



# 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 (483) of Aldwick Parish Council that will be held on **Tuesday 19th May 2026 at 7.00pm** at the Parish Offices and all members of the Council are hereby summoned to attend.

H.V. Knight

Clerk to the Parish Council.

Dated: 12<sup>th</sup> May 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. To elect a Chairman of the Council for the municipal year 206/2027, and to receive the signed Declaration of Acceptance of Office.
2. To elect a Vice chairman for the municipal year 2026/2027.
3. Apologies for Absence: To receive and approve reasons for any apologies for absence.
4. Declarations of Interest:
  - 4.1 To note any declarations made regarding items on the agenda.
  - 4.2 To receive completed Register of Interests forms (Arun DC model) from individual Members (attached)
5. To approve as a correct record the minutes of the Council Meeting of 21<sup>st</sup> April 2026 (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), and to note current vacancies on the council.
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 2026-27:-
  - 10.1 Standing Orders – no amendments
  - 10.2 Financial Regulations – 1 amendment: Following comment from Internal Auditor, amend clause 5.15, 1<sup>st</sup> bullet point, to increase the Clerk's delegated authority spend limit from £500 to £1,000
11. To confirm/appoint bank account signatories: To approve that the following continue as signatories and payment authorisers: Cllr Purser, Cllr Rufey, and the Clerk, for the Council's bank accounts and financial authorisations; and to appoint at least two additional councillors to authorise online payment release; To confirm continuation of Cllr Rufey and the Clerk as cheque signatories. Cllr Gotheridge to be removed as bank signatory.
12. To confirm or note the appointment of :-
  - 12.1 To note the appointment of Mulberry Local Authority Services as the Internal Auditor to Aldwick Parish Council for 2026-2027.
  - 12.2 To note that Moore are the appointed external auditor to Aldwick Parish Council for the financial year

2026-2027, as assigned by the Smaller Authorities Audit Appointments body.

- 12.3 To appoint Irwin Mitchell Solicitors to the Council for 2026-2027 and to agree that the Deeds & Trust Instruments remain in the custody of the appointed solicitors.
13. To appoint standing committees, including Members, Chair and Vice Chair appointments, noting that the Chair and Vice Chair are ex-officio members of standing committees:
  - 13.1 Planning Committee
  - 13.2 Staffing Committee
14. To agree Terms of Reference (ToRs) and delegation arrangements for the Council's appointed Committees (Planning and Staffing Committees ToRs attached)
15. To appoint Working Groups:
  - 15.1 Budget Working Group 2027-28, members and Chair / Vice Chair, for budget preparatory work.
  - 15.2 Business Plan Working Group, members and Chair / Vice Chair
16. To agree the Calendar of meetings from January 2027 to December 2027 for Full Council and currently appointed Committee meetings (draft dates to follow).
17. To confirm continued membership of the following external bodies, and/or appoint representatives or lead councillor/s, to include 1 primary and 1 reserve representative of the Council on outside bodies where applicable:
  - 17.1 Aldwick & Pagham Advisory Committee
  - 17.2 West Bersted Advisory Committee
  - 17.3 West Sussex Association of Local Councils
  - 17.4 Arun District Association of Local Councils (ADALC)
  - 17.5 West Sussex Association of Local Councils/Sussex Association of Local Councils (WSALC / SALC) – normally Chair and Vice Chair are the two voting representatives
  - 17.6 Bognor Bathing Water Quality Community Group
  - 17.7 Youth Activities – to appoint Lead Parish Councillor
  - 17.8 Allotments – To appoint Lead Parish Councillor
18. To approve funding of the Clerk's annual membership of the Society of Local Council Clerks (SLCC).
19. To approve 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 5<sup>th</sup> May 2026.
21. To agree that the Elected Members' Parish Basic Allowance of £710.40 is paid half yearly in May and November 2026 to those eligible Members, as budgeted for, 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 2026.
23. To receive the Financial Reports for month ending 30<sup>th</sup> April 2026, if available:
  - Cashbook Reconciliations for Cashbooks 1, 2, 3, 4 and 5 for month ending 30<sup>th</sup> April 2026;
  - Income & Expenditure Report to month ending 30<sup>th</sup> April 2026;
  - Earmarked Reserves Report to month ending 30<sup>th</sup> April 2026.
24. To consider proposal by Cllr Purser that the Council implements an Honorary Freeman and Freewomen policy (draft attached) – Cllr Purser to report.
25. To consider approval for displaying framed photographs of Chairmen, including past Chairmen, and associated costs thereof, with recommendation that this be funded annually from the Chairman's Allowance budget code 4070.
26. Christmas tree 2026:
  - 26.1 To consider quotation for annual Christmas tree supply, installation and lighting service (attached) at a cost of £1,962.37 + VAT – Clerk to report

- 26.2 To consider quotation/s for work to Christmas tree electrical supply cabinet
- 25.3 To consider whether the Council wishes to participate in a 'switch on' event with local trader/s, including consideration of any associated costs
27. To approve Council table/stand at the Grove House Surgery Christmas Fair on Saturday 28<sup>th</sup> November, 10am-12.30pm.
28. To receive brief reports from representatives to outside bodies.
29. Correspondence List.
30. To approve the List of Payments for Authorisation and that the payment schedule and invoices be duly checked and signed by two Members (List to be circulated).
31. Date and time of next Council Meeting: Tuesday 23<sup>rd</sup> June at 7.00pm.

**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.**