



**BARNHAM AND EASTERGATE PARISH COUNCIL MEETING  
HELD ON TUESDAY 28<sup>th</sup> APRIL 2026 AT BARNHAM COMMUNITY HALL  
MINUTES**

**Present:** Chris Allington (CA) (Chair), Ray Coggin (RC), Phil Cramp (PC), Andrew Crawford (AC), Heather Kilroy (HK), Andrea Rainger (AR), John Robinson (JR), Sue Wallsgrove (SW), Penny Wycherley (PW)

**In attendance:** Nina McMaster (Interim Clerk, Assistant Clerk - Community), Gemma Hindson (Interim RFO, Assistant Clerk, Planning), Linda Cranfield (Admin), James Roberts (Project Officer – Barnham and Eastergate Community Trust)

**1. Election of Chair of the Parish Council and signing of Declaration of Office**

**Resolved:**

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 2026-27 and he duly signed the Declaration of Office form.

**2. Election of Vice-Chair of Parish Council**

**Resolved:**

In advance of the meeting Chris Wells indicated a willingness to continue as Vice Chair and with no other nominations forthcoming all Councillors present unanimously agreed to elect him to the role of Vice Chair for the year 2026-27.

**3. Apologies for absence**

Chris Wells, Rob Bates and Simon Parkin.

**4. Declarations of interest**

No declarations of personal and/or pecuniary interests were made.

**5. Minutes of the Full Council Meeting held on 10<sup>th</sup> March 2026 – for approval**

**Resolved:** That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 10th March 2026 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 and approved** the list of payments made since 10<sup>th</sup> March 2026 up until 31<sup>st</sup> March 2026
- 6.2 The Council **noted and approved** the end of year financial position for 2025-26
- 6.3 The Council **approved** the payment of the Councillors annual allowance for 2026-27 (10% of ADC basic allowance)

## 7. Annual Review of Council Policy documents

Nina-Maria McMaster (NMM) reported that the Policy documents of the Council had been reviewed and recommended no changes to the current approved documents as published on the Council's website. NMM also reported that several new policies are in the pipeline via Process Matters. These will be circulated for comment with a view to approving them at the full Council meeting on Tuesday 2<sup>nd</sup> June 2026.

### **Resolved:**

**That the Council approve that all Policy documents remain unchanged.**

## 8. Appointments of Members to Council's existing Committees, Working Groups etc and consideration of any additional Working Groups the Council wishes to establish.

**The Council confirmed the following appointments:**

### **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: Rob Bates

### **8.2 Staff Management Panel**

Chris Allington: Chris Wells: Sue Wallsgrove

### **8.3 Finance Sub-Committee**

Chris Allington: Sue Wallsgrove: Penny Wycherley

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

Penny Wycherley: Simon Parkin

### **8.5 Community Resilience Team**

Ray Coggin: David Phillips (volunteer)

### **8.6 Communications Working Party**

Simon Parkin

### **8.7 Community and Infrastructure Working Group**

Chris Wells: Penny Wycherley

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

- 9.1 Barnham, Eastergate Westergate Advisory Group (BEWAG) –**  
Chris Allington and Chris Wells.
- 9.2 Arun District Association of Local Councils (ADALC) –**  
Sue Wallsgrove.
- 9.3 Barnham & Eastergate Community Trust (BECT) –**  
Heather Kilroy

**10. Report by Interim Clerk**

Nina-Maria McMaster reported that this was her last meeting as Interim Clerk and Gemma Hindson's last meeting as Interim RFO. The Chair thanked both Nina and Gemma for their hard work over the past thirteen months.

**11. Date of Next Meeting**

The next meeting of the Council will take place on Tuesday 2<sup>nd</sup> June 2026 at Barnham Community Hall.

**The Meeting Closed at 7.55pm**