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|  | **WALBERTON PARISH COUNCIL****INCLUDING FONTWELL AND BINSTED**Parish Council Office, The Pavilion, The Street,Walberton, Arundel, West Sussex, BN18 0PJTel: 01243 554528email: clerk@walberton-pc.gov.uk [www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**To all members of the Parish Council – you are summoned to attend the annual meeting of the Parish Council which will be held in The Pavilion at 7.15 on Tuesday 27 May 2025 for the purpose of transacting the business set out in the agenda below.**

**PLEASE NOTE**

**Members of the public are welcome to attend the meeting. Limited participation will be available via Teams – contact the Clerk for details.**

Signed: S Turner - Clerk Date: 19th May 2025

1. **Record of attendance and apologies**
2. **Election of Chair and Vice Chair**
3. **Declarations of interest in items on the agenda**

Members are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:

a) the item they have the interest in

b) whether it is a pecuniary, personal and/or prejudicial interest

c) the nature of the interest

d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.

1. **Confirmation of minutes**

To confirm the minutes of the Full Parish Council Meeting of 4 March 2025.

1. **To receive a report from West Sussex County Council**
2. **To receive a report from Arun District Council**
3. **To receive a report from PCSO**

1. **Public questions (max 15 minutes)**
2. **Councillor vacancies**
3. To consider candidates for co-option to the Council
4. **To appoint members to serve on Committees and to consider other committees that may be required**
5. **To agree and confirm committee responsibilities**
6. **To appoint Council representatives to various organisations**

1. **Ordinary Parish Council meetings 2025/26**

a. To agree dates and times for ordinary meetings of the Parish Council for the ensuing year 2025/26. The following dates are proposed: 1 July, 7 October, 16 December, 20 January and 3 March.

b. To agree the proposed date for the Annual Parish Council Meeting as Tuesday 12 May 2026.

1. **Annual Meeting of the Parish**

a. To agree the proposed time and date of the Annual Meeting of the Parish, Tuesday, 26 May 2025.

1. **Planning Committee**

a. To receive the minutes of Planning Committee meeting of 1 April 2025 (previously circulated).

b. Councillor questions.

1. **General Purposes Committee**

a. To receive the minutes of the General Purposes Committee of 29 April 2025 (previously circulated).

b. Councillor questions.

1. **Finance & Legal Committee**

a. To receive the draft minutes of the Finance & Legal Committee of 22 April 2025 (previously circulated).

b. Councillor questions.

1. **Governance and Accountability**

a. To note the Internal Auditor’s report 2024/25.

b. To approve the Council’s Annual Governance & Accounting Return form for the year 2024/25.

c. To appoint Jennifer Smith of Smithe & Co as Internal Auditor for the year 2025/26.

1. **GDPR**

To appoint Maureen Chaffe as Data Protection Officer for the year 2025/26.

1. **Policies**

To review the Investment Policy and Reserves Policy.

1. **Insurance**

To approve the annual insurance quote from Zurich.

1. **Pavilion Hire Charge**

To decide upon and approve a new hire charge for the Pavilion, along with a time frame for introducing the new charge.

1. **Staff matters**
2. **Correspondence**

1. **To approve quotes and payments**
2. **Any other business**
3. **Date of next ordinary meeting of the Parish Council.**

To confirm the date of the next meeting and following meetings.