

# **ANNUAL MEETING OF THE COUNCIL**

**11<sup>TH</sup> MAY 2026  
at 18:00**

## **SUPPORTING PAPERS**

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

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**Agenda Item 2**

**Annual appointment of the Chairman of the Council**

On 6<sup>th</sup> May, I wrote to all councillors asking them to let me know if they wished to stand for Chairman of the Council.

Of the councillors who replied so far, only Cllr Toney has put himself forward to be Chairman.

Following council protocol, even though Cllr Toney is currently the only candidate, there will still be a Yes / No paper ballot.

**Council is asked to appoint a Chairman for the coming council year.**

Following the appointment of a Chairman of the Council, it will be necessary for the successful candidate to complete a Declaration of Acceptance of Office.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

**Agenda Item 3**

**Annual appointment of the Vice-Chairman of the Council**

On 6<sup>th</sup> May, I wrote to all councillors asking them to let me know if they wished to stand for Vice-Chairman of the Council.

Of the councillors who replied so far, only Cllr Linton has put herself forward to be Vice-Chairman although one other offered to stand only if Cllr Linton had decided not to stand.

Following council protocol, even though Cllr Linton is currently the only candidate, there will still be a Yes / No paper ballot.

**Council is asked to appoint a Vice-Chairman for the coming council year.**

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

**Agenda Item 8**

# **Minutes of the Monthly Full Council meeting,** **13<sup>th</sup> April 2026**

The draft Minutes were circulated to all councillors on 15<sup>th</sup> April, asking for suggested amendments by 22<sup>nd</sup> April. None were received.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 9**

### **Monthly Update Report**

- 1. Introduction**
- 2. Minute 176/26 – East Preston Allotments**
- 3. Minutes 235.26 to 237/26 – East Preston in Bloom, East Preston Repair Café and East Preston Men in Sheds**
- 4. Minute 242/26 – Warren Recreation Ground - cricket**
- 5. Minute 243/26 – East Preston Community Boardwalk**
- 6. Minute 250/26 – West Sussex County Council**

#### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 2<sup>nd</sup> March 2026.

#### **2. Minute 176/26 – East Preston Allotments**

This matter is back with ADC as this council and the community volunteers agree a five-year lease is too short, especially with an organisation which is unlikely to exist in five years.

#### **3. Minutes 235/26 to 237/26 – East Preston in Bloom, East Preston Repair Café and East Preston Men in Sheds**

A resident present at the meeting wrote in, “Thank you for the invitation to last Monday’s meeting. Good to hear the reports from the various groups.”

#### **4. Minute 242/26 – Warren Recreation Ground - cricket**

Correspondence has continued between the council and the Warren Recreation Ground Safety Group, via the latter’s solicitor. The council’s latest letter was sent to the group’s solicitor on 29<sup>th</sup> April. At the time of writing, we await a reply.

We also await a fixture card. Once that has been made available, we will be looking for councillors to volunteer to attend an hour of each of the matches.

#### **5. Minute 243/26 – East Preston Community Boardwalk**

On the morning after the 13<sup>th</sup> April meeting, I contacted the Community Boardwalk reps and said we had a few matters to discuss at this end before we could agree the date for handover. Those matters will be considered at the Finance & General Purposes Committee meeting on 12<sup>th</sup> May.

Separately, a member of the public contacted the council on 30<sup>th</sup> April stating the council “cannot” accept this gift from Sea Road Beach Access Ltd., the liability is too great on the community. I have asked him to put his concerns into writing so the Finance & General Purposes Committee can discuss them.

#### **6. Minute 250/26 – West Sussex County Council**

Much microsurfacing of some of North Lane and some of Sea Road has taken place, with lots of dissatisfaction being expressed on Facebook. A WSCC Highways officer attended on 29<sup>th</sup> April to see for himself.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 11**

### **Committees**

Since the last Full Council meeting the following committees have met: Major Events, Personnel and Planning & Licensing. Draft Minutes have been circulated to all councillors, except for the Personnel Committee Minutes which have been circulated only to committee members.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 11a**

### **Amenities Committee**

Cllr Wilkinson is chairman of this committee.

The committee did not meet in April.

**Warren Recreation Ground tennis court** – Following further reports from neighbours regarding the misuse of the tennis court, at its May meeting the committee will be discussing

ideas for changes which could be made to the court's gate to prevent unauthorised access resulting in misuse of the court.

**Village Hall** –To comply with fire regulations, the Village Hall has installed external exit ramps from the Miller Barn and Warren Room. The children's playground was closed whilst the work took place. Some minor alterations will be made to the ramp leading into the children's playground to prevent children gaining access underneath the ramp.

**North Lane Bus Shelter** – Following a long delay, WSCC Volunteers has confirmed it will begin work in July 2026 installing the replacement shelter. Unfortunately the project's supervisor has been unable to source the appropriate materials required to build a composite shelter as originally planned, therefore the committee has opted for a wooden alternative. Wherever possible the volunteers will be using reclaimed timber. The shelter will be positioned on the existing concrete base.

**Sea Road Toilets** - The committee has submitted an application to the 2026 Loo of the Year Awards. The unannounced inspection visit usually takes place sometime between August and September. The results are announced at the end of October along with a summary report with star grading. One of the two annual deeps cleans took place on 13<sup>th</sup> April.

The committee's next meeting remains scheduled for 18<sup>th</sup> May 2026.

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

6<sup>th</sup> May 2026

## **Agenda Item 11b**

### **Audit & Governance Committee**

Cllr Mathias is chairman of this committee.

The committee did not meet in April.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 11c**

### **Community Engagement Committee**

Cllr Linton is the chairman of this committee.

The committee did not meet in April.

Some updates:

**Newsletter No. 78, Spring 2026** – this went to print on 5<sup>th</sup> May. Thanks to everyone who contributed to a slightly shorter newsletter than of late, six pages rather than eight.

The committee's next meeting will be on 8<sup>th</sup> June.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 11d**

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

Cllr McElroy is the chairman of this committee.

The committee did not meet in April.

The committee's next meeting is scheduled for 12<sup>th</sup> May. One of its main items for that evening will be consideration of the applications received for this year's Grant Aid.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 11e**

### **Major Events Committee**

Cllr Linton is Chairman of the committee.

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

**Funday Sunday, 19<sup>th</sup> April** – the committee reviewed another successful event. A few minor tweaks have been suggested and these will be considered before any future Funday Sunday events. Feedback was positive, one Rustington resident telling most of the council representatives present it was the best £10 he had ever spent.

**East Preston Food & Drink Festival, 29<sup>th</sup> August** – all is on-track for this event.

**Autumn Bingo, 4<sup>th</sup> October** – likewise, all is on-track for this evening which will take place at East Preston Junior School.

**Remembrance Sunday, 9<sup>th</sup> November** – the council is awaiting further information from the Royal British Legion before it can organise the road closures.

**East Preston Christmas Celebrations, 21<sup>st</sup> November** – the reformatted event will take place only at the Village Hall. I have spoken to East Preston Library about it running a Father Christmas Storytime event on a different date and the response was very positive although we have no details as yet. The council can make its grotto (shed) available to the library if it wants.

**Terrorism (Protection of Premises) Act 2025** – Cllr McElroy continues to review the government-issued paperwork for this legislation so the council can be aware how it will impact upon its events.

**End-of-term party** – the committee agreed the council’s end-of-term party would be held on 2<sup>nd</sup> April 2027 at East Preston Infant School again.

The committee’s next meeting is scheduled for 22<sup>nd</sup> June.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 11f**

### **Personnel Committee**

Cllr Duff is the chairman of this committee.

The committee did not meet in April.

**Work experience** – the council will be hosting a work experience student during the week beginning 1<sup>st</sup> June. If possible, the schedule for committee chairmen meeting with the student to explain their committee’s role within the council is as follows:

01/06: Cllr Gunston and Adrian to talk council finance and audit matters;

02/06: Cllr Linton to talk Community Engagement and Major Events;

03/06: Cllr Bradshaw to talk Planning & Licensing; Cllr Duff to talk Personnel;

04/06: Cllr Wilkinson and/or Dawn to Amenities.

**Committee meetings** – just a reminder the majority of parish council committee meetings will return to the Council Office with immediate effect. Please check agendas carefully though as Amenities Committee meetings and some Planning & Licensing Committee meetings will continue to take place at the school.

The committee’s next meeting is scheduled for 20<sup>th</sup> July.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 11g**

### **Planning & Licensing Committee**

Cllr Bowman is chairman of the committee.

The committee met on 14<sup>th</sup> April.

On the 14<sup>th</sup> April, the committee considered one planning application and one licensing application. The committee agreed unanimously not to object to the planning application. The committee also agreed unanimously to raise objections to the licensing application on the grounds of prevention of public nuisance.

The steering group for the revised East Preston Neighbourhood Plan met on 29<sup>th</sup> April and drafted a response to comments raised by the independent examiner. None of the comments made by the examiner were felt to be seriously concerning.

On 30<sup>th</sup> April, Cllr Bowman met with a resident to Fairlands to discuss proposed amendments at the front of the property.

Simon Cross – **Clerk to the Council**

30<sup>th</sup> April 2026

## **Agenda Item 12**

### **Working Parties**

None of the council's working parties met in April.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 12a**

### **20mph Working Party**

Cllr Wilkinson has stepped down as the chairman of this working party.

Unless more new members can be found for this working party, it will cease to exist, see Agenda Item 16a below.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 12b**

### **Devolution and Local Government Reorganisation** **(Devo WP)**

Cllr Gunston is chairman of this working party which is currently dormant.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 12c**

### **Flat and Frontage Working Party (FFWP)**

Cllr Wilkinson has stepped down as the chairman of this working party.

No updates from this working party explicitly.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 12d**

### **Leases Working Party (LWP)**

Cllr Wilkinson has stepped down as the chairman of this working party.

On 21<sup>st</sup> April, our negotiator forwarded to us the latest correspondence from the club's negotiator. I replied this will be considered at the Finance & General Purposes Committee meeting scheduled for 12<sup>th</sup> May.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 13**

### **Sussex Police**

**Council is asked to note a brief annual report received from Sussex Police.**

The village crime report statistics for 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 would appear to be:

- Anti-social behaviour – 142
- Criminal damage – 32
- Other – 339
- Theft – 35
- Drugs - 1

These figures have been provided by PCSO Rijo Raju of the Neighbourhood Policing Team.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Clerk's Report**

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Community Speedwatch (CSW), 13<sup>th</sup> April**
6. **Nationwide Allotment Society Council Survey**
7. **Celebration of the life of Andy Billups, 1<sup>st</sup> May**
8. **Social media**
9. **MailChimp stats**
10. **A selection of things we have been asked since the last meeting**
11. **Recent bouquets and complaints**
12. **Leave**
13. **May meetings and events**

### 1. **Introduction**

This is the report mainly covering April 2026 and matters which may not arise elsewhere on the agenda.

### 2. **Police matters**

Purely by coincidence, PCSO Raj happened to visit the Warren Recreation Ground at a time when some youths were climbing over the roof of the cricket pavilion. When I next saw Raj, he confirmed his visit had been in a response to a council request to visit the rec more frequently.

On the day the council met with the cricket club at the cricket pavilion, 27<sup>th</sup> April, PCSO Raj and his colleague Kim again happened to visit the Warren Recreation Ground. No bad or anti-social behaviour was in progress and PCSO Raj reassured Cllr Linton he knew the parents of most of the group he had previously found on the roof of the pavilion.

### 3. **Anti-social behaviour (ASB) matters**

No developments in anti-social behaviour matters in the village previously reported to ADC anti-social behaviour team.

### 4. **Freedom of Information (FoI) / Data Protection requests**

No new requests received in April.

### 5. **Community Speedwatch (CSW), 13<sup>th</sup> April**

Danny Reginiano and I were outside the Village Hall for the hour from 09:00. In that hour, there were 210 vehicle movements past us, and we recorded one car travelling above the threshold. This has been reported to Sussex Police through the correct CSW portal.

It was an odd morning. Rather than being equally spread out across the hour, the traffic was very much in bursts; traffic which may have travelled at a higher speed was often stuck behind slower traffic.

#### **6. Nationwide Allotment Society Council Survey**

On 28<sup>th</sup> April, I completed the above survey on behalf of the council. It was a very high-level survey, the first since 1996 to try and establish the number of allotment sites in the country. It was based on facts rather than opinion and I completed as much as I could.

#### **7. Celebration of the life of Andy Billups, 1<sup>st</sup> May**

Cllr Toney and I attended this event, on behalf of the council. The event was held at the Charmandean Centre and was probably attended by about 200 people. Apart from people there independently, other East Preston representation came from East Preston Junior School and East Preston Yarnbombers. The eulogies, both humorous and sad, all underlined what a very special man this former resident of East Preston was. It was a honour to have been able to attend.

#### **8. Social Media**

Only one of the council's Facebook posts reached more than 500 people in the past month:

- Post advising of WSCC Highways works to start on 23<sup>rd</sup> April – 2,625 people

(posts up to and including 5<sup>th</sup> May)

The number of Followers is currently 2,018, an increase of 11 on the last report.

#### **9. MailChimp stats**

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

Parish Council news – 9<sup>th</sup> April – sent to 961 subscribers, opened by 718 (74.7%)

Parish Council news – 17<sup>th</sup> April – sent to 963, opened by 705 (73.2%)

Parish Council news – 22<sup>nd</sup> April – sent to 962, opened by 700 (72.8%)

Parish Council news – 1<sup>st</sup> May – sent to 963, opened by 646 (67.1%)

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

“Someone has maliciously (sic) turn on the water to my home. Can you get someone to make a check from council or reset to what is likely to have happened and give me an estimate of cost to repair?”

This was a handwritten letter sent through the post, addressed to West Sussex Council, East Preston / Rustington / Offices, Rustington – despite that, it ended up on my desk. I contacted Southern Water who said the author should contact Southern Water direct. I wrote a reply, which I was going to post, but to expedite delivery,

I walked the letter round in person. Behind the glass panel below the author's letterbox, lots and lots of junk mail. If the author is not out and about, someone must be visiting for the initial letter to have been posted.

"With reference to the recent announcement about the availability of soil conditioner at all recycling centres, do residents have to pre-book collection slots (as they do if they want to recycle rubbish) and if so will such visits count towards the number of visits they can make within a given period?"

I contacted a WSCC friendly expert, who replied, "In answer to your question, yes, residents do need to book a slot beforehand, and yes it counts towards the total number of visits per month. We need to manage traffic on site, and would encourage residents to book their usual slot to take items to the Recycling Centre, and grab Revive soil conditioner at same time, if needed. Please see our website link [Revive soil conditioner compost - West Sussex County Council](#)."

"I have recently learned that I was born on the same day and date as Des Lynam. I understand that he lives in your Parish and would be grateful if there is any way (if you can?) to let him know how delighted I was to learn of this information."

I advised the author Des lives, or lived, in Kingston and suggested he contact my Kingston counterpart.

"What's happening with [nn] Sea Lane, it looks derelict?"

The property is fully lived-in and the occupants can be seen out and about in the village most days.

## **11. Recent bouquets and complaints**

(In addition to anything reported above)

From two residents of Hazelmead Drive following *Funday Sunday*, "To all relevant East Preston Parish Council Councillors and Staff. Well done. Yet another very successful Funday Sunday. Kit Bradshaw was excellent. Many thanks."

From the resident who asked about Revive, see above, "Thank you for going the extra mile, Simon."

From two residents of The Nookery, to whom I sent a couple of *Funday Sunday* photographs, "Thank you for the dancing photos, a nice reminder of a lovely afternoon. You and the team did a fantastic job, we thoroughly enjoyed the delicious tea and Kit's performance. Great choice of tunes! Hope you have had good feedback."

From a resident of Manor Road, in response to the e-newsletter published on 22<sup>nd</sup> April, "Thank you for your very interesting email!"

From a resident of Orchard Road, following *Funday Sunday*, "Wasn't Sunday marvellous. With my bad knee, I shouldn't have danced so much, but I didn't care. I was having so much fun."

From the man with the same birthday as Des Lynam, "Thank you for your quick reply and the information. I will, as you suggested, contact Val Knight to see if she can help. Once again many thanks."

From a resident of Fairlands who met with Cllr Bowman in her role as Chairman of the Planning & Licensing Committee, "Thank you so much for arranging the meeting. Christine is lovely and was ever so helpful."

## **12. Leave**

Caspar was off on the 6<sup>th</sup> and has booked 14<sup>th</sup> and 15<sup>th</sup> off too; Alison is off on 26<sup>th</sup> to 28<sup>th</sup>. I will be starting late on 21<sup>st</sup>.

### 13. May Meetings and Events

This list may be incomplete and is subject to change. Where committee meetings fall on the same day, the timings of these meetings may also be subject to change.

- 9<sup>th</sup> East Preston Repair Café (10:00, East Preston Infant School)
- 11<sup>th</sup> Annual Full Council (18:00, East Preston Infant School)  
Annual Parish Meeting (19:00, East Preston Infant School)
- 12<sup>th</sup> Arun District Association of Local Councils (17:00, Arundel) (apologies given)  
Planning & Licensing Committee (18:00, Council Office)  
Finance & General Purposes Committee (19:00, Council Office)
- 20<sup>th</sup> Planning & Licensing Committee (18:00, Council Office) (tbc)  
Amenities Committee (19:00, East Preston Infant School)
- 21<sup>st</sup> Alison Griffiths MP public meeting (18:00)

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## Agenda Items 15a-g

### Committees for 2026/27

Each year, council reviews the membership of its committees, giving councillors the opportunity to use their skills on different committees. In January 2013, council “**RESOLVED** that with effect from May 2013, in order to effect greater rotation of councillors between committees, the Chairman of the Council and the incumbent chairmen of the Committees will have a greater say in which councillors sit on which committees; this understanding to be in place until at least the end of the current municipal term, i.e. May 2015.” (Minute 013/13, Resolution 0635) There has, to date, been no move to revoke this policy.

All councillors were sent a form in April.

Where changes were proposed, the Chairman of the Council and the incumbent Chairman of the relevant committee have agreed them. **Please check the table below and let me know if I have made any mistakes.**

Amenities	Bowman, Bradshaw, Gale, McElroy, Toney, Wilkinson	
Audit & Governance	see note below	to be confirmed
Comm. Engagement	Chapman, Duff, Hill, Linton, Moore, Toney	one vacancy
Finance & GP	Gunston, Mathias, McElroy, Toney, Wilkinson	one vacancy
Major Events	Bowman, Chapman, Duff, Linton, McElroy, Toney	one vacancy
Personnel	Duff, Gale, Gunston, Linton, Toney	
Plan. & Licensing	Bowman, Bradshaw, Linton, Mathias, Moore, Toney, Wilkinson	

**Council is asked to agree the committee membership as noted above.**

At the April 2018 meeting, it was resolved the Chairmen of the above committees should automatically be members of the Audit & Governance Committee. Therefore, membership of

that committee will be finalised as soon as each of the other committees has met and elected a Chairman. Should they not be eligible as the chairman of any of the committees, the following councillors have expressed their willingness to sit on the Audit & Governance Committee if there is space, Cllrs Bowman, Duff, Mathias, McElroy, Toney and Wilkinson.

As Chairman and Vice-Chairman of the Council (likely to be) elected tonight, Cllrs Toney and Linton will automatically be members of the Personnel Committee and they are also entitled to attend and vote at meetings of the other committees. The above permits all committees to function within their Terms of Reference.

As you will note, three committees have a single vacancy. If you would like to fill any of those vacancies, please let me know.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Items 16a-d**

### **Working parties for 2026/27**

Each year, council reviews the membership of its working parties, giving councillors the opportunity to use their skills on different working parties. The only restriction on numbers for a working party is it must have at least three councillors aboard, there is no maximum number.

All councillors were sent a form in April.

**Please let me know if I have made any mistakes in the table below.**

**Council is asked to agree the working party memberships as noted below:**

20MPH	Toney
Devolution and Local Government Restructuring	Gunston, Linton, Toney
Flat and Frontage	Gale, Linton, McElroy, Moore, Toney
Leases	Gunston, Mathias, Moore, Toney

As Chairman and Vice-Chairman of the Council (likely to be) elected tonight, Cllrs Toney and Linton are entitled to attend and vote at meetings of the council's working parties. The above permits all working parties to function within their Terms of Reference with the exception of the 20MPH Working Party which has one month for other councillors to come forward or else it will be automatically disbanded, as per Standing Order 28e, "When there are fewer than three active councillors on a working party, that working party will have a month's grace to bring the number back up to three, If after that month there are not three active councillors, this working part will automatically be disbanded."

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 17**

### **Freedom of Information Panel**

The council has a Freedom of Information Panel to consider Freedom of Information requests received from the public. The following councillors have expressed their willingness to be part of the panel.

**Council is asked to agree the panel's membership for the coming year as Cllrs Bradshaw, Duff, Linton, Mathias, Toney and Wilkinson.**

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 18**

### **East Preston & Kingston Village Hall Foundation**

The council can have a member sit on the committee of the East Preston & Kingston Village Hall Foundation.

Cllr Bowman has stood down from this role she has held since 2018. At the last council meeting, Cllr Chapman volunteered for this role. Would anyone like to stand as official substitute should there be any meetings Cllr Chapman could not attend?

As Chairman of the Council, Cllr Toney can automatically attend any meetings between the council and the Village Hall Foundation.

**Council is asked to agree Cllr Chapman is the council's representative to the East Preston & Kingston Village Hall Foundation.**

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 19**

### **East Preston Youth Club**

As Cllr Chapman is the current Chairman of the Youth Club Committee, **Council is asked to agree Cllr Chapman remains the council's representative to the East Preston Youth Club.**

This role has changed in recent years and, in the lack of a youth facility in the village or even maybe much call for one, the role is more about looking after the bank account and working with neighbouring councils on some revised form of youth offering across Angmering, East Preston and Rustington.

Other councillors wishing to be involved in youth initiatives should discuss this with Cllr Chapman. Cllrs Duff and Toney have expressed an interest in working with young people.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026

## **Agenda Item 20**

### **New items to be referred to the next meeting – 1<sup>st</sup> June 2026**

No speakers booked for the next meeting so the start time will be 19:00.

Simon Cross – **Clerk to the Council**

6<sup>th</sup> May 2026