



Whatlington Parish Council

Email: clerk@whatlingtonparishcouncil.com
Tel: 07352 341774

The Hurst
Netherfield Hill
Battle
TN33 0LA

Councillors are summoned to the Annual Meeting of Whatlington Parish Council on **Thursday 15th May 2025 at 7.30pm**, in Whatlington Village Hall at which business laid out in the agenda will be discussed subject to the standing orders of the Council.

Tracy Dixon
Whatlington Parish Clerk and Responsible Finance Officer
Published 9th May 2025

ANNUAL MEETING AGENDA

- 1. Election of Chairman:**
 - a) To Elect a Chairman
 - b) The Chairman to Sign their Declaration of Office
- 2. Election of Vice-Chairman:**
 - a. To Elect a Vice-Chairman
- 3. Public Question Time**

Public question time will last up to 20 minutes. Each speaker is limited to 5 minutes. The business of the meeting will start immediately after public question time or at 7.50pm, whichever is earlier.
- 4. Apologies for Absence**
- 5. a) Disclosure of Interests** – To receive any disclosure of interest by a Councillor or Officer of personal interests in matters on the Agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
b) Dispensation Requests. – To receive any requests for dispensation declared under the disclosure of interests.
- 6. To approve and sign the minutes from the meeting of 20th March 2025.**
- Reports**
- 7. To receive the reports**
 - a) from the Clerk, including correspondence.
 - b) from the Chair
 - c) From the District and County Councillors
- 8. To approve the memberships to outside bodies and appoint Councillors to them and any working parties and Committees**
- 9. To review and adopt the Councils Policies and Working Practices.**
 - a) Code of Conduct
 - b) Standing Orders
 - c) New Financial Regulations
 - d) Other Council Policies
 - e) To confirm GPoC status
 - f) Risk Management Schedule



Whatlington Parish Council

-
- 10. To Consider a Scheme of Delegation for the Clerk**
Council to check and consider the delegated authority needed for the clerk to work between meetings.
Recommendation. To approve the scheme of Delegation for the Clerk
- 11. Asset Schedule.** To consider the updated Asset schedule and discuss any further additions or changes required.
Recommendation. To approve the Asset Schedule
- 12. Insurance Arrangements for 2025-26**
Recommendation: To ratify the insurance agreement and check insurance levels, (year 3 of 3) with Zurich.
- 13. Annual Governance and Accountability return 2024-25**
a) Internal Auditors report
b) Signing of the Annual Governance Statement for 2024-25
c) Signing of the Accounting Statements for 2024-25
d) Excise of public rights dates.
Recommendations:
a) to review and agree the Internal Auditors report.
b) To Agree the Annual Governance Statement 2024-25. (Section 1 of the Annual Governance and Accountability Return (AGAR), and it to be signed by the Clerk and Chairman
c) To agree the Accounting Statements 2024-25 (Section 2 of the AGAR) and it to be signed by the Chairman
d) To approve the Excise of Public Rights dates.
- 14. Annual Finance Matters**
a) To approve a schedule of Direct Debits for 2025-26.
b) To approve the bank mandate and signatories.
c) To appoint to Internal Auditor for 2025-26
Recommendation: a) To approve the Direct Debit schedule as listed.
b) To approve the signatories as listed.
c) To approve the appointment of Martin Humphreys of MFW Cranbrook as internal auditor for 2025-26
- 15. To agree the Meeting Schedule for 2024-25**
Recommendation. To agree the meeting schedule
- 16. To consider updates to the website**
Council to look at the information on the website, and review what is actually necessary and what improvements are needed.
Recommendation. To agree required updates to the website.
- 17. Planning**
To note the planning comments that have been made by Council, and the planning permissions granted or refused by Rother. To note any appeals or enforcement notifications
Recommendation.
A) to ratify the comments submitted by council
B) to note the planning permissions granted by Rother
C) to note the planning permissions refused by Rother
D) to note any appeals or Enforcement notices.



Whatlington Parish Council

- 18. General Finance**
Council to note the payments due.
Recommendation. To approve the payments due.
- 19. A21. Updated report from Highways**
Recommendation. To note the report.
- 20. Grant Application.** To consider the grant application from Action Against Abuse.
Recommendation. To consider the application.
- 21. Items to note or for future agendas.**
- 22. Date and time of next meeting**
Thursday 18th September 2025 at 7.30pm in Whatlington Village Hall.