**You are hereby summoned to attend the Annual General Meeting of the PARISH COUNCIL that will take place at Beeding and Bramber Village Hall TUESDAY 20th MAY 2025 commencing at 7.00pm.**

Members of the public are welcome to attend this meeting and may speak during the public adjournment at the discretion of the Chairman.

A close-up of a question mark

Description automatically generated with medium confidence

**Stephen Keogh CiLCA**

Clerk to the Parish Council 14th May 2025

*Upper Beeding Parish Council operates under General Power of Competence since adopted on 14th May 2019. Minute reference C: 0519:29*

**A G E N D A**

**C: 0525: 01 Election of the Chair** – to elect a chairman for the municipal year 2025/26

**C: 0525: 02 Chair’s Declaration of Acceptance of Office**

**C: 0525: 03 Election of the Vice-Chair** – to elect a Vice-Chairman for the municipal year 2025/26

**C: 0525: 04 Apologies for absence** – to receive and approve apologies for absence.

**C: 0525: 05 Declaration of Councillors personal or prejudicial interest** – to receive any declarations of interest as defined under the Localism Act 2011

**C: 0525: 06 Minutes of the last meeting -** to receive the draft minutes for the meeting held on [22nd April 2025](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EQdz_63e1J5DlwktJ4RWATUBbm_6FJpWH0gYKoKBNN17Kw)

**C: 0525: 07 Public Adjournment** – to receive questions and comments from members of the public

**C: 0525: 08 Update from County Councillor –** to receive a report from WSCC Councillor, Paul Linehan

**C: 0525: 09** **Update from District Councillor** – to receive an update from HDC Councillors, Mike Croker and Roger Noel

**C: 0525: 10 Neighbourhood Warden report** – to receive the Neighbourhood Warden Report from [April 2025](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EestLbXAU81Ns8HVO7yvHkkBQ1jyGz9q6-E8Yk4ojCQ2ww).

**C: 0525: 11 Standing Orders** – Annual review of [Standing Orders](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ESEc5vw7cLNHuIL8fEJz6osBpB4x33JZuRLvGJkidbQt5g)

**C: 0525: 12 Financial Regulations –** Annual review of [Financial Regulations](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EcTQES6PqCBLleU5Wpz4SosBFzCms9tmrqjc77bRmQHCYA)

**C: 0525: 13 Code of Conduct -** Annual review of the [Members Code of Conduct](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERraamPpD41Ijvu2NxR8wn4BG8BGnchWIpdoWZVq4QO0qQ)

**C: 0525: 14 Committee Membership** – to appoint Councillors to the Community, Facilities, Planning, Finance and Staffing Committees for the municipal year [2025/26.](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/Ef5D0_CSWBJOsNt-GoL--8gBgdyiKIwAuN1a3fmbMoHNdQ)

**C: 0525: 15 Representatives to Outside Organisations** – to appoint representatives to [Outside Organisations](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EXDzuUPuuAdGqdUSmu4PGfIB8J9B4fLtwSr3VFcfnUYSCg) for the municipal year 2025/26.

**C: 0525: 16 General Power of Competence** – To adopt the [General Power of Competence](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EemhGz5uJUlIpTjlN6NtH0MBsatI1cSiRxgp9pO96VGESw)

**C: 0525: 17 Consent for the Summons to Attend Meetings to be Transmitted in** [**Electronic Form**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EaPpOv80k5RItFxo87AMiMsBRiZuHdYecXYJ7BcId7nU3Q)

**C: 0525: 18 To Agree the Meeting Schedule for 2025/2026 –** To confirm the [meetings schedule](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/Eahqu8spmqtDi9nx0svCCZoBuJCHJIGdwUbXWxdj77EiBA).

**C: 0525: 19 Community Committee minutes for adoption by Full Council** – to adopt the Minutes of the Community Committee Held on [6th May 2025.](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EYS88pt1vsFGj1kbmu20vnoB1y_Hj9BV-ZAQZcDOOtc7Gw)

**C: 0525: 20 Annual Parish Meeting –** Minutes and review of the [Meeting held on 13th May 2025](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ESriQp2gp5FMk9tA3zCNxKwBWcs0ZRCuF_e0SvGQlpAaHA).

**C: 0525: 21 Annual Accounts 2024/25 –** To Agree

1. **Internal Audit Report** – to review the internal audit report (Mulberry & Co [report](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/Ea_cXDXOiYJImZNrf0urWlEBPsiUZx4UYLVLe0xOuTLN_g), [AGAR internal audit report](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ETjkVSRteLFIoBNGAhxp_bEB7Co8bNVnCKPPuifHItVe2w)).
2. **Annual Governance and Accountability Return (AGAR) 2024/25**– to review and agree the Annual Governance Statement, [section 1](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EfIqZ_yEwdVOgf9iUc7nbm8BimzeLGLnbYNtG2Pj-RYC6A) of the AGAR.
3. **Annual Governance and Accountability Return (AGAR) 2024/25**– to review and agree the Accounting Statements, [section 2](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EbWuHWj176xPggS4yQ2W1BgBoWG-Ew9JWMXehzLHbVRpAg) of the AGAR.
4. [**Notice of Public Rights and Publication**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EZswwIaQdZ9Ikwkq2cXxcHsBeGpV85kL1FU2ehHsePWVug)– to be noted.

**C: 0525: 22** [**Clerks Report**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EY2TfCJG3pZBus2qkmU7PL4BJDCrc1wx3RObHq4aBWVQUA) **–** To consider the latest updates regarding the major projects.

**C: 0525: 23 Financial Update -** Income and expenditure Reports ([summary](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EWQJEQ9FcZVDuPA8fb_vqmsBFP9MUAyu15KSxfbwr_i9OQ) and [detailed](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EZUDZpcU2S9Mmk7eMQYM7tEB6xyF74aWaR2cWpXRxNbzMQ)) to date.

**C: 0525: 24** [**Finance Matters**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EY2TfCJG3pZBus2qkmU7PL4BJDCrc1wx3RObHq4aBWVQUA)– To set in place the Financial Details for the Financial Year.

1. To Note the Internal Auditor for the Council Accounts 2025/26
2. To agree the list of Direct Debits and Signatories for the Parish Council
3. To Consider an Application for Building Society Account

**C: 0525: 25 Bank Reconciliation** – to receive and note the bank reconciliation for [April 2025](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EbmMpUMszAZPrPLjUsRpGmcB-2jhHs2n4WBXeXCweSUc-A)

**C: 0525: 26 Payments List** – to receive and note payments made in [April 2025](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ETJoBaBbX6lCo2ucIjnc5OEBR-oYadECxgITs5DyCSRyDg) totalling £12,458.38 in accordance with Financial Regulations

**C: 0525: 27 Correspondence** – to note [correspondence](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERkgvbkLwkNBhqFl-8zQotEBZ6MWgIeKnCUBwqwUrGgudA) received during April and May 2025.

**C: 0525: 28 Chair’s Announcements** – to receive any announcements and matters from the Chair.

**C: 0525: 29 Matters raised by Councillors** - to receive matters for information or for discussion in future agendas.

*Members of the public should be aware that being present at a meeting of the Council or one of its committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.*