



**WEST WITTERING PARISH COUNCIL
NOTICE OF ANNUAL MEETING AND AGENDA**

You are hereby summoned to attend the Annual Meeting of the West Wittering Parish Council at 7.00pm on Thursday 14th May 2026, in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.

A G E N D A

1. Election of the Chair

To elect a Chair for the municipal Year 2026/27 in accordance with the Local Government Act 1972, and to receive the Chair's declaration of acceptance of Office.

2. Chair's Welcome

3. Election of Vice Chair

5. Apologies for Absence

To resolve to accept apologies for absence. Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

6. Declarations of Interest (as defined under the Localism Act 2011 and set out in the Code of Conduct)

- To declare any of Disclosable Pecuniary Interests and Dispensations.
- To declare any other Disclosable Interests.
- To consider any dispensation requests made to the Clerk.

7. County and District Councillors Updates

To receive updates from the County and District Councillors on matters affecting the Parish.

8. Public Session & Questions

The public session which, at the Chair's discretion may last up to 15 minutes, is to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting may be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council meeting. Members of the public are asked to restrict their comments and/or questions to three minutes.

9. Minutes of the Parish Council meeting held on 2 April 2026

To **approve** the minutes of the Parish Council meeting held on 2 April 2026 as a true and accurate record of the meeting ([enclosed](#)).

10. CONSTITUTION DOCUMENTS AND CONFIRMATION OF KEY DECISIONS

a) Standing Orders

To **approve** Standing Orders ([enclosed](#)).

c) Code of Conduct

To **approve** Code of Conduct ([enclosed](#)).

d) Membership of Standing Committees

- i. To **approve** Committee membership for 2026/27 for the Finance, Human Resources, Planning, Assets & Amenities committees ([enclosed](#)).

e) Parish Council representatives to outside organisations

To **confirm** the appointment of Councillors to attend meeting and report back to the Parish Council on the work of the following outside organisations:

Organisation	Current Representatives
West Sussex Association of Local Councils (WSALC)	Cllr Pike
Chichester District Association of Local Councils (CDALC)	Cllr Western & Cllr Pike
Manhood Peninsula Partnership	Cllr Pike
Green Links across the Manhood Peninsula (GLaM)	Cllr Pike & Cllr Wright
Surface Waters Issues and Solutions Group (SWISH)	Cllr Pike
East Head Coastal Issues Advisory Group (EHCIAG)	Cllr Pike
Patient Participation Group (PPG)	Cllr Handford
Memorial Hall	Cllr Wright
Eleemosynary Charity	Cllr Handford

- h) To **approve** Councillor Co-option Policy ([enclosed](#)).

11. Internal Auditor 2025-26 and 2026-27

To **approve** the appointment of Mulberry LAS as the independent Internal Auditor for the 2025-26 audit. The audit is scheduled to take place on 18 June 2026.

12. Meeting dates 2026

To **approve** Parish Council and Committee meeting dates for 2026 ([enclosed](#)).

13. Reports / Parish Updates

To **receive** the following reports and agree recommendations:

- i. Chair's Report
- ii. Councillor Updates

- iii. Any other outside Body Representative Reports
 - Community Leisure Group ([enclosed](#))

14. Committee Reports

- i. To **receive** the minutes of the Planning Committee meeting held on 29 April 2026 ([enclosed](#)).
- ii. To **receive** the minutes of the Human Resources Committee meeting held on 29 April 2026 and **ratify** of the appointment of Celia Price as Locum Clerk, Responsible Financial Officer and Proper Officer of the Parish Council ([enclosed](#)).

15. Finance Reports

- i. To **approve** delegated authority to the Locum Clerk/RFO to make any urgent payments.
- ii. To **approve** expenditure for tree felling at Snowhill ([enclosed](#)).
- iii. To **approve** expenditure for Wallgate Service agreement (to follow).
- iv. To **consider** further expenditure linked to the restoration of the Telephone Box book exchange at Pound Road ([enclosed](#)).

16. Items for noting or referral to a future meeting

17. Date of Next Meeting

To **approve**:

The date of the next Parish Council Meeting will be on 25 June 2026.

[NOTE: The Annual Parish Assembly will be held on 22 May 2026 starting at 7pm at the Memorial Hall, West Wittering.]

M. Pike

Chair of the Parish Council

(acting in the absence of a Proper Officer)

8 May 2026

As set out in the Openness of Local Governing Bodies Regulations 2014, during this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of the agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.