

WESTHAM PARISH COUNCIL

Stone Cross School, Adur Drive, Stone Cross East Sussex BN24 5EF
Telephone: 01323 461299 Email: clerk@westhamparishcouncil.org.uk

NOTICE OF MEETING

You are hereby summoned to the Full Council Meeting of Westham Parish Council to be held on Monday 16 June 2025 at 7.00pm at the Amenity Hall, Stone Cross, BN24 5EF

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity

signed: Susan Sanders - Clerk

Dated: 9 June 2025

AGENDA

- 1. Apologies**
- 2. Declarations of Interest** - Disclosure of interests in accordance with the Code of Conduct in relation to items on the agenda and matters that may be raised during the meeting
- 3. Questions from members of the public** - The public will be asked which agenda item they wish to speak on at the beginning of the meeting. If the public wish to speak they will be invited to speak for two minutes (max) at the start of the agenda item rather than at the beginning of the meeting. This will be for any or all agenda items if required
- 4. Draft Minutes of the Annual Full Council Meeting held on the 19 May 2025** to be agreed as a true record and adopted by Council and signed by the Chair of the Council

Draft Minutes of the Annual Public Meeting held on the 19 May 2025 to be agreed as a true record and adopted by Council and signed by the Chair of the Council
- 5. To receive reports from East Sussex County Councillors and Wealden District Councillors**
- 6. ANNUAL RETURN & FINAL ACCOUNTS 2024/2025 FINAL ACCOUNTS DOCUMENTS PREVIOUSLY CIRCULATED FOR RESOLUTION:**
Annual Return – Section 1 – Annual Governance Statement 2024/25 (to be agreed at the meeting)

7. Annual Return – Section 2 – Accounting Statements 2024/25

- (i) Accounting Statements 2024/25
- (ii) Annual Internal Audit Report 2024/25
- (iii) Working Details for the Annual Return for the year ended 31 March 2024/25
- (iv) Explanation of Variances in the Accounting Statements
- (v) Bank – Cash and Investment Reconciliation as of 31 March 2025
- (vi) Bank Reconciliation Statement as of 31 March 2025 for Cashbook 1
- (vii) Bank Reconciliation Statement as of 31 March 2025 for Cashbook 2
- (viii) Bank Reconciliation Statement as of 31 March 2025 for Cashbook 3
- (ix) Bank Reconciliation Statement as of 31 March 2025 for Cashbook 4
- (x) Supporting Reserves Reconciliation for Annual Return 31 March 2025
- (xi) Reconciliation between Box 7 and Box 8 in Section 2 as at 31 March 2025
- (xii) Income and Expenditure Account for the year ended 31 March 2025
- (xiii) Detailed Income & Expenditure by Budget Heading 31 March 2025
- (xiv) Final Internal Auditors Report 2024/25
- (xv) Asset register 2024/25

8. Financial Items recommended for approval:

- (i) Reconciliation and Financial Expenditure Reports and payment lists for April 2025
- (ii) Bank statements for April 2025

9. Clerks Update

- (i) Adur Park path repairs update
- (ii) New litter and dog bins installed in Adur Park
- (iii) Proposed litter and dog bin outside Hankham Primary School

10. Proposal by Cllr Hallett for a Farmers Market on Butchers Field

11. To resolve to exclude Members of the Press and Public (Public Bodies [Admission to Meetings] Act 1960

