



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

6th April 2021

Dear Councillor and Parishioners

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to the **Monthly Meeting** of the Council which will be held on **Monday, 12th April 2021** via the Zoom remote meeting application commencing at **19.00**. Details for the Zoom meeting will be provided upon request. Attendees are respectfully asked to remain on Mute for the duration of the meeting, except when explicitly asked to speak.

The Public has the right to attend.

Yours sincerely

Clerk to the Council

AGENDA

1. Introductions.
2. Apologies for Absence.
3. Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests they may have in relation to items on this Agenda, and are reminded they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
 - b) whether it is a pecuniary, personal interest and/or prejudicial interest
 - c) the nature of the interest
 - d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak under Public Question Time
4. A **Public Question Time** of up to fifteen minutes. Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

Note: This Question Time is the only opportunity at which “Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.” (Standing Order 3e)

Each “member of the public shall not speak for more than three minutes.” (Standing Order 3g)

Members of the public are respectfully asked not to talk during the rest of the meeting unless invited to do so by the Chairman of the Council.

5. An opportunity for Councillors to respond to any matter raised during Public Question Time.
6. West Sussex County Council:
 - a) To receive a report from the West Sussex County Councillor representing East Preston (to last no longer than five minutes).
7. Arun District Council:
 - a) To receive a report from the Arun District Councillors representing East Preston (to last no longer than ten minutes).
8. To confirm the Minutes of the meeting of the council held on 1st March 2021.
9. To receive an update on matters from previous Full Council meetings.
10. Financial Matters:
 - a) To approve the **Outstanding Purchase Orders** for 2020/21 to date report totalling £592.39 (exc. VAT);
 - b) To approve the **Supplier Non BACS Invoices Paid** reports for March (inc. unreported additional payments from previous month) totalling £1,252.30;
 - c) To approve the **Supplier BACS Invoices Paid** reports for March (totalling £22,579.94);
 - d) To approve the **List of Sales Invoices & Bank Receipts** report for financial year to date totalling £307,704.21 (inc. VAT);
 - e) To note the **Bank Reconciliation** to 13th March 2021;
 - f) To note up-to-date **Budget Summary Report** for 2020/21.
11. To note written reports and to receive any urgent updates from the council’s committees:
 - a) Amenities Committee (Chairman – RM);
 - b) Audit & Governance Committee (Chairman – GM);
 - c) Community Engagement Committee (Chairman – EL);
 - d) Finance & General Purposes Committee (Chairman – RM);
 - e) Major Events Committee (Chairman – EL);
 - f) Personnel Committee (Chairman – PG);
 - g) Planning & Licensing Committee (Chairman – GM).
12. Audit & Governance Committee:
 - a) To adopt a revised Code of Conduct for the council;
 - b) To adopt a Retention Policy for the council.
13. Personnel Committee:
 - a) To consider whether or not to move the May Full Council meeting from 10th May to 4th May.
14. Planning & Licensing Committee:
 - a) To agree an initial Infrastructure Plan for the spending of Community Infrastructure Levy income received.
15. To note written reports and to receive any urgent updates from the Parish Council Working Parties:
 - a) Conservative Hall (Chairman – RM);
 - b) Environmental Initiatives (Chairman – JG);
 - c) Flat and Frontage (Chairman – SW);
 - d) Leases (Chairman – tbc);
 - e) Playing of Cricket (Chairman – CB).
16. Flat and Frontage Working Party:
 - a) To agree to a recommendation of which contractor to use for the design and planning work of a replacement office frontage.
17. Clerk’s Report.

18. To note written reports from Members attending other meetings and events:
 - a) Arun District Association of Local Councils (ADALC) Annual General Meeting, 5th March (ST);
 - b) WSCC Community Safety Team seminar: *Domestic and Sexual Violence and Abuse, Covid-19 and Beyond*, 11th March (CB).
19. To consider any matters covered by any of the reports in the above Agenda Item.
20. New items to be referred to the next meeting – 4th or 10th May.

This meeting is open to the public. Where possible, members of the public are asked to be present five minutes before the start of the meeting.

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