



# WISTON PARISH COUNCIL



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Councillors are hereby summoned to attend the

## **Wiston Parish Council Meeting**

**6.00pm, Wednesday, 7th May 2025, at the Meeting Place**

When the following business will be considered and transacted:

### **Agenda**

- 1. To consider accepting apologies for absence**
- 2. To record declarations of interest from Members in any item to be discussed**
- 3. To Approve the Minutes of the Full Parish Council Meeting of 12th March 2025**
- 4. To adjourn the meeting to allow public participation**
- 5. To receive reports from County and District Councillors**
- 6. Highways and Footpaths**
- 7. Planning matters**
- 8. Finance**
- 9. To review the Annual Audit Report by Mulberry Local Authority Services Ltd.**
- 10. Annual Governance and Accountability Return - Section 1**
- 11. Annual Governance and Accountability Return - Section 2**
- 12. Annual Governance and Accountability Return - Certificate of Exemption**
- 13. Review and Adopt Standing Orders**
- 14. Review and Adopt Financial Regulations**
- 15. Review Members' Registers of Interest**
- 16. Community matters**
- 17. Correspondence**
- 18. Information items**
- 19. Future meeting dates**

Matthew Thomas ..... Clerk

## **PRESS AND PUBLIC WELCOME TO ATTEND**

Please Note: All papers relating to this meeting are available to download from the Parish Council website at: <https://www.wistonvillage.org.uk/parish-council>

## **Agenda notes:**

- 25.1 To consider accepting apologies for absence.**  
Apologies have been received from County Councillor Paul Marshall.
- 25.2 To record declarations of interest from Members in any item to be discussed.**
- 25.3 To Approve the Minutes of the Full Parish Council Meeting of 12th March 2025**  
These were circulated after the 12th March meeting and are available to view and download on the Council's webpage.
- 25.4. To adjourn the meeting to allow public participation**
- 25.5 To receive reports from County and District Councillors**
- 25.6 Highways and Footpaths**  
Hole Street Speed Indicator Device: The SID is now back to full working order after servicing by ElanCity and reinstallation by Wilbar Associates.
- 25.7 Planning Matters**  
There are no outstanding planning matters to date.
- 25.8 Finance**
- 25.8.1 Approved payments since 12th March 2025:**

Balance bfwd	£9,418
Total receipts	£2,400
Total payments	£1,522
Balance per bank statement 30/04/24	£10,296
Prepared by	M Thomas
Approved by	

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
11 March	ElanCity	498.37
25 March	Litter pick	57.12
26 March	HMRC - PAYE	52.03
31 March	Clerk pay	207.70
2 April	Bank charges	5
13 April	Wilbar Associates	120
21 April	Mulberry Ltd (Audit)	214.5
30 April	HMRC - PAYE	51.8
30 April	Litter pick	57.12
30 April	Clerk pay	207.9
30 April	Mr M J Thomas - restore noticeboard	49.98
	<b>TOTAL</b>	<b>£1521.52</b>

#### **25.8.2 Bank Statements for approval**

The two bank statements issued since January/February are available on the Parish Council's webpage and will need to be signed by the Chair at the meeting.

#### **25.9 To review the Annual Audit Report by Mulberry Local Authority Services Ltd.**

This is available on the Parish Council's webpage. To summarise the main recommendations:

- The Financial Regulations are loosely based on the NALC model and were last reviewed and adopted by council in May 2024 (minute ref 24.15). The regulations contain provisions for the approval of spending, setting of and reporting to council and appear appropriate for a council of this size. However, I would advise that a review of the current NALC model is undertaken to ensure that there are no omissions of 'Must' and bold text which refer to statutory obligations that the council cannot change.
  - *The Financial Regulations have since been revised accordingly and are presented for consideration under item 14 of this Agenda.*
- The general reserve balance at the end of the financial year is £8,602, which is in excess of the recommended range, and I recommend that council considers whether funds should be earmarked for any projects or activities planned for the future.
- There is a £1.00 discrepancy between the figure stated for box 9 of the AGAR Accounting statements (section 2) for 2023 2024 due to rounding and I recommend that box 9 for 2023 2024 is RESTATED to rectify this.
  - *Box 9 has been restated as recommended (see item 11 of this Agenda).*

- 25.10      Annual Governance and Accountability Return - Section 1**  
The Annual Governance Statement 2024/25 must be discussed, approved and recorded in the minutes of the meeting, then signed by the Chairman and the Clerk.
- 25.11      Annual Governance and Accountability Return - Section 2**  
Section 2 of the AGAR (Accounting Statements) must be discussed, approved and recorded in the minutes of the meeting, then signed by the Chairman.
- 25.12      Annual Governance and Accountability Return - Certificate of Exemption**  
The Certificate of Exemption must be discussed, approved and recorded in the minutes of the meeting, then signed by the Chairman.
- 25.13      Review and adopt Standing Orders for 2025**  
These have been revised in accordance with the latest advice issued by the National Association of Local Councils and can be downloaded from the Council's webpage.
- 25.14      Review and adopt Financial Regulations 2025**  
These have been revised in accordance with the latest advice issued by the National Association of Local Councils and can be downloaded from the Council's webpage.
- 25.15      Review Members' Registers of Interest**  
Councillors are expected to review their Register of Interest annually. Blank review forms are included for download on the Council's webpage and hard copies will be made available at the meeting.
- 25.16      Community matters**  
The Sussex Police Rural Crime Team is launching a new Street Surgeries initiative, aimed at engaging directly with rural communities across the county. They have offered to hold a session in Wiston Parish. For further details, see the copy of their email of the Parish Council webpage.
- 25.17      Correspondence**  
The secretary of Andrew Griffith MP has again contacted the Parish Council, offering to meet with Parish Councillors and residents on issues they would like to discuss. For further details, see the copy of their email of the Parish Council webpage.
- 25.18      Information items.** Councillors' opportunity to raise matters note already discussed and to suggest items for inclusion on the next meeting agenda.

**25.19****Future meeting dates**

The following dates are proposed for Full Council meetings:

Wednesday 9th July 2025,  
Wednesday 17th September 2025,  
Wednesday 19th November 2025,  
Wednesday 18th March 2026,  
Wednesday 6th May 2026.