

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

**The Annual Full Council Meeting of Westham Parish Council to be held on
Tuesday 26 May 2026 at the Amenity Hall, Stone Cross School, Adur Drive, Stone Cross BN24
5EF. The meeting will start at 7.45pm**

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: 18 May 2026

AGENDA

- 1. To agree the Quorate of the Council**
- 2. Election of Chairperson of the Council**
- 3. To receive the Chairperson's Declaration of Acceptance of Office**
- 4. Election of Deputy Chairperson of the Council**
- 5. Record members present**
- 6. Apologies**
- 7. 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.
- 8. Questions from members of the public on matters on the agenda** -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
- 9. Draft Minutes of the Full Council Meeting 20 April 2026 to be agreed as a true record and adopted by Council and signed by the Chair of the Council**
- 10. To agree Standing Orders for the year 2026/27**
 - a) To agree bank signatories**
 - b) Agreement for Mulberry & Co to be the Councils Internal Auditors for 2025/26**
 - c) Agreement for the Renewal of Insurance for 2026/27**
 - d) To adopt the Financial Regulations May 2026**
 - e) Adoption of the Annual Financial Risk Assessment 2026/27**
 - f) Payment of ESALC invoice for 2026/27**

- g) **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (reviewed in November 2025)**
- h) **Review of the Council's policy for dealing with the press, media and communications**
- i) **Adoption of Complaints Policy**
- j) **To agree no rise in rental charges for Allotment Plots at Rattle Road Site**

11. ANNUAL RETURN & FINAL ACCOUNTS 2025/2026 FINAL ACCOUNTS DOCUMENTS PREVIOUSLY CIRCULATED FOR RESOLUTION:

Annual Return – Section 1 – Annual Governance Statement 2025/26 (to be agreed at the meeting)

12. Annual Return – Section 2 – Accounting Statements 2025/26

- (i) Accounting Statements 2025/26
- (ii) Final Internal Audit Report 2025/26
- (iii) Working Details for the Annual Return for the year ended 31 March 2025/26
- (iv) Explanation of Variances in the Accounting Statements
- (v) Bank – Cash and Investment Reconciliation as of 31 March 2026
- (vi) Bank Reconciliation Statement as of 31 March 2026 for Cashbook 1
- (vii) Bank Reconciliation Statement as of 31 March 2026 for Cashbook 2
- (viii) Bank Reconciliation Statement as of 31 March 2026 for Cashbook 3
- (ix) Bank Reconciliation Statement as of 31 March 2026 for Cashbook 4
- (x) Supporting Reserves Reconciliation for Annual Return 31 March 2026
- (xi) Income and Expenditure Account for the year ended 31 March 2026
- (xii) Detailed Income & Expenditure by Budget Heading 31 March 2026
- (xiii) Asset register 2025/26

12A. Expression of Interest for Swan Lake House, 2 High Street, Westham

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

Act 1960