



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 (484) of Aldwick Parish Council that will be held on **Tuesday 23rdth June 2026 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: 17th 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 19th May 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. Public Questions: To receive representations from members of the public relating to agenda items.
6. To receive reports from the District Councillors and County Councillors representing Aldwick.
7. To consider any applications received for co-option to the Council (circulated).
8. Committee meetings:
 - 8.1 To receive minutes of Planning Committee meeting held on 2nd June 2025. (*attached*)
9. Working Group Reports:
 - 9.1 Route 600 Bus Shelter WG – Notes/report from meetings held 5th May and 17th June 2026.
 - 9.2 Business Plan WG – Report from meeting held 12th June 2026: To consider potential for producing a questionnaire to evaluate residents' views, including printing and distribution costs
10. Social Media presence: To consider establishing a Facebook site for Aldwick Parish Council.
11. To consider the Internal Audit Report - Final, Year Ending 31st March 2026 (*attached*).
12. Annual Governance & Accountability Return (AGAR) 2025-26: To receive the AGAR and supporting documentation for consideration and approval:
 - 12.1 Annual Governance Statement: To approve Section 1 of the AGAR (*attached*)
 - 12.2 Annual Accounting Statement: To approve Section 2 of the AGAR (*attached*)
13. To review and adopt the following Council Policies (*attached*)
 - 13.1 Artificial Intelligence (AI) Policy
 - 13.2 Data Protection Policy
 - 13.3 Cllr IT Security Policy
 - 13.4 Staff IT Security Policy
 - 13.5 Risk Management Policy and Risk Register
14. Finance Reports
 - 14.1 To receive bank reconciliations for Cashbooks 1, 2, 3, 4 and 5 to 30th April 2026 (*attached*) and to 31st May 2026 (*if available*)
 - 14.2 To receive Income & Expenditure reports to 30th April and to 31st May 2026 (*attached*)
 - 14.3 To receive the Earmarked Reserves report to 31st May 2026 (*attached*)

15. Nat West Bank Account: To appoint new signatories as Cllr G Purser, Cllr A Smith and the Clerk, and remove past or ex-councillor signatories to the account, to be confirmed by Minutes and letter.
16. Premises repairs and maintenance: To consider quotations and recommended works, and decide course of action regarding water ingress to ceiling/roof (*attached*)
17. To approve commencement of 2026-27 Grant Aid Scheme and appoint Task & Finish Working Party to review applications.
18. Amenities:
 - 16.1 Gardening/grounds Maintenance: To review progress of grounds maintenance arrangements.
 - 16.2 Allotments: Verbal report, and to approve purchase of replacement water butt kit at a cost of approximately £50 (ex VAT), funded from Allotments Maintenance budget 4480
19. Representatives to External Bodies: To receive brief reports of APC representation at external organisation meetings.
20. Calendar of Meetings: To approve changes to previously scheduled April, May and June 2027 dates.
21. To approve List of Payments for authorisation (to be circulated)
22. Correspondence List to note (to be circulated).
23. Date and time of next Council Meeting: Tuesday 21st July 2026 at 7pm (if no Planning Committee)

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.