

# **MONTHLY MEETING OF THE COUNCIL**

**1<sup>ST</sup> JUNE 2026  
at 19:00**

## **SUPPORTING PAPERS**

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

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**Agenda Item 6**

**Minutes of the Annual Full Council meeting,  
11<sup>th</sup> May 2026**

The draft Minutes were circulated to all councillors on 13<sup>th</sup> May, asking for suggested amendments by 20<sup>th</sup> May. None were received.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> May 2026

**Agenda Item 7**

**Monthly Update Report**

1. **Introduction**
2. **Minute 176/26 – East Preston Allotments**
3. **Minute 242/26 – Warren Recreation Ground - cricket**
4. **Minute 250/26 – West Sussex County Council**
5. **Minute 306/26 – Annual appointment of the Chairman of the Council**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 11<sup>th</sup> May 2026.

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

As mentioned last month, this matter is back with ADC. Some unexpected and mysterious clearance work was referred to Cllr Gunston who, in turn, asked our ADC officer contact whether he could shed any light on this work. On 18<sup>th</sup> May, the ADC officer said he “was not aware of any work being done at the allotments, but I will try and find out if some was scheduled from our Maintenance team. In the meantime, I will endeavour to get back to you this week on the outstanding questions that you have raised.”

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

The first cricket match of the season took place on Saturday, 11<sup>th</sup> May. Cllr Wilkinson attended as the council's observer.

The children's playground was duly closed by the cricket club on behalf of the council. This had been publicised in an e-newsletter and is also publicised in the Spring 2026 paper Newsletter. At the time of writing, no concerns about this closure have been raised to the council.

Legal correspondence between the council and the cricket club and the Warren Recreation Ground continues.

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

The ironware has yet to be raised and road markings have yet to be replaced. I have chased both of these matters with WSCC Highways, no replies.

#### **5. Minute 306/26 – Annual appointment of the Chairman of the Council**

News from neighbouring parishes, so far:

Angmering PC: "Cllr. Nikki Hamilton-Street remains as Chair and Cllr. Alan Evans remains as Vice Chair."

Rustington PC: "No changes here. Cllr Andy Cooper remains as Chairman, and Cllr Gary Lee remains as Vice-Chairman."

Ferring PC: "No changes at Ferring - Chairman, Councillor Clare Royal and Vice Charman Councillor Ruth Arnold."

Simon Cross – **Clerk to the Council**

20<sup>th</sup> May 2026

## **Agenda Item 8a**

### **Annual Financial Matters – Accounts for year-ending 31<sup>st</sup> March 2026**

**Council is asked to approve the accounts for the year-ending 31<sup>st</sup> March 2026 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

Cllr McElroy to introduce this item.

The accounts have been checked to the satisfaction of our Internal Auditor and can be found at Appendix A of these papers. This year, the Finance & General Purposes Committee has not met to review the figures.

Councillors with any questions are invited to call the office prior to the meeting. Adrian will be in the office on the morning of the meeting.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Items 9a-c**

### **Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2026**

**Council is asked to note the Annual Internal Audit Report 2025/26 page of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2026.**

**Council is asked to agree Section 1 – *Annual governance statement 2025/26* - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2026 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

**Council is asked to agree Section 2 – *Accounting statements 2025/26* - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2026 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

Cllr McElroy to introduce this item.

At the end of each financial year, it is necessary for this council to complete an Annual Governance and Accountability Return which is then sent for external audit.

Appendix B shows the section of the form completed by the council's internal auditor, Andy Beams of Mulberry Local Authority Services Limited. Andy's full report is covered by Agenda Item 12a below.

Appendix C shows the two sections of the form the council needs to agree can be signed by the Chairman and me. Appendix B also includes the Internal Auditor's completed page of the Annual Governance and Accountability Return. I have circulated the complete Internal Auditor report to all councillors to give them additional confidence in agreeing to sign-off this paperwork.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 11**

### **Committees**

Since the last Full Council meeting the following committees have met: Amenities, Finance & General Purposes and Planning & Licensing. Draft Minutes have been circulated to all councillors.

Simon Cross – **Clerk to the Council**

23<sup>rd</sup> May 2026

## **Agenda Item 11a**

### **Amenities Committee**

Cllr McElroy is chairman of this committee.

The committee met on 18<sup>th</sup> May 2026. Cllr McElroy was elected chairman and Cllr Toney was re-elected vice-chairman.

**Village Map display boards** – The village’s two Millennium noticeboards are to be replaced with two new composite display boards. Mr Paul Amoo, then on behalf of The East Preston Film Society, kindly proposed the donation of the two Village Map noticeboards, to mark the one hundredth film showing. The new composite boards will display the *Historic East Preston* walking map, adapted to fit by Mandy Armstrong, ADC’s Graphic Designer. One will be located at the Village Green and the other at the Northern Shops. The approximate cost of this project is in the region of £4,000. As this amount exceeds the donation received, the committee will be approaching Full Council to fund in the region of £2,000 to complete this project. This amount will cover the cost of the artwork design, installation and disposal of the old boards.

**Sea Road Toilets** – In order to protect the Hoist Assisted Toilet’s (HAT) external wall, a corner impact barrier has been installed. Full Council may recall in February 2025, a vehicle collided into the HAT’s external wall causing extensive damage. The entire wall needed to be rebuilt. The same impact barrier has also been installed around the Warren Recreation Ground’s car-park’s lighting column and a further two at the council offices.

**Village Green improvements** – The committee’s working party met with the project’s Landscape Architect, to discuss his designs and his strategy for the south-western corner improvements. Following this, a second interim drawing was produced for the working party’s consideration. At its May meeting, the committee raised its concern regarding the cost and timing of this project, given the council has just purchased the property next to the office. The committee has therefore agreed to place the project on hold and to ringfence the project’s remaining budget. The committee will review the project at a later date.

**Warren Recreation Ground tennis court** – as mentioned last month, the committee did discuss idea for changes which could be made to the tennis court’s gate to prevent unauthorised access resulting in misuse of the court. Today, I met a fencing contractor at the court and we discussed options for increasing the height of the existing fencing.

The committee’s next meeting remains scheduled for 10<sup>th</sup> August 2026.

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

26<sup>th</sup> May 2026

## **Agenda Item 11b**

### **Audit & Governance Committee**

Cllr Mathias is incumbent chairman of this committee.

To date the composition of this committee for the current council year is: Cllrs Toney and Linton as Chairman and Vice-Chairman of the Council respectively, and Cllr Bowman as Chairman of the Planning & Licensing Committee and Cllr McElroy as Chairman of the Amenities and Finance & General Purposes Committees. The chairmanship of the Community Engagement, Major Events and Personnel Committees will be decided in the next couple of months. If each of those three committees elects a chairman not already name above, the committee will be a full-strength. Chances are that will not happen, so there may be space for Cllrs Mathias and Wilkinson, both of whom have put themselves forward for membership of this committee.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 11c**

### **Community Engagement Committee**

Cllr Linton is the incumbent chairman of this committee.

The committee did not meet in May.

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.

**Youth Provision** – the project working alongside Angmering and Rustington Parish Councils to provide a website to let local young people and their adults know what is available in the area is moving ahead. An article on page 23 of *All About East Preston and Kingston* gives more information on this.

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

Simon Cross – **Clerk to the Council**

25<sup>th</sup> May 2026

## **Agenda Item 11d**

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

Cllr McElroy is the chairman of this committee.

The committee met on 13<sup>th</sup> May. Cllr McElroy was re-elected chairman and Cllr Gunston was re-elected vice-chairman.

The main business was consideration of applications for Grant Aid for the new council year. The committee agreed to award Grant Aid funding to the following organisations: 1<sup>st</sup> East Preston Scout Group; 4SIGHT Vision Support; Air Ambulance Charity Kent Surrey Sussex; Arun Counselling Centre; East Preston Cricket Club; East Preston in Bloom; East Preston Yarnbombers; Family Support Work; Friends of East Preston Junior School; Friends of Oak Grove College; Friends of St Mary's Church; Home-Start Arun, Worthing and Adur; and WADARS. The total awarded was £8,376, leaving £1,624 in the Section 137 Grant Aid budget line for 2026/27. The average award was just under £650 per organisation. The committee turned down two applications which were deemed not strong enough.

East Preston Festival Committee was awarded £2,140 from a separate Section 144 Grant Aid budget line.

Most organisations have already sent their thanks to council and councillors and these will be included in the supporting paper for the committee's next meeting.

The committee is continuing to look at the possibility of awarding three-year grants to the most regular recipients. This should reduce the administration for the council and the organisations.

The committee considered its next steps in the take-on of the East Preston Community Boardwalk. These considerations included representations made by a member of the public. The committee has written to the directors of Sea Road Beach Access Ltd. detailing what further it would like to see before any handover. A response to this has not yet been forthcoming due to the scheduled unavailability of some of those directions.

The committee also discussed its next steps in the renewal of the lease to the Bowls Club. This includes agreement to the club's suggestion of a further meeting.

The committee agreed the council should commission an assessment of the council's three buildings for insurance renewal valuation purposes. This has been scheduled for mid-June.

The committee's next meeting is scheduled for 17<sup>th</sup> August.

Simon Cross – **Clerk to the Council**

25<sup>th</sup> May 2026

## **Agenda Item 11e**

### **Major Events Committee**

Cllr Linton is incumbent chairman of the committee.

The committee did not meet in May. There are no updates to those given to the May council meeting.

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

Simon Cross – **Clerk to the Council**

25<sup>th</sup> May 2026

## **Agenda Item 11f**

### **Personnel Committee**

The committee did not meet in May.

In the middle of the month, Cllr Linton and I gave Simon his annual appraisal. Thanks to all councillors who contributed such positive feedback. Some interesting thoughts came out of this meeting and will be taken to the next Personnel Committee meeting, scheduled for 20<sup>th</sup> July.

Simon has noticed a discrepancy between the council's Standing Orders and the Terms of Reference for each committee. This will also be discussed further at the next committee meeting.

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

26<sup>th</sup> May 2026

## **Agenda Item 11g**

### **Planning & Licensing Committee**

The committee met on 13<sup>th</sup> May. Cllr Bowman was re-elected chairman and Cllr Bradshaw was re-elected vice-chairman.

The committee had a single planning application to consider at the meeting and agreed to raise objections to a proposed redevelopment in Warren Crescent.

The committee noted a letter from the ADC Group Head of Planning & Building Control explaining upcoming national changes to what applications can be decided by a planning officer and what will be referred to the ADC Planning Committee. The committee felt the changes would result in a reduced weight given to local comments.

Cllr Bowman subsequently met with Mrs Vos, chairman of East Preston & Kingston Preservation Society, to agree comments back to the independent examiner of the revised East Preston Neighbourhood Plan.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 12a**

### **Audit & Governance Committee – internal audit for the year ending 31<sup>st</sup> March 2026**

**Council is asked to note the Internal Audit report for the year ending 31<sup>st</sup> March 2026.**

The council's internal audit for the past municipal year was completed by Andy Beams of Mulberry Local Authority Services on Monday, 18<sup>th</sup> May. Andy's report was provided to the council on 19<sup>th</sup> May and circulated electronically to all councillors on the same day.

Andy's report included the following three paragraphs as part of his Executive Summary:

“Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with own built in compensating controls are robust, strictly followed and in many respects a model of good practice.

“We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.”

The council's officers thank the several councillors who have kindly taken the time to thank them for their efforts in keeping the council on track.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 13a**

### **Amenities Committee – millennium map noticeboards**

**Council is asked to agree to expenditure of up to £2,000 for the installation of new millennium map noticeboards.**

As Dawn has written at Agenda Item 11a above, Paul Amoo, representing East Preston Film Society, approached the council wanting to replace the millennium maps located by the Village Green car-park and at the Northern shops. The maps have been in place for over 25 years and need some refreshing. Paul suggested replacing the millennium maps with the Historic East Preston maps created under Cllr Gunston's guidance in 2024.

The donation from the Film Club, in honour of its 100<sup>th</sup> film screening in the village does not cover the whole project. Dawn has estimated the installation costs and disposal costs of the existing noticeboards will be up to £2,000. This would be taken from the council's general reserves.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 14**

### **Working Parties**

None of the council's working parties met in May, except for the Leases Working Party at the Finance & General Purposes Committee meeting already reported above.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 14a**

### **20mph Working Party**

Membership of this working party, as agreed at the last meeting, had reduced to just Cllr Toney. Unless more new members can be found for this working party, it will cease to exist, see Agenda Item 15a below. If any councillor would like to put themselves forward for the working party, please let me know.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> May 2026

## **Agenda Item 14b**

### **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**

26<sup>th</sup> May 2026

## **Agenda Item 14c**

### **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**

26<sup>th</sup> May 2026

## **Agenda Item 14d**

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

This working party is currently without a chairman.

As part of the Finance & General Purposes Committee meeting held on 12<sup>th</sup> May, those members of the Leases Working Party present considered the latest correspondence from the bowls club's negotiator and agreed a response.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 15a**

### **20mph Working Party**

**Committee is asked to disband this working party.**

The working party's Terms of Reference were adopted on 9<sup>th</sup> January 2023 with a main objective to act, "This working party acts as an advisor to East Preston Parish Council on matters relating to a proposal from the village Community Speed Watch team to implement some 20mph zones in the village."

That proposal has struggled to find traction at West Sussex County Council. The most recent village survey showed 64.55% support for a 20mph zone in the village; more members of the public have stopped me in the street to object to the proposal than to register their support.

As reported above, this working party is currently without a chairman and only has Cllr Toney as councillor member.

Council's Standing Orders state, "The minimum number of active councillors on a working party at any time to be three," (Standing Order 28d.) Standing Orders continue, "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."

A month has not yet passed since the Annual Meeting of the Council but, at the time of writing, no other councillors have come forward to sit on this working party. If no councillors have come forward by the time of the meeting, the council could either defer a decision until a month has passed or could put the working party out of its misery now.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 16**

### **118-120 Sea Road, East Preston**

**Council is asked to consider any matters relating to 118-120 Sea Road.**

Nothing particularly to consider ahead of the meeting.

Cllr Gunston led a bit of a working party in the property on 18<sup>th</sup> May, supported by Cllrs Linton and Wilkinson. The council thanks Jane Souttar, Debbie Neiman, Christian Dennis and Wendy Walker for the great work they did in the garden in a very short space of time. By the time you read this report, John may well have set a further date for works.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 17a**

### **Annual Parish Meeting, 11<sup>th</sup> May 2026**

**Council is asked to note the draft Minutes of the Annual Parish Meeting held on 11<sup>th</sup> May.**

The Annual Parish Meeting took place on 11<sup>th</sup> May and included a presentation from Alice Jalley on behalf of Chestnut Tree House hospice. The meeting was followed by drinks and nibbles with some of the members of the public who had attended. These were circulated electronically to all councillors on 26<sup>th</sup> May.

Simon Cross – **Clerk to the Council**

15<sup>th</sup> May 2026

## **Agenda Item 18**

### **West Sussex County Council**

**Council is asked to receive a report from County Councillor Roger Elkins, the representative for East Preston & Ferring Ward.**

Simon Cross – **Clerk to the Council**

12<sup>th</sup> May 2026

## **Agenda Item 19**

### **Arun District Council**

**Council is asked to receive a report from the district councillors representing East Preston and Kingston, Cllrs Philippa Bower, Ricky Bower and Paul Kelly.**

Simon Cross – **Clerk to the Council**

12<sup>th</sup> May 2026

## **Agenda Item 20**

### **Sussex Police**

**Council is asked to note any report received from Sussex Police.**

Simon Cross – **Clerk to the Council**

26<sup>th</sup> May 2026

## **Agenda Item 21**

### **Clerk's Report**

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Year-end internal audit for the year ending 31<sup>st</sup> March 2026, 18<sup>th</sup> May**
6. **Community Speedwatch (CSW), 21<sup>st</sup> May**
7. **Alison Griffiths MP Zachary Merton meeting, 21<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. **June meetings and events**

1. **Introduction**

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

## **2. Police matters**

Some misuse of the Warren Recreation Ground tennis court by youths climbing over the fence to gain access. PCSO Raj has said he believes he knows the main perpetrators and their families.

## **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 May.

## **5. Year-end internal audit for the year ending 31<sup>st</sup> March 2026, 18<sup>th</sup> May**

Andy Beams visited the council for the morning of 18<sup>th</sup> May. His report was received on 19<sup>th</sup> May and immediately circulated electronically to all councillors.

Please see the supporting paper for Agenda Item 12a above for an insight into Andy's conclusions.

## **6. Community Speedwatch (CSW), 21<sup>st</sup> May**

Chris Eschbaeher and I completed a Community Speedwatch shift in Worthing Road for an hour from 08:30. We were only monitoring eastbound traffic. We recorded 194 vehicles travelled that route in that hour, three of which were travelling about the threshold. They have had their details forwarded to Sussex Police. No real abuse, just a few drivers driving past unnecessarily slowly. One member of the public talked positively about CSW and he might be persuaded to join the team.

## **7. Alison Griffiths MP Zachary Merton meeting, 21<sup>st</sup> May**

Alison Griffiths is the MP for Bognor Regis and Littlehampton, which includes Rustington, home to the Zachary Merton hospital. In conjunction with Rustington Parish Council, Alison organised a public meeting with NHS representatives to discuss the current status of the hospital site and its possible futures. The meeting was only open to people living within the constituency, so I was able to attend. Rustington PC managed to get the chairmen of East Preston and Angmering Parish Councils in as observers, so Cllr Toney was also there.

The meeting was held at the Woodlands Centre, full to capacity. Initially, the meeting was addressed by Alison, Cllr Andy Cooper in his role as Chairman of Rustington Parish Council, Siobhan Melia, Chief Executive of Sussex Community NHS Foundation Trust, and Amy Galea, Chief Commissioning Officer for Neighbourhoods and Partnerships at NHS Surrey and Sussex Integrated Care Board. Those were the platform speakers. The first member of the public to address the meeting was Cllr Alison Cooper, county councillor for Rustington and then a number of members of the public were able to ask questions of the panel. Mostly, the meeting was respectful. I believe the two NHS representatives did take on board the concerns of the

public but, with the current focus very much on treating people at home (i.e. the concept of virtual wards), I think any campaign to reinstate a community facility in Rustington is going to face a steep uphill climb. (Just my opinion.)



If you look really closely, you can see me standing at the back of the hall. Cllr Toney is partially visible over the shoulder of my Rustington counterpart, Carole Ward (photograph courtesy of Cllr Andy Cooper)

## 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 in Sea Lane – 4,014 people

(posts up to and including 26<sup>th</sup> May)

The number of Followers is currently 2,027, an increase of 9 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 – 8<sup>th</sup> May – sent to 963 subscribers, opened by 632 (65.6%)

Parish Council news – 14<sup>th</sup> May – sent to 962, opened by 643 (66.8%)

Parish Council news – 21<sup>st</sup> May – sent to 962, opened by 609 (63.3%)

The MailChimp software is recording this information differently to previously and possibly incorrectly, but without a contract there is no way of contacting support to report this. There is no other obvious reason why our open stats should be nearly 10% down on where it was earlier this year.

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

Has anyone handed in my grandson's mobile phone?

No. But I gave advice and the council posted on its Facebook page.

Our neighbour has a dead fox in the garden. It's not in public property as long you understand it's up to them to get rid of it. Unfortunately, that's very difficult because of their circumstances. Is there anyone that might be able to help?

I confirmed a private pest controller would be best placed to collect and advise.

We would like to complain about one of the advertisers in your magazine, All About East Preston and Kingston.

Not our magazine, I advised the authors to direct their complaint to the publisher.

Is anyone able to come and tweak the poo bag dispenser at the cricket field as there are bad in there but can't get them out? Rarely use this facility unless absolutely necessary and today was that day 🙄. It's a brilliant facility when working for those that forget a poo bag.

Yes, Caspar can look at that, and did.

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

(In addition to anything reported above)

From the lady whose grandson had mislaid his phone, "I know you saw Paul yesterday and heard that someone found Archie's mobile phone, but we just wanted to thank you for your support and advice. It was great that you kindly put a message out on Facebook- I continued to reassure Archie that there are good people around. We were so happy and grateful that it was found. Good luck to all of your future plans for the office move."

From the lady with the dead fox in her garden, "Thank you very much - extremely helpful. I shall get in touch with someone today."

"Thanks for your advice," from the couple who wanted to complain about the advert in All About East Preston and Kingston.

From a local Neighbourhood Watch coordinator, "Reading the latest EPPC Newsletter, I was impressed that you will be offering up to two speed restriction stickers to EP residents for wheelie bins, sometime soon. Good news!"

## 12. **Leave**

Dawn will be on leave on 1<sup>st</sup> June. I will be on leave for most of 2<sup>nd</sup> June. Adrian is off for the weeks beginning 8<sup>th</sup> and 15<sup>th</sup> June. Alison is off on the 8<sup>th</sup> and the 15<sup>th</sup>.

## 13. **June 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.

- 1<sup>st</sup> Full Council (19:00, East Preston Infant School)
- 3<sup>rd</sup> ADC Fraud Awareness presentation (18:00, online) (DM only)
- 5<sup>th</sup> East Preston Festival starts (until 14<sup>th</sup>)
- 6<sup>th</sup> East Preston Festival: *Come and Meet Your Local Councillors* ((councillors) 09:30 to 12:30, Council Office)
- 8<sup>th</sup> Planning & Licensing Committee (18:00, Council Office)  
Community Engagement Committee (19:00, Council Office)
- 9<sup>th</sup> East Preston Festival: *Putter Madness* ((councillors) 15:45 to 19:15, Village Green)
- 20<sup>th</sup> East Preston Repair Café (10:00, East Preston Infant School)
- 22<sup>nd</sup> Planning & Licensing Committee (18:00, Council Office)  
Major Events Committee (19:00, Council Office)
- 29<sup>th</sup> Chairmanship training (18:30, East Preston Infant School)

## **Agenda Item 22**

### **Other meetings and events – Part 1**

**Council is asked to note any reports from Members attending other meetings and events.**

#### **ADC Town and Parish Climate Change Group, 20<sup>th</sup> May**

##### **online**

An online session introduced the idea of habitat banking to 14 Town and Parish Councils. Arun are doing a feasibility study on land they own to see if they can set up a habitat bank to allow developers to fund projects and meet their statutory obligation to leave nature 10% better off after building work.

We were also given an update on a number of other projects including the installation of solar panels at the Wave Centre using Energise South Downs, Arundel's Great Big Green Week from 6<sup>th</sup> - 14<sup>th</sup> June and Eco Churches.

Cllr John Gunston

20<sup>th</sup> May 2026

## **Agenda Item 24**

### **New items to be referred to the next meeting – 6<sup>th</sup> July 2026**

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

Simon Cross – Clerk to the Council

26<sup>th</sup> May 2026

# Appendix A

## Agenda Item 8a

### Annual Financial Matters – Accounts for year-ending 31<sup>st</sup> March 2026

**Council is asked to approve the accounts for the year-ending 31<sup>st</sup> March 2026 and can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

15/04/2026	East Preston Parish Council	
08:45	Balance Sheet as at 31/03/26	
31st March 2025		31st March 2026
	<b>Current Assets</b>	
7,870	VAT Control A/c	7,623
1,017	Prepayments	869
23,399	Barclay Current Bank	23,697
45,000	Nationwide BS	20,000
84,581	Cambridge & Counties Bank	87,809
97,353	United Trust Bank	8,487
77,781	Redwood Bank	80,040
84,346	Unity Trust Bank	1,893
36,000	Boom Community Bank	36,000
35	Petty Cash	127
<u>457,382</u>		<u>266,546</u>
	<b>457,382 Total Assets</b>	<b>266,546</b>
	<b>Current Liabilities</b>	
1,966	Creditors	2,118
26	Barclaycard Credit Card	0
4,266	Accruals	9,935
1,115	Receipts In Advance	930
<u>7,373</u>		<u>12,983</u>
	<b>450,009 Total Assets Less Current Liabilities</b>	<b>253,563</b>
	<b>Represented By</b>	
164,007	General Reserves	95,401
286,001	Earmarked Reserves	158,162
<u>450,009</u>		<u>253,563</u>

The above statement represents fairly the financial position of the authority as at 31/03/26 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_

**East Preston Parish Council**

**Income and Expenditure Account for Year Ended 31st March 2026**

31st March 2025		31st March 2026
	<b>Operating Income</b>	
304,306	Parish Council Office	298,461
11,895	Flat 124 Sea Road	11,400
3,000	AOS Lawn Tennis Club	3,500
2,405	Amenities	0
4,067	AoS Estate RA	5,829
6,603	Village Car Park	2,959
96	F & GP Committee	249,913
1,444	Food & Drink Festival	1,630
913	Xmas Event	1,218
515	Funday Sunday	757
2,677	Special Events	0
11	Community Engagement Income	285
1,042	Entertainments and the Arts	1,235
970	Environmental	0
10	Village Hall	10
0	EP Bowls Club	0
651	EP Cricket Club	671
677	WRG Car Park	288
4,154	WRG Sea Road Toilets	4,404
<b>345,434</b>	<b>Total Income</b>	<b>582,560</b>
	<b>Running Costs</b>	
34,526	Parish Council Office	33,856
3,757	Flat 124 Sea Road	2,259
99,786	Parish Officers	106,722
1,596	Parish Councillors	1,328
2,043	Amenities	2,013
5,506	Street Lighting	6,127
1,123	Village Car Park	5,023
70	Boules Piste	59
0	Table Football	133
123	Village Clock	631
1,250	South Strand Toilets	1,250
25	War Memorial	25
28,643	Planting	29,609
2,004	Trees	1,533
1,745	Seats	1,065
660	Village Green	1,480
2,659	Grounds Grass	2,691
0	Bus Shelters	1,162
0	Noticeboards	600
0	EP Signs	88
169	Dog & Litter Bins	109
120	Drainage	0
3,066	F & GP Committee	445,696
311	Chairman	336
199	Elections	0
9,403	Professional Fees	17,967
721	Conservative Hall	0
32,320	Section 137	11,839
4,315	Parish Councillors	8,789
2,856	Tourism (F&G)	2,100
0	Tourism (Comm Eng)	22

**East Preston Parish Council**

**Income and Expenditure Account for Year Ended 31st March 2026**

31st March 2025		31st March 2026
125	Major Events	0
1,705	Food & Drink Festival	3,361
4,466	Xmas Event	4,956
899	Funday Sunday	670
0	Autumn Event	6
2,946	Special Events	0
10,551	Community Engagement Income	888
8,246	Communications	5,426
5,881	Christmas Lighting	14,007
8,691	Traffic Calming	9,709
10,750	Community Transport	0
4,078	Entertainments and the Arts	2,760
9,816	Environmental	0
13,898	WRG Trust	14,584
0	EP Bowls Club	750
57	WRG Tennis Court	124
167	WRG Dog & Litter Bins	217
0	WRG Car Park	4,570
10,896	Open Spaces	12,896
42	WRG Outdoor Gym Equip	2,844
11,096	WRG Trees	2,588
17	WRG Fives Court	17
4,773	WRG Play Area	6,387
0	WRG Seating	1,116
9,731	WRG Sea Road Toilets	6,618
<b>357,824</b>	<b>Total Expenditure</b>	<b>779,006</b>
<b>General Fund Analysis</b>		
240,176	Opening Balance	164,007
345,434	Plus : Income for Year	582,560
585,609		746,568
357,824	Less : Expenditure for Year	779,006
227,785		(32,439)
63,778	Transfers TO / FROM Reserves	(127,840)
<b>164,007</b>	<b>Closing Balance</b>	<b>95,401</b>

**Agenda Item 9a**

**Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2026**

**Council is asked to note the *Annual Internal Audit Report 2025/26* page of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2026.**

**Annual Internal Audit Report 2025/26**

EAST PRESTON PARISH COUNCIL

<https://eastpreston-pc.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

22/10/2025

18/05/2026

A BEAMS MULBERRY LAS LTD

Signature of person who carried out the internal audit

Date

18/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**Agenda Items 9b and 9c**

**Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2026**

**Council is asked to agree Section 1 – Annual governance statement 2025/26 - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2026 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

**Section 1 – Annual Governance Statement 2025/26**

We acknowledge as the members of:

EAST PRESTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

\_\_\_\_\_

and recorded as minute reference:

\_\_\_\_\_

Signed by the Chair and Clerk of the meeting where approval was given:

Chair \_\_\_\_\_

Clerk \_\_\_\_\_

<https://eastpreston-pc.gov.uk/>

**Council is asked to agree Section 2 – Accounting statements 2025/26 - of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2026 can be signed by the Chairman and the Clerk/Responsible Financial Officer.**

**Section 2 – Accounting Statements 2025/26 for**

EAST PRESTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	462,399	450,009	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	275,899	287,219	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	69,534	295,342	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	112,189	120,031	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	245,634	658,976	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	450,009	253,563	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	448,495	258,053	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,075,400	1,508,033	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	250,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes		No		
11 Do the figures in the accounting statements above exclude any trust transactions?			✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED