



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

28th May 2024

Dear Councillor and Parishioners

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to the **Monthly Meeting** of the Council which will be held on **Monday, 3rd June 2024** at East Preston Infant School, Lashmar Road, East Preston commencing at **18.30**.

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

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

Yours sincerely

Clerk to the Council

AGENDA

1. Introductions.
2. Apologies for Absence.
3. Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests they may have in relation to items on this Agenda, and are reminded they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
 - b) whether it is a pecuniary, personal interest and/or prejudicial interest
 - c) the nature of the interest
 - d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak under Public Question Time
4. A **Public Question Time** of up to fifteen minutes. Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

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

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

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

5. An opportunity for Councillors to respond to any matter raised during Public Question Time.
6. To confirm the Minutes of the meeting of the council held on 13th May 2024.
7. To receive an update on matters from previous Full Council meetings.
8. Annual Financial Matters:
 - a) To approve the accounts for the year ending 31st March 2024.
9. Annual Governance and Accountability Return:
 - a) To agree Section 1 – *Annual governance statement 2023/24* – of the Annual Governance and Accountability Return for the year-ending 31st March 2024 can be signed by the Chairman and the Clerk/Responsible Financial Officer;
 - b) To agree Section 2 – *Accounting statements 2023/24* – of the Annual Governance and Accountability Return for the year-ending 31st March 2024 can be signed by the Chairman and the Clerk/Responsible Financial Officer.
10. Financial Matters:
 - a) To note **Outstanding Purchase Orders** for 2024/25 to date report totalling £2,060.12 (exc. VAT) for April & May 24;
 - b) To approve the **Regular Monthly Payments** for April and May 24 totalling £1,642.25 (inc VAT);
 - c) To approve the **Supplier BACS Invoices Paid** reports for April and May 24 (totalling £72,021.84 inc.VAT);
 - d) To approve the **List of Sales Invoices & Bank Receipts** report for financial year to date totalling £169,596.81 (inc. VAT) for April and May 24;
 - e) To note the **Bank Reconciliations** to 31st March 24;
 - f) To note **Budget Summary** for 2024/25 to date (note - some 23/24 account reversals are still required for these figures), including proposed EMRs and General Reserves;
11. 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).
12. Audit & Governance Committee:
 - a) To note the Internal Audit report for the year ending 31st March 2024.
13. Finance & General Purposes Committee:
 - a) To agree to a recommendation to award East Preston Men in Sheds £15,000 to enable it to complete the build and kitting out of its shed.
14. 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).
15. To note the Minutes of the Annual Parish Meeting held on 13th May.
16. West Sussex County Council:
 - a) To receive a report from the West Sussex County Councillor representing East Preston (to last no longer than five minutes).

17. West Sussex County Council:
 - a) To consider supporting a resident's petition for WSCC provide to improve crossing safety in Worthing Road.
18. Arun District Council:
 - a) To receive a report from the Arun District Councillors representing East Preston (to last no longer than ten minutes).
19. Sussex Police report:
 - a) To note any monthly report.
20. Electrical Safety First:
 - a) To consider support of a campaign to improve the safety of lithium batteries.
21. Clerk's Report.
22. To note written reports from Members attending other meetings and events:
 - a) Meeting with Applegate Distribution, 16th April (HH and EL);
 - b) Field House coffee morning, 2nd May (HH and EL);
 - c) East Preston Repair Café, 11th May;
 - d) Rustington Parish Council, 20th May (JG);
23. To consider any matters covered by any of the reports in the above Agenda Item.
24. New items to be referred to the next meeting – 1st July.
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 Gunston and Linton 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>
