



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 5 May 2026 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 – details in TEAMS
7. Apologies for absence
Cllr Denise Ramshaw (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 7 April 2026 (attached)

11. Matters arising from the previous meeting – see update on Action items listing 7 April 2026 (attached)

See action item listing for full updates.

12. Chair's Report

A reminder that the Annual Parish Assembly will take place on Wednesday 20 May 2026 at 6.30 pm, councillors to advise the Clerk if they are unable to attend.

13. To note the Planning Committee minutes for meeting held on 14 April 2026 – copy attached

14. To note the Finance Committee minutes for meeting held on 23 April 2026

Please see agenda item 19 for the recommendations made by the Finance committee that requires Full Council approval for new playground equipment.

15. Aldingbourne Community Sports Centre

16. 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

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

- a) Arun District Association of Local Councils (ADALC) – nothing new to note.
- b) APC/ACSC Development Working Party - to note next meeting 11.06.26.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to note.
- d) Media & Communication Working Party
 - I. Social media.
 - II. Newsletter articles.

18. Correspondence/Consultations

To note the receipt of the any correspondence.

- WSCC Oving and Aldingbourne Public Footpath 287 temporary closure – circulated 23.04.26 and put on our website and social media platforms.
- Arun News release on local elections – circulated 20.04.26 and put on our website and social media platforms.
- ADC Local Community Fund – forwarded to ACSC 16.04.26.
- SDNPA April 26 News – circulated 14.04.26.
- Tylers Trust – thank you e-mail received for the grant that the parish council approved.
- NALC Chief Executives Bulletin – circulated 16.04.26.
- Chichester Pride event – provided by Bersted PC, circulated 20.04.26 and put on our website and social media platforms.
- WSCC confirmation that work has been completed on the potholes at Elm Road/Ivy Lane Close reported by Cllr Rickard and Jonathan Leahy, Chair of ACSC – dated 17.04.26.
- Footpath 299 Hook Lane, confirmation from management company that quotes are being obtained for the work that needs to be done – circulated 14.04.26.

19. Finance & Personnel

- a. Payments – please see attached payment list for April 26.
- b. To note the management accounts for April 2026 will be signed by the Chair.
- c. To note the end of year financial position for 2025/2026 – copy of Budget Monitoring Report attached.
- d. To note Bank Account Balances at 31.03.26 – see AGAR paperwork.
- e. To note Risk Register for 2026/2027 – additional section on Investments added.
- f. To approve the Final Budget Plan for 2026/2027 – copy attached.
- g. To note Transparency Compliance documentation – see website.
- h. To review Asset Register and Insurance for 2026/2027 – copy attached.
- i. To note CiL receipts and expenditure for 2025/2026.
- j. To receive and approve Annual Governance and Accountability Return 2025/2026 ahead of submission – copy attached.
 1. To note and consider the Final Internal Audit Report for 2025/2026 dated 14.04.26– 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)
- k. To note the dates for the Exercise of Public Rights.
- l. To approve Grant for 4 Sight Vision (£680).
- m. To note charges by Processmatters2 for FOI requests will be £70 per hour after the first free response, but will be agreed on a case by case basis before any work is undertaken.

20. Policies & Council Documents

- i. To approve the Members Code of Conduct 2021 policy – no changes.
- ii. To approve the Model Financial Regulations Policy 2026/2027 – no changes.
- iii. To approve the Scheme of Members' Allowances policy – updated allowance figure only.
- iv. To approve Model Standing Orders for 2026/2027 – no changes.
- v. To approve Model Scheme of Delegation – 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 2026/2027 – no changes.
- x. To approve the Finance & Investment Strategy Policy 2026/2027 – changes made to update the amounts in the bank accounts and to acknowledge the investments made.
- xi. To approve the Freedom of Information and Access request Policy - no changes.
- xii. To approve the FOI Publication Scheme - no changes.
- xiii. To approve the Privacy Notices for Staff & Councillors - no changes.
- xiv. To approve the Civility & Respect Councillor/Officer Protocol Policy – no changes.
- xv. To approve the Allotment Policy – no changes.
- xvi. Equal Opportunities Policy - no changes.
- xvii. Broadcasting/Filming Policy - no changes.
- xviii. CCTV Policy - no changes.
- xix. Press and Media Policy - no changes.

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

- 21. Any other business for information: – Items for inclusion on the next agenda.

- 22. 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.

- 23. To note the next Full Council meeting – Tuesday 9 June 2026 – PLEASE NOTE THIS MEETING WILL BE FOLLOWED BY THE PLANNING MEETING