



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO THE **ANNUAL PARISH COUNCIL MEETING** TO BE HELD ON
8th MAY 2025 AT 7.00PM at BRACKLESHAM BARN, BEECH AVENUE, BRACKLESHAM,
PO20 8HU

AGENDA

No apologies for absence were received at the time of this agenda being published. Any apologies received after publication of this agenda will be noted at the start of the meeting.

- 25.44** Election of Chairman
- 25.45** Election of Vice Chairman.
- 25.46** Declarations of Interest and dispensation requests (appendix 1, 1.1)
- 25.47** Public Questions
- 25.48** Minutes of the Previous Meeting Held on 10th April 2025 ([appendix 2](#))
- 25.49** Chairman's Announcements
- 25.50** Update on Actions from Previous Meeting ([appendix 3](#))
- 25.51** Reports from District & County Councillors
- 25.52** Reports from Parish Councillors on meetings attended since 10th April 2025
- 25.53** Budget Update
1. Bank reconciliation approval ([appendix 4](#))
 2. Statement of current financial position and budget monitor ([appendix 4.1](#))
 3. Summary of payments made between 01/04/25 and 30/04/25 ([appendix 4.2](#))
- 25.54** Policy and document review: To review and adopt the following items:
1. Code of Conduct ([appendix 5](#))
 2. Complaints procedure ([appendix 5.1](#))
 3. GDPR policy ([appendix 5.2](#))
 4. Social Media Policy ([appendix 5.3](#))
 5. Terms of reference for committees ([appendix 5.4](#), [5.5](#), [5.6](#), [5.7](#), [5.8](#))
 6. Delegation scheme ([appendix 5.9](#))
 7. Dispensations policy ([appendix 5.10](#))
 8. Disciplinary policy ([appendix 5.11](#))
 9. Dignity at Work policy ([appendix 5.12](#))
 10. Biodiversity policy ([appendix 5.13](#))
- 25.55** Banking Arrangements.
1. To review and approve the authority for the council to continue to make electronic payments via on-line banking ([appendix 6](#))
 2. Approve the list of Direct Debit and Standing Order payments ([appendix 6.1](#), [6.2](#))
- 25.56** Review of Assets and Risk Assessments ([appendix 7](#), [7.1](#), [7.2](#), [7.3](#), [7.4](#))
- 25.57** To agree the council meeting schedule to May 2026 ([appendix 8](#))
- 25.58** Appointments to Standing Committees:
1. Planning Committee (max. 5 members)
 2. Assets & Open Spaces Committee (max. 5 members)
 3. Staffing Committee (3-4 members)

25.59 Confirmation of Continuance of and Appointments to Working Groups;

1. Neighbourhood Plan
2. Events
3. BREW Vision
4. Community Highways Scheme & Traffic Regulation Order
5. Local Business Alliance
6. Booker Green
7. Business Plan
8. Emergency Plan

25.60 To make appointments to the following external organisations

1. Chichester Sub-Group of the Association of Local Councils (CDALC) (4 times per year)
2. Village Hall Management Committee (5 meetings per year)
3. West Sussex County Council County Local Forum (4 times per year)
4. Manhood Peninsula Partnership (MPP) (3 times per year, on a Monday so clashes with planning)
5. Youth Club Committee (6 per year)
6. Community Wardens Panel (2 times per year)
7. Surface Water Issues & Solutions (SWISH) (4 times per year)
8. Green Links across the Manhood Peninsula (GLaM) (4 times per year)
9. Patients Participation Group

25.61 Internal Auditors Report. To review the annual internal auditors report and note their recommendations. (appendix 9)

25.62 Approval of Annual Governance and Accountability Return (2024/25) Part3 ([appendix 10](#))

24.86.1 - Approval of Annual Governance Statement

24.86.2 - Approval of Accounting Statements

25.63 To agree an Insurance Provider (appendix 11)

25.64 To ratify the decision of the Business Plan Working Group ([appendix 12](#))

25.65 Approval renewal of WSALC & NALC membership at an annual cost of £1784.33

25.66 * To consider the recommendations of the Staffing Committee Report



T Glithero, Parish Clerk, 1st May 2025

Members of the public are welcome to attend the meeting, however they may not speak unless invited to do so by the chairman.

*THE COUNCIL MAY BY RESOLUTION DECIDE TO EXCLUDE THE PRESS AND PUBLIC FROM ANY PART OF THE MEETING.