

# Annual Parish Council Meeting Horham & Athelington Parish Council

17<sup>th</sup> June 2025 19.30  
Horham Community Centre

## MINUTES

**Attendees – Cllr Black, Cllr Wright, Cllr Hambling, Cllr Queen and 1 member of the public**

**1/17/6 Election of the Chair:** Invite nominations and elect a chair for the ensuing municipal year (2025/2026) and to receive the Declaration of Acceptance of Office by the Chair. **Cllr Black nominated. Voted, all in favour; approved.**

**2/17/6 Election of the Vice Chair:** Invite nominations and elect a chair for the ensuing municipal year (2025/2026) and to receive the Declaration of Acceptance of Office by the Vice Chair. **Cllr Hambling nominated. Voted, all in favour; approved.**

**3/17/6 Motion to approve the appointment of the new Clerk and RFO and approve the contract of employment – Proposed and seconded; approved.**

**5/17/6 Apologies for Absence:** To receive and vote on any apologies for absence:  
To note the resignation of Cllr Clark - **Noted**

**6/17/6 Election of Council Representation:**

- Footpath Warden – **Cllr Queen**
- Highways & Transport – **Cllr Hambling and Cllr Wright**
- Flooding & Emergency Planning - **All**
- Planning & Neighbourhood Planning - **All**
- Community Centre Liaison – **Cllr Hambling**
- Old School Community Centre Liaison – **Cllr Black**

**7/17/6 To agree to adopt the Councillor Code of Conduct: [Available here](#) - Agreed**

**8/17/6 To approve the minutes from the [APCM 2024](#) – Proposed and seconded; approved**

**9/17/6 To approve the [Standing Orders](#) - Proposed and seconded; approved**

**10/17/6 Finance**

- a. To note that the booked internal audit SALC deadline has passed without being submitted. The new Clerk has notified SALC of the situation and will endeavour to complete audit as soon as possible. **Noted.**
- b. To note an extension request has been sent to PFK in relation to AGAR. **Noted.**
- c. To confirm banking arrangements for the Parish Council account: **Motion to approve adding the Clerk and removing historic Councillors and Clerk from the account. Proposed and seconded; approved. Cllr Hambling and the Clerk to be account signatories.**
- d. To discuss and approve a subsequent motion for any required overtime for the Clerk to complete audit and implement necessary policies. 1-2 hours per week for the next 4 weeks; proposed and seconded; approved.

**11/17/6 Policies & Documents**

**Action: to request copies held by Councillors in relation to the following policies and documents:**

- a. Parish Council Business Plan

Approved by Cllr Black: \_\_\_\_\_

Date: 22<sup>nd</sup>/25

A Clarke – Clerk and RFO

- b. Financial Risk Assessment
- c. Register of Assets
- d. Financial Regulations
- e. General and Reserves Policy
- f. Insurance Policy
- g. The Information Commissioners Office Publication Scheme
- h. Complaints Policy
- i. Model Internal Control Statement
- j. Financial and Risk Assessment
- k. Scheme of Delegation
- l. Emergency Planning
- m. Purchasing Procurement Policy
- n. Data Protection
- o. Approved budget
- p. Cash book/banking reconciliation for 25/26
- q. Grants and Donations Policy

To be forwarded to the Clerk should any be available.

**12/17/6 Payments**

Items presented for Payment:

- a. Laptop Charger - £10.78 – Proposed and seconded; approved.

**13/17/6 To confirm the schedule of meetings for 2025/26:**

Tuesday 22<sup>nd</sup> July 2025

Tuesday 16<sup>th</sup> September

Tuesday 25<sup>th</sup> November

Remainder to be confirmed. Action: Clerk to confirm budget/precept setting date.

Approved by Cllr Black:



Date

22/7/25

A Clarke – Clerk and RFO