

Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: clerk@stedhamwithiping-pc.gov.uk

website: <http://www.stedhamwithiping-pc.gov.uk>

Minutes: Annual Meeting of Stedham with Iping Parish Council

Held on: Thursday 8th May 2025 6:30pm Stedham Memorial Hall

Present: Ruth Cooper(Chair)
Terry Stevens
Rachael Wildman

In attendance: 2 members of the public

1. **APOLOGIES FOR ABSENCE:** Amanda Hollingshurst, Hannah Burton
2. **DECLARATIONS OF INTEREST:** Members of the Council each confirmed there had been no change in their Register of Interests.
3. **ELECTION OF CHAIR:** The Chair asked for nominations, TS proposed Ruth Cooper, seconded by RW and Ruth Cooper was elected unanimously. Acceptance of office was signed by RC and Clerk
4. **ELECTION OF VICE-CHAIR:** The Chair asked for nominations, RC proposed Amanda Hollingshead, seconded by TS and Amanda Hollingshead was elected unanimously, subject to her acceptance at the next Council Meeting.
5. **APPOINTMENT OF STANDING COMMITTEES AND COMMITTEE MEMBERS :** **SIPC resolved not** to continue with formal Standing Committees for Planning, Finance & General Purpose and Environment & Amenities. **SIPC Resolved to maintain** the position that all Councillors would participate in any and all decisions taken by the Parish Council. **ACTION:** Clerk to update Standing Orders to reflect the changes for review at the next Council Meeting, including that existing Committee chairs, RW(Planning), AH(F&GP) and RC(EA) will take the lead in managing the requirements previously covered by committees.
6. **APPOINTMENTS**
 - 6.1. **SIPC resolved** that Clerk(Morag Birch) should remain as Responsible Finance Officer.
 - 6.2. **SIPC resolved** to appoint representatives to local organisations as follows:
 - RW to be lead contact with Sussex Wildlife Trust(SWT) and Stedham, Iping & Trotton Commons Advisory Group with support from RC.
 - **ACTION:** Clerk to confirm status re contact with Midhurst Area Cycling.
 - Council members to take turns to represent the Parish Council with Stedham Memorial Hall. **ACTION:** RW to circulate Agenda when received so attendance can be agreed.
 - AH and HB to act as liaison between Stedham Primary School and the Parish Council. **ACTION:** Clerk to confirm their acceptance
 - HB to manage production of Newsletter
 - AH to be responsible for Playground and AED checks. **ACTION:** Clerk to confirm acceptance.
 - AH to be responsible for maintaining SIPC's Facebook account. **ACTION:** Clerk to confirm acceptance
 - TS to be responsible for Parish Online mapping tool and SIPC Tea Club
 - **ACTION:** Clerk to ascertain current status of local communications between local parishes and whether regular meetings are wanted.

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- 6.3. SIPC agreed for Mulberry & Co to act as Internal Auditor for the next three financial years 2024-25, 2025-26 and 2026-27 to fix the hourly charge at the current rate.

7. REVIEWS

- 7.1. Allotment Agreement – No changes
- 7.2. **SIPC resolved** to accept Financial Regulations as presented. **ACTION:** Clerk to update Standing Orders in accordance with latest NALC Model and to include changes with regard to Standing Committees for review at next Council meeting.
- 7.3. Risk Assessment as at April 2025 was reviewed and accepted.
- 7.4. Asset Register as at April 2025 was reviewed and accepted.
- 7.5. Insurance Cover – current Certificate was displayed to confirm insurance in place,
- 7.6. **SIPC resolved to continue** subscriptions as already included in the Budget 2025-26
- 7.7. **SIPC resolved to accept** current Council's procedures for dealing with the press/media
- 7.8. **SIPC resolved to accept** current Council's employment policies and procedures
- 7.9. **SIPC resolved** that no expenditure had been incurred under s.137 of the Local Government Act 1972 .

8. DETERMINE TIME AND PLACE OF ORDINARY MEETINGS FOR THE NEXT YEAR

SIPC resolved to continue to meet on the 2nd Thursday of each month in the Stedham Memorial Hall where possible, excluding August 2025 when there would be no Council meeting.

9. DATE OF NEXT MEETINGS

- 9.1. Annual SIPC Meeting – 14th May 2026
- 9.2. Annual Parish Meeting – April - Date to be decided in PC meeting on February 2026

Conclusion: 7:00pm

Chair: **Date:**.....

Action#	Description	Responsible	Date Raised
1	Update Standing Orders in accordance with latest NALC Model and to include changes with regard to Standing Committees for review at the next Council	Clerk	- 08/05/2025
2	Confirm status re SIPC contact with Midhurst Area Cycling	Clerk	08/05/2025
3	Circulate SMH Committee Agenda when received so attendance can be agreed.	RW	08/05/2025
4	Confirm acceptance of AH and HB as liaison between Stedham Primary School and the Parish Council.	Clerk	08/05/2025
5	Confirm acceptance of AH to be responsible for maintaining SIPC's Facebook account.	Clerk	08/05/2025
6	Ascertain current status of local communications between local parishes and whether regular meetings are wanted	Clerk	08/05/2025