



To All Members of the Working Practices Committee,

You are summoned to a meeting of the Working Practices Committee on Wednesday 13 May 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

7 May 2026

## 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 18 February 20256, previously sent.
6. Clerk's Report
7. To review protocol for when meetings might not be quorate.  
Council of 6 May 202026 asked the Committee to review quorums at meetings. This is an extract from Standing Orders. Being in **bold** means it is mandatory and cannot be altered.  
*No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.*
8. To review practice of chairman of council not usually also being a chair of a committee.  
Council of 6 May 202026 asked the Committee to review this current practice which is based on precedent and is not in the Council's Standing Orders.
9. Exclusion of Press and Public.
10. To consider staffing matters – Appendix A.

Date of Next Meeting – Wednesday 23 September 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, PB