

21st January 2026

TO ALL MEMBERS OF SHADOW HORSHAM PARISH COUNCIL

Dear Councillor/Representative

Councillors: M Boffey, N Emery, R Fletcher, C Franke, A Frankland, J Mercer, C Minto, J Olson, S Raby, D Skipp, C Sweeney, C Trott.

Representatives: T Mitchell, J Steele, D Sumpter, M Warrack.

YOU ARE HEREBY SUMMONED TO ATTEND the Meeting of Shadow Horsham Parish Council to be held on **Monday 26th January 2026 at 6.00pm** in The Council Chamber, Albery House, Horsham.

Yours sincerely



Gill Gray

Interim Clerk

At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed or audio recorded. The whole of the meeting can be recorded, except where there are confidential or exempt items. If any member of the public has an objection to being filmed, please make yourself known to the Interim Clerk before the start of the meeting.

## **AGENDA**

1. **Elect a Chair**
2. **Elect a Vice-chair**
3. **Apologies and notification of substitute Members**  
To receive apologies for absence and to note any substitutes.
4. **Declarations of Pecuniary and Non-Pecuniary Interests**  
Members who have an interest to declare on any items on the Agenda, must declare the existence and nature of it at the start of the meeting and act in accordance with the Council's Code of Conduct (s27 Localism Act 2011).

## 5. Terms of Reference for Shadow Council Attachment 1

Interim Clerk to share the draft Terms of Reference for comments and feedback;  
Members invited to adopt the Terms of Reference for the Shadow Council

**: Decision required.**

**6. Draft Budget for 2026/2027** **Attachment 2**

Interim Clerk has prepared a draft recommended budget for the first year based on the Precept figure of £188,575.00 for 2026/2027; Members are invited to comment on the first draft budget and Precept proposal.

7.	<b>Draft Governance Documents</b>	<b>Attachment 3a, 3b and 3c</b>
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Members are invited to consider the first draft of the Standing Orders, Financial Regulations and Code of Conduct, core documents for the new Parish Council. Comments and feedback are invited.

**8. Attendance to Horsham Association of Local Councils Area Committee**

An invitation has been extended to the Shadow Council to attend the next Horsham Association of Local Councils Area Committee meeting on Thursday 12<sup>th</sup> February at 7pm on Zoom. As Interim Clerk I will be attending, Members to consider if another representative from the Shadow Council will join the meeting.

**: Decision required.**

## 9. Horsham District Council Website – Interim Arrangements

There is now a dedicated space on the Horsham District Council that will be populated with updates, Agendas and Minutes for the Shadow Council – this is the link: <https://www.horsham.gov.uk/council-democracy-and-elections/shadow-Horsham-Parish-Council>. This is an interim arrangement until the new Parish Council launches a new website. Members are invited to note the information.

## 10. Dates for Shadow Council Meetings

The Shadow Council shall meet on 24<sup>th</sup> February 2026 at 6pm and 23<sup>rd</sup> March 2026 at 6pm, both meetings to take place in the Council Chamber, Albery House, Horsham; Members are invited to note the information.