



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO THE **ANNUAL PARISH COUNCIL MEETING** TO BE HELD ON
14th MAY 2026 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.

- 26.048** Election of Chairman
- 26.049** Election of Vice Chairman.
- 26.050** Apologies
- 26.051** Declarations of Interest and dispensation requests
- 26.052** Public Questions
- 26.053** Minutes of the Previous Meeting Held on 9th April 2026 ([appendix 1](#))
- 26.054** Chairman's Announcements
- 26.055** Update on Actions from Previous Meeting
- 26.056** Reports from District & County Councillors
- 26.057** Reports from Parish Councillors on meetings attended since 9th April 2026
- 26.058** Budget Update and Year End Reviews
1. Bank reconciliation approval ([appendix 2](#))
 2. Statement of current financial position and budget monitor ([appendix 2.1](#))
 3. Summary of payments made between 01/04/26 and 30/04/26 ([appendix 2.2](#))
 4. Review of the level and purpose of the Earmarked Reserves ([appendix 2.3](#))
 5. Review of Significant Events ([appendix 2.4](#))
- 26.059** Policy and document review: To review and adopt the following items:
1. Code of Conduct ([appendix 3](#))
 2. Complaints procedure ([appendix 3.1](#))
 3. GDPR policies ([appendix 3.2.1](#), [3.2.2](#), [3.2.3](#), [3.2.4](#), [3.2.5](#), [3.2.6](#), [3.2.7](#))
 4. Social Media Policy ([appendix 3.3](#))
 5. Terms of reference for committees ([appendix 3.4.1](#), [3.4.2](#), [3.4.3](#), [3.4.4](#), [3.4.5](#))
 6. Delegation scheme ([appendix 3.5](#))
 7. Dispensations policy ([appendix 3.6](#))
 8. Disciplinary policy ([appendix 3.7](#))
 9. Dignity at Work policy ([appendix 3.8](#))
 10. Biodiversity policy ([appendix 3.9](#))
 11. General Reserves Policy ([appendix 3.10](#))
 12. Fixed Asset Register and Asset Valuation Policy ([appendix 3.11](#))
 13. Method of Assets Valuation ([appendix 3.12](#))
- 26.060** Banking Arrangements.
1. To review and approve the authority for the council to continue to make electronic payments via on-line banking ([appendix 4](#))
 2. Approve the list of Direct Debit and Standing Order payments ([appendix 4.1](#), [4.2](#))
- 26.061** Review of Assets and Risk Assessments ([appendix 5](#), [5.1](#), [5.2](#), [5.3](#), [5.4](#))
- 26.062** To agree the council meeting schedule to May 2027 ([appendix 6](#))

26.063 Appointments to Standing Committees:

1. Planning Committee (max. 5 members)
2. Assets & Open Spaces Committee (max. 5 members)
3. Staffing Committee (3-4 members)
4. Investment Committee (3-6 members)
5. Communications Committee (3-6 members)

26.064 Confirmation of Continuance of and Appointments to Working Groups;

1. Neighbourhood Plan
2. Events
3. Booker Green- suggest no longer continued.
4. Business Plan
5. Emergency Plan

26.065 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. Community Wardens Panel (2 times per year)
6. Surface Water Issues & Solutions (SWISH) (4 times per year)
7. Green Links across the Manhood Peninsula (GLaM) (4 times per year)
8. Patients Participation Group
9. Christmas Lights

26.066 Internal Auditors Report. To review the annual internal auditors report and note their recommendations ([appendix 7](#))

26.067 Approval of Annual Governance and Accountability Return (2025/26) Part 3

- 26.066.1 - Approval of Annual Governance Statement ([appendix 8](#))
26.066.2 - Approval of Accounting Statements – contained within appendix 8
26.066.3 – Approval of The Notice of Public Rights ([appendix 8.1](#))

26.068 To agree an Insurance Provider ([appendix 9](#), [9.1](#), [9.2](#), [9.3](#), [9.4](#), [9.5](#), [9.6](#), [9.7](#), [9.8](#), [9.9](#), [9.10](#), [9.11](#), [9.12](#), [9.13](#), [9.14](#), [9.15](#), [9.16](#), [9.17](#), [9.18](#).)

26.069 To review the EWBPC entries on the IBP ([appendix 10](#), [10.1](#))

26.070 To award the contract for the replacement of Wet Pour in the Bracklesham Park Children's Play Ground ([appendix 11](#))

26.071 To consider funding the repairs to the wall along The Parade ([appendix 12](#))



T Glithero, Parish Clerk, 8th May 2026

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.