



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

4th January 2022

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, 10th January 2022** at East Preston Infant School, Lashmar Road, East Preston commencing at **19:00**.

The Public has the right to attend; however, numbers are currently limited and attendance should be booked in advance. Please call the Council Office before midday on the day of the meeting to book a space.

Sound equipment can be made available upon advance request to the Council Office.

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 6th December 2021.
9. To receive an update on matters from previous Full Council meetings.
10. Financial Matters:
 - a) To approve the **Outstanding Purchase Orders** for 2021/22 to date report totalling £8,585.42 (exc. VAT);
 - b) To approve the **Supplier Non BACS Invoices Paid** reports for December (inc. unreported additional payments from previous month) totalling £1,405.47 (inc VAT);
 - c) To approve the **Supplier BACS Invoices Paid** reports for December (totalling £14,893.20);
 - d) To approve the **List of Sales Invoices & Bank Receipts** report for financial year to date totalling £317,740.07 (inc. VAT);
 - e) To note the **Bank Reconciliations** to 14th December 2021;
 - f) To note up-to-date **Budget Summary Report** for 2021/22.
11. To note written reports and to receive any urgent updates from the council’s committees:
 - a) Amenities Committee (Chairman – ST);
 - 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. Finance & General Purposes Committee:
 - a) To agree a recommended budget of £304,491.78 for the financial year 2022/23;
 - b) To agree to ring-fence £15,000 from the Public Buildings – Parish Office Maintenance / Improvements budget line if not spent by 31st March 2022;
 - c) To agree to award £500 Grant Aid to West Sussex MIND Youth Mental Health Service.
13. 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 – SW);
 - e) Playing of Cricket (Chairman – CB).
14. Leases Working Party:
 - a) To adopt revised Terms of Reference for the working party.
15. Clerk’s Report.
16. To note written reports from Members attending other meetings and events:

- a) Littlehampton Child Contact Centre AGM, 16th November (AC);
- b) WSALC *Chairing Meetings: Skills for Councillors* training, 7th December (JG).

- 17. To consider any matters covered by any of the reports in the above Agenda Item.
- 18. New items to be referred to the next meeting – 7th February.

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.

<p>Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN 01903 770050 eastpreston-pc.gov.uk clerk@eastpreston-pc.gov.uk</p>
