



**BARNHAM AND EASTERGATE ANNUAL PARISH COUNCIL MEETING  
HELD ON TUESDAY 6<sup>TH</sup> MAY 2025 AT BARNHAM COMMUNITY HALL**

**Present:** Chris Allington, Ray Coggin, Phil Cramp, Heather Kilroy, Andrea Rainger, Sue Wallsgrove, Chris Wells, James Roberts, Andrew Crawford

**In attendance:** Gemma Hindson (Assistant Clerk, Planning acting as Interim Clerk), Linda Cranfield (Admin Support)

**1. Election of Chair for 2025-26**

Chris Allington had indicated a willingness to continue as Chair and with no other nominations forthcoming all Councillors present unanimously agreed to elect him to the role of Chair for the year 2025-26 and he duly signed the Declaration of Office form.

**2. Election of Vice-Chair for 2025-26**

Nominations for the role of Vice-Chair were sought by the Chair and as Chair of Planning, Chris Wells was put forward and duly elected unanimously for the role.

**3. Apologies for absence**

John Robinson, Penny Wycherley, Simon Parkin and Nina McMaster (Assistant Clerk, Community).

**4. Declarations of Interest**

Sue Wallsgrove – District Councillor  
Andrew Crawford – volunteer litter-picking

**5. Minutes of the Parish Council Meeting held on Tuesday 11th March 2025**

**Resolved:**

**That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 11th March 2025 be approved as an accurate record of the meeting and be signed by the Chair of the Meeting.**

**6. Finance**

- 6.1.** The Council **noted** the payments made since the Tuesday 11<sup>th</sup> March meeting and no issues were raised. Clarification was sought on one item.
- 6.2** The Council **noted** the end of year financial position and **approved** the recommendations of the Interim RFO.
- 6.3** The Council **approved** the payment of Cllrs allowances for 2025/26
- 6.4** The Council **noted** that the Assistant Clerk, Planning, has been added to the bank.
- 6.5** The Clerk sought, and received, the Council's approval to move £20,000 from the current account to the Savings account and to ask the Interim RFO to amend the 2025/26 budget to reflect the end of year financial position to be presented for approval to the June meeting of the Council.

**Resolved:**

1. To note the payments made since the last meeting
2. To note the end of year financial position and approved the recommendations of the Interim RFO
3. To approve the payment of the Cllrs allowance of 2025/26 (10% of the ADC allowance)

**7. Annual Review of Council Policy documents**

The Clerk had reviewed the key Council Policy documents and recommended to the Council that no changes be made to the documents except for the Standing Orders. These have been amended following publication of changes by NALC (National Association of Local Councils). The changes relate to Standing Order 14 (Code of Conduct Complaints) and Standing Order 18 (Financial Controls and Procurement). The Council approved the revised Standing Orders and the new version will be published on the Council's website.

**Resolved:**

**That the Council approve the recommendation to make changes to the Council's Standing Orders and that all other Policy documents remain unchanged.**

**8. Appointment of Members to Council's existing Committees, Working groups etc**

The Council confirmed the following appointments:

**8.1 Planning & Environment Committee (up to 7)**

Chris Wells, Heather Kilroy, John Robinson, Sue Wallsgrove, Phil Cramp and James Roberts (reserve)

**8.2 Staff Management Panel**

Chris Allington, Sue Wallsgrove, 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**

David Phillips – volunteer

**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) – Chris Allington was reappointed as the Council's representative together with Chris Wells in his role as Chair of the Planning & Environment Committee.

**9.2** Arun District Association of Local Councils (ADALC) – Sue Wallsgrove was reappointed as the Council's representative.

- 9.3** Barnham & Eastergate Community Trust (BECT) – Heather Kilroy was reappointed as the Council’s representative.

## **PART 2 STAFF MATTERS**

- 10.** The Chair updated members on the current situation with the Clerk position, which was that recruitment was ongoing and that the Staff Management Panel would deal with the selection of any future potential candidates as they come forward. In the meantime, agreement was sought for the two existing Assistant Clerks to continue their roles as Interim Acting Clerks for the foreseeable future. It was noted Nina McMaster would focus on the responsibilities of the Clerk role and that Gemma Hindson would take on RFO responsibilities and that both would be remunerated accordingly until a replacement Clerk is found. Project Management tasks would continue to be carried out through the resources of Barnham and Eastergate Community Trust.

**11. Date of Next Meeting**

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

**The Meeting Closed at 8.25pm**

**Signed by: .....**

**Chair, Barnham and Eastergate Parish Council**

