



To All Members of the Working Practices Committee,

You are summoned to a meeting of the **Working Practices Committee** on Wednesday 18 February 2026 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

11 February 2026

## AGENDA

1. To elect a Chairman of the Committee
2. To elect a Vice Chairman of the Committee, should the current Vice Chairman be elected Chairman.
3. Chairman's Announcements
4. Apologies for Absence.
5. Receive Declarations of Interest and Notification of Changes to Members' Interests.
6. 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.
7. Approval of the Minutes of the Meeting held on 10 September 2025, previously sent.
8. Clerk's Report
9. To review the Council's policy of only keeping streamed meetings, until the next meeting takes place. Requested by Cllr P Berry.
10. To review the Council's *Approved Reasons for Absence from Meetings Policy - Appendix A*. Clerk to verbally report.
11. To note delivery of recent training to all councillors and staff on *Sexual Harassment Awareness*.
12. Exclusion of Press and Public
13. To consider staffing matters – Appendix B.

Date of Next Meeting – Wednesday 13 May 2026

**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, KR, AR, CJ, SD, JM, MM**

# APPENDIX A

## BILLINGSHURST PARISH COUNCIL

# APPROVED REASONS FOR ABSENCE POLICY

Councillors must give reasons for their absence from meetings which are then accepted or otherwise by the meeting.

From 1 May 2024 the reasons for the apology given by the Councillor to the meeting clerk will be recorded in a book kept in the parish office, and if the reason is included in the prescribed list below, the meeting clerk will report to the meeting the Councillor's apology is for an approved reason.

If no reason is given the Clerk will report accordingly and the Committee reserves the right not to accept the apology.

[In addition, minutes will in future revert to a previous practice of recording a Councillor's absence if no apology is tendered.]

This will enable personal reasons to not be placed in the public domain for potential personal safety reasons and also help the council manage future incidents of members continued non-attendance.

Approved reasons:

- Bereavement
- Convalescing
- Family commitments
- Holidays
- Hospitalised
- Jury Service
- Official PC business
- Official School Governor or Trustee business
- Training
- Unwell
- Work commitments

Adopted 30/04/2024