



**Singleton & Charlton Parish Council**  
**Members of Singleton & Charlton Parish Council are invited to the**  
**Annual Parish Council Meeting and Annual Parish Meeting on**  
**Wednesday 3<sup>rd</sup> June, 6.30pm for drinks and nibbles, meeting starts at**  
**7pm at The Cricket Club**

**Members of the Public**

Members of the Public are very welcome to attend, you will be given the opportunity to speak at Item ? on the agenda.

All attending are reminded that mobile devices should be switched to silent for the duration of the meeting.

**The meeting will be recorded, to enable the clerk to produce accurate minutes. The recording will be deleted after the minutes are approved.**

**AGENDA**

1	<b>Apologies for Absence</b>	1 mins
2	<b>Election of Chairman</b>	5 mins
3	<b>Introductions from individual Councillors outlining their responsibilities</b>	10 mins
4	<b>Declaration of Council Members of personal interests in any of the agenda items below</b>	2 mins
5	<b>Minutes of the last Parish Council Meeting</b> – to approve as a correct record the Minutes of the Parish Council Meeting held on Wednesday 18th March 2026.	2 mins
6	<b>Finance</b> Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for end of Financial Year 2025/26 and the period ending 30 <sup>th</sup> April 2026 Payments for Approval – £250 Donation to Friends of Singleton School Association as a contribution to the Singlefest Village Event Clerk payment of holiday entitlement not taken	5 mins
7	<b>Annual Audit</b> – Approve Governance Statement (Section 1)	2 mins
8	<b>Annual Audit</b> – Approve Accounting Statement (Section 2)	2 mins

	<b>Annual Parish Meeting</b>	
1	<b>Chairman's Annual Report</b> – MR	5 mins
2	<b>County Councillor Report</b> – Mr Jack Lovejoy, Chichester North Division – WSCC	5 mins
3	<b>District Councillor Report</b> – Mr Henry Potter, Goodwood Ward	5 mins
4	<b>Council Matters</b> Agree IT Policy - MR Recruitment/Retirement of Clerk – JH Business Plan/Ideas for Village Projects - MR	5 mins
5	<b>Village Matters – Current and Future Projects</b> Charlton Gates - VN Southern Water - MR The Leys Parking – VN Defibrillator Training - VN	5 mins
6	<b>Public Open Forum</b> – 15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish.	15 mins
7	<b>Speakers</b> Clare De Bathe – The Weald and Downland Museum	30 mins

**Signed & Dated – Clerk of Singleton & Charlton Parish Council**

**Parish Council Members** – Cllr Mark Rawlings Smith (Chairman), Cllr Karen Nash, Cllr Jasmine Hathaway, Cllr Philip Maber, Cllr Richard Arnold, Cllr Sarah Arnold-Pain, Cllr Emily Lerwill