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Members of **Barnham and Eastergate Parish Council** are summoned to the **Annual Parish Council Meeting** to be held on **Tuesday 6<sup>th</sup> May 2025 7.30 p.m. at Barnham Community Hall.**

**Clerk to Barnham and Eastergate Parish Council**

### **AGENDA**

**There will be no public session at the Annual Parish Council Meeting. This will only take place at ordinary meetings of the Council**

- 1. Election of Chair of the Parish Council and signing of Declaration of Office**
- 2. Election of Vice-Chair of Parish Council**
- 3. Apologies for absence**
- 4. Declarations of interest**  
Members are reminded to make any declarations of personal and/or pecuniary interests that they may have in relation to items on the agenda.
- 5. Minutes of the Full Council Meeting held on 11<sup>th</sup> March 2025 – for approval**
- 6. Finance**
  - 6.1** To retrospectively approve the list of payments made since 11<sup>th</sup> March
  - 6.2** To note the end of year financial position for 2024-25 and the recommendations in the covering report by the Interim Responsible Financial Officer
  - 6.3** To approve the payment of the Councillors annual allowance for 2025-26 (10% of ADC basic allowance)
- 7. Annual Review of Council Policy documents**  
The Clerk has reviewed the Policy documents of the Council and recommends no changes to the currently approved documents that are published on the Council's website except for the Standing Orders which have been amended in relation to Standing Order 14 (Code of Conduct Complaints) and Standing Order 18 (Financial Controls and Procurement). The Council will be asked to approve the revised Standing Orders.
- 8. Appointments of Members to Council's existing Committees, Working Groups etc. (current membership is shown)**

**The Council will consider changes/additions to current memberships and also consider any additional Working Groups it may wish to establish.**

- 8.1 Planning & Environment Committee (up to 7)**  
The current membership of the Committee is as follows:

Phil Cramp: Heather Kilroy: John Robinson: Sue Wallsgrove: Chris Wells: Sub: James Roberts

**8.2 Staff Management Panel**

Chris Allington: Chris Wells

**8.3 Finance Sub-Committee**

Chris Allington: Sue Wallsgrove: Penny Wycherley: Andrew Crawford

**8.4 People, Places, Spaces Working Party**

Penny Wycherley: Simon Parkin

**8.5 Community Resilience Team**

Heather Kilroy: Phil Cramp: Penny Wycherley

**8.6 Communications Working Party**

James Roberts: Simon Parkin

**9. Appointment of Representatives to Outside Bodies and Interest Groups**

**9.1 Barnham, Eastergate Westergate Advisory Group (BEWAG) - Chair is current representative**

**9.2 Arun District Association of Local Councils (ADALC) – Sue Wallsgrove is current representative**

**9.3 Barnham & Eastergate Community Trust (BECT) – Heather Kilroy is current representative**

**10. Date of Next Meeting**

**The next meeting of the Council will take place on Tuesday 17th June 2025 at Barnham Community Hall.**

**11. Exclusion of the Press and Public**

‘To consider whether to exclude the Press and Public from the meeting during the consideration of the following item in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information’

**PART II**

**12. Staff Matters**