



# EAST PRESTON PARISH COUNCIL

From: Simon Cross      Clerk to the Council

27<sup>th</sup> November 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, 3<sup>rd</sup> December 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.

\*\* For this meeting only, the council will be supporting the St Barnabas House *Wear It Festive* campaign and will be paying to wear or not wear Christmas jumpers to the meeting. Members of the public are invited to join in - £1 to wear a Christmas jumper, £2 not to wear one. All money raised will go direct to St Barnabas House.

Yours sincerely

**Clerk to the Council**

## **AGENDA**

1. Introductions.
2. One minute's silence to remember former councillor, the late Clive Maltby.
3. Apologies for Absence.
4. 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
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.
8. Arun District Council:
  - a) To receive a report from the Arun District Councillors representing East Preston;
  - b) To note the letter received from Alan Peach, Town/Parish Council Precepts – 2019/20.
9. To confirm the Minutes of the meeting of the council held on 5<sup>th</sup> November 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 **£17,189.16** (exc VAT);
  - b) To approve the **Supplier Non BACS Invoices Paid** report for **November Payments 2018** totalling **£8,645.41** (inc VAT);
  - c) To approve the **Supplier BACS Invoices Paid** reports for **November 2018** totalling **£13,057.94** (inc VAT);
  - d) To approve the List of **Sales Invoices & Bank Receipts** report for financial year to date totalling **£278,841.34** (inc VAT);
  - e) To note the **Bank Reconciliation to 14<sup>th</sup> November 2018**;
  - f) 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) Major Events Committee;
  - f) Personnel Committee;
  - g) Planning & Licensing Committee.
13. To note written reports and to receive any urgent updates from the Parish Council Working Parties:
  - a) Leases;
  - b) Website.
14. Warren Recreation Ground:
  - a) To note a letter dated 14<sup>th</sup> November.
15. Clerk’s Report.
16. To note written reports from Members attending other recent meetings and events, to include:
  - a) Eastern Parishes Meeting, 13<sup>th</sup> November (ST);
  - b) Unveiling of blue plaque, 17<sup>th</sup> November (EL).
17. To consider any matters covered by any of the reports in the above Agenda Item.
18. New items to be referred to the next meeting – 7<sup>th</sup> January.

***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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