



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

**To: All Council Members,**

**You are hereby summoned to attend the Annual Meeting of the West Wittering Parish Council at 7.00pm on Thursday May 1st, 2025 in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.**

**Members of the public and press are welcome to attend this meeting and may speak at the discretion of the Chairman and in accordance with Standing Orders. Questions relating to topics not on the Agenda may be raised in the Open Forum but no decisions can be made and may be deferred to a future meeting with an associated Agenda item.**

***A G E N D A***

**1. Election of Chairman of West Wittering Parish Council**

To elect a Chairman for the municipal year 2025/26 and to receive the Declaration of Acceptance of Office

**2. Election of Vice-Chairman of West Wittering Parish Council**

To elect a Vice-Chairman for the municipal year 2025/26 and to receive the Declaration of Acceptance of Office

**3. Acceptance of apologies for absence**

**4. Declarations of interest**

To receive declarations of interest

**5. To approve the minutes of the council meeting held on April 3rd 2025 (copy available in the Library and at [www.westwitteringparishcouncil.gov.uk](http://www.westwitteringparishcouncil.gov.uk))**

**6. To appoint Members to the Planning Committee**

The Terms of reference of the Planning Committee will be reviewed at the next meeting of the Planning Committee and will then be brought to the full Council meeting for approval. Members should be aware of the time commitment involved in preparing for the meetings of this Committee.

**7. To appoint Members to WWPC working parties.**

A paper will follow detailing current and proposed working parties and current membership.

**8. To appoint Members to serve as representatives other organisations**

- i) Chichester District Association of Local Councils
- ii) West Sussex Association of Local Councils
- iii) East Head Coastal Issues Advisory group
- iv) Manhood Peninsular Partnership and sub groups.
- v) Memorial Hall Committee
- vi) Church Liaison
- vii) Witterings Health Centre Patient Participation Group
- viii) Witterings Town Twinning Association

**9. To review, approve and adopt**

- i) Standing orders
- ii) Financial Regulations
- iii) Code of Conduct
- iv) Risk Register
- v) Training and Development Policy

Other existing and new Council policies will be reviewed throughout 2025/6.

**10. To confirm dates and times of full council and committee meetings for the municipal year 2025/6**

**11. To receive verbal reports from County and District Councillors.**

**The Chairman will open the meeting to allow members of the public present to ask questions of the County and District Councillors.**

**12. Planning Committee**

To note the minutes of the Planning Committee held on April 30th, 2025.

**13. Reports and Recommendations from Working Parties and from representatives on other bodies.**

Number	Topic	Agenda item
<b>13.1</b>	<b>Open Spaces</b>	Village Green update***
<b>13.2</b>	<b>Community Liaison</b>	Update on the Annual Parish Assembly due to be held on May 9 <sup>th</sup> at 7pm in The Memorial Hall at 7pm. Update on various highways projects.
<b>13.3</b>	<b>Parish Projects</b>	To update the Parish Council on the s106 project at the Memorial Hall. To update the Parish Council on the S106 situation regarding the social and affordable rented housing at the Church Road Dandara development.
<b>13.4</b>	<b>Parish Administration: -</b>	i) Approval of Accounts for payment ii) To receive and agree the Budget Monitor for April 2025

		iii) To discuss and approve hire charges for the Pavilion meeting room for 2025/26 iv) To agree the Internal Auditor for 2025/26
<b>13.5</b>	<b>Communications and website</b>	To discuss and agree a timetable the WWPC newsletters
<b>13.6</b>	<b>Representation on other bodies: -</b>	Feedback from any other meetings attended.

**14. Correspondence received for action or comment to include:-**

- An email from the West Wittering Cricket Club regarding potential help with funding for improvements to the Cricket Pavilion facilities from S106 funds of CIL.

**15. Open Forum**

To include questions from members of the public which the Council will consider. No decisions can be made against this item, but a future agenda item may be agreed as a result of the discussion.

**\*\*\* The Council may make a resolution to exclude the Public and the Press in order to consider legal advice.**

**Mrs S. Hawker, Clerk and RFO to the Council**

**April 25th 2025**