

**MONTHLY MEETING  
OF THE COUNCIL**

**10<sup>TH</sup> JANUARY 2022**

**SUPPORTING PAPERS**

## **Please note not every Agenda Item will have a supporting paper.**

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### **Agenda Item 8**

#### **Minutes of Monthly Full Council meeting, 6<sup>th</sup> December**

The draft Minutes were circulated to all councillors on 7<sup>th</sup> December, asking for suggested amendments by 14<sup>th</sup> December. No amendments were suggested but Cllr Duff noticed a typo which has since been corrected.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> December 2021

### **Agenda Item 9**

#### **Monthly Update Report**

- 1. Introduction**
- 2. Minute 638/21 – Public Session – West Sussex County Council**
- 3. Minute 827/21 – West Sussex County Council**
- 4. Minute 989/21 – Environmental Initiatives Working Party – Greener Buildings Project**

##### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 6<sup>th</sup> December 2021.

##### **2. Minute 638/21 – Public Session – West Sussex County Council**

In the e-newsletter published on 1<sup>st</sup> December, I included a link to a poll about parking restrictions in the area of Sea Road and North Lane between the junctions of Lashmar Road and Fairlands. Cllr Linton agreed the wording of this very simple survey. 186 people responded. There was a cost for this as the free survey software I used was only free up to 100 people. To access the other 86 responses, I have had to take out a monthly subscription at a cost of £45 (excl. VAT) but I will cancel that before a second month's payment is taken.

The responses will initially be considered by the Community Engagement Committee. Broadly speaking, over 80% of respondents were in favour of "further parking restrictions in

North Lane and Sea Road, between the junctions with Fairlands and Lashmar Road.” 114 respondents commented, and those comments will be available to committee members prior to the next meeting.

### **3. Minute 827/21 – West Sussex County Council**

As reported to the last Full Council meeting, County Cllr Elkins had confirmed Landbuild is still an approved WSCC contractor. He said it would be simpler for me to call Landbuild direct than for him to try and get a contact for me. I spoke to and emailed Landbuild on 10<sup>th</sup> December. During the telephone conversation I had, I was told how busy the company was at the moment but I might chase the email up before this meeting.

### **4. Minute 989/21 – Environmental Initiatives Working Party – Greener Buildings Project**

Energy Performance Certificates have been produced for the buildings covered by the project and will be issued once payment has been received. The one exception is the currently-damaged Bowls Club clubhouse which is subject to an insurance claim after a neighbour's tree limb fell on it.

At its meeting in September 2021, council resolved to cover the cost of these Energy Performance Certificates up to a cost of £2,500. To date, the bill has been £2,083. Surveys have yet to be carried out at the Angmering-on-Sea Lawn Tennis Club (at its request) and the Conservative Hall. These will hopefully be completed soon.

Simon Cross – **Clerk to the Council**

4<sup>th</sup> January 2022

## **Agenda Item 11**

### **Committees**

The following committees met during December. Finance & General Purposes on the 13<sup>th</sup>; Major Events and Planning & Licensing both on the 20<sup>th</sup>. Draft Minutes from these meetings have been circulated.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2022

## **Agenda Item 11a**

### **Amenities Committee**

The committee did not meet during December.

**Warren Recreation Ground Car Park Lighting** – Committee has consulted with residents of the adjacent properties in Field Court regarding the proposed car park lighting, and also met with the EPKVH Chairman and Premises Manager. The proposed lighting has been generally well received by residents, with no objections. There were concerns the increased lighting could attract a larger number of youngsters in warmer weather, as they have few places to congregate.

The EPKVH Chairman and Premises Manager appear in favour of the proposed lighting and offered a direct connection to its power supply, this would save the council the cost of installing a separate energy meter. The energy cost would be calculated using the luminaire energy consumption rates and then recharged to the council.

Committee is waiting for the costings for the installation and completion from Enerveo, (previously SSE).

The planning application has been validated by ADC and the outcome cannot be determined until the end of the statutory publicity and consultation period, which is 21<sup>st</sup> January 2022.

**Sea Road Island Planters** – In response to the WSCC planting licence application, WSCC advised there are a number of potential location issues. A 500mm clearance is required on either side of the planters, therefore at certain points where the island narrows it would rule out using the agreed size interlocking planters. Plantscape, the company engaged to install the planters, advised they are able to revise the design and will quote using a thinner planter to fit the narrower points of the island.

Another concern was the maintenance of the planters, this may be an issue at times when vehicles are parked either side of the planters, which they should not be anyway.

In response a site meeting has been requested to discuss the issues and to reiterate the problems around inconsiderate parking, which is hoped would be reduced by installing the planters.

**Village Green Boules Piste** - Repairs to the Boules Piste surround were completed on 11<sup>th</sup> December 2021. Two sleepers at the southern side of the piste have been replaced using reclaimed treated oak sleepers. Bob Horne, one of the regular organisers of boule events, called in person at the Council Office to praise the new sleepers.

**Village Green low level fencing** – Work on the installation of the new recycled plastic fencing is scheduled to take place week commencing 10<sup>th</sup> January 2022. The new fencing will replace the old wooden low level fencing, around the entire perimeter of the Village Green.

The committee's next meeting is scheduled for 14<sup>th</sup> February.

Dawn Reid – **Assistant Clerk to the Council**

3<sup>rd</sup> January 2022

## **Agenda Item 11b**

### **Audit & Governance Committee**

The committee did not meet in December.

## **Agenda Item 11c**

### **Community Engagement Committee**

The committee did not meet in December.

Progress on the Queen’s Jubilee clock continues to be slow but moving in the right direction. I have chased Enerveo for the quotation for the electrical work. I have chased the clock manufacturer for drawings without which we cannot proceed to putting in the Planning Application. Fuller Associates is apparently ready to proceed once we have that drawing now it has received a response from ADC on what level of plans it requires for the Application.

As councillors will know, the Yarnbombers’ Christmas tree was moved to Two Acres on the morning of 30<sup>th</sup> November. The Yarnbombers have felt this was a much better location with far more visitors to the tree than were visiting the Fire Station. Over £1,000 has been raised for the Firefighters’ Charity including £68 raised by councillors and officers at the December meeting. The tree is due to be dismantled during 4<sup>th</sup> January. The knitted squares will all be washed and transformed into twiddle blankets for use on the dementia ward at Worthing Hospital. The infrastructure of the tree has been offered to the Infant School for use in its Forest School area.

With effect from 5<sup>th</sup> January, the Littlehampton Community Fridge on Tour will run from the Conservative Hall foyer. This will provide some cover should weather necessitate that. The Fridge’s volunteer coordinator has visited the hall and is happy two tables can be set up in the foyer for visitors to walk around. Until I have seen this for myself, I admit to remaining a little sceptical.

## **Agenda Item 11d**

### **Finance & General Purposes Committee**

The committee met on 13<sup>th</sup> December.

The committee had a further discussion about the East Preston & Kingston Village Hall Foundation’s proposal the council link into its cctv system to provide some coverage over the Warren Recreation Ground. The committee remains in two minds about the proposal despite going back to the roots of the proposal and discussing what the council would want from a cctv system covering most of the Warren Recreation Ground. Despite the indecision, the committee agreed to include £2,500 in the coming year’s budget for cctv and for Cllr McElroy to provide advice to the three councillors already working on this for the committee.

The committee also considered a request from the VHF to site a bicycle shed in front of the eastern elevation of the building, between the foyer and the steps up to the Miller Barn. The committee agreed to this request which will result in a larger shed better for electric bicycles.

The committee advised the VHF to contact ADC for whether or not Planning Permission should be given for this scheme.

On behalf of the Flat & Frontage Working Party, Cllr Wilkinson gave a presentation on the work carried out by Fuller Associates on improving accessibility to the Council Office whilst the frontage is replaced. The committee agreed to include £10,000 in the coming year's budget to cover the cost of replacement furniture and any internal alterations which may be required. As suggested by the committee, I have been in touch with an office furniture supplier willing to look at the proposed layout and see what furniture may be needed to meet the council's needs best. Other officers have started to be consulted on whether suggestions made by the committee would work in practical terms. The committee thanked Cllr Wilkinson for his work on this project.

The committee considered budgets for the coming year and a budget proposal is to be considered at Agenda Item 12a below.

As reported in the Audit & Governance Committee report to last Full Council meeting, that committee had agreed the Council Office should have access to a debit card for purchases up to £100, rather than the council's officers paying from their own pockets and being reimbursed. Mrs Khoo investigated with our main bank, Barclays, which would not permit a debit card on a two-signatory account such as ours. It would allow a Barclaycard credit card, and this committee considered and agreed to this as a suitable alternative.

The committee considered a grant request from the West Sussex MIND Youth Mental Health Service. The committee agreed it was a worthwhile request but as it has spent out that budget line for the current year, it is requesting money from the council's reserves. See Agenda Item 12c below.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2022

## **Agenda Item 11e**

### **Major Events Committee**

The committee met on 20<sup>th</sup> December.

Looking at events agreed for the coming year, the committee agreed the following lead councillors for those events: *Funday Sunday*, 24<sup>th</sup> April, Cllr Gander; East Preston Food & Drink Festival, 27<sup>th</sup> August (tbc), Cllr Gunston; East Preston Christmas Celebrations, 26<sup>th</sup> November, Cllr Linton.

In addition to the events listed above, the committee is in touch with the East Preston Festival Committee about events for the Queen's Platinum Jubilee weekend of 2<sup>nd</sup> to 5<sup>th</sup> June. This will culminate with a "picnic on the green" style event on Sunday, 5<sup>th</sup> June. The committee is planning to unveil a plaque alongside the new tree the Amenities Committee is planting on the Village Green to commemorate the jubilee.

The date for the Food & Drink Festival is to be confirmed because the committee would like to move the event to the Warren Recreation Ground, for a number of reasons, but the Cricket Club is unable to accommodate the event on the usual Saturday. Mrs Roberts will shortly be contacting the most regular businesses represented at the event with a view to ascertaining which of a range of options would be best for those businesses.

## **Agenda Item 11f**

### **Personnel Committee**

The committee did not meet in December. The committee will be meeting next on 17<sup>th</sup> January.

Simon Cross – Clerk to the Council

4<sup>th</sup> January 2022

## **Agenda Item 11g**

### **Planning & Licensing Committee**

The committee met on 20<sup>th</sup> December.

The committee considered five Applications at the meeting. The committee agreed not to object to three of those Applications whilst submitting objections to Applications in Beechlands Close / Montpelier Road and Selhurst Way.

The committee continues to explore cautiously its options for refreshing the Neighbourhood Plan.

Simon Cross – Clerk to the Council

3<sup>rd</sup> January 2022

## **Agenda Item 12a**

### **Finance & General Purposes Committee – budget for 2022/23**

Cllr McElroy to lead on this item.

**Council is asked to agree a budget of £304,491.78 for the 2022/23 financial year.**

Each budget-holding committee has considered its budget requirements for the forthcoming year. These are currently:

Committee	2021/22 net expenditure	2022/23 net expenditure	Difference
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Admin (F&GP)	£113,173.00	£115,583.00	+£2,410
Amenities	£33,930.00	£40,100.00	+£6,170
Audit & Gov.	£1,000	£1,000	None
Community Engagement	£35,450.00	£34,050.00	-£1,400
F&GP	£36,375.00	£50,375.00	+£14,000
Major Events	£13,800.00	£6,700.00	-£7,100
WRG Trust (Amenities)	£54,911.28	£46,683.78	-£8,227.50

Additionally, the Finance & General Purposes Committee has agreed to include the usual £10,000 as a Contingency Budget line in the proposal. The proposed budget is just £5,825.50 higher than the current year's.

Rather than circulate a paper copy of the budget sheets, I will send around a PDF version. If anyone would like a paper copy too, please just get in touch.

Simon Cross – **Clerk to the Council**

4<sup>th</sup> January 2022

## **Agenda Item 12b**

### **Finance & General Purposes Committee – Council Office improvements budget**

Cllr McElroy to lead on this item.

**Council is asked to ring-fence the £15,000 in the current year's budget, or remainder thereof, should it not be spent by the end of March 2022.**

As mentioned above, Cllr Wilkinson presented to the committee at its December meeting on the work undertaken so far by Fuller Associates with the intention of improving accessibility to the Council Office at the same time as replacing the existing frontage. As that work will likely not start in the current financial year, the committee would like the council to agree to ring-fence the £15,000 in this budget line in the current financial year.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2022

## **Agenda Item 12c**



## **Finance & General Purposes Committee – Grant Aid 2021/22**

Cllr McElroy to lead on this item.

### **Council is asked to agree to award £500 Grant Aid to West Sussex MIND Youth Mental Health Service.**

West Sussex MIND Youth Mental Health Service contacted the council on 7<sup>th</sup> December, asking for support in “helping local young people struggling with their mental health”, mainly as a continuing impact of the continuing pandemic.

Although the committee has spent the whole of its Grant Aid budget line for the current year, together with the additional 5% a committee can spend without recourse to Full Council, the committee felt this was a very worthwhile service being provided and to make the service wait until the new financial year was churlish bearing in mind the council’s current strong financial position.

Should the council agree to award £500 as suggested by the committee, the money could be taken from the council’s Contingency Budget line or recorded as an overspend on the Grant Aid budget line.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2022

## **Agenda Item 13**

### **Working Parties**

The Conservative Hall Working Party and the Leases Working Party met in December. The council’s other three working parties did not meet.

Simon Cross – **Clerk to the Council**

29<sup>th</sup> December 2021

## **Agenda Item 13a**

### **Conservative Hall Working Party**

The Working Party met on Monday, 13<sup>th</sup> December. The working party agreed it could not progress this matter further without some clear guidance as to what is being offered by the current Trustees.

Simon Cross – **Clerk to the Council**

15<sup>th</sup> December 2021

## **Agenda Item 13b**

### **Environmental Initiatives Working Party**

No meeting was held in December. We have received most of the building reports back from the surveyor regarding our greener buildings project and these will be the subject of our next meeting on 17<sup>th</sup> January. We will also be talking about sewage spills, (thanks to Steve W for bringing this to our attention), as well as reviewing our actions from November's meeting.

The winner of the crisp packets competition, Caroline Larkam, happily collected her prize on 9<sup>th</sup> December. Most of the prize was a goodie bags of environmentally-friendly items donated by West Sussex County Council, such items as pens, pencils, electronic recipe books, gardening gloves and more. The council topped this up with a bottle of wine and a packet of crisps. Our thanks to WSCC for the items donated.

Cllr John Gunston –  
**Chairman of the Environmental Initiatives Working Party**

3<sup>rd</sup> January 2022

## **Agenda Item 13c**

### **Flat and Frontage Working Party**

Cllr Wilkinson gave a short presentation to the Finance & General Purposes Committee's December meeting on the work undertaken so far by Fuller Associates on making the Council Office more accessible. The committee identified some other avenues it would like to explore alongside the work already completed.

A verbal update on the flat above the Council Office will be provided at the meeting.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2022

## **Agenda Item 13d**

### **Leases Working Party**

The Leases Working Party met on 13<sup>th</sup> December to begin consideration of a renewed lease to the East Preston & Kingston Bowls Club.

As this was the first time the working party has met this council year, it was necessary to elect a Chairman. Cllr Wilkinson was elected. The working party also agreed Cllr McElroy could join it.

Ahead of the meeting, Cllr Wilkinson had taken the time to transcribe the existing 1965 lease making it easier for working party members to read and work upon.

The working party agreed the council should look to appoint a solicitor to work on its behalf in this matter but in the meantime the working party would like to have an initial meeting with representatives of the club to get some idea of what changes either side would like to make. It has been suggested this meeting takes place in March, combined with the annual meeting of the two organisations. I have asked the Bowls Club to let me know which firm of solicitors it intends to use.

Simon Cross – **Clerk to the Council**

15<sup>th</sup> December 2021

## **Agenda Item 13e**

### **Playing of Cricket Working Party**

Nothing to report this month.

Cllr Christine Bowman –  
**Chairman of the Playing of Cricket Working Party**

4<sup>th</sup> January 2022

## **Agenda Item 14a**

### **Leases Working Party – revised Terms of Reference**

Cllr Wilkinson to lead on this item.

**Council is asked to adopt revised Terms of Reference for the Leases Working Party.**

Following his election to Chairman of the Leases Working Party, Cllr Wilkinson reviewed the working party's Terms of Reference and noted some amendments and updates were necessary.

Together we have drafted Version 2 which, without going into any depth, has made a few minor alterations, shown in red. The whole document can be found at Appendix A below.

Simon Cross – **Clerk to the Council**

16<sup>th</sup> December 2021

### **Clerk's Report**

- 1. Introduction**
- 2. Police matters**
- 3. Anti-social behaviour matters**
- 4. Freedom of Information / Data Protection requests**
- 5. Meeting with East Preston & Kingston Bowls Club, 7<sup>th</sup> December**
- 6. Queen's New Year's Honours**
- 7. Social media**
- 8. MailChimp stats**
- 9. A selection of things we have been asked since the last meeting**
- 10. Recent bouquets and complaints**
- 11. Leave**
- 12. January meetings and events**

#### **1. Introduction**

This is the report mainly covering December 2021 and matters which may not arise elsewhere on the agenda.

#### **2. Police matters**

Nothing major to report this month. Members of the Community Engagement Committee and a member of the public have separately reported concerns about a parent collecting a child from the Junior School and then travelling north in Clarence Drive on an e-scooter, breaking several laws in the process and raising several safety concerns. I have referred this to PCSO Raju who has said he will investigate once the schools have returned.

#### **3. Anti-social behaviour matters**

Nothing to report.

#### **4. Freedom of Information / Data Protection requests**

No Freedom of Information or Data Protection requests received since the last report.

#### **5. Meeting with East Preston & Kingston Bowls Club, 7<sup>th</sup> December**

Cllr Gunston and I held a brief meeting with Roy Hickey (Secretary) and Ian Campbell (Treasurer) of the Bowls Club, mainly to discuss the initial findings of the Energy Performance Certificate work undertaken by the council on a number of buildings in the village.

The meeting also gave us an opportunity to see first-hand the extensive damage caused to the northern end of the clubhouse by a branch falling from a neighbour's tree. As the clubhouse requires quite extensive work to repair the damage it seemed timely to discuss the Energy Performance Certificate guy's strong suggestion roof insulation is fitted sooner rather than later. Unsurprisingly, the club had been thinking the same. Asked about grant opportunities, Cllr Gunston said this council currently had no funds set aside to help building owners with their Energy Performance works and I suggested the club could contact Bowls England which should be able to provide some grants advice. I further suggested the club might consider a crowdfunding request to past and present members, and have subsequently sent them a link from the Sport England website which talks about crowdfunding and more.

I also suggested the club might want to see whether the hall at Our Lady, Star of the Sea was suitable for their indoor bowls purposes.

On 8<sup>th</sup> December, Mr Hickey let me know Peter Lloyd had become the new Chairman of the club.

## 6. **Queen's New Year's Honours**

Mhairi Sharp, a relatively new East Preston resident, was awarded an MBE for "services to the Covid-19 response". I have been in touch with Mhairi and will publish something about this in the e-newsletter going out this week and something longer in the *Winter 2022* paper Newsletter due for publication in February.

## 7. **Social media**

These are the Facebook posts seen by over 500 people since the last report.

- Repost of the Just Because... *All I Want For Christmas Is Santa In East Preston* video – 1,126 people
- Request for help identifying the two local horseriders mentioned below – 1,115
- Photograph of Father Christmas at the top of Golden Avenue with two local horseriders – 886
- Repost of Yarnbombers' video showing the relocation of the Christmas tree – 872
- Repost of ADC seasonal bin collection details – 572

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 2<sup>nd</sup> January)

The number of people currently liking the council on Facebook is 1,445, an increase of 2 on the last report.

## 8. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council's main e-mailing list:

Parish Council news – 1<sup>st</sup> December – sent to 901, opened by 625 (69.4%)

Parish Council news – 8<sup>th</sup> December – sent to 901, opened by 638 (70.8%)

Parish Council news – 15<sup>th</sup> December – sent to 901, opened by 622 (69%)

Parish Council news – 22<sup>nd</sup> December – sent to 900, opened by 619 (68.8%)

Parish Council news – 31<sup>st</sup> December – sent to 901, opened by 604 (67.2%)

Rather than any news, the e-newsletter of the 31<sup>st</sup> December simply featured a selection of photographs taken in the village across the year. Some photos were the council's own photos, other were kindly submitted by members of the public, to who we are deeply grateful. As you will see below, the idea generated some good feedback from residents, so I shall aim to do the same at the end of this year.

#### **9. Things we have been asked since the last meeting**

“Please could you let me have the details of the carpet cleaner you recently gave me?”  
(Interrogation of this caller drew out she had meant to call Cooper-Adams which had indeed recommended a carpet cleaning company to her recently.)

From a local business, “We have lost our Father Christmas for an event just before Christmas, please could you help us find another?” (Yes.)

“Can I put glass tealight holders in my general recycling?” (No. WSCC Waste Prevention team has confirmed the glass in tealight holders is too different to that used in bottles and jars and should only be recycled at a Household Waste centre.)

“Can you tell me where East Preston's red telephone boxes went to?” (No, it was too long ago and even BT probably does not have such records, but we did point the requester to various websites which sell red telephone boxes.)

#### **10. Recent bouquets and complaints**

(In addition to anything reported above)

On 1<sup>st</sup> December, a resident of Roundstone Crescent emailed in, unable to open the survey link which had been included in that day's e-newsletter. After we had exchanged emails about this and he had confirmed the link had subsequently worked for him, he ended with, “Keep up the great work.”

From a resident of Sea Lane Close on 1<sup>st</sup> December, “The Yarnbombers tree looks great in its new location.”

From a resident of Midholme, after I had put him in touch with Martyn White, ADC Planning Conservation Officer, “Thanks for your help. I have just had a very informative meeting with Martyn White who has promised to help us on the question of replacement windows for the Manor House.”

From a resident of Sea Road, in response to the e-newsletter of 1<sup>st</sup> December, “Thanks Simon. As usual lots of useful information and surveys.”

From a resident of Nursery Close, also in response to an e-newsletter, “thank you for your most informative communications.”

Thanks from the Martlets care home to which we donated some DVDs we had been given.

Thanks from St Barnabas House for publicising its Christmas Tree collection service, "Thank you so much. That's so helpful. We have already had some sign ups from East Preston as I handed out leaflets out on Saturday and I am sure that your efforts have helped that too."

In response to the e-newsletter published on 15<sup>th</sup> December, a couple from ??? emailed in, "Just wanted to thank you for all the weekly newsletters this year – they are really informative. This week's edition with the Santa video is exceptionally special! It put a smile on our faces! Thank you to 'Just Because' and yourselves for including it."

Responses received following the e-newsletter published on 22<sup>nd</sup> December:

"Thank you very much for the newsletter, we only joined the mailing list this year and it keeps us up to date and adds to the already great experience of being a part of East Preston. Happy Christmas."

"Thank you for all your support and kindness this year."

"Just a quick line to wish you and the team a very merry Christmas and to thank you for all your hard work this year."

"All best wishes to you and your team for a Happier New Year. Thanks to you all for your hard work in 2021."

"May I offer my thanks for your support during the year. I think you look after us all extremely well and it is much appreciated."

"A belated thank you for the newsletter, which is a great way to keep us informed and is always read from cover to cover!"

Responses received following the e-newsletter published on 31<sup>st</sup> December:

"Many thanks for this great selection of photos, which convey the East Preston community so well. Best wishes for 2022 to you and all the Parish Council team."

"this is just fab. I wonder if we could do a calendar next year maybe from Sept to Sept as you couldn't wait till the end of the year. Maybe you have a councillor who could do it? I think a lot of people would buy one."

"Just want to say thank you to everyone who has made our village such a lovely place to live and visit. I can only imagine how much work goes on behind the scenes and we are all very grateful. We have had another horrible year but all the activities put on by EPPC have helped us to forget even if for a short while. Keep up the good work and in the words of Dear Sir Tom "tomorrow will be a good day". Grateful and kind regards to you all."

"What a lovely collection of photos to end the year, thank you. Happy New Year to you and all who work with you in the office."

"Thank you for sharing your collection of celebratory images of 2021 in East Preston. I'm sure many people will enjoy seeing them, as I did."

"That's a lovely newsletter and the photos showing life in East Preston in 2021. Really cheered me up. Here's to a happy and healthy New Year, I think what you do is incredible."

"Brilliant photos (thank you for sharing)."

“Happy New Year to you all at the Council. The December news update was excellent very good photos let’s hope the New Year is kind to us all.”

“The calendar of photos you put together of East Preston are quite unique. What a wonderful idea.”

#### 11. **Leave**

I will be on leave on Friday, 7<sup>th</sup> January.

#### 12. **January Meetings and Events**

This list may be incomplete and is subject to change.

- 10<sup>th</sup> Full Council (19:00, East Preston Infant School)
- 11<sup>th</sup> WSALC Clerks’ Forum (10:30, online) (SC and DR only)  
Planning & Licensing Committee advisory group (18:00, Zoom)
- 13<sup>th</sup> WSALC Chairs’ Forum (19:00, online) (ST only)
- 17<sup>th</sup> Personnel Committee (18:00, East Preston Infant School)  
Environmental Initiatives Working Party (19:00, East Preston Infant School)
- 24<sup>th</sup> Planning & Licensing Committee (18:00, East Preston Infant School)  
Community Engagement Committee (19:00, East Preston Infant School)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> January 2022

## **Agenda Items 16a-b**

### **Other meetings and events – Part 1**

**Council is asked to note the following reports:**

#### **Littlehampton Child Contact Centre AGM, 16<sup>th</sup> November**

**Littlehampton Baptist Church, Fitzalan Road, Littlehampton**

Written report to follow.

Cllr Andrea Chapman – **Chairman of the East Preston Youth Club**

29<sup>th</sup> November 2021



## **WSALC Chairing Meetings: Skills for Councillors training, 7<sup>th</sup> December**

### **Zoom**

I attended the WSALC Chairing Skills course online on 7<sup>th</sup> December. Only one other person attended, so we had plenty of time to ask questions.

The training handout that accompanied the course has been circulated electronically to all councillors and contains a number of useful points on how to prepare for and run council meetings.

The top tips highlighted at the end of the course were:

- Make sure as chairman you have a good understanding of reports and papers and the objectives of the meeting. What are the key points or issues, what decisions need to be made and what can be deferred?
- Be confident with the meeting process and procedures e.g. understand rules of debate and how to stop interruptions.
- Consider the physical environment - can you be seen by everyone - do you have all you need to hand?
- Think about how to encourage participation - perhaps be proactive and ask people to speak.

If necessary, don't be afraid to pause the meeting and take a break.

The course confirmed that our meetings run well and generally have few contentious points.

Cllr John Gunston

16<sup>th</sup> December 2021

## Agenda Item 15a

### Leases Working Party – revised Terms of Reference

**Council is asked to adopt revised Terms of Reference for the Leases Working Party.**

Proposed changes are shown in red.

#### **Leases Working Party (LWP) Terms of Reference**

(version 1 – adopted 3<sup>rd</sup> July 2017; **version 2 – drafted 16<sup>th</sup> December 2022**)

1. Overview
  - a. This working party acts as an advisor to East Preston Parish Council on matters relating to the leases East Preston Parish Council has with any of its tenants.
2. Responsibilities
  - a. To advise East Preston Parish Council on matters relating to the leases East Preston Parish Council has with any of its tenants.
  - b. To consider all leases in line with the council's Land Strategy adopted in February 2014 (Minute 087/14, Resolution 0746).
  - c. To provide recommendations to East Preston Parish Council upon matters relating to leases held by the council.
  - d. To provide recommendations to East Preston Parish Council as to any professional knowledge needing to be bought in.
  - e. To operate within the terms of council Standing Order 34 **28** which explicitly covers the operation of working parties, unless specific agreement is granted by Full Council or the owning committee of the working party.
3. Timescales
  - a. The working party is initially set up for six months from the date of its first meeting.
  - b. As that meeting took place on 12<sup>th</sup> June 2017, the initial six months' period ends on 30<sup>th</sup> November 2017.
  - c. **Until further notice, owing to the scope of the working party it should not be subjected to the six month's timescale originally determined in June 2017. (to be agreed by Full Council in January 2022)**
4. Membership
  - a. Any volunteer invited at the discretion of either the LWP Chairman or Chairman or Vice-Chairman of East Preston Parish Council. The volunteer need not be a Parish Councillor.

- b. There is no limit on the number of volunteers joining the working party but membership may be fluid depending on working party needs and volunteer expertise.
5. Reporting Structure
- a. The Chairman of the Council shall nominate the LWP Chairman, in consultation with other councillors.
  - b. **Until further notice, owing to the scope (and timescales) of the working party it shall elect a Chairman at its first meeting each council year, in line with the council's committees.**
  - c. LWP will report to the Audit & Governance Committee in the first place.
  - d. LWP may make recommendations direct to Full Council where timing is a determining factor.
  - e. No proposal or guidance from LWP will be council policy until agreed by Full Council.
6. Officer support
- a. There will only ever be limited administrative support available from the council's officers.

Adopted 3<sup>rd</sup> July 2017, Minute 485/17, Resolution 1119  
**Readopted 10<sup>th</sup> January 2022 (tbc)**