



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

8th May 2024

Dear Councillor and Parishioners

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to the **Annual Meeting** of the Council which will be held on **Monday, 13th May 2024** at East Preston Infant School, Lashmar Road, East Preston commencing at **18.00**.

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

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

Yours sincerely

Clerk to the Council

AGENDA

1. Introductions.
2. Annual appointment of the Chairman of the Council:
 - a) To appoint a Chairman for the council year, 2024/25;
 - b) To receive the Chairman's Declaration of Acceptance of Office.
3. Annual appointment of the Vice-Chairman of the Council:
 - a) To appoint a Vice-Chairman for the council year, 2024/25.
4. Apologies for Absence.
5. Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests they may have in relation to items on this Agenda, and are reminded they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal interest and/or prejudicial interest
- c) the nature of the interest

- d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak under Public Question Time

6. A **Public Question Time** of up to fifteen minutes. Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

Note: This Question Time is the only opportunity at which “Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.” (Standing Order 3e)

Each “member of the public shall not speak for more than three minutes.” (Standing Order 3g)

Members of the public are respectfully asked not to talk during the rest of the meeting unless invited to do so by the Chairman of the Council.

7. An opportunity for Councillors to respond to any matter raised during Public Question Time.

8. To confirm the Minutes of the meeting of the council held on 8th April 2024.

9. To receive an update on matters from previous Full Council meetings.

10. To note written reports and to receive any urgent updates from the council’s committees:

- a) Amenities Committee (Chairman – SW);
- b) Audit & Governance Committee (Chairman – GM);
- c) Community Engagement Committee (Chairman – EL);
- d) Finance & General Purposes Committee (Chairman – RM);
- e) Major Events Committee (Chairman – EL);
- f) Personnel Committee (Chairman – LD);
- g) Planning & Licensing Committee (Chairman – GM).

11. Amenities Committee:

- a) To spend up to £1,200 on two new composite planters in Roundstone Drive;
- b) To spend up to £1,300 on three new composite planters at the Warren Recreation Ground.

12. Community Engagement Committee:

- a) To appoint the Royal National Lifeboat Institute as the Chairman’s charity for 2024/25.

13. To note written reports and to receive any urgent updates from the Parish Council Working Parties:

- a) 20mph (Chairman – SW);
- b) Conservative Hall;
- c) Environmental Initiatives (Chairman – JG);
- d) Leases (Chairman – SW).

14. West Sussex County Council:

- a) To support a highways matter raised by residents of Copse View.

15. Sussex Police report:

- a) To note any monthly report.

16. Clerk’s Report.

17. To note written reports from Members attending other meetings and events:

- a) *A Morning in the Woods* playscheme, 9th April (AC and JG);
- b) East Preston & Kingston Village Hall Foundation, 17th April (CB);
- c) WSALC Chairs’ Forum, 23rd April (EL).

18. To consider any matters covered by any of the reports in the above Agenda Item.

19. To confirm membership of the following committees:

- a) Amenities Committee;
- b) Audit & Governance Committee;
- c) Community Engagement Committee;

- d) Finance & General Purposes Committee;
 - e) Major Events Committee;
 - f) Personnel Committee;
 - g) Planning & Licensing Committee.
20. To confirm membership of the following Working Parties:
- a) 20MPH;
 - b) Conservative Hall;
 - c) Environmental Initiatives;
 - d) Flat and Frontage;
 - e) Leases.
21. To confirm membership of the council's Freedom of Information Panel.
22. To confirm the council's representative to the East Preston & Kingston Village Hall Foundation.
23. To confirm the council's representative to the East Preston Youth Club.
24. New items to be referred to the next meeting – 3rd June.
25. To resolve to exclude the press and public from the rest of the meeting.
26. To consider business related to the Conservative Hall.

This meeting is open to the public. Where possible, members of the public are asked to be present five minutes before the start of the meeting.

In case of emergency, lead Fire Warden for this meeting is Cllr Toney, supported by Cllrs Duff, Linton and Gunston and the Clerk.

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