

To all Members of the Council

You are hereby summoned to attend The Annual Meeting of the Parish Council, to be held at Clapham and Patching Village Hall on Tuesday 5th May 2026 at 19.00.

Victoria Pinnell
Administrator

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Agenda

1. APOLOGIES FOR ABSENCE

2. ELECTION OF CHAIRMAN

- A. Nominations
- B. Chair to sign Declaration of Acceptance of office.

3. DATA PROTECTION

Councillors are required to confirm the following:

- A. That they have read and understood PPC's GDPR policies.
- B. That they do not hold any personal data in any manner contrary to those policies.
- C. That they agree to disclose any known, potential, or perceived data breaches.

4. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST IN ITEMS ON THE AGENDA

Councillors are reminded to make any declarations of personal and/or prejudicial pecuniary interests that they may have in relation to items on this Agenda. Councillors are also required to confirm they are not in arrears with council tax.

5. REGISTER OF INTERESTS

Councillors are required to confirm that their Register of Interests are up to date.

6. APPROVAL AND SIGNING OF THE MINUTES OF THE PARISH COUNCIL ORDINARY MEETING HELD ON TUESDAY 27th JANUARY 2026

7. REVIEW OF GOVERNANCE DOCUMENTS

- A. Data Protection Policy
- B. Financial Regulations
- C. Code of Conduct
- D. Insurance Cover
- E. Asset Register
- F. Policies due for consideration - vexatious complaints

8. REVIEW OF COUNCIL'S SUB-COMMITTEES, WORKING GROUPS AND DELEGATIONS

9. REVIEW OF COUNCIL'S ANNUAL SUBSCRIPTIONS

10. REPORT FROM OUTGOING CHAIRMAN

11. PLANNING REPORT

12. REVIEW OF ACTIONS UNDERTAKEN 2025/2026

13. REPORT FROM WEST SUSSEX COUNTY COUNCILLOR

14. REPORT FROM ARUN DISTRICT COUNCILLOR

15. REPORT FROM PCSO / NPT REPRESENTATIVE

16. PUBLIC FORUM

17. CORRESPONDENCE

To review / consider any correspondence received.

18. FINANCIAL REGULATIONS

Review and adoption of Financial Regulations

19. BANK ACCOUNT

- A. Review of access
- B. Review of signatories

20. RFO REPORT

- A. Income and Expenditure
- B. List of payments
- C. Bank reconciliation
- D. End of year accounts

21. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/2026 CERTIFICATE OF EXEMPTION

To approve certifying exempt to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor.

22. ANNUAL INTERNAL AUDIT REPORT 2025/26

To receive internal Audit Report for 2025/26

23. ANNUAL GOVERNANCE RETURN 2025/2026

To approve the Annual Governance and Accountability Statement 2025/2026

24. ANY URGENT MATTERS, FOR INFORMATION PURPOSES ONLY, ARISING SINCE THE PREPARATION OF THE AGENDA

25. SCHEDULE OF FORTHCOMING MEETINGS AND DATE, TIME AND LOCATION OF NEXT MEETING

Schedule forthcoming meetings.
Agree the date, time and location of the next meeting.

Date: 27/04/2026
Victoria Pinnell
Administrator for Patching Parish Council