



**To All Members of the Working Practices Committee,**

You are summoned to a meeting of the **Working Practices Committee** on **Wednesday 10 September at 7PM** at the Billingshurst Centre.

**Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman. They must give their name.**

**G.C. Burt**  
**Clerk to the Council**

**5 September 2025**

## **A G E N D A**

1. Chairman's Announcements
2. Apologies for Absence.
3. Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Public Session. Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting, at the discretion of the Chairman. They must give their name.
5. Approval of the Minutes of the Meeting held on 1 May 2025, previously sent.
6. Clerk's Report
7. To consider the following additions to the Council's Standing Orders (available on Council website under Council Documents.) [Proposed by Cttee Chairman.]
  1. Every councillor to be on a minimum of 2 committees (mandatory)
  2. Mandatory training courses for:
    - a) Meeting chairs and vice chairs (optional to all other members)
    - b) All members on Code of Conduct
    - c) All P&E members on planning (optional to all members).Refresher courses to be undertaken every two years.  
  
[Co-option application form to be amended accordingly.]
8. Exclusion of Press and Public
9. To consider staffing matters – Appendix A.

Date of Next Meeting – Wednesday 12 November 2025

**Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.**

**MEMBERS: CG, DW, ST, KR, AR, CJ, SD, JM**