



## ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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**You are hereby summoned to the Aldingbourne Parish Council Annual Full Council meeting to be held on Tuesday 6 May 2025 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

### AGENDA

1. Election of Chair of the Parish Council (Chair to sign Acceptance of Office Form)
2. Election of Vice-Chair of the Parish Council
3. To note any resignations from the Parish Council
4. To agree representation on committees/working groups and external bodies
5. Election of Chairs of committees of the Parish Council
  - Planning Committee
  - Finance Committee
  - Governance & Staffing Committee
  - Street Scene Committee
6. To agree Terms of Reference for each committee
7. Apologies for absence  
Cllr Charles Brown (personal).
8. Declarations of Interest  
Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this agenda in which they may have an interest.
9. Public Participation  
The Public Forum will last for a period of up to 15 minutes during which members of the public may ask, or draw attention to, relevant matters relating to the business on the agenda. Each

speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.

10. Approval of Minutes of Previous Full Council Meeting 1 April 2025 (attached)

11. Matters arising from the previous meeting – see update on Action items listing 1 April 2025 (attached)

A list of outstanding items is listed in the updated action items listing.

12. Chair's Report

Annual Parish Assembly 21.05.25 (to agree final format copy attached).

Annual Parish Assembly Chair's Report – draft copy attached.

13. To note the Planning Committee minutes for meeting held on 8 April 2025 – copy attached

14. Aldingbourne Community Sports Centre

To note thanks received from the ACSC for approval of grant funding for CIO and Centre Manager – circulated 22.04.25.

15. County and District Councillor Reports/PCSO Report:-

- a) To receive a report from the County Councillor
- b) To receive a report from District Councillor(s)
- c) To receive a report from the PCSO

16. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-

- a) Arun District Association of Local Councils (ADALC) – nothing new to report.
- b) APC/ACSC Development Working Party - next meeting scheduled 12.06.25.
- c) West Sussex Association of Local Councils (WSALC) – Clerk and Chair's nothing new to report.
- d) Media & Communication Working Party
  - I. Social media – to note social media platform report March 2025 – circulated 10.04.25.
  - II. Notes of meeting 24.03.25 - copy attached.
- e) Task & Finish Group on gym closure.

17. Correspondence/Consultations

**To note the receipt of the any correspondence.**

- ADC – Youth survey poster – circulated 27.03.25 and put on website and social media platforms.
- ADC News release – Council's Housing Service - circulated 27.03.25.
- Arun Newsletter 51 – March 2025 - circulated 31.03.25 and put on website and social media platforms.

- WSCC Residents' eNewsletter – circulated 14.04.25 and put on website and social media platforms.
- WSCC UKHarvest Community Food Hubs - circulated 07.04.25 and put on website and social media platforms.
- \*Sussex Police – Sussex Police Rural Crime Team – Street Surgery Invitation – circulated 07.04.25.
- SDNPA News April 2025 – circulated 10.04.25.
- SDNPA – 15 Years Old Birthday notice – circulated 27.03.25.
- \*Letter from Historic England confirming Tote Copse has been removed from the Heritage at Risk Register – circulated 15.04.25.
- Email from Shopwyke Singers regarding Concert – circulated 29.04.25 and put on website and social media platforms.
- E-mail received from a resident regarding a permanent TRO for double yellow lines within the junction located at the junction from B2233 to the junction of A29 behind the Prachee Restaurant – Clerk responded to resident confirming that the parish council's previous decision that it would not support this due to concerns that this would affect the business in the evenings and weekends.

#### 18. Finance & Personnel

- a. Payments – please see attached payment list for April 25.
- b. To note the management accounts for April 2025 will be signed by the Chair.
- c. To note the briefing paper provided by the Clerk to the Finance Committee 22.04.25 (to note this meeting was cancelled)
- d. To note the end of year financial position for 2024/2025 – copy of Budget Monitoring Report attached.
- e. To note Bank Account Balances at 31.03.25 – see Finance Report – copy attached.
- f. To note Risk Register for 2025/2026 – no changes since its six-monthly review in October 24 – copy attached.
- g. To agree the Final Budget Plan for 2025/2026 – copy attached.
- h. To note Transparency Compliance documentation – see website.
- i. To review Asset Register and Insurance for 2025/2026 – copy attached.
- j. To note CiL receipts and expenditure for 2024/2025
- k. To receive and approve Annual Governance and Accountability Return 2024/2025 ahead of submission – copy attached.
  1. To note and consider the Final Internal Audit Report for 2024/2025 dated 28.04.25– copy attached.
  2. To agree and sign Section 1 – Annual Governance Statement (AGAR page 4)
  3. To agree and sign Section 2 – Accounting Statement (AGAR page 5)
  4. To note the dates for the Exercise of Public Rights

#### 19. Policies & Council Documents

- i. To approve the Members Code of Conduct 2021 policy – no changes.
- ii. To approve the Model Financial Regulations Policy 2025/2026 – The Model Financial Regulations have been updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into effect last week. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.
- iii. To approve the Scheme of Members' Allowances policy – updated allowance figure only.

- iv. To approve Model Standing Orders for 2025/2026 – changes to standing order 18 and 14 only.
- v. To approve Data Protection policy – no changes.
- vi. To approve Data Retention Policy - no changes.
- vii. To approve Equal Opportunities Policy – Equality Act 2010 - no changes.
- viii. To approve IT Security policies for councillors and staff – no changes.
- ix. To approve the Grant Application Policy 2025/2026 – no changes.
- x. To approve the Finance & Investment Strategy Policy 2025/2026 – changes made to update the amounts in the bank accounts and to acknowledge that a review of investments needs to take place this financial year.
- xi. To approve the Complaints Procedure Policy – no changes.
- xii. To approve the Freedom of Information and Access request Policy - no changes.
- xiii. To approve the FOI Publication Scheme - no changes.
- xiv. To approve the Privacy Notices for Staff & Councillors - no changes.
- xv. To approve the Civility & Respect Councillor/Officer Protocol Policy.
- xvi. To approve the Allotment Policy – no changes.

**To note all copies of the policies are available in TEAMS for perusal.**

- 20. Any other business for information: – Items for inclusion on the next agenda.
  
- 21. Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.
  
- 22. To note the next Full Council meeting – Tuesday 3 June 2025, this will be followed by a meeting of the Governance & Staffing Committee.