District Association of Local Councils (ADALC): To note online meeting 3<sup>rd</sup> February 2026, 7pm and late attendance of APC representatives (Cllrs Purser and Rufey) due to prior Planning Committee meeting
  - 14. Policies for review / adoption:
    - Document Retention policy
    - Policy on Use of Artificial Intelligence (AI)
    - Freedom of Information (FOI) – Publication Scheme
    - Risk Register
  - 15. Representatives to External Bodies: To receive brief reports of APC representation at external meetings.
  - 16. To approve List of Payments for authorisation *(to be circulated)*.
  - 17. Correspondence to note.
  - 18. Date and time of next Council Meeting: Tuesday 17<sup>th</sup> February 2026 at 7pm.

**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.**