

MONTHLY MEETING OF THE COUNCIL

1ST OCTOBER 2018

SUPPORTING PAPERS

Agenda Item 4

West Sussex Mediation Service

Over the past six years, East Preston Parish Council has awarded a small grant towards the costs of running the [West Sussex Mediation Service](#) (charity no. 1084592).

Nick Handley, Service Co-ordinator, would like to thank the council personally for its grants and would like to explain the work the organisation does across the county and in East Preston in particular.

Simon Cross – **Clerk to the Council**

20th September 2018

Agenda Item 7b

West Sussex County Council – household waste recycling sites

The council received the following email on 24th September:

Dear Colleagues,

I am writing to ensure that you are aware of changes at our Household Waste Recycling Sites (HWRSs), which come into effect from **1 October 2018**.

A new scheme means householders in West Sussex who use a van, pickup or single axle trailer for private purposes will need to obtain a free permit.

The permit is available to West Sussex residents only and allows those who drive a commercial-type vehicle or have a trailer to continue to use it to dispose of just their household waste. The scheme does not cover waste generated by a business or household waste that has been collected by a trader for a charge.

The permits are being introduced to help address congestion at the sites, eliminate illegal disposal of commercial waste and discourage out-of-county visitors from bringing in large loads.

Over 8,000 permits have been issued so far. But we want to make sure as many people as possible are aware of the scheme before it is fully implemented on 1 October.

As well as the new permit scheme, some vehicles will no longer be allowed to use HWRSs. Restricted vehicles include:

- multi axle trailers (four wheels),
- horse boxes,
- tipper trucks,
- flatbed or dropside trucks,
- Luton (box) type vans.

For reasons of site safety and reducing congestion all trailers will also be excluded from **Bognor Regis** and **Littlehampton** sites.

Please visit www.westsussex.gov.uk/permitscheme to find out more.

Kind regards,

Deborah.

Simon Cross – **Clerk to the Council**

24th September 2018

Agenda Item 9

Minutes of Monthly Full Council meeting, 3rd September

The draft Minutes were circulated to all councillors on 5th September, asking for comments by 12th September. Minor amendments were suggested by Cllr Gander and incorporated into the Minutes before you now.

Simon Cross – **Clerk to the Council**

20th September 2018

Agenda Item 10

Monthly Update Report

1. **Introduction**
2. **Minute 419/18 – Annual Return for year-ending 31st March 2018**
3. **Minute 619/18 – Public Session – West Sussex County Council**
4. **Minute 619/18 – Public Session – Minutes of the meeting held on 2nd July**
5. **Minute 622/18 – Arun District Council**
6. **Minute 628/18 – Community Engagement Committee – Blue Plaque For Far End**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 3rd September 2018.

2. **Minute 419/18 – Annual Return for year-ending 31st March 2018**

On 11th September, the council received back from the External Auditors its Annual Return for the year-ending 31st March 2018. The full Annual Return will be noted by the Audit & Governance Committee at its next meeting.

For the fourth year running the council's Annual Return has been signed off with neither comments nor concerns raised.

Surprisingly, as of the end of July, one of the External Audit companies had had to send out over 1,150 letters to councils which had not supplied their Annual Return by the 10th July deadline nor arranged for an extension to the deadline.

3. Minute 619/18 – Public Session – West Sussex County Council

The morning after the meeting, I contacted the Abandoned Vehicles Officer at Arun District Council to ask for her advice on the trailer parked long-term in the layby at the junction of The Street and Worthing Road. Her recommendation was to report this to West Sussex County Council (WSCC) Highways as under Section 143 of The Highways Act 1980, the council has the authority to give notice to a Non-Motorised Vehicle Structure (NMVS) requiring removal of the NMVS. Under Sections 320 and 321 of the same Act, the council has the authority to remove the NMVS upon expiration of the Notice if the NMVS has not been removed.

I referred the matter to WSCC and the local Highways Officer attached a notice to the vehicle asking for it to be removed within seven days of the notice being attached. The officer was not permitted to access contact information for the trailer's owner despite it having a registration plate. The ADC Abandoned Vehicles Officer had also referred the matter to Sussex Police which was only able to say the parent vehicle was not registered locally.

On Monday, 17th September, the resident who raised the original concern let me know the trailer had been removed, "How efficient you are! What a speedy result! Thank you."

4. Minute 619/18 – Public Session – Minutes of the meeting held on 2nd July

On 4th September, I sent Mrs Wallace a copy of the council's letter to the Village Hall Foundation concerning the Millennium Wall-hanging.

5. Minute 622/18 – Arun District Council

In the *Littlehampton Gazette* of 20th September, it was announced the High Court had given the go-ahead to a judicial review into the decision by Highways England to choose Option 5A for the A27 Arundel by-pass.

6. Minute 628/18 – Community Engagement Committee – Blue Plaque For Far End

An agreement for the installation of a blue plaque on Far End has been signed by the current householders, Simon and Amy Comins, and council's thanks to them for being so open to this idea. The blue plaque has been ordered but no likely delivery date has been received yet. The Community Engagement Committee will be looking at hosting a small unveiling ceremony in due course.

Simon Cross – **Clerk to the Council**

21st September 2018

Agenda Item 12

Committees

Since the last meeting, the following committee meetings have taken place: Amenities on 17th September, Community Engagement on 24th September, Personnel on 17th September, Planning & Licensing on 24th September.

Draft Minutes from all these meetings are likely to have been circulated by the time of this meeting, with the exception of the Minutes from the Personnel Committee meeting which are circulated only to members of that committee.

Simon Cross – **Clerk to the Council**

21st September 2018

Agenda Item 12f

Planning & Licensing Committee

The committee met on the 24th September and considered a revised Application for alterations to 39 Hillview Crescent. The committee agreed to object to the revised proposal on the grounds, in brief, the resulting property will be out-of-keeping with the existing street-scene and the property was the first built in the street and is the only detached bungalow there.

The committee also noted ADC's decision to stop providing paper copies of Planning Applications with effect from 1st January. I have already got provisional agreement from the Infant School we can have access to the ADC Planning website and use the laptop, screen and projector in the school hall to show plans. The committee has reservations about this decision but will see how it goes.

The draft Minutes from the meeting will likely have been circulated to all councillors by the time of this meeting.

Simon Cross – **Clerk to the Council**

25th September 2018

Agenda Item 13a

Community Engagement Committee – Major Events Committee

Council is asked to agree the initial Terms of Reference for the Major Events Committee.

At its meeting on 24th September, the Community Engagement Committee agreed to recommend to Full Council adoption of Terms of Reference for the Major Events Committee. These can be found at Appendix A below.

Agenda Item 14a

Personnel Committee – staffing structure

Council is asked to agree a revised staffing structure for the council.

Cllr Gander to lead on this item.

The Personnel Committee held an extraordinary meeting on 17th September in response to, Assistant Clerk to the Council, Mrs Khoo's desire to change her working situation. Information received from Trevor Leggo, Chief Executive Officer of the Sussex and Surrey Associations of Local Councils (SSALC) suggested this council has been understaffed for sometime. According to Mr Leggo, town and parish councils spend an average of between 50% and 60% of their budget on staff costs. Currently, this council spends just 26% of its budget on staff costs.

Mrs Khoo has accepted an offer from this council to drop back to being the council's book-keeper only, for eight hours a week, with effect from 1st November. It is important to the Personnel Committee to retain Mrs Khoo's knowledge in whatever way possible.

Currently, the office-based members of staff are employed for the following hours each week: Simon – 35, Tracy – 20 and Alison – 10.

The committee would like to increase Simon's and Alison's hours in recognition they both regularly work beyond they contracted hours and should be paid accordingly. The committee believe Simon's hours should be increased to a standard 37½ and Alison's to 14 hours per week.

The committee would also like to employ a new Assistant Clerk to take on the remainder of Tracy's workload on up to 20 hours per week. Mr Leggo has advised such a role should be offered at least £12 an hour.

The Personnel Committee therefore proposes the following office-based staffing structure:

Clerk: 37½ hours per week;
Assistant Clerk: <20 hours per week;
Admin Assistant / Receptionist: 14 hours per week;
Book-keeper: 8 hours per week.

The committee understands this will have a major impact upon the precept for the coming year. That impact is only necessary though because the council has saved costs in recent years by unwittingly being understaffed and relying on the goodwill of its staff. The committee will be including an article in the Autumn 2018 Newsletter on this matter.

The committee does not propose any changes to the externally-based staff.

Cllr Pat Gander – **Chairman of the Personnel Committee**

24th September 2018

Agenda Item 14b

Personnel Committee – recruitment of an Assistant Clerk

Council is asked to note the committee’s decision to contract with the Sussex and Surrey Associations of Local Councils (SSALC) for support with the recruitment of a new Assistant Clerk to the Council.

Cllr Gander to lead on this item.

As detailed above, the Personnel Committee held an extraordinary meeting on 17th September at which it agreed to contract with SSALC for support during the recruitment of a new Assistant Clerk to the Council.

Mr Leggo estimates SSALC’s involvement will cost about £250. Included in that fee:

SSALC will work with the Council to agree the format of an advertisement, job description, person specification and the contents of an information pack to be uploaded to the SSALC website for applicants to download. SSALC warrants that the application form used will comply with requirements of current employment law.

SSALC will advise all councils in Sussex & Surrey of the opportunity through its website. The CEO of SSALC will be happy to meet with councillors to discuss the needs of the Council and give an indication of the likely level of interest based on the experience of recruiting similar posts.

The CEO can be identified in the advert as available to answer any questions that prospective applicants may have about the job if the Council so wishes.

Application packs will be downloaded by applicants from the SSALC website. Completed applications will be returned to the SSALC office where they will be collated and handed over to the Chairman of the Council after the closing date with a schedule of applicants showing relevant experience & SSALC’s recommendations.

A SSALC Officer can be available to attend interviews to advise the Council on conditions of employment. Emails inviting candidates for interview can be sent out by SSALC. Suggested questions for councillors to ask candidates in the interviews will be prepared by SSALC for approval by the Council.

References can be taken up by SSALC and replies passed to the Council. SSALC will prepare a Contract of Employment in accordance with the Council’s instructions.

The committee accepted SSALC’s offer on the understanding Financial Regulations permit the Clerk to commit the council to expenditure of up to £5,000 without the need for council agreement.

Simon Cross – **Clerk to the Council**

24th September 2018

Agenda Item 14c

Personnel Committee – administrative support to East Preston Youth Club

Council is asked to agree it withdraws its administrative support to East Preston Youth Club.

In 2014, council “**RESOLVED** unanimously to support the East Preston Neighbourhood Youth Centre Management Committee in providing youth activities in the village.” (3rd March 2014, Minute 133/14, Resolution 0764) This resolution included an hour per week of Assistant Clerk administrative support.

Tracy estimates she has been spending a maximum of three hours a week on Youth Club administration but that is only when things are going smoothly. The new Youth Club has been running successfully for some time now, utilising two venues at different times of the week. This success undoubtedly brings with it an administrative overhead. Additionally, the Youth Club committee has agreed new sources of funding need to be identified and applied for.

With the staffing changes outlined above, the Personnel Committee agreed to recommend to Full Council the time has come to withdraw council administrative support from the Youth Club. This would not fit into Mrs Khoo’s revised role and the committee does not believe this work should form part of the role of a new Assistant Clerk. Administrative support would be withdrawn from 31st October.

Simon Cross – **Clerk to the Council**

24th September 2018

Agenda Items 15a-d

Working Parties

All four of the council’s working parties continue to work on already-known projects. The Food & Drink Festival Working Party had a short meeting on 5th September. The Christmas Celebrations Working Party is meeting as part of the Community Engagement Committee meeting on 24th September.

Simon Cross – **Clerk to the Council**

19th September 2018

Agenda Item 16

Clerk’s Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **Arun Clerks' Networking Coffee Morning, 4th September**
5. **East Preston Business Community Business Breakfast, 6th September**
6. **Second meeting of the East Preston Railway Club, 6th September**
7. **Friends of St Mary the Virgin reception, 10th September**
8. **Society of Local Council Clerks, Sussex branch, quarterly meeting, 11th September**
9. **WSCC Armed Forces Training, 17th September**
10. **Online Safety and Fraud Awareness event, 20th September**
11. **Social Media**
12. **MailChimp stats**
13. **A selection of things we have been asked since the last meeting**
14. **Recent bouquets and complaints**
15. **Leave**
16. **September meetings and events**

1. **Introduction**

This is the report mainly covering September 2018 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

On the morning of 5th September, I came in to two separate messages from residents concerned about possible drug dealing on the Village Green, both with an accompanying photo. I confirmed both had reported this to Sussex Police, they had, and then I emailed Sussex Police and ADC's anti-social behaviour officer to ask what their response was. The anti-social behaviour officer thanked me and said he would liaise with Sussex Police too.

Following information given me on the evening of 3rd September, I also let the anti-social behaviour officer know about possible drug abuse taking place on the south-western corner of Lashmar Road, at the top of the grass bank there.

On 10th September, Sussex Police called to ask who owned Langmeads Field as there had been a fire started there deliberately. I contacted Friends of Langmeads for more information and received this response, "There were some youngsters who'd lit a fire in Pockocks copse on Saturday afternoon. A member of the public reported it to the police, who didn't respond, but sent the Fire Service (apparently they came while we were litterpicking that very afternoon, but we didn't see them!). Ron had already had a word with the kids and put out the fire. They left for another area of Langmeads, where they proceeded to tear/smash twigs off some of the trees. Very loud they were about it too - much profanity when any of us hove into view. Peabrain. Not much damage, but I've just been over there and someone has obviously revisited the site, as there was more rubbish and charring, but again not much damage. The police report said, according to ADC's Tony Baker, that the fire was behind Langmeads Close. Not so - it's south of Copse View, but well-hidden in a den in the copse."

3. Freedom of Information / Data Protection requests

The council received no Freedom of Information or Data Protection requests during the month of September.

4. Arun Clerks' Networking Coffee Morning, 4th September

I attended this meeting in Bersted, led by the Clerk to Bersted Parish Council, Debbie Holcombe. Up until a few years ago, I used to organise a similar event for Town and Parish Clerks within the Arun District and similar meetings are held across the country. This new meeting was also attended by Clerks from Findon, Kingston, Clymping, Aldingbourne and Ford.

The meeting was informal but covered a range of topics such as various aspects of Planning, vandalism, Clerks' pay, interaction with contractors, renewal of contracts and more.

Those present agreed the meeting had been useful and Debbie has committed to arranging similar meetings on the first Tuesday of the month until further notice. I will not always go, partly because Bersted is not a very convenient location.

5. East Preston Business Community Business Breakfast, 6th September

I led this month's Business Breakfast as Tim was away on his 1st wedding anniversary holiday. Unfortunately, he only told me that half-way through the evening before the meeting.

The meeting was well-attended with representatives from twelve East Preston-based businesses covering everything from dressmaking to financial advice, electrical works to Hopi ear candling. J Electrical Services was represented for the first time, all other businesses present had been before.

As an ice-breaker all present had to say what confused them about modern life and, perhaps not surprisingly, most of the confusions mentioned related to technology.

The council was thanked for running the Food & Drink Festival again. One person said his confusion was that so many people had attended the event. He did feel that had come out the wrong way, should be seen as a compliment and his confusion was more about people coming to East Preston and making it a culinary centre of excellence (my words).

I took of photograph of some of those present (with their permission) and posted it on the East Preston Business Community Facebook page. This prompted comments from some attendees, such as:

"Thanks Guys nice to meet you all."

"Another great EP Business Breakfast. Excellent coffee by this months host The Seahorse Cafe and awesome to meet two new businesses to the village J Electrical Services & Arran Blair Hairdressing 😊"

"Buzzing breakfast meeting today at The Seahorse. 😊"



(Left to right): Kerry, Kim, Louise, Bob, Scott, Arran, Andy and Jon

6. Second meeting of the East Preston Railway Club, 6th September

The second meeting of the East Preston Railway Club took place on 6th September and was better-attended than the first. The October meeting will be on 4th at Kerry's Tea-room at 7pm and will include a talk on his career with local level crossings from Clive Robey, Network Rail, Level Crossings Manager. Clive retires a few weeks after the meeting having had a long career on the railways. Locally he will be missed as a fine and helpful source of information on local level crossing matters.

7. Friends of St Mary the Virgin reception, 10th September

I attended this early evening reception together with Cllr Toney as representatives of East Preston Parish Council. Cllr Mrs Walker was present as Chairman of Kingston Parish Council. About seventy other people were present from across the village, representing various groups and interested parties.

Fr Andrew Perry welcomed everyone present with a few quips and after a short introductory chat from the Chairman of the Friends, Malcolm McLelland, led a tour of the restoration works carried out over the summer, predominantly on the southern exterior wall of the tower, and pointed out areas requiring some attention in the near-future, for example the northern wall of the body of the church. Work to date has cost in the region of £40,000 and works required will cost in the region of £100,000, and the vast majority of the latter amount still needs to be raised.

Areas of expertise were identified, for example fundraising, marketing, secretarial, and those present were invited to register themselves against one or more areas of expertise. Malcolm did not expect anything further to happen until the new year. The Friends is currently considering a direct appeal to be sent to every household in the village. Undoubtedly there will be opportunities for the council to assist with different aspects of this project, looking to restore the only Grade 1 Listed Building in the village.

8. Society of Local Council Clerks, Sussex branch, quarterly meeting, 11th September

This meeting took place in Newhaven. More West Sussex councils were represented than East Sussex.

The main attraction of the meeting was a presentation by Paul Rideout on East Sussex County Council's (ESCC) involvement with crowdfunding. ESCC is not as advanced as WSCC is with its contract with Spacehive to oversee crowdfunding projects on its behalf. Paul explained Spacehive is one of the three leading crowdfunding organisations in the country.

Paul mentioned some councils were now looking at *social investment* whereby they makes loans to voluntary sector organisations rather than grants.

I asked Paul whether he shared my concern crowdfunding favoured affluent communities. When I had asked this of Spacehive, I was told they did not believe crowdfunding favoured affluent communities. Paul said he understood my concern but his experience was the success of crowdfunding was more dependant upon the educational attainment (for want of a phrase) of an area than its affluence, although the two things did tend to go together. There were plenty of organisations around willing to inject the educational expertise into a community's idea and the both county councils were hopeful their crowdfunding platforms would encourage that and bring about some equality.

In response to a question about the average size of donation, Paul said that was very difficult to say but he estimated about £10 per head per project. One Clerk present said his council had crowdfunded for a public piece of art a few years ago, had raised £60,000 in three weeks only and the average donation size was £250. He felt this supported my concern about crowdfunding being more successful in wealthier areas.

During the meeting there were also discussions about the closing of cemeteries – one council is about to close a cemetery but is thinking of keeping the maintenance responsibility itself, everyone at the meeting said that was a bad idea – and co-options.

Nationally there has been much criticism about the lack of support for commemorating the 100th anniversary of the end of the First World War. Sussex was felt to have bucked the national trend showing its support through well-backed initiatives such as the *Silent Soldiers* who around the village. Other councils present had also purchased a *There But Not There* soldier as this council has in its office window.

The next quarterly meeting will be in December in Lewes.

9. WSCC Armed Forces Training, 17th September

This training session was given by WSCC officer, Sally Manning, and was first floated by WSC Cllr Debbie Kennard in conversation after the JEAAC meeting back in March.

Mrs Khoo also attended together with nine councillors. Angmering Parish Council's Chairman, Cllr John Oldfield, and Rustington Parish Council's Vice-Chairman, Cllr Jon Street, also took part.

The session was mainly about how councils should best interact with current and former services personnel. The main message was "parity not priority", the Ministry of Defence wanting personnel to receive the same treatment as every other member of society. There are a wealth of agencies specialising in helping forces personnel. During any conversation with a member of the public apparently seeking help, the question "Have you served?" should somehow be introduced.

The Armed Forces Covenant focusses on helping members of the armed forces community have the same access to government and commercial services and products as any other citizen. This support is provided in a number of areas including: education, provision of school places, home-owning, employment advice, healthcare, financial assistance and discount schemes.

There are two main armed forces communities in West Sussex – Thorney Island and Crawley. Members of the armed forces community are not used to accessing local authority

and other public services. They have a strong sense of pride and prefer not to ask for help. They are often isolated from family support networks or geographically isolated on military bases – for example, the base on Thorney Island is somewhere south of the security gates, there is no bus service inside the security fencing and this can lead to feelings of isolation. Until very recently, military bases did not have postcodes and this unwittingly denied personnel to modern basics such as a mobile phone contract.

The West Sussex Civilian Military Partnership Board has been formed to bring together partners to address the issues above and much more. West Sussex County Council guarantees and interview to any service veteran as such will often not understand their value on the external job market and will undersell themselves. It is estimated 6% of the population of West Sussex is veteran, c.42,000 people.

The training pointed those present to a number of support agencies, the first point of contact ideally being the [Veterans' Gateway](#).

If any councillor would like a copy of the slides from the training, please let me know.

10. Online Safety and Fraud Awareness event, 20th September

In August, West Sussex County Council's Community Wellbeing Team invited Arun town and parish clerks to attend this event, as "a key stakeholder in getting the message out to vulnerable people who need your help". The event aimed "to give you the knowledge and skills to talk to the people that you support on a day to day basis about avoiding these heinous crimes."

To my knowledge, the only other town or parish council represented at what was a well-attended event was Yapton PC. District Cllr Mike Clayden was present too. The event was opened by ADC's Robin Wickham and County Cllr Debbie Kennard.

The first full presentation was given by a lady known as "Sally" and her daughter. Sally had lost about £10,000 in a "romance scam" about four years ago and now wants everyone to know her story so "I can prevent just one other person being scammed too." Sally explained she was newly widowed when she signed up with an online dating agency. One of her first contacts was a man called "Harry" (nobody else seemed to see the When Harry Met Sally link) who said he had lost his passport and wallet. Over the next few weeks Harry groomed Sally into transferring various amounts of money to him, taking out new loans to enable her to do so. Sally began lying to her three daughters, two of whom believed her whilst the third heard alarm bells at how happy her mother was so soon after the death of her much-loved husband. The situation was realised just as Sally was about to re-mortgage her house. Harry had said he loved Sally, had sent her flowers costing a fraction of the money Sally had sent him, and said he wanted to meet Sally. The family gathered together all the information they could on Harry and gave it to the police and to Action Fraud but at the time there was little could be done to catch and prosecute Harry. Harry may well be continuing to scam as I write.

Katy Bourne, [Sussex Police & Crime Commissioner](#), was the next presenter. Until very recently, scamming has been somewhat under-recognised as a crime. But Sussex Police now recognised "scams are fraud and fraud is crime" – it really is as simple as that. Fraud is the fastest-growing crime in the UK today. Fraudsters no longer need to con people in person, that takes too much work and time; nowadays fraud can be more effectively carried out online. One in four residents of East Sussex is over 65. Nationally, the target age range for fraud is, perhaps surprisingly, 30-40 year olds but in Sussex the target age range is much higher. In Sussex, the average sum lost by a fraud victim is £20,000. 1 in 5 of Katy's Elders' Commission contacts is more concerned about being a victim of telephone fraud than about being a victim of anti-social behaviour. Online fraud is not perpetrated by a couple of jack the lads along the road, it is now major organised crime seeking funds for even more devastating forms of crime. Before the event started, I invited Katy to attend a meeting in

East Preston and she will do so happily. Her PA is on leave at the time of writing but will come back to me next week to start sorting a date.

PC Bernadette Lawrie, the Sussex Police Operation Signature Financial Abuse Safeguarding Officer, presented on how Sussex Police's response to fraud has evolved rapidly over the past four years. Because the most effective frauds are no longer carried out in person, Sussex Police has to rely heavily upon other agencies to start an investigation. Sometimes the first a victim will know is when a uniformed officer turns up on their doorstep with the news. Bernie stressed the importance of it being a uniformed officer as the uniform reinforces the seriousness and validity of the visit. 59% of fraud victims live alone. The main targets are elderly people because they are generally better off, they have paid off their mortgage, they have access to their pension, they are trusting, they live alone and they are less tech savvy than younger people. They may also be suffering from age-related mental health issues. Banks, building societies and the Post Office have now signed up to a protocol to question elderly customers attempting to withdraw an uncharacteristically large sum of money. Generally, customers do not mind being asked such questions when they understand the teller is looking after their welfare.

Steve Smith of [Truecall](#) talked through a range of call-blocking devices and we now have some information on such in the office. These devices can block between 25% and 100% of nuisance calls. There are even dementia-friendly devices now.

The event ended with a presentation by Liz Stanton MBE of [Get Safe Online](#). Each month, City of London Police takes down 1,500 fake websites. Liz gave a timely reminder of a number of tips for staying online, such as strong passwords of at least eight characters long, different email addresses for banking, social and shopping, ensuring any Smartphone has frontline security, i.e. a passcode to access it.

The event was closed by Luca Badioli, Chief Executive Officer of Arun and Chichester Citizens' Advice, thanking everyone for attending and hoping we could all go and help eliminate fraud.

11. **Social media**

These are the Facebook posts published since the last supporting papers which reached more than 500 people:

- † Photographs of an hour before the Food & Drink Festival – 1,606 people
- Publicity for East Preston F.C. call for U12s and U10s – 1,539
- † Tanya Fooks video from the beginning of the Food & Drink Festival – 1,054
- Publicity about a bike stolen from Sainsbury's car-park – 1,028
- † Timetable for children's entertainment - 825
- Photograph showing the new Angmering Station level crossing gates in operation – 814
- Poster advising of roadworks on the Angmering by-pass - 769
- Publicity for a coffee morning raising funds for an East Preston resident to go to Ghana to help build a school - 738
- 24 hours until the Food & Drink Festival – 669
- Man's wristwatch found near the red boat – 664

- † Lost & Found notice from the Food & Drink Festival – 624
- Found notice about a set of keys by Angmering station – 616
- † Video clip of Jon Nulty presenting at the Food & Drink Festival – 605
- † Photograph of some of the team responsible for the Food & Drink Festival - 604
- Poster advertising the REAL Patients Group public meeting on 20th October - 579
- Promotion of Arun District Council’s *It Only Takes a Minute to Bag It and Bin It* campaign - 571
- Promotion of Worthing Museum’s Open 18 art exhibition – 571
- Poster promotion East Preston Beach Clean No. 12 – 521
- Photograph advising of roadworks at the junction of Sea Road and Fairlands - 507
- Weather forecast for the Food & Drink Festival – 503
- † Video clip of Tim from Joie du Vin presenting at the Food & Drink Festival - 503

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 23rd September)

The number of people currently following the council on Facebook is 1,123, a decrease of five over last report.

No posts placed on Nextdoor.

12. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council’s main e-mailing list:

Parish Council news – 24th August – sent to 763, opened by 488 to date (64%)

Parish Council news – 30th August – sent to 766, opened by 483 to date (63.1%)

13. **Things we have been asked since the last meeting**

“Can you tell me when the Junior School re-opens next week?”

“Do you know of a hog-roast supplier?”

“I’m over from Tipperary. Would you like to buy a diesel generator, save me the expense of taking it back to Ireland? No? How about a pressure washer?”

14. **Recent bouquets and complaints**

(In addition to anything reported above)

A resident present at the September Full Council meeting emailed the Chairman, “Dear Steve. The Parish Council works diligently to enhance our lovely village, please convey my thanks. I ask that during all future Full Council meetings the 3 minute rule for public questions is adhered to. I would suggest a bell, rather than the timer which was not acknowledged at the last Full Council meeting. I am also uncomfortable with subsequent interventions when councillors are responding to the questioner. I feel these should also be subject to a time limit, and preferably not allowed in order to give councillors the opportunity to respond.”

Also from a resident present at the September Full Council meeting: “I meant to say, I thought the meeting was much better on Monday than they have been for a while. The councillors seemed more relaxed in a good way and were more open and conversational with each other.”

From two residents of Kingston who called in for an update on the future of the South Strand toilet block. “Thank you for explaining this so clearly and for setting the record straight on the history and the possible future. Thank you for your news emails, they are very useful.”

15. Leave

No council officer currently has any leave booked in October.

16. October Meetings and Events

This list may be incomplete and is subject to change.

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|------------------|---|
| 1 st | Full Council (18:30, East Preston Infant School)
East Preston Festival Committee donations evening (19:00, Conservative Hall) |
| 3 rd | Business Breakfast (08:00, Kerry’s Community Tea-room)
ADC Non-Strategic Site Workshop (09:30, Civic Centre) (GM tbc) |
| 4 th | West Sussex Association of Local Councils Annual General Meeting |
| 8 th | Audit & Governance Committee (tbc)
Planning & Licensing Committee (18:00, East Preston Infant School)
Personnel Committee (18:45, East Preston Infant School) |
| 9 th | NHS Local Community Networks (LCN) meeting (15:00, venue tbc) (PG and SC only) |
| 10 th | St Barnabas Hospice Outreach Vehicle (10:00 to 14:00, Village Green car-park) |
| 16 th | Interim Internal Audit (11:00, Council Office) |
| 17 th | Arun and Chichester Citizen’s Advice Bureau Annual General Meeting (10:00, Regis Centre, Bognor Regis) (ST only) |
| 20 th | REAL LCN public meeting (09:30 for 10:00, Windmill Theatre) |
| 22 nd | Planning & Licensing Committee (18:00, East Preston Infant School)
Major Events Committee (19:00, East Preston Infant School) |
| 30 th | Big Health & Care Conversation (10:00, Chichester New Park) (AC and SC only) |

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

24th September 2018

Agenda Items 17a-d

Other meetings and events – Part 1

Council is asked to note the following reports:

Rustington Parish Council Annual Civic Thanksgiving Service – 9th September

Rustington

I was formally invited, as Chairman of East Preston Parish Council, to a civic reception hosted by Cllr Jamie Bennett (Parish Chairman) and Rustington Parish Council along with fellow dignitaries from other town and parish councils.

We had a church service in the Methodist Church in Claigmar Road where hymns were sung and readings given by various people under the watchful eye of Reverend Bob Sneddon who did indeed give us a sermon.

After the service we all went to the Woodlands Centre for a reception where a buffet spread and drinks were served to the assembled. A vast array of trophies and certificates were awarded by the Parish Chairman to local Rustington people and businesses for their various achievements over the last 12 months.

My thanks to the Rustington Parish Council for the invite.

Cllr Steve Toney – **Chairman of the Council**

19th September 2018

Friends of St Mary the Virgin reception – 10th September

St Mary the Virgin church, East Preston

On Monday 10th September, Simon and I along with Geraldine Walker (Chair of Kingston Parish Council) and parishioners were invited by Malcolm McLelland and the Friends of St Marys to see how the church restoration work was developing, bearing in mind that the church is some 800 years old.

A light buffet and the odd glass of wine were consumed (and why not). Father Andrew then entertained us with a few jokes and words of wisdom. Malcolm then talked about what has been achieved and what still needs to be restored. We then had a look around outside the church to see what has been done so far.

The Friends are hoping to raise a considerable amount to go towards the future restoration projects needed.

They need help with Publicity and Marketing, Finance and Secretarial, Leaflet design and distribution and building a “Donation Thermometer”.

If you can assist please contact Simon – he can pass on your details to Malcolm.

NHS Big Health and Care Conversation, 12th September

Billingshurst

Laura Robertson from the National Health Service Clinical Commissioning Group lead an informal discussion regarding how local services can make a difference in our community.

Various areas were discussed and I have made a note of the following:

There is no radiotherapy in West Sussex.

The Estates and Technology Transformation Fund (ETTF) is an NHS England fund for investment in General Practices. More information on the Fund can be viewed here - <https://www.england.nhs.uk/gp/gp/v/infrastructure/estates-technology/>. The ETTF has very recently invested in The Glebe surgery in Storrington to enable it to build a new surgery, only the second to be approved in West Sussex.

There are eight Local Community Networks in West Sussex and four Social Prescribing Schemes are in place. There are funding issues for local projects and short-term intervention requires a long-term view.

Regis, Shoreham, Chichester and Worthing already have social prescribers located in GP surgeries. I am sceptical about the use of the wording of either social or community prescribers as it is not a term that will be understood by those that would benefit from the service. Rustington, Littlehampton and East Preston are in negotiation and the Parish Council may be able to help towards funding.

A local directory should help and the public health website may make every contact count. A Good Neighbour Scheme may help in local areas. Patient Participation groups could visit schools, attend local forums etc. and some produce a magazine and have a mailing list.

Patient Care Navigator (PCNs) exist to help patients make an informed choice about where to go for hospital/consultant-lead treatment once their GP has made a referral. Angmering School worked with its Patient Care Navigator (PCN) and got rid of vending machines selling fizzy drinks and now only have water. To me this is quite a remarkable achievement. More information on PCNs can be found here - <https://www.coastalwestsussexccg.nhs.uk/your-choices>.

From 1st October all GP surgeries are required to offer extended hours, up to 2000 on some nights and to include weekends and Bank Holidays.

REAL Care (Rustington, East Preston, Angmering, Littlehampton) will holding a presentation in the Windmill Theatre on the 20th October 1000-1200. I am told it is best to book in advance as the last one was very popular.

I met with the Neighbourhood warden from Horsham, which was a scheme we had looked into, and, I suggest, we may want to contact them again to see how their warden has helped their area.

Cllr Elizabeth Linton – **Vice-Chairman of the Council**

13th September 2018

Agenda Item 19

2019 meeting dates

Council is asked to agree the following schedule of meeting dates for 2019. This is the first time we have tried to publish a full list of meeting dates without going via each individual committee first. I have tried to keep all meetings to Mondays except the few Planning & Licensing meetings which fall onto Tuesdays following Bank Holidays. I have also tried to spread the meetings out better so we never have more than two committee meetings on any one day. Inevitably, for a multitude of reasons, some of the meetings below will either not take place or will be rescheduled, but hopefully this list gives you all something to work with.

7 th January	Full Council
14 th January	Planning & Licensing AoSLTC
21 st January	Personnel Amenities
28 th January	Planning & Licensing Community Engagement
4 th February	Full Council
11 th February	Planning & Licensing
18 th February	F&GP
25 th February	Planning & Licensing Major Events
4 th March	Full Council
11 th March	Planning & Licensing A&G
18 th March	Amenities
25 th March	Planning & Licensing Community Engagement
1 st April	Sussex Police Rogue Traders presentation 6pm Full Council
8 th April	Planning & Licensing Personnel
15 th April	
22 nd April	Bank Holiday
T 23 rd April	Planning & Licensing
29 th April	F&GP Major Events
6 th May	Bank Holiday
T 7 th May	Planning & Licensing
13 th May	Annual Full Council
20 th May	Planning & Licensing Amenities
27 th May	Bank Holiday
T 28 th May	Community Engagement
3 rd June	Full Council
10 th June	Planning & Licensing A&G
17 th June	
24 th June	Planning & Licensing Major Events
1 st July	Full Council

8 th July	Planning & Licensing Amenities
15 th July	Personnel
22 nd July	Planning & Licensing Community Engagement
29 th July	
5 th August	Full Council
12 th August	Planning & Licensing F&GP
19 th August	Major Events
26 th August	Bank Holiday
T 27 th August	Planning & Licensing
2 nd Sept	Full Council
9 th Sept	Planning & Licensing Amenities
16 th Sept	A&G
23 rd Sept	Planning & Licensing Community Engagement
30 th Sept	
7 th Oct	Full Council
14 th Oct	Planning & Licensing Personnel
21 st Oct	
28 th Oct	Planning & Licensing Major Events
4 th Nov	Full Council
11 th Nov	Planning & Licensing Amenities
18 th Nov	F&GP
25 th Nov	Planning & Licensing Community Engagement
2 nd Dec	Full Council
9 th Dec	Planning & Licensing A&G
16 th Dec	F&GP
23 rd Dec	Office Closed
30 th Dec	Planning & Licensing Major Events

Simon Cross – **Clerk to the Council**

24th September 2018

Agenda Item 13a

Community Engagement Committee – Major Events Committee

Council is asked to agree the initial Terms of Reference for the Major Events Committee.

Terms of Reference for the Major Events Committee **Draft version 1 – September 2018**

1. Constitution

- 1.1. The Major Events Committee is constituted as a Committee of the East Preston Parish Council.
- 1.2. The Committee's terms of reference may be amended at any time by the Council. Minor amendments can be made within the committee itself.
- 1.3. The Committee may from time to time investigate, discuss or review matters outside its terms of reference if required to do so by the Council.

2. Authority

- 2.1. The Committee is authorised by the Council to manage any activity within its terms of reference.
- 2.2. The Committee is authorised by the Council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.

3. Membership

- 3.1. The Committee shall be appointed by the Council from amongst its members and shall consist of not less than three members and not more than five. In accordance with Standing Order 13(a)(vii), the Chairman and Vice-Chairman of the Council may attend all committee meetings and may exercise their right to speak and vote.
- 3.2. In accordance with Standing Order 13(a)(iii), the Committee shall elect a Chairman and a Vice-Chairman for the municipal year at its first meeting in every council year.
- 3.3. The Clerk of the Council is Secretary to the Committee.
- 3.4. The Chairman of the Committee will automatically sit as a member of the council's Audit & Governance Committee. On occasion, the Chairman of the Committee may send another member of the committee to Audit & Governance Committee meetings as an official, named substitute.

4. Attendance at Meetings

- 4.1. The quorum necessary for the transaction of the business of the Committee shall be at least one half of the members or not less than 3.

5. Frequency of meetings

- 5.1. Meetings shall be held at least four times a year.
- 5.2. Additional meetings may be called by the Council or by the Chairman of the Committee.

6. Responsibilities

- 6.1 To organise large-scale events on behalf of the council; initially, but not exclusively, East Preston Christmas Celebrations, East Preston Food & Drink Festival and the council's four-yearly end-of-term party.
- 6.2 To propose a committee budget to the Finance & General Purposes Committee for onward recommendation to and agreement by Full Council.
- 6.3 To co-ordinate the correct number of community volunteers to ensure the smooth running of the council's large events.
- 6.4 To liaise with council contractors to ensure the smooth running of the council's large events.
- 6.5 To complete and sign-off the Risk Assessment for any council large event.

7. Reporting Procedures

- 7.1. The Chairman of the Committee shall produce a short written report for circulation to all councillors for the following Full Council meeting. Where this is not practical, the Chairman shall give a short verbal report in place of the written report.