Selflessness - Integrity - Objectivity - Accountability - Openness - Honesty - Leadership

West Itchenor Parish Council
4 Brook Close, Nutbourne PO18 8FY
Tel: 07927 293274 Email: clerk@westitchenorparishcouncil.org.uk

I hereby give notice that the Annual Meeting of West Itchenor Parish Council is to be held on Monday 11 May 2026 at Itchenor Memorial Hall commencing at 6.00 pm. All members of the West Itchenor Parish Council are hereby summoned to attend.

Please note that this is a meeting held in public and not a public meeting.

Members of the Public: Members of the public and press are welcome to join the meeting. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

AGENDA

34/26C Election of a Chairman (including signing of declaration of office)

35/26C Chairman's Welcome

36/26C Election of a Vice Chairman

37/26C Public session.
The public session which, at the Chairman's discretion may last up to 15 minutes, is to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council meeting. Members of the public are asked to restrict their comments and/or questions to three minutes.

38/26C District and County Councillor reports on matters affecting the Parish.
To receive reports from District and County Councillors.

39/26C Apologies for absence.
To receive apologies for absence.
Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

40/26C Declarations of Interest and Code of Conduct.
To receive declarations of interest on any items on the agenda.
To consider any dispensation requests made to the Parish Clerk

41/26C To confirm the appointment of the Responsible Financial Officer
To confirm the Clerk's role as Responsible Financial officer.

42/26C To appoint Standing and Statutory Committees
To confirm the membership of the Parish Council's Committees and working groups.

43/26C To appoint Parish Council representatives to outside organisations
To consider appointment of Councillors to attend meetings of WSALC, CDLAC, Manhood Peninsula Partnership and SWiSH meetings.

44/26C Policy Adoption and Review
To confirm the continued use of the existing Policies and governing documents and note the need to review these throughout the year.

45/26C Minutes
To resolve to approve the Minutes of the Parish Council meeting held on 9 March 2026.

46/26C Actions update.

To receive an update on actions agreed at the last meeting not on this agenda.

47/26C Planning Committee meetings

To note the Minutes of previous Planning Committee meetings.

48/26C The Common.

To receive an update on matters relating to the Common and consider any recommendations made.

49/26C Environment Working Group.

To receive a report on environmental work and consider any recommendations made.

50/26C External meetings

To receive reports on any external meetings attended by Councillors consider any recommendations made.

51/26C The sea wall.

To receive an update on the sea wall project and consider any recommendations made.
To consider how to manage funding for the sea wall project
To consider seeking legal advice on the sea wall project
To consider allowing the Sea wall working group to hold meetings with Natural England, the Environment Agency, Coastal Partners, contractors, cost consultants, and engineers so that advice can be obtained and then referred back for a decision by the Parish Council

52/26C Clerks Report.

To receive a report from the Clerk and act upon correspondence received.

53/26C Finance.

To receive a financial report on the year ending 31 March 2026
To receive and approve the Internal Audit Report for the year ended 31 March 2026
Annual Return 01/04/2025 – 31/03/2026 – To approve the Annual Governance Statement
Annual Return 01/04/2025 – 31/03/2026 – To approve the Statement of Accounts
To note the dates for the exercising of electors rights
To confirm regular payments made by direct debit and standing order
To resolve to approve the Schedule of Payments and Receipts
To resolve to approve the bank reconciliation
To resolve to approve the budget monitoring statement

54/26C Items for the next Parish Council meeting.

Signed: CA Smith Date: 5 May 2026
Parish Clerk

By resolution the Parish Council may decide to exclude the Press and Public from any part of the meeting
[1] Public bodies (Admission to Meetings) Act 1960