



# EAST PRESTON PARISH COUNCIL

From: Simon Cross      Clerk to the Council

30<sup>th</sup> January 2018

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, 5<sup>th</sup> February 2018** at the East Preston Infant School, Lashmar Road, East Preston commencing at **7.00pm.**

The Public has the right to attend. 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 reminded to make any declarations of personal and/or prejudicial/pecuniary Interests they may have in relation to items on this Agenda.

This interest should be declared by stating:

- a) The item you have the interest in
- b) Whether it is a personal interest and the nature of the interest
- c) Whether it is also a prejudicial/pecuniary interest
- d) If it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

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 for the Public “to make representations, answer questions and give evidence in respect of any item of business included in the Agenda.” (Standing Order 1d)

“Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.” (Standing Order 1f)

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. West Sussex County Council:
    - a) To receive a report from the West Sussex County Councillor representing East Preston.
  7. Arun District Council:
    - a) To receive a report from the Arun District Councillors representing East Preston;
    - b) To consider whether or not some councillors should meet with Mr Jonathan Marshall concerning this council's nomination of The Seaview Hotel as an Asset of Community Value.
  8. To confirm the Minutes of the meeting of the council held on 8<sup>th</sup> January 2018.
  9. To receive an update on matters from previous Full Council meetings.
  10. Financial Matters:
    - a) To approve the Outstanding Purchase Orders for 2017/18 to date report totalling £7,075.86 (exc VAT);
    - b) To approve the Supplier Invoices Late Paid report for December 2017 totalling £424.05 (inc VAT);
    - c) To approve the Supplier Invoices Paid report for January 2018 totalling £1,280.66 (inc VAT);
    - d) To approve the Supplier BACS Invoices Paid reports for January 2018 totalling £11,038.28 (inc VAT);
    - e) To approve the List of Sales Invoices & Bank Receipts report for financial year to date totalling £266,050.24 (inc VAT);
    - f) To note the Bank Reconciliation to 12<sup>th</sup> January 2018;
    - g) 2017/18 Budget Summary Sheet to date.
  11. To note written reports and to receive any urgent updates from the council's committees:
    - a) Amenities Committee;
    - b) Audit & Governance Committee;
    - c) Community Engagement Committee;
    - d) Finance & General Purposes Committee;
    - e) Personnel Committee;
    - f) Planning & Licensing Committee.
  12. Community Engagement Committee:
    - a) To adopt Terms of Reference for the Website Working Party;
    - b) To agree the purchase of three Royal British Legion Silent Soldiers for the village at a cost of £750.
  13. Personnel Committee:
    - a) To adopt a Lone Worker Policy for the council.
  14. To note written reports and to receive any urgent updates from the Parish Council Working Parties:
    - a) Christmas Celebrations;
    - b) East Preston Food & Drink Festival;
    - c) Leases;
    - d) Website.
  15. Clerk's Report.
  16. New items to be referred to the next meeting – 5<sup>th</sup> March.
- N.B. All councillors are asked to stay behind after the meeting for a short review of the meeting to be led by Cllr Moore.

***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.***

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