



EARNLEY PARISH FULL COUNCIL

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I hereby give notice that the **Annual Meeting** of Earnley Parish Council is due to be held on 18th May 2026 commencing at 6.45pm or directly after the Planning Committee meeting at Bracklesham Barn, Beech Avenue, Bracklesham.
All members are hereby summoned to attend.

Signed *V. Middleton-Head* Clerk for Earnley Parish Council Dated: 12th May 2026

AGENDA

30.26 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

31.26 ELECTION OF VICE-CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

32.26 APOLOGIES AND REASON FOR ABSENCE

33.26 DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA

34.26 PUBLIC QUESTIONS

35.26 MINUTES

To agree and sign the minutes of the Full Council meeting held on [23rd March 2026](#)

36.26 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

37.26 COUNTY & DISTRICT COUNCILLORS REPORT

38.26 POLICIES

1. To review and adopt the following new policies;

[Standing Orders](#), [Health and Safety Policy 2026](#)

2. To review and confirm the use of the following existing policies;

[Scheme of Delegation](#) Adopted 15th May 2022 [Code of Conduct Policy](#) adopted 25th March 2021 [Councillor Officer Protocol](#) adopted 23rd January 2023 [Biodiversity Policy](#) adopted 25th March 2024 [Community Engagement Policy](#) adopted 26th January 2017 [Councillor & Employee Expenses Policy](#) adopted 27th January 2021 [Dignity at work Policy](#) adopted 26th September 2022 [Disciplinary Policy](#) adopted 25th March 2021 [Document Retention Policy](#) adopted 15th May 2023 [Employees Code of Conduct](#) adopted 26th January 2017 [Equal Opportunities Statement](#) adopted 26th September 2019 [Flexible Retirement Policy](#) adopted 26th June 2014 [Grievance Policy](#) adopted 18th July 2019 [Homeworking Policy](#) adopted 28th May 2020 [Internal Dispute Resolution \(Pension\)](#) adopted 22nd November 2018 [Local Government Pension Scheme Discretions Policy](#) adopted 29th July 2024 [Pay Policy](#) adopted 19th July 2019 [Press & Media Policy](#) adopted 28th September 2017 [Protocol for filming video photography audio recording](#) adopted 28th September 2017 [Protocol for dealing with Planning Application](#) adopted 25th June 2015 [Sickness and Absence Policy](#) adopted 18th July 2019 [Tourism Policy](#) adopted 15th May 2023 [Adoption of Open Spaces Policy](#) adopted 24th January 2022 [Training Policy](#) adopted 20th January 2020 [Gifts & Hospitality Policy](#) adopted 23rd January 2023 [Complaints Policy](#) adopted 15th May 2023 [Code of Conduct Committee Terms of Reference](#) adopted 19th July 2012 [Dispensations Procedure](#) adopted 22nd November 2012 [Complaints Committee Terms of Reference](#) adopted 14th May 2015

39.26 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES or EXTERNAL MEETINGS

1. Peninsula Community Forum
2. West Sussex Association of Local Councils (WSALC)
3. Chichester District Association of Local Councils (CDALC)
4. Chichester District Council Meeting of the Parishes
5. Medmerry Stakeholders Advisory Group (MSTAG)
6. Green Links Across the Manhood (GLAM)

40.26 ELECTION OF MEMBERS' AREAS OF SPECIAL RESPONSIBILITY

1. Environmental Issues
2. Police and Vandalism
3. Highways and Road Safety
4. Footpaths, Rights of Way and Verges
5. Finance and Budget (including quarterly check of Parish Council Finance)
6. Emergency Planning

41.26 APPOINT MEMBERS' TO SERVE ON THE FOLLOWING COMMITTEES

(a) PLANNING COMMITTEE - membership, confirmation of use of [Terms of Reference](#) (adopted 15th May 2023) and election of Chairman and Vice-Chairman

(b) EMPLOYMENT COMMITTEE - membership, confirmation of use of [Terms of Reference](#) (adopted 18th July 2019) and election of Chairman and Vice-Chairman

42.26 FINANCE

1. Bank Balance as at date of meeting £
2. Payments [13th March 2026](#) and [21st April 2026](#) - ratification of payments made and payments for authorisation including any invoices received following publication of the agenda.
3. [Financial Report](#) and [Budget Report](#) – 30th April 2026
4. Finance Review fourth quarter for year ended 31st March 2026 – report from Cllr. Carey
5. Internal Audit for the year ended 31st March 2026 – [Internal Audit Report](#) completed on 29th April 2026
6. Annual Governance & Accountability Return for the year ended 31st March 2026 [Annual Internal Audit Report](#) page 3 of 6
7. Annual Governance & Accountability Return for the year ended 31st March 2026 [Page 4](#) (Annual Governance Statement)
8. Annual Governance & Accountability Return for the year ended 31st March 2026 [Page 5](#) (Accounting Statement)
9. Annual Governance & Accountability Return for the year ended 31st March 2026 [Information to be submitted](#)
10. Annual Governance & Accountability Return for the year ended 31st March 2026 [Notice of Public Rights](#)
11. [End of Year Accounts](#) for year ended 31st March 2026
12. [Community Infrastructure Levy \(CIL\) report](#) for year ended 31st March 2026
13. [Direct Debit Payment Schedule](#) for year ending 31st March 2027
14. [Financial Risk Assessment, Health and Safety Insurance Review 2026-27](#)
15. To agree the Insurance Renewal 2026-2027 with [Zurich](#)

43.26 EMPLOYMENT COMMITTEE

1. To agree and sign the Minutes of the Employment Committee meeting held on [27th April 2026](#)
2. To agree the recommendation of the Employment Committee to pay the Clerk an addition 9 hours overtime at £18.85 per hour (Pay Scale 25, £36,363)

44.26 ENVIRONMENTAL MATTERS

1. Flood Prevention Cllr. Carey
2. Public Rights of Way Cllr. Stant
3. Sea defences at Medmerry
4. Update from Environment Group

45.26 HIGHWAY MATTERS

1. Bus Shelter and Notice board First Avenue maintenance – consider installation of defibrillator
2. Bike Stands Bell Lane and Bracklesham Lane
3. SIDS
4. Litterpicking

46.26 INFRASTRUCTURE BUSINESS PLAN 2026-2027 (IBP)

To review [IBP 2026-27](#) and agree any changes or new projects to add to [Proforma](#).

47.26 REPORT ON EXTERNAL MEETINGS

48.26 ITEMS FOR NOTING ON FUTURE AGENDAS

By resolution the Parish Council may decide to exclude the Press and the Public from any part of the meeting¹

¹Public Bodies (Admission to Meetings) Act 1960