

MONTHLY MEETING OF THE COUNCIL

**4TH SEPTEMBER 2023 at
18:30**

SUPPORTING PAPERS

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

* * * * *

Agenda Item 2

WADARS – Worthing and District Animal Rescue Service

WADARS will start this evening's meeting with a presentation on the work of their Ambassadors. We will be joined by Ambassador Anna. In this year's round of Grant Aid funding, WADARS received a grant from the council "towards the costs of uniform, equipment and training for additional Animal Rescue Officers."

As an aside, Cllr Bradshaw recently donated just under £90 to WADARS, from the music quiz he held in the village on 24th August.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 7

Minutes of Monthly Full Council meeting, 3rd July

The draft Minutes were circulated to all councillors on 4th July, asking for suggested amendments by 11th July. None were suggested.

Simon Cross – **Clerk to the Council**

12th July 2023

Agenda Item 8

Monthly Update Report

1. **Introduction**
2. **Minute 358/23 – 20mph Working Party – 20mph Zone for The Street, Fairlands and Sea Road**

3. **Minute 451/23 – Annual Governance and Accountability Return for 31st March 2023**
4. **Minute 550/23 – Arun District Council - allotments**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 3rd July 2023.

2. Minute 358/23 – 20mph Working Party – 20mph Zone for The Street, Fairlands and Sea Road

With support from County Cllr Elkins, Keith Harris and I submitted the proposal for a 20mph zone to West Sussex County Council on 10th August. The submission number is WSCC-537669116. At the time of writing, this has received no acknowledgement yet.

3. Minute 451/23 – Annual Governance and Accountability Return for 31st March 2023

On 3rd August, the council was contacted by the external auditor, and asked to “provide us with a copy of the minutes of the meeting on 20/07/2023.”

20th July was a Thursday, I was on leave, and the council had no meetings on that day, so I queried this request.

On 4th August, we received the following by email, “Apologies, there was a mistype in the previous email. Please could you provide us with a copy of the minutes of the meeting on 05/06/23. Apologies for any confusion.” An electronic copy was duly sent. This request can only have been to ensure we had authorised the Annual Governance and Accountability Return in the correct order, as we always have done. Last year’s external audit concluded at the end of September.

4. Minute 550/23 – Arun District Council - allotments

District Cllr Kelly got straight on to this matter, calling in at the Council Office at 08:30 on the morning after the meeting. He said he had been to visit the site after the meeting and believed what was needed was some Non-Cultivation Orders for the plots which did not appear to be well-maintained.

I have asked Cllr Kelly to provide an update for this meeting.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 10

Committees

All committees have met at least once since the last Full Council meeting: Amenities on 14th August; Audit & Governance on 17th July; Community Engagement on 24th July; Finance &

Agenda Item 10a

Amenities Committee

The committee met on 14th August and draft Minutes from that meeting have been circulated to all councillors.

Reach the Beach – on the understanding it did not commit the council to leading on any Reach the Beach project, the committee agreed the council could submit a Planning Application in its name for the proposal to site a boardwalk at the bottom of Sea Road. This should flush out objections from neighbours and the Local Highways Authority. Roy Allen agreed to be the agent for the application, meaning questions about the live application should be directed to him.

The main benefit to the village of the council submitting the Planning Application is a preferential financial rate for doing so.

Submitting the Planning Application in its name also shows the council's commitment to improving beach access for all.

Warren Recreation Ground - Car Park Lighting - Enerveo has completed the groundworks and installation of the three lighting columns at the Warren Recreation Ground Car Park. The Car Park was closed to the public for two days whilst the work was carried out. Unfortunately, the lanterns could not be attached at the same time due to Enerveo not having sufficient supplies.

Once the lanterns are available Enerveo will return to complete the works. The power supply for the three lighting columns is to be supplied by the Village Hall, an agreement is in place with EPKVH for charging the Council for the electric usage.

The committee thanks Cllr Toney for getting up early each day to close the car-park and for all members of the public who kindly respected the closure.

Warren Recreation Ground - Site Security - The site security improvements at the Recreation Ground have been completed, steel security gates have been installed at the main vehicle access point.

The low retaining wall by the pedestrian access point has been extended and the tarmac footpath has been made wider for easier access for wheelchairs and buggies.

It is hoped the site security improvements will deter unwanted access.

Warren Recreation Ground - Sycamore Tree – Committee considered a request from a resident in Sea Lane, regarding a large Sycamore Tree adjacent to his property. The tree is located on council land, at the south eastern end of the tennis court. On inspection the Sycamore Tree is made up of five large trunks and is approximately 1.2mtrs from the north side of the property and approximately 15-20cm from the property's fence on the Warren Recreation Ground side. Large tree roots are visible from within the property. After

consultation and advice received from the Council's Arboriculturist and Trees Surgeon, Committee agreed to remove the Sycamore Tree.

In order to maintain the council's tree stock on the Warren Recreation Ground, the resident has offered to help finance planting another tree in a gap along the western boundary.

Sea Road Toilets - Loo of the Year Awards 2023 – Committee has completed an application to the 2023 Loo of the Year Awards. The entry includes an inspection visit and summary report with star grading. The unannounced inspection visits will take place sometime between August and September. Committee will be notified of the award by the end of September 2023.

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

24th August 2023

Agenda Item 10b

Audit & Governance Committee

The committee met on 17th July and the draft Minutes of that meeting have been circulated to all councillors. In brief:

Cllr Mathias was elected Chairman of the committee and Cllr McElroy Vice-Chairman.

In carrying out the annual review of the committee's Terms of Reference, the committee agreed to change the title of the council's Land Strategy to Land and Building Strategy.

The committee reviewed the Internal Audit Report for the year-ending 31st March 2023, and agreed there was nothing not already on the council's radar for discussion.

The committee's next meeting is scheduled for 20th November.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 10c

Community Engagement Committee

The committee met on 24th July, and the draft Minutes have been circulated to all councillors.

Following some confusion at the Junior School, the committee agreed to write off four Coronation Coins. At the time of writing, there are only about fifteen coins left for sale. The committee also wrote off thirty I ♥ EP bags to be used for food parcels to vulnerable Junior School families over the summer holidays.

The free tennis coaching sessions had concluded by the time of the meeting, but only two members of the public had attended and that only the last session. After some discussion, the committee agreed to run the sessions again in 2024, making a more determined effort to advertise sessions through the schools in the hope of attracting some parents.

The council will run a Merchant Navy Day event on 1st September and fly the Emergency Services Day flag on 8th September for the weekend.

The council will run an Autumn playscheme on Tuesday, 24th October, with a Beach School theme.

Replacement Christmas lighting motifs, for the four heritage lampposts in the northern shops, have been ordered and received. This will replace ones that have not been as reliable as we would have wanted in recent years.

Work has continued on the An Introduction to East Preston tourist map. Cllr Gunston has been working with Mandy Armstrong, Graphic Designer at ADC, and Cllr Bradshaw has been making videos to go with the map – these will be accessible via QR codes on the printed version.

Members of the public have been invited to send in photographs for possible inclusion in a 2024 calendar.

The committee reviewed the *Come and Meet Your Local Councillors* event which had taken place during the Festival.

The committee has started to prepare to run a Warm Space initiative during the winter if necessary.

The committee has agreed to send two formal reps to the St Mary the Virgin Welcome Café on the first Monday of every third month, starting with Cllr Gunston and Simon on 2nd October.

Throughout the meeting the committee considered correspondence received from one resident expressing his dissatisfaction with the council in a number of areas.

Cllr Elizabeth Linton –
Chairman of the Community Engagement Committee

24th August 2023

Agenda Item 10d

Finance & General Purposes Committee

The committee met on 21st August, and the draft Minutes were circulated to all councillors on 23rd August.

Two members of the public attended the meeting, George Schlich representing South Strand Community Toilets and Ron Jerome representing Angmering-on-Sea Lawn Tennis Club. The former explained why the group has not (yet) become a charity – with the information the committee agreed to increase its annual grant to the group to £1,250 from next April, the current annual grant having been set at £1,000 in 2019. The latter spoke in support of the club's application to the council's Greener Buildings Fund which resulted in the council granting the club £10,000 towards its new energy-efficient floodlighting.

Cllrs Hill and Moore attended the meeting to discuss the latest information received from the Trustees of the Conservative Hall. This enabled the Conservative Hall Working Party to agree its opening stance in any meeting with the trustees. I just need to set up such a meeting.

The committee considered two Grant Aid applications, one late and one which had needed additional information. The committee agreed to award £350 to St Barnabas House Hospice to £250 to Chichester Diocesan Association for Family Support Work, The former grant will contribute to the St Barnabas Our Living Well programme which helps newly-diagnosed patients adjust to living with life-threatening conditions, and the latter grant will be to support Ukrainian refugees in East Preston will regular English lessons and other support.

The committee agreed to purchase a laptop to enable the council's new bookkeeper to work from home without cross-fertilising between council work and other work.

The committee agreed to build in an annual review of the council's reserves to its schedule of meetings.

The committee agreed to invite representatives of Boom Community Bank to the November Full Council meeting, an invite which has been enthusiastically accepted. Please make a note the November Full Council meeting will start at 18:30, allowing half an hour for the presentation by Boom Community Bank.

The committee's next meeting is scheduled for 20th November.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 10e

Major Events Committee

The committee met on 21st August, and the draft Minutes were circulated to all councillors on 23rd August.

Simon has met with Ritchie Leccia, the secretary of the East Preston & Kingston Royal British Legion branch. Ritchie has a timetable of tasks to be completed ahead of the event, and has provided the council with details of the road closures he would like.

All is progressing well for the East Preston Christmas Celebrations on 25th November.

Looking to 2024, the committee narrowed down a date for a *Funday Sunday* to 21st or 28th April. A decision will be made shortly.

Tentatively, the committee agreed to run a Big D-Day Lunch in conjunction with East Preston Festival Committee and the East Preston & Kingston Royal British Legion branch.

By the time you read this report, the East Preston Food & Drink Festival will hopefully have been another roaring success for the council. An initial, informal debrief is scheduled for Tuesday, 29th August.

Cllr Elizabeth Linton –
Chairman of the Major Events Committee

25th August 2023

Agenda Item 10f

Personnel Committee

The committee met on 17th July.

I was voted as Chairman and Councillor Linton as Vice Chairman.

Amongst other matters, the meeting discussed councillors at events and decided named councillors would not consume alcohol on duty, although we respect current councillors are responsible, the health and safety of our parishioners is paramount. Two officers will be the named emergency contacts at all council events involving the public, i.e. Christmas Celebrations, Food & Drink Festival, any Big Lunches, four-yearly Thank You Party.

Simon and I will review social media guidelines as we now have a YouTube channel. This is part of the council's Protocol on Councillor/Staff Relations, which Cllr Gale and I are currently reviewing.

* * *

Tracy Khoo left the council on 31st July, after about twenty years of working for the council, initially self-employed but as a full employee for the past fifteen years. Tracy opted for a very low-key leaving, marked only with a drink with office-based colleagues and the Chairman and Vice-Chairman of the Council. Donations from councillors allowed the council to mark Tracy's leaving with a framed East Preston Parish Council Millennium Map and some flowers. Tracy's office-based colleagues bought her a Cream Tea for four at Angmering Manor.



Tracy receiving flowers from Steve T. on behalf of the council.

Tracy subsequently emailed: "Apologies for this rather belated email but time has just flown by the last couple of weeks! Just to say a big thank you to the council for my lovely leaving gifts. The flowers were beautiful and they have only just finished and we are looking forward to our Cream Teas at Angmering Manor before we leave. I will probably put the EP Historic map up in my new study once we finally move!" Tracy will be moving to a small village called Walsham-le-Willows.

Cllr Lisa Duff – **Chairman of the Personnel Committee**

1st August 2023

Agenda Item 10g

Planning & Licensing Committee

The committee met on 10th and 24th July and 14th August.

On 10th July, the committee considered one Application and agreed not to raise any objections to it. The committee heard from members of the public about a business in Willowhayne Crescent acting outside the terms of its licence. The committee agreed to ask ADC to carry out a Premises Review on this business. I have submitted various information to ADC but admit to finding it unfathomable ADC will keep a complainant's identity secret in Planning Compliance and Noise complaints, but for a Premises Review the complainant is expected to give notice to the Licence Holder and provide them with a copy of the evidence. I expressed my concerns to Sir Peter Bottomley MP and he forwarded the concerns to the relevant Secretary of State whose response will be considered by the committee at its next meeting. No date has yet been announced for the hearing of the Premises Review.

Only one Application was considered at the committee's meeting on 24th July too, and again the committee agreed not to object.

The committee considered three Planning Applications on 14th August, two of which were tree Applications. The committee did not object to any of these. The committee agreed the Neighbourhood Plan Review Steering Group should bid for grant funding from central government. The committee also agreed to sign up to a Neighbourhood Plan Network suggested by Middleton-on-Sea Parish Council, destined to be a forum for matters related to Neighbourhood Plans within Arun. Cllr Bowman has agreed to be the representative.

Simon Cross – **Clerk to the Council**

24th August 2023

Agenda Item 11a

Amenities Committee – flagpole

Council is asked to take up to £600 from the council's reserves to fund a full service of the council's flagpole.

Cllr Wilkinson to lead on this item.

As the Amenities Committee agenda for 14th August was already lengthy and as Cllr Wilkinson and I felt it was unlikely councillors would object to this proposal, this has come from he and I together.

The council has a flagpole, situated outside the library, adjacent to the war memorial. In my time I can remember very little, if any, maintenance taking place. Cllr Toney tirelessly raises and lowers a number of flags during the year, and has asked for a maintenance visit.

Alison found a company and I have provided it with the relevant information. Its basic charge will be £350 excl. VAT, but that is likely to increase once an inspection has been carried out.

£33 has been spent on the flagpole this year, the provision of a new cord, I believe. Although no other money has been spent and no specific ring-fencing has taken place, there has been £100 in the council's budget for several years, that money returning to the same reserves from which the Amenities Committee would like to spend up to £600.

Likely impact upon reducing crime and disorder – none.

Likely impact upon the environment – none.

Simon Cross – **Clerk to the Council**

15th August 2023

Agenda Item 12

Personnel Committee – Grievance and Disciplinary Policies

Council is asked to adopt a Grievance Policy for the council.

Cllr Duff to lead on this item. The proposed policy can be found at Appendix A below.

Mrs Gander created both this and the Disciplinary Policy whilst a councillor. She referred to the policies in place in other councils and organisations in order to create these. Both policies have been reviewed by the Personnel Committee in July and the versions before you tonight are very slightly amended following that review.

Likely impact upon reducing crime and disorder – none.

Likely impact upon the environment – none.

Council is also asked to adopt a Disciplinary Policy for the council.

Cllr Duff to lead on this item. The proposed policy can be found at Appendix B below.

Likely impact upon reducing crime and disorder – none.

Likely impact upon the environment – none.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 13

Working Parties

None of the working parties has met since the last Full Council meeting.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 13a

20mph Working Party

Further work by the 20mph Working Party is awaiting WSCC Highways' response to the application for a 20mph Zone covering Sea Road, Fairlands and The Street.

Not directly related to the work of the 20mph Working Party, during the week beginning 21st August, an additional light was added for the School Safety Zone which operates in The Street during school drop-off and pick-up times. The lack of such a light in Vicarage Lane just before the zone starts was raised at a Community Speed Watch team meeting in September 2022, and I raised it with the School Safety Zone – Local Transport Improvements Team which responded quickly and had a proposal out of consultation by the end of October 2022, “1x Powered School Safety Zone Signs with accompanying flashing wig-wags on Vicarage Lane. Any flashing lights that will be installed will be programmed to run 07:00-09:30 and 14:00-16:00 on school days only.”



Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 13b

Conservative Hall Working Party

The working party met as part of the Finance & General Purposes Committee meeting on 21st August.

Simon Cross – **Clerk to the Council**

23rd August 2023

Agenda Item 13c

Environmental Initiatives Working Party (EIWP)

The Local Energy team submitted a bid to Innovate UK for funding to conduct a feasibility study to turn our idea from a plan to reality. Although unsuccessful feedback was positive and West Sussex County Council are supportive of taking the plan forward so are reviewing alternative funding options. Alex Templeton, the consultant, is working with Essex County Council on a similar project and will be keeping us informed of progress.

The Campaign for the Protection of Rural England (CPRE) is asking Sussex MPs to sign up to become Parliamentary Rooftop Solar Champions and be a voice for 'common-sense' solar. We wrote to Sir Peter Bottomley MP on 3rd August, urging him to join the group of MP's who have already signed up.

The working party's next meeting has been set for 18th September.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

25th August 2023

Agenda Item 13d

Flat Working Party

The tenant has thanked the council for the work it has carried out to the rear of the Council Office, mainly the implementation of new fencing of the area to which the tenant has no access.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 13e

Leases Working Party

Please see Item 8 of the Clerk's Report below for a short report on a meeting between East Preston & Kingston Bowls Club and the council.

Simon Cross – **Clerk to the Council**

25th August 2023

Sussex Community Rail Partnership

Council is asked to devolve to a team of councillors the task of responding to the Southern Railway public consultation on West Coastway services.

Through our membership of the Sussex Community Rail Partnership, we have been informed of the following:

Message from Southern Rail:

Train company Southern is launching a public engagement programme seeking the views of West Sussex and Hampshire passengers about plans to improve the counties' rail services.

If taken forward, the proposed changes on routes between Brighton and Southampton, and between the Hampshire ports and London via Gatwick Airport, would be introduced in a redesigned timetable next year.

The aims are to improve reliability on all routes and to increase capacity where passenger demand is greatest, with more evenly spaced departure times for passengers.

The biggest changes proposed would double the frequency of services between Portsmouth and London via Horsham and Gatwick Airport, and between Southampton and Brighton, from one to two per hour.

Summary of key proposed changes

- London to Portsmouth services would be extended to Portsmouth Harbour, providing better connections to cross-Solent ferries as well as access to the Portsmouth docks area, rather than terminating at Portsmouth & Southsea as they do now.
- The two-per-hour London Victoria via Horsham and Gatwick Airport trains would serve Portsmouth only, with the two-per-hour Brighton trains serving Southampton only.
 - This would mean more even intervals between trains, at new half-hourly frequencies, and would improve reliability on both routes by removing the short turn-round times. Passengers between Southampton and Gatwick Airport would have a short, convenient, same-platform connection at Barnham.
- Quicker journey times on the Southampton-Brighton route, with an extra stop at Woolston, where easy connections with the local bus networks provide easy access to Southampton city centre
- A new, half-hourly, all-stations Brighton to Chichester service via Littlehampton, improving local journeys and providing extra capacity on the busy route between Brighton and Worthing

The proposals build on this year's popular redesign of the East Coastway timetable, which was also developed in collaboration with local communities and passenger groups and featured increased services between Brighton and Eastbourne.

Jenny Saunders, Govia Thameslink Railway's Customer Service Director, said: "We're confident that the reliability and capacity improvements these proposals are designed to achieve would benefit passengers on local and longer-distance journeys across the West Coastway.

"It's now important that we hear the views of the public so we can make sure these proposals improve services for our passengers."

The programme is open for comments until Wednesday 27 September.

Cllrs Gunston and Moore have offered to work together to respond to this consultation on behalf of the council. Cllr Linton has also offered if a third voice is needed.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 15a

West Sussex County Council

Council is asked to receive a report from the West Sussex County Councillor representing East Preston. This item should last no longer than five minutes.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 16a

Arun District Council

Council is asked to receive a report from the Arun District Councillors representing East Preston. This item should last no longer than ten minutes.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 17a

Sussex Police

Council is asked to note any report from Sussex Police should one be received.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 18

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 Infant and Junior Schools and East Preston Youth Club, 11th July**
- 6. Society of Local Council Clerks, Sussex Branch quarterly meeting, 12th July**
- 7. Community Speed Watch, 28th July**
- 8. Twice-yearly meeting with East Preston & Kingston Bowls Club, 31st July**
- 9. Meeting with Compass Travel and Rustington Parish Council, 3rd August**
- 10. Meeting with Arun District Council, 4th August**
- 11. East Preston & Kingston Horticultural Society Summer Show, 5th August**
- 12. Councillors' training session, 7th August**
- 13. East Preston & Kingston Village Hall Foundation, Annual General Meeting, 19th August**
- 14. Three-way meeting with East Preston & Kingston Village Hall Foundation and East Preston Men in Sheds, 23rd August**
- 15. East Preston Food & Drink Festival, 26th August**
- 16. East Preston Food & Drink Festival, 26th August – public feedback**
- 17. West Sussex County Council Library Service**
- 18. Social media**
- 19. MailChimp stats**
- 20. A selection of things we have been asked since the last meeting**
- 21. Recent bouquets and complaints**
- 22. Leave**
- 23. September meetings and events**

- 1. Introduction**

This is the report mainly covering July and August 2023 and matters which may not arise elsewhere on the agenda.

2. Police matters

On 3rd July, Biffa's operative responsible for locking and unlocking the Sea Road toilet block expressed a concern about a group of three young people whom he had seen hanging around the toilet block early in the morning. He was concerned they might be waiting for an opportunity to vandalise the block. On 5th July, he called in and told Dawn of vandalism that had occurred to Cubicle 2 and the Hoist-Assisted Toilet (HAT) after he had locked up on 4th July. Damage was a broken key in the override lock, a large chip out of the cistern lid, a tap blank removed and cigarette detritus left about. Similarly, the locking mechanism on the HAT was broken. I reported this, online, to Sussex Police.

I re-reported this to Sussex Police and Arun District Council's anti-social behaviour (ASB) team on 10th July, particularly after the likely culprits had set off the alarm in the HAT at 21:00 on the Sunday evening. This had kindly been silenced after about an hour by two residents who happened to be walking past. Dawn has it in hand for a local resident to visit the toilet block whenever the alarm is activated. We did get an initial response from the ASB team.

On the morning of the 11th, Caspar reported a broken window on the north side of the Village Hall. I let the Village Hall know and, having seen at least two of the three likely culprits sleeping outside the toilets, I joined the Chairman and Premises Manager of the Village Hall reviewing CCTV footage. The window had been smashed at 07:30 by one boy, who had immediately been shouted at by a dog-walking couple who had seen his actions. The boy wandered off, but left a girl behind to deal with the flak from the couple.

Having seen the footage and seen the group still near the Village Hall, the Chairman of the Village Hall called the police who did come out and who did arrest the boy. As a case, that is continuing. The other two in the group were seen later that day, then not for almost a week, and then have not been seen around much since.

3. Anti-social behaviour matters

There are no updates on previous reports of anti-social behaviour in the village.

Tatty vans in Sea Road and Seaview Road are now on ADC's radar, following several reports from both the council and residents. ADC is working with Sussex Police to trace owners and to remove the vans, maybe, depending upon the success of finding owners.

4. Freedom of Information / Data Protection requests

No Freedom of Information requests received since the last report.

No Data Protection requests received since the last report.

5. Meeting with East Preston Infant and Junior Schools and East Preston Youth Club, 11th July

Cllr Duff and I met with the headteachers from the Infant and Junior Schools, Claire New and Michael Tidd respectively. Cllr Chapman was unable to attend.

With Rascals ceasing to provide a before- and after-school service on 14th July, the future use of the (former-)East Preston Youth Club building is in question. Owing to its location, it will only appeal to a small coterie of likely new tenants. One of those would be related to the schools, either in partnership or the Infant School as the building is within the latter's curtilage.

Both teachers made it clear, in their opinion and in the opinion of their predecessors, running the Youth Club from the site has arguably caused more problems for the two schools than it has resolved. With that in mind, the schools would not be willing to sign a lease for the building if there was a stipulation within the building needed to be made available for a general youth service.

There was also some positive output from the meeting, but that is currently commercially sensitive and Cllrs Chapman and Duff will update this meeting more when possible and after the Youth Club's committee has met.

6. Society of Local Council Clerks, Sussex Branch quarterly meeting, 12th July

I attended this meeting which was held at Pulborough Parish Council's offices. The only other Arun council represented was Bognor Regis Town Council. In total, between 15 and 20 Sussex councils were represented. I think the only East Sussex council represented was Newhaven Town Council.

The meeting lasted an hour and three-quarters and ran through a wide range of topics, as you would imagine. Some are mentioned below.

The Community Ownership Fund can award grants of up to £50,000 for revenue projects and £200,000 for capital projects. On the government's website, the short description of the Fund is, "Apply for funding to take ownership of assets at risk of loss in your community." There are four bidding windows each year, and the fund is apparently open until March 2025.

Councils should remember promotion and protection of biodiversity should form part of the decision-making process where relevant.

Trevor Leggo, CEO of WSALC, gave two presentations. The first was a sector update:

Most of Trevor's time is now spent resolving conflict – between councillors, between councillors and officers, or involving members of the public. This did not use to be the case, and Trevor blamed social media for making people believe they could say what they want when they want with no consequences.

Trevor felt the National Association of Local Councils was not making headway in persuading central government to reintroduce sanctions within the Code of Conduct. Trevor said the fact Michael Gove has said there is no need to sanctions at our level of local government, because the relevant political parties will deal with bad behaviour amongst their councillors, but only about 5% of local councils within Sussex are political.

The government has said it will review and streamline the current borrowing approval process which sees County Associations such as WSALC having to agree to a council's application before the Public Works Loan Board considers the application.

WSALC, having relinquished its Lewes office during the pandemic, has taken office space in the Hurstpierpoint and Sayers Common Village Centre. Appointments to meet Trevor or Anna there can be made.

The average age of young people in trouble with the police has dropped from 15 a few years ago to 13. Trevor talked about the government's Immediate Justice scheme, which is being

trialled in ten places across the country. As councillors will have seen from Sussex Police and Crime Commissioner, Katy Bourne's weekly e-newsletters, once such place is Sussex.

Recruitment of officers to the sector remains a problem. Trevor is encouraging councils to offer higher salaries to attract (and keep) the right officers.

Trevor's second presentation was entitled Managing Difficult People, and if I receive the slides, I shall circulate them. The presentation mainly focused on examples of councils where communications have broken down and the councils have been less effective than they should be. Again Trevor referred to social media and to councillors saying things that were plainly untrue but refusing to remove them.

There was then some open forum time, during which I asked how other councils manage their petty cash with so many bank branches closing. Some were surprised we still have petty cash, they simply reimburse people through BACS. One suggested we use the Post Office. Another wanted to set up a petty cash system as her council had not had a petty cash system for over thirty years. And yet another said they she withdrew money from her own account and the council paid her back via BACS. The conversation reminded me Rustington PC has an arrangement with Barclays Bank which provides a mobile banking service in the village between 09:30 and 16:00 on Mondays and Thursdays. As the council banks with Barclays, we can get cash there on the few occasions a year we need a top-up.

The meeting was followed by networking and chat over an hour's worth of afternoon tea, paid for by each attendee.

7. Community Speed Watch, 28th July

Originally scheduled for 27th July, this session was rescheduled because of rainfall on the 27th. Today I was on duty with Keith Harris and Chris Eschbaeher.

We set up across the road from the Village Green. 120 vehicle movements were recorded in the hour we were present. All drivers were respectful, only one vehicle going over 30mph, and that was a van going at 36mph. The driver will receive, at least, a letter from Sussex Police.

8. Twice-yearly meeting with East Preston & Kingston Bowls Club, 31st July

I attended this meeting with Cllrs Toney, Mathias and McElroy. The Bowls Club was represented by David Davies (Secretary and Acting Chairman and President), Ian Campbell (Treasurer) and Craig Brown (Acting Assistant Secretary).

After discussions about the usual club and council matters, of which there were few, the meeting concentrated on discussions around the renewal of the lease in 2025. The club is very keen to renew the lease and to keep running but, not unexpectedly, the stumbling block at the moment is the increase in the annual rent, which was set at a shilling in 1965 in recognition of the work the club would have to do in creating a club on a piece of land which had not been used for the purpose beforehand. The council explained it was looking to treat all its tenants evenly and fairly, by applying a square meterage rate to all of them as their leases were renewed, but would consider a counterproposal from the club. The club agreed to provide such in due course.

9. Meeting with Compass Travel and Rustington Parish Council, 3rd August

Cllr Linton and I met with Compass Travel's Chris Chatfield, Managing Director, and Michael Bishop, General Manager, and Carole Ward and Rosie Costan of Rustington Parish Council.

The meeting was an initial meeting to start providing this council with information it needs in order to decide about whether to subsidise the extended No. 12 again for the 2024/25 financial year.

Chris provided stats which showed the average number of passengers on the No. 12 between January and May was 349 per week; the average number after the service was extended into East Preston has risen to 540 per week, an increase of just under 55%. In response to a question, Chris said he did not believe usage numbers for the No. 12 were ever seasonal.

Chris provided us with the latest copy of the Compass Travel *Bustimes* timetable, the front cover of which is a No. 12 proudly displaying its East Preston destination. Also within the *Bustimes* booklet, there is an advert *Visit Rustington and East Preston...* Attendees admitted this advert had been produced at very short notice, and would be improved in the future.

Chris has a meeting with the Clerk at Littlehampton Town Council in September, as the new administration there is looking at public transport facilities in the town. Chris believes there is capacity within the current timetable for the service to go into North Littlehampton at the western end of the route.

The financial support received by Rustington PC from Store Properties and from Section 106 developer money is coming to an end. Supermarkets are no longer subsidising bus services to the extent they once were. As there has been no further contact from Angmering PC about extending the service at the eastern end, the meeting agreed to await the outcome of talks with Littlehampton TC before possibly going to Angmering PC again.

We asked Chris to provide us with likely costings for the coming financial year, so we can build those into our deliberations. Chris agreed to provide something sometime in September.

There was a discussion about whether to incorporate any advertising on the outside of the buses. Chris and Michael said they hoped to have two buses exclusively on the no. 12 route in future, at which point it may be possible to include some advertising on the outside of the bus. It was agreed no one participating council should be given preference over the others in this matter.

Chris asked the councils to help with publicity of the service. To that end, when I visited the Civic Centre on the day after the meeting (see below), and placed some timetables in the carousels there.

There was some discussion about whether local businesses would be willing to offer a discount for users of the service. This could be done through the driver issuing passengers with a voucher for each journey. Michael said this would take about three hours to set up.

Finally, Chris asked us to let Compass know by the end of December whether or not we wanted to run the service for a second year.

10. Meeting with Arun District Council, 4th August

Cllr Gunston and I met with Mandy Armstrong, ADC Graphic Designer, to go through some changes needed to the East Preston map the Community Engagement Committee has been working on. Cllr Gunston will provide a fuller update.

11. East Preston & Kingston Horticultural Society Summer Show, 5th August

I popped in to support this event. Whilst I was there Cllrs Toney and Bowman were also about. The weather was bad and almost all the outdoors activities had been cancelled except, oddly, the throw a dart at envelopes of money competition, although nobody was taking part. Both rooms in the Village Hall were busy, and the Chair of the Horticultural Society, Celia

Buckley, has since told me entries across all classes were up by about 100, with several new people taking part.

I think both councillors named above may be persuaded to enter some classes next year.

12. Councillors' training session, 7th August

Twelve councillors attended this session, given by Andy Beams of Mulberry & Co.. For Helen, this was initial training, for the other eleven it was refresher training. Adrian also attended to help him get a clearer understanding of local councils generally.

The session ran for just under three hours including a short Q&A at the end. Andy provided me with the presentation slides and I circulated these to all councillors and officers for their information.

At the beginning of the evening, Andy explained he would be presenting on how councils should act if they were to follow the Local Government Act 1972 to the letter. As that legislation is now over 50 years old, Andy said all councils will have adapted in their own different ways, whilst still working within the spirit of the legislation. He added he would only be concerned if there was something in the training councillors felt this council was doing the opposite of. As our internal auditor, Andy said he believed the council was well-run.

One thing we all learned from Andy's training is that income from car-parks should only be used in support of that car-park provision or community transport schemes. This could make a decent dent in the costs of running the village bus service.

We also learned all decisions made by the council should show due consideration of the decision's impact on reducing crime and disorder and the environment. You will now see these considerations cropping up in reports.

Throughout the evening, Andy dropped in amusing or curious anecdotes, such as the council meeting he attended at which one councillor threw a chair across the room at another councillor and had to be physically restrained from hitting the other councillor. At another council, the Clerk had spent thirty years voting on every motion alongside the councillors.

My thanks to Cllr Linton for providing a smorgasbord of cheese and biscuits for the short interval, and to all councillors who helped clear up after the session.

13. East Preston & Kingston Village Hall Foundation, Annual General Meeting, 19th August

I attended this meeting together with Cllrs Toney and McElroy; Cllr Bowman was unable to attend.

An additional eight members of the public attended, some representing regular hirers of the Village Hall.

The meeting was held in an amenable atmosphere, and all five current members of the committee re-stood and were re-elected to the committee. The Chairman, Toni McElroy, announced the Premises Manager, Roy Allen, has announced this will be his final year as a committee member. The council will help publicise this role if the Village Hall committee wishes.

Hire rates have been reviewed and will be increasing from September. The new rates will apparently bring the venue closer to similar venues whilst still being competitive.

During the public session, Cllr Toney thanked the committee for how well the venue is upkept. There was a question about how high chairs should be stacked and that was pretty much it.

The meeting closed after about twenty minutes.

14. Three-way meeting with East Preston & Kingston Village Hall Foundation and East Preston Men in Sheds, 23rd August

I attended this meeting with Cllr Toney, and somehow ended up chairing it. The Village Hall Foundation was represented by Toni McElroy (Chairman), Nicola Adams (general committee member) and Roy Allen (Premises Manager). East Preston Men in Sheds was represented by our former colleague, Pat Gander in her new role as Treasurer. Chairman Neil Ellis and Secretary Adrian Miller had both sent their apologies.

The meeting opened with Pat clarifying the current status of East Preston Men in Sheds as both a group and a charity. Earlier conversations about the charity folding had been put on hold for the time being, and the monies collected by the group in the form of donations and grants safely remained in the group's bank account.

The meeting considered the correct form of National Lottery grant to apply for, settling on a People and Communities grant. This would be submitted by the Village Hall Foundation and any award received would be managed by the Foundation, probably in a separate bank account.

Toni explained the Foundation's desire to submit a single grant application which would include complete renovation of the car-park and its drainage. There was some concern though the car-park elements of such an application could overcomplicate a grant application, risking any award being made. The Foundation committee's feeling is the car-park works are needed, especially to counter flooding, and as some work will be needed on the car-park at the time any shed is installed, the time to do such work on the car-park would be all at the same time.

Unable to agree a way forward on this one matter, it was agreed the Village Hall Foundation committee would discuss these concerns and then propose a way forward for consideration by both the parish council and the Men in Sheds committee. It is hoped such a proposal will be available for discussion at the council's 2nd October meeting, and a three-way meeting has been called for 18th September to discuss that first.

Pat thanked the Village Hall Foundation for all it has done for Men in Sheds to date, and all it will do in the future. The Men in Sheds committee would be very happy to help with the words of any grant application.

Steve suggested solar panels could be installed on the shed. There was some disagreement as to whether this would be cost-effective, and it was agreed to park that idea until a shed has been installed and is operational.

15. East Preston Food & Drink Festival, 26th August

For interest, I walked just under eight miles in the twelve hours between me getting to Sea Road in the morning and leaving it at the end of the event.

Thanks to Kelvan Gale for saving the day when the generator we hired would not generate.

Thanks To Roberto Aru, Ristorante Al Mare, for putting a couple of barriers in the back of his van when we were bringing them back to the office.



Early afternoon drone shot, courtesy of Rosie Costan and Jim Burch.

16. **East Preston Food & Drink Festival, 26th August – public feedback**

Nobody came to me with any complaints on the day. One couple who tend to be quite negative about matters around the village sought me out to tell me how great a job the council had done in organising the event.

Below is some public feedback we have received so far in emails and seen on Facebook:

“Another excellent Food Festival organised by East Preston Parish Council. Lovely to see crowds of people having a great time enjoying themselves. We'll done to all involved in the event.”

“What a success, well done PC, your best yet! The variety of food on offer was excellent, who thought I could visit Spain, Mexico, Italy, etc without the delight of airport delays!? I know always a problem, but you could do with more seating.”

“Congratulations, and thanks to everyone involved in the Food & Drink Festival. It was an absolute triumph! Wonderful atmosphere, so many food and drink outlets (tricky decisions having to be made there), great organisation. A perfect day, thank you.”

“Please can you pass on our thanks onto the Food Festival Committee for the wonderful day on Saturday. We attended with all our children and their partners and grandchildren and a grand time was had by all. We know it takes a lot of behind the scenes work and organisation and it was certainly all worthwhile and we appreciate the hard work put in.”

“Great day, enjoyed it.”

“Had a wonderful time yesterday and the rain didn't seem to put people off. Well done to all who give their time to put on this brilliant festival. Xxx👍”

“Congratulations to the whole team. Possibly the best in my five years here.”

One comment to Alison about traffic congestion in Sea Road, north of the event site.

Alison will contact stallholders for their feedback.

17. **West Sussex County Council Library Service**

On 7th August, Sarah Brand started as the Library Cluster Manager covering East Preston Library. Her predecessor, the very popular Vicki Davey, has been promoted to Principal Librarian – Volunteers and Communities covering the whole county. We hope to meet soon.

18. **Social media**

This month, three of the council's Facebook posts were seen by more than 500 people:

- † Only one day to go post for the Food & Drink Festival – 5,171 people
- Warning of dangerous manhole cover in North Lane – 3,376
- Poster to East Preston & Kingston Village Hall Foundation Annual General Meeting – 809
- Poster for the Pet Service at St Mary the Virgin Church, 2nd July – 759
- Warning of broken glass in the children's playground (although Caspar, Toni McElroy and I had done our best to clear it all away) - 756
- Post of property found at the Warren Recreation Ground, 3rd July - 727
- Photograph of largely cuddly toy dog found in Sea Road, temporarily re-homed in the Council Office – 692
- Photograph of post-vandalism blocked toilet in Sea Road toilets - 647
- Poster for East Preston Railway Club's July meeting – 619
- Poster for ADC children's activities over the summer holidays – 583
- MailChimp post for *East Preston Parish Council news – 10th August 2023* - 555
- Post of found keys, 2nd August - 506

Various other Food & Drink Festival posts surpassed 500 viewers.

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 28th August)

The number of Followers is currently 1,831, an increase of 13 on the last report.

19. **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 – 29th June – sent to 915 subscribers, opened by 650 (71.4%)

Parish Council news – 5th July – sent to 912, opened by 655 (72%)

Parish Council news – 1st August – sent to 914, opened by 654 (71.8%)

Parish Council news – 10th August – sent to 914, opened by 663 (72.7%)

Parish Council news – 16th August – sent to 915, opened by 636 (69.7%)

20. Things we have been asked since the last meeting

Please could the council address the matter of pigeons getting caught in the cricket netting, unable to free themselves and thus dying an excruciating pain. (Two residents raised this. Between the first and the second, I contacted the Royal Society for the Protection of Birds for advice. The automatic reply said a response could take up to eight weeks.)

“Will the council run its winter lunch thing again? It made such a difference to my winter to be able to go out and meet and chat to other people.”

On 15th August, a caller asked if I knew of any commemorative events taking place that day. I was able to answer honestly by saying I did not, but I needed to ask what he felt should be being commemorated. The answer was VJ-Day. As the 80th anniversary of VJ-Day is approaching, this may be something the Community Engagement Committee may wish to consider.

“Please can I talk to you about hedgecutting on the Angmering-on-Sea estate?” (You can, but you would be better to speak to the estate’s board via the managing agents.)

“Why do the new signs on the beach specify England? Are we expecting an invasion of some sort?” (The signs are for the England Coastal Path, a new National Trail officially opened in 2020. I referred the questioner to the official website.)

“Do you happen to know which year Jane Musgrave sold her business to Glyn Jones?”

21. Recent bouquets and complaints

(In addition to anything reported above)

Thanks from a resident of Manor Road for letting him know about the government advice to keep his chickens safe during the outbreak of Avian Flu in Ferring.

From a couple in Sea Lane Close, “Just wanted to thank you for repairing the seat at the end of Sea Lane. Have just had our walk to the beach and enjoyed a much more comfortable sit down! Thank you.”

From a resident of Orchard Road after I had forwarded her concern about grass-cutting to Cllr Elkins, “Thank you Simon, I await some response from Roger Elkins. Hopefully he will act as efficiently as you have.”

More from the couple in Sea Road, who had been broken into in the July report, “I do appreciate your input.”

From the second of the residents who emailed in about pigeons and cricket netting, “Thank you for your prompt response and, most especially, for trying to help. That's very reassuring to know. Have a good day and thank you again for caring.”

From one of the daughters of the late Ann Brown, featured in the Summer 2023 Newsletter, “The words are beautiful and we all really appreciate your kindness. Thanks for everything.”

From a resident of St Mary’s Drive, “Do you know how powerful your human relationships are? In every word you speak and every word of yours you write, the power of your human relationships is clear for everyone to see.” (That’s news to me and not something every resident would agree with.)

Three passengers, all East Preston residents, having been shopping at Aldi were on the No. 12 bus going to The Baytree Club. All three were very appreciative of the council supporting the extended No. 12 bus service, and all said they were using it regularly.

A resident of Montpelier Road was very grateful for our efforts to persuade WSCC Highways to intervene in hedge maintenance needed on the footpath between Montpelier Road and Lavinia Way. In her words, "Thank you all for you do for the village. I lived here as a child and returned when I retired. I've seen all the changes and the village still has its heart."

From a resident of Sea Lane who sought extra copies of the Summer 2023 Newsletter for some friends I had already provided with copies, "You continue my Hero."

An attendee at the Amenities Committee meeting on 14th August, called in the following day to praise Dawn for the way in which she helped Cllr Wilkinson run the meeting, and to give her some biscuity gifts.

Another attendee at the same meeting emailed Dawn to thank her and me for supporting him before and during the meeting.

A resident of Golden Avenue, after I had enquired after her mum in hospital, "Thanks again for keeping in touch - it's like receiving a big hug in an email - so I'm sending one right back to you."

From a resident of Sea Road upon subscribing to council e-newsletters, "I've been in the area for a year. My impression is that the council, volunteers and community could not be doing more to making East Preston such a wonderful place to be. As a newcomer and with friends who have visited, it comes up very often how much the council feels to be one and the same as the community. It's hard sometimes to keep doing what you are doing. So many at the point of burn-out but you are all doing brilliantly. An example, is you personally responding to my note requesting to be added to a mailing list. It stood out Simon. Never would I have imagined, in what is so often a faceless environment for you to do so. Thank you."

From a resident of Lavinia Way in response to the council intervening in a car-park issue, "Thank you so much for your intervention. First class from you and the EPPC team. [...] Common sense has prevailed. I shall conclude the FB EP community post with your helpfulness in this matter."

22. Leave

Dawn is on leave for the week beginning 25th September. Caspar will be on leave from 28th September until 11th October.

23. September Meetings and Events

This list may be incomplete and is subject to change.

- 4th Full Council (19:00, East Preston Infant School)
- 10th Rustington Parish Council Annual Civic Thanksgiving Service (15:00, Rustington) (ST and EL only)
- 11th Planning & Licensing Committee (18:00, East Preston Infant School)
Warren Recreation Ground Annual General Meeting (19:00, East Preston Infant School)
- 12th and 19th Carbon Literacy training (09:00) (JG and HH only)
- 18th Environmental Initiatives Working Party (19:00, East Preston Infant School)
- 24th Beach Clean (12:00, Sea Road)

25th 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**

29th August 2023

Agenda Item 19a

Correspondence

Council is asked to consider correspondence received concerning the East Preston Festival Committee.

On 3rd August, the council received the following letter in an email which asked me to “convey the attached to a full meeting of the parish council.”

Letter to Parish Council concerning the East Preston Village Festival Committee 03/08/2023
Copy to festival committee

I call upon the parish council to look critically at the rationale, objectives, and donations policy of the East Preston Village Festival Committee and to insist that if it wishes to retain council approval and support then certain changes should be made. I submit proposed changes below, with the reasons for my proposals, and I have copied them to the festival committee along with a copy of this text.

Bias is much in evidence, for it has been clear since the festival started that it is organised by Christians for Christians and Christian organisations. The committee denies this, but as I shall demonstrate their denials are not credible. The committee's booklet claims it is "supporting village life", and that one of the primary objectives is to "help unite our community". When a clique of any sort uses the word 'our' it usually refers to people like themselves and not to the diverse community that is the real East Preston. Local residents have been duped by festival publicity into thinking that the committee has noble, universal objectives, when clearly the programme reveals it does not, especially the Christian bias inherent in the donations list. The committee refuses to justify the elements of their programme when challenged, and their objectives as advertised are little more than sanctimonious hypocrisy.

Three organisations on their donations list, the Royal British Legion (RBL), the Roman Catholic Church, and the Anglican Church, have, since their foundation, practised social exclusion of specific kinds, and therefore cannot assist 'unity' in any way. The RBL has a long history of racism, which has meant that black home and Commonwealth soldiers who fought and died for the allied cause in world wars and in conflicts since did not have their names added to war memorials because the RBL opposed their inclusion. It is insulting enough that a racist organisation is chosen by the parish council to represent the village on its Armistice Day commemoration, yet, this deeply prejudiced organisation also features in the festival programme and appears on the donations list. Does the parish council think it appropriate that the residents of East Preston are asked to finance a racist organisation?

The RC church supported the Nazis during World War II, betraying many British agents and causing many British troops to lose their lives, and supported Neo-Nazis after it, and it retains a hierarchical structure that is misogynist, homophobic, and transphobic, and which continues to cover up the evil activities of its paedophile clergy. At least one victim of the latter is known to live in East Preston. Because the Vatican authorities refuse to repeal the Edict of Theodosius, RC property managers are duty bound to refuse entry to RC premises to pagans, humanists, secularists, atheists, and other social groups the RC church regards as undesirable, even though holding their beliefs is perfectly lawful. This means that events in the festival

programme held on RC premises are not open to all village residents and I trust the parish council will make it clear to the festival committee that all venues chosen should be open-access to retain council support for the event. When I raised this issue with the festival committee they ignored it in their reply, so I conclude that they don't care if some residents are refused entry to RC venues because they know that these residents will not be Christians - another clear example of bias. The festival committee claimed in an email to me that they had 'no affiliation to other organisations', but their disinterest in the non-Christian residents excluded from RC venues exposes their hypocrisy through their own words.

As with the RC church, the Anglican church also has a hierarchical structure riddled with misogyny, homophobia, and transphobia, and has also dealt ineffectively with cases of sexual abuse of children. It too is on the donations list. As if these three organisations are not concerning enough with regard to their places on the donations list, there are also two Christian paramilitary organisations, the Girl Guides and Scouts, the latter of course founded by a paedophile, which have a history of child indoctrination and abuse. They are best disbanded, but at least they should be removed from the donations list in order to make the point that there should be no place in 21st century Britain for captive young audiences that are recruited as part of the continuing tradition of 19th century child brainwashing, a tradition unfortunately that the parish council has perpetuated by distributing coronation commemorative coins.

The Royal British Legion, the Roman Catholic Church, The Anglican Church, and the Girl Guide and Scout organisations should, I submit, be removed from the donations list for the reasons I have stated, if the festival is to continue to receive parish council approval and support.

My friends and I ask ourselves why the festival committee thinks that the organisations mentioned are such good examples to the village that they will promote unity and be deemed worthy of donations? In reality they represent the worst type of social division, that which reflects people's beliefs and their human right to hold them. Christian theology only recognises Christian beliefs as a fundamental right, all others being heresy. Moreover, the Roman Catholic and Anglican churches are among the biggest land and property owners in the country and can amply finance their own affairs. Removing them from the donations list will allow more substantial donations to be given to deserving local charities and caring organisations. The festival committee comes across as naive and out of touch with the changing demography of the village, particularly its social diversity, and yet it seems to think that organisations with a history of promoting social division, discrimination, and ignorant prejudice, are likely to help 'unite' a socially diverse village like East Preston. What might seem to be naivety is obviously deliberate bias, which is why I describe the festival committee's actions as sanctimonious hypocrisy, as it holds residents who do not share their beliefs and values in contempt and refuses to make changes that I have requested.

Does the parish council really want to be associated with a festival committee and its festival programme that embraces organisations that have a racist, misogynist, homophobic, and transphobic hierarchy and ethos? I have tried to resolve these matters directly with the festival committee but it has made no attempt to justify the position it has taken and the decisions it has made with respect to the programme and destinations for donations. Their replies to me have been curt to the point of insulting, and they prompt me to ask if the parish council really wants discourteous and biased people running a village-wide event whose value they cannot justify to village residents upon enquiry through me, and who have not been able to convincingly refute the charge of bias.

I urge the parish council to make it clear that if the festival committee wishes to retain council support then the programme's rationale, objectives, and donations list should be overhauled along the lines that I have proposed. I would like to receive a copy of the council's deliberations and decisions on my proposals.

Brian Day 03/08/2023

I have invited Mr Day to attend the meeting.

Simon Cross – **Clerk to the Council**

25th August 2023

Agenda Item 20

Other meetings and events – Part 1

Council is asked to note any reports.

East Preston & Kingston Village Hall Foundation committee meeting, 2nd August

East Preston & Kingston Village Hall

The above meeting was held at the Village Hall on Wednesday 2nd August 2023 at 10.00.

Roy Allen gave a very comprehensive premises report and highlighted two areas which came up for discussion with the Parish Council:

Warren Recreation Street Lighting. As mentioned in Dawn's notes to Amenities and company who have the contract to fit the lighting have yet to finish the project. The point regarding lighting times was raised as these lights are installed within the car park and therefore need to be set within a time frame. Condition 4 of Planning Permission EP/164/21/PL states, "The lighting hereby approved will only be illuminated between the hours of 16:00 and 00:00."

The next point raised was regarding extra CCTV to cover the toilets following the incident which occurred last month and the funding for three additional CCTB cameras with a total cost of £1,272.00. Roy Allen stated that he would bring up the request for the Parish Council to fund the cost at our next Finance & Governance Meeting. I did also mention that if the committee agreed then it would require confirmation of the use of funds at Full Council.

Roy and Toni gave an update on East Preston Men in Sheds which appeared, at the time, to have hit a stalemate until further notice. I understand subsequently, a useful meeting has been held between the Village Hall, Men in Sheds and the parish council.

Finally, thanks were given to EP in Bloom for their help in tackling the weeds and improving the flowerbeds around the car park.

Cllr Christine Bowman –

2nd August 2023

Parish Council representative to the Village Hall Foundation

Campaign for the Protection of Rural England (CPRE) Planning Support Workshop, 8th August

Shoreham Centre, Shoreham-by-Sea

Sioned Vos (Chairman, East Preston & Kingston Preservation Society) and I attended this free workshop.

The workshop was structured around three key areas:

1. Understanding the process – policies, discretion and decision making
2. Interpreting planning policies
3. Influencing planning applications.

1. This session enhanced the knowledge in relation to what drives planning in relation to making lives better within a changing world and ensuring that enough planning permissions for homes, business and infrastructure are provided. This also covered how decisions can be influenced as each stakeholder has their own set of motivations and it covered a brief outline of how the planning system works and how material considerations can legitimately give weight when making decisions.
2. This session looked more closely at the interpretation and influences within policies and how a good local plan can give much clearer information to the decision maker and this obviously includes up to date neighbourhood plans. Some very good examples were given, one was looking at a proposal for a development of 2,300 new homes. Within the proposal it stated developing the infrastructure to include linkages for cycling and walking which was impossible to achieve.
3. This highlighted the process within which a proposal can be refused and covered refusal if it is unacceptable on balance and/or it can't be made acceptable by conditions/obligations.

Overall, a very interesting day.

Cllr Christine Bowman –
Interim Chairman of the Neighbourhood Plan Review Steering Group

24th August 2023

Agenda Item 12a

Personnel Committee – Grievance Policy

Council is asked to adopt a Grievance Policy for the council.

Cllr Duff to lead on this item.

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the East Preston Parish Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulations (GDPR)
 - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition

- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she/they raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure to deal with all grievance issues unless the complaint is a Code of Conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) but not the formal stages for a Code of Conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the Monitoring Officer of Arun District Council who will inform the employee whether or not the complaint can be dealt with under the Code of Conduct. If it does not concern the Code of Conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Personnel Committee or, if appropriate, another member of the Personnel Committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Personnel Committee

6. The Personnel Committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:
 - the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she/they wants the Council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the

employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she/they may submit a written appeal to the Personnel Committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the Personnel committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she/they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Personnel sub-committee
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she/they will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

Agenda Item 12b

Personnel Committee – Disciplinary Policy

Council is asked to adopt a Disciplinary Policy for the council.

Cllr Duff to lead on this item.

DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help East Preston Parish Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions

- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
 - unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
 - bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination

- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 8 The employee must not attend work. The council will arrange for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

- 9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
 - inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

The Procedure

- 10 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

- 13 If a formal disciplinary investigation is required, the Council's Personnel Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the Personnel Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Personnel Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary, and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The Personnel Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she/they has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she/they meets with the Investigator, he/she/they will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she/they will recommend either:
- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the Personnel Committee which will decide whether further action will be taken.

- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the Personnel Committee decides that there is a case to answer, it will appoint a sub-committee of three councillors, to formally hear the allegations. The sub-committee will appoint a chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 23 No Councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
- the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chairman will invite the employee to present their account
 - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up
- 24 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

- 26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she/they will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case

- new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the Personnel committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Personnel Committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the Personnel Committee. The appeal panel will appoint a chairman from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she/they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she/they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.