ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. P021 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 (488) of Aldwick Parish Council that will be held on **Tuesday 17th 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**:** 11th November 2026

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.

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 this point, or 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.

3. To approve as a correct record the minutes of the Council Meeting held on 20th October 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 session: 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. Co-Option: To consider an application received for Co-option to the Council *(forwarded to Members).*

8. Committee meetings: To receive minutes of Committees and any recommendations for consideration:

8.1 Planning Committee meeting held 3rd November 2026. *(attached)*

9. Working Group Reports and Recommendations for consideration:

9.1 Route 600 Bus Shelter WG – Notes from WG meeting 30th September 2026 *(attached)*;

To consider recommendations regarding bus shelter installations or improvements, and to consider acquisition transfers and future maintenance, where currently under other ownership (deferred from last meeting)

9.2 Business Plan WG – Report from WG meeting 12th October 2026, which reviewed the Council Survey *(attached);*

To consider items or projects for inclusion in the Council's Business Plan 2026-2031 – Members are asked to review the survey results and provide other suggestions to consider (deferred from last meeting)

9.3 Budget 2027-28 WG – Verbal report from WG meeting 9th November 2026.

To consider Draft Budget V1 *(attached)*

9.4 Christmas Event Working Group – Verbal report from WG meeting 9th November 2026.

To consider any recommendations arising, including anticipated costs, for the Christmas event.

10. Finance:

10.1 To receive financial reports for Cashbooks 1, 2, 3, 4 and 5 for month ending 31st October 2026, and to confirm that cashbook reconciliations agree to bank statements *(to follow);*

10.2 – To receive Income & Expenditure budget comparison reports to 31st October 2026 *(to follow)*;
10.3 – To receive summary of Earmarked Reserves to 31st October 2026 *(to follow).*

11. To ratify the following expenditure, actioned under Clerk's delegated authority:-
11.1 Replacement door mechanism to hall fire exit door, at the cost of £340.00 + VAT, provided by Method Construction; Actioned under Clerk's delegated authority.
11.2 Additional cost to repair allotment shed roof deterioration, at the cost of £78.80 inc. VAT, materials purchased from Wicks, work undertaken by allotment volunteer. Actioned under Clerk's dele
11.3 Remedial tightening of rusted bolts on 2x railing trough planters, at the cost of £111.6- + VAT, work undertaken by Bognor Regis Town Council; Note: This is a temporary solution and costs for permanent solution are being investigated;
11.4 Replacement of faulty consumer unit supply equipment in mini-pillar cabinet for Christmas tree lighting, at the cost of £370.00 (ex-VAT); Replacement of utility locks and keys x2 to mini-pillar cabinet at the cost of £175.00 (ex-VAT); All works undertaken by Lowen Electrical Services Ltd;
11.5 Cleaning of Millennium Gardens war memorial and repainting of crest and lettering, at the cost of £450.00 + VAT, work undertaken by Downsview Monumental Company.

12. Policies: To approve and adopt the following policies *(attached)*:
12.1 Investment Policy;
12.2 Volunteer Policy and Procedures;
12.3 Fire Risk Policy & Risk Assessment

13. Community Emergency Hub Scheme (CHub): Report by attendees of presentation/training delivered 10th November 2026 by WSCC Resilience & Emergencies Team Adviser; To consider next steps and any actions for the Council to implement.

14. To appoint Members for the Council table at Grove House Surgery PPG Christmas Fair, Saturday 28th November 10.30-12.30, Willowhale Centre.

15. Representatives to External Bodies: To receive brief reports of Council representation at external meetings or organisations.

16. To approve List of Payments for authorisation *(to be circulated).*

17. Correspondence – to note Correspondence List *(to follow)*.

18. Date and time of next Council Meeting: Tuesday 15th December 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 by any person present.