EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

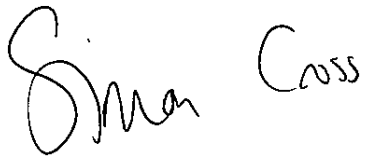
3rd April 2018

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, 9th April 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

A G E N D A

1. Introductions.

2. Two minutes' silence to remember the late Cllr Hazel Tester.

3. Apologies for Absence.

4. To appoint a Chairman for the remainder of the municipal year.

5. To appoint a Vice-Chairman for the remainder of the municipal year.

6. 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

7. 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.

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

9. West Sussex County Council:
   a) To receive a report from the West Sussex County Councillor representing East Preston.

10. Arun District Council:
   a) To receive a report from the Arun District Councillors representing East Preston.

11. Velo South:
   a) To note correspondence received from Ian Thatcher, 7th March 2018;
   b) To note correspondence received from Louise Goldsmith, Leader of West Sussex County Council, 15th March, *Velo South Event – September 2018*.

12. To confirm the Minutes of the meeting of the council held on 5th March 2018.

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

14. Financial Matters:
   a) To approve the Outstanding Purchase Orders for 2017/18 to date report totalling £2,495.27 (exc VAT);
   b) To approve the Supplier Non BACS Invoices Paid report for March 2018 totalling £1,097.21 (inc VAT);
   c) To approve the Supplier BACS Invoices Paid reports for March 2018 totalling £30,214.07 (inc VAT);
   d) To approve the List of Sales Invoices & Bank Receipts report for financial year to date totalling £271,357.37 (inc VAT);
   e) To note the Bank Reconciliation to 14th March 2018;
   f) 2017/18 Budget Summary Sheet to date.

15. 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.

16. Audit & Governance Committee:
   a) To agree the chairmen of all the council's committees are automatically members of the council's Audit & Governance Committee.

17. 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.

18. Clerk's Report.

19. To note an update on co-option of new councillors to the council.

20. New items to be referred to the next meeting – 14th May.

21. To appoint a Chairman for the next meeting.

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. (If Cllr Moore is unavailable, the review will be led by Cllr Shah.)

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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