



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

8th May 2018

Dear Councillor and Parishioners

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to the **Annual Meeting** of the Council which will be held on **Monday, 14th May 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. Annual appointment of the Chairman of the Council.
3. To receive the Chairman's Declaration of Acceptance of Office.
4. Annual appointment of the Vice-Chairman of the Council.
5. To receive the Vice-Chairman's Declaration of Acceptance of Office.
6. Apologies for Absence.
7. 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
8. 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.

9. An opportunity for Councillors to respond to any matter raised during Public Question Time.
10. West Sussex County Council:
 - a) To receive a report from the West Sussex County Councillor representing East Preston.
11. Arun District Council:
 - a) To receive a report from the Arun District Councillors representing East Preston.
12. To confirm the Minutes of the meeting of the council held on 9th April 2018.
13. To receive an update on matters from previous Full Council meetings.
14. Financial Matters:
 - a) To approve the Outstanding Purchase Orders for 2018/19 to date report totalling £25,784.01 (exc VAT);
 - b) To approve the Supplier Non BACS Invoices Paid report for April 2018 totalling £5,503.30 (inc VAT);
 - c) To approve the Supplier BACS Invoices Paid reports for April 2018 totalling £14,263.01 (inc VAT);
 - d) To approve the List of Sales Invoices & Bank Receipts report for financial year to date totalling £129,980.07 (inc VAT);
 - e) To note the Bank Reconciliation to 13th April 2018;
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. 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.
17. Clerk’s Report.
18. To note written reports from Members attending other meetings and events, to include:
 - a) East Preston Healthy Walks, 12th April (PG);
 - b) Arun District Council Planning Briefing, 3rd May (EL and DM).
19. To consider any matters covered by any of the reports in the above Agenda Item.
20. To note an update on co-option of new councillors to the council.
21. To confirm membership of the following committees:
 - a) Amenities Committee;
 - b) Audit & Governance Committee;
 - c) Community Engagement Committee;
 - d) Finance & General Purposes Committee;

- e) Personnel Committee;
 - f) Planning & Licensing Committee.
22. To confirm membership of the following Working Parties:
- a) Christmas Celebrations;
 - b) Leases;
 - c) East Preston Food & Drink Festival;
 - d) Website.
23. To confirm membership of the council's Freedom of Information Panel.
24. To confirm the council's representative to the East Preston & Kingston Village Hall Foundation.
25. New items to be referred to the next meeting – 4th June.

N.B. All councillors are asked to stay behind after the meeting for a short review of the meeting to 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.

01903 770050

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN
eastpreston.arun.gov.uk Email: eparishcouncil@btconnect.com