



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

31st 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, 7th February 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);
 - b) To receive a question from the Planning & Licensing Committee.
8. To confirm the Minutes of the meeting of the council held on 10th January 2022.
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 £6,448.54 (exc. VAT);
 - b) To approve the **Supplier Non BACS Invoices Paid** reports for January (inc. unreported additional payments from previous month) totalling £630.22 (inc VAT);
 - c) To approve the **Supplier BACS Invoices Paid** reports for January (totalling £15,743.91);
 - d) To approve the **List of Sales Invoices & Bank Receipts** report for financial year to date totalling £320,425.22 (inc. VAT);
 - e) To note the **Bank Reconciliations** to 14th January 2022;
 - 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. Community Engagement Committee:
 - a) To agree to the planting of a time capsule under the Jubilee tree on the Village Green;
 - b) To submit a Traffic Regulation Order request to West Sussex County Council based upon the results of the survey on providing additional parking restrictions in the Sea Road / North Lane area between the junctions with Fairlands and Lashmar Road;
 - c) To agree to the purchase of 100 Hedgehog Highways at a cost of £315 including postage.
13. Personnel Committee:
 - a) To adopt a Pensions Discretions Policy for the council.
14. 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).
15. Conservative Hall Working Party:

- a) To agree to expenditure of up to £2,000 for a full structural survey of the building.
- 16. Environmental Initiatives Working Party:
 - a) To agree to expenditure of £3,500 for the second stage of the Greener Buildings project.
- 17. Clerk's Report.
- 18. To note written reports from Members attending other meetings and events:
 - a) TfSE *Growing the economy whilst decarbonising the transport system: how do we make it happen?*, 13th January (JG);
 - b) WSALC Chairman's Forum, 13th January (ST);
 - c) ADALC, 19th January (PG);
 - d) East Preston Youth Club AGM, 27th January (AC and LD).
- 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 – 7th March.

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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