



## **WALBERTON PARISH COUNCIL INCLUDING FONTWELL AND BINSTED**

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## **ANNUAL MEETING OF THE PARISH COUNCIL**

**To all members of the Council – You are summoned to attend a meeting of the annual meeting of the Parish Council in the Pavilion at 7.15pm on Tuesday 19 May 2026 for the purpose of transacting the business set out 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, Parish Clerk.

Date: 13 May 2026

### **AGENDA**

#### **1. Record of attendance and apologies**

#### **2. Election of Chair and Vice Chair**

#### **3. Declarations of interest and dispensations in items on the agenda**

- a. To receive disclosures of interests and requests for dispensations from members

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:

- I) the item they have the interest in
- II) whether it is a pecuniary, personal and/or prejudicial interest
- III) the nature of the interest
- IV) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.

- b. To consider and approve any requests for dispensations

#### **4. Confirmation of previous minutes**

- a. To confirm the minutes of the EGM of 2 March 2026 as being a true record of the business conducted.
- b. To confirm the minutes of the Full Council Meeting of 3 March 2026 as being a true record of the business conducted.
- c. To amend the minutes of the Full Council Meeting held on 3 February to the correct date from 6 January to 3 February.

- 5. Matters arising**
- 6. Questions from the Public (maximum 15 minutes – 3 minutes per question)**
- 7. Correspondence**
- 8. To receive a report from West Sussex County Council**
- 9. To receive report from Arun District Council**
- 10. To receive report Police Liaison**
- 11. To receive report from the Project Manager**
  - a. Avisford Grange land transfers
  - b. Projects 2026/27
- 12. To appoint members to serve on Committees and to consider other committees that may be required**
- 13. To agree and confirm committee responsibilities**
- 14. To appoint Council representatives to various organisations**
- 15. Ordinary Parish Council meetings 2025/26**
  - a. To agree dates and times for ordinary meetings of the Parish Council for the ensuing year 2026/27. Proposed meetings could be moved to a Thursday instead of a Tuesday and held on the second week of the month.
  
  - b. To agree the proposed date for the Annual Parish Council Meeting
- 16. Annual Meeting of the Parish**
  - a. To agree the proposed time and date of the Annual Meeting of the Parish.
- 17. GDPR**

To appoint the Data Protection Officer for the year 2026/27.
- 18. Budget**
  - a. To consider the request to repurpose a 2025 WPC Grant (previously circulated)
  - b. To consider an annual contract for cleaning services (previously circulated)
  - c. Consider quotes and payments
- 19. Insurance**

To approve the annual insurance quote from Zurich.
- 20. Legal matters**

Policies (previously circulated).  
To consider:

  - a. Data Protection Policy Parish (duaa 2025 Compliant)
  - b. Parish Council Complaints Policy
  - c. Parish Council Vexatious Complaints Policy
- 21. To agree the Business Plan (previously circulated)**
- 22. Staff Matters**

**23. Review Action list and tracker**

**24. Any other business**

**25. Date of next meeting**

To confirm the date of the next ordinary Full Council meeting on Tuesday, 16 June 2026 at the Pavilion at 7.15pm.