



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

26th April 2021

Dear Councillor and Parishioners

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to the **Annual Meeting** of the Council which will be held on **Tuesday, 4th May 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. Annual appointment of the Chairman of the Council:
 - a) To appoint a Chairman for the council year, 2021/22;
 - b) To receive the Chairman's Declaration of Acceptance of Office.
3. Annual appointment of the Vice-Chairman of the Council:
 - a) To appoint a Vice-Chairman for the council year, 2021/22.
4. To receive a report from Sussex Police.
5. Apologies for Absence.
6. 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
7. 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.
8. An opportunity for Councillors to respond to any matter raised during Public Question Time.
9. 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).
10. Arun District Council:
- a) To receive a report from the Arun District Councillors representing East Preston (to last no longer than ten minutes).
11. To confirm the Minutes of the meeting of the council held on 12th April 2021.
12. To receive an update on matters from previous Full Council meetings.
13. 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).
14. Personnel Committee:
- a) To agree to an amendment to the Terms of Reference for all of the council’s committees;
 - b) To agree to an amendment to the council’s Standing Orders.
15. To note written reports and to receive any urgent updates from the Parish Council Working Parties:
- a) Conservative Hall (Chairman – RM);
 - b) East Preston Voluntary Service Party (Chairman – tbc);
 - c) Environmental Initiatives (Chairman – JG);
 - d) Flat and Frontage (Chairman – SW);
 - e) Leases (Chairman – tbc);
 - f) Playing of Cricket (Chairman – CB).
16. Clerk’s Report.
17. To note written reports from Members attending other meetings and events:
- a) Councillor Walkabout, 13th April (DM);
 - b) Councillor Walkabout, 30th April (EL and AC).
18. To consider any matters covered by any of the reports in the above Agenda Item.
19. To confirm membership of the following committees:
- a) Amenities Committee;
 - b) Audit & Governance Committee;
 - c) Community Engagement Committee;

- d) Finance & General Purposes Committee;
 - e) Major Events Committee;
 - f) Personnel Committee;
 - g) Planning & Licensing Committee.
20. To confirm membership of the following Working Parties:
- a) Conservative Hall;
 - b) Environmental Initiatives;
 - c) Flat and Frontage;
 - d) Leases;
 - e) Playing of Cricket.
21. To confirm membership of the council's Freedom of Information Panel.
22. To confirm the council's representative to the East Preston & Kingston Village Hall Foundation.
23. To confirm the council's representative to the East Preston Youth Club.
24. To confirm the council's representative to the South Strand Community Toilets.
25. New items to be referred to the next meeting – 7th June.
26. To resolve to exclude the public and press from the remainder of the meeting because of the confidential nature of the business to be transacted, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
27. Personnel Committee:
- a) To consider matters related to the possible return to face-to-face meetings.

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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