

# **FELBRIDGE PARISH COUNCIL**

Meetings are held on the first Thursday of each month (except January and August)  
at 7.30pm in the Village Hall

## **Minutes of the Annual Meeting which took place on 1<sup>st</sup> May 2025 at 7.30pm in Felbridge Village Hall**

Present: Cllr. Jeremy Clarke Cllr. Jane Groom  
Cllr. Stephen Hall Cllr. Bridget Huntington  
Cllr. Bridget Huntington Cllr. Nigel Lea

Mrs. Patricia Slatter (in attendance)

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. Alex Horwood

2. **ELECTION OF CHAIRMAN**

It was proposed by Cllr. Huntington and seconded by Cllr. McBryde that Cllr. Hall be elected as Chairman for the year 2025-2026. Approved by all.

3. **ELECTION OF VICE-CHAIRMAN**

It was proposed by Cllr. Huntington and seconded by Cllr. Clarke that Cllr. Alex Horwood be elected as Vice-Chairman for 2025-2026. Agreed by all.

4. **ELECTION OF PLANNING COMMITTEE CHAIRMAN**

All councillors approved the re-appointment of Cllr. Clarke as Chairman of Planning for the year 2025-2026

5. **APPOINTMENT OF STAFFING COMMITTEE**

It was agreed that Cllr. Huntington and Cllr. McBryde would make up the Staffing Committee along with the Chairman.

6. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**

There were no additions to the declarations already disclosed

7. **MINUTES OF ANNUAL MEETING HELD ON 1<sup>st</sup> June 2023**

The Minutes of the Meeting held on 2<sup>nd</sup> May 2024 were approved and signed.

8. **APPOINTMENT OF REPRESENTATIVES**

Planning Applications	All Councillors
Footpath Sub-Committee	All Councillors
Tree Officer and Tree Warden	Cllr. Jeremy Clarke
Transport Officer	Cllr. Stephen Hall
Waste Disposal Forum	Cllr. Ian McBryde
Beef & Faggot Trust	Cllr. Bridget Huntington
Felbridge Sports & Recreation Association	Cllr. Jane Groom/Cllr. Nigel Lea

9. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Reviewed and approved.

10. **REVIEW OF RISK ASSESSMENT AND ASSET REGISTER**

The Risk Assessment was reviewed and approved.

The Asset Register was reviewed, approved and signed by the Chairman and RFO

11. **REVIEW OF ALL POLICIES (available on the FPC website)**

All policies were reviewed and approved.

12. **BUSINESS FOR NEXT MEETING** None

The meeting closed at 7.40pm

Patricia Slatter  
Clerk and Responsible Finance Officer  
Felbridge Parish Council