



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

24th September 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, 1st October 2018** at the East Preston Infant School, Lashmar Road, East Preston commencing at **6.30pm**.

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 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
4. A short presentation from Nick Handley, Service Co-ordinator, [West Sussex Mediation Service](#).
 5. 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.

6. An opportunity for Councillors to respond to any matter raised during Public Question Time.
7. West Sussex County Council:
 - a) To receive a report from the West Sussex County Councillor representing East Preston;
 - b) To note an email from Cllr Deborah Urquhart, *New permit scheme at Household Waste Recycling Sites from 1 Oct.*
8. Arun District Council:
 - a) To receive a report from the Arun District Councillors representing East Preston.
9. To confirm the Minutes of the meeting of the council held on 3rd September 2018.
10. To receive an update on matters from previous Full Council meetings.
11. Financial Matters:
 - a) To approve the **Outstanding Purchase Orders** for 2018/19 to date report totalling £21,941.41 (exc VAT);
 - b) To approve the **Supplier Non BACS Invoices Paid** report for **Late Payments (August 2018)** totalling £487.15 (inc VAT);
 - c) To approve the **Supplier Non BACS Invoices Paid** report for **September Payments 2018** totalling £1,178.21 (inc VAT);
 - d) To approve the **Supplier BACS Invoices Paid** reports for **September 2018** totalling £19,152.44 (inc VAT);
 - e) To approve the List of **Sales Invoices & Bank Receipts** report for financial year to date totalling £270,198.54 (inc VAT);
 - f) To note the **Bank Reconciliation to 14th September 2018**;
 - g) To note to-date **Income & Expenditure Summary against Budgets** for 2018/19.
12. 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.
13. Community Engagement Committee:
 - a) To agree the initial Terms of Reference for the Major Events Committee.
14. Personnel Committee:
 - a) To agree a revised staffing structure for the council;
 - b) To note the committee's decision to contract with the Sussex and Surrey Associations of Local Councils for support with the recruitment of a new member of staff;
 - c) To agree to the committee's suggestion the council withdraw its administrative support to the East Preston Youth Club now the club is up and running happily.
15. 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.
16. Clerk's Report.
17. To note written reports from Members attending other recent meetings and events, to include:
 - a) Rustington Parish Council Annual Civic Thanksgiving Service, 9th September (ST);
 - b) Friends of St Mary the Virgin meeting, 10th September (ST);
 - c) NHS Big Health and Care Conversation, 12th September (EL);
 - d) Arun District Association of Local Councils quarterly meeting, 19th September (ST);

18. To consider any matters covered by any of the reports in the above Agenda Item.
19. To agree an initial schedule of meetings for 2019.
20. New items to be referred to the next meeting – 5th November.

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.

<p>Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN 01903 770050 eastpreston.arun.gov.uk Email: eparishcouncil@btconnect.com</p>
