



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

5th March 2019

Dear Councillor and Parishioners

RE: AUDIT & GOVERNANCE COMMITTEE

You are summoned to a Meeting of the above Committee to be held on **Monday, 11th March 2019** at Council Office, Sea Road, East Preston, commencing at **2pm**.

The Public has the right to attend.

Yours sincerely

Dawn Reid

Assistant Clerk to the Council

To: All Members of the Audit & Governance Committee and other Members for information

A G E N D A

1. Introductions.
2. Apologies and Reasons 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 **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 ask questions and these

questions must be related to items on this Agenda.

Members of the public are asked to identify themselves clearly when they begin to speak.

5. To approve the Minutes of the meeting held on 10th December 2018.
6. To receive an update on any matters from previous meetings.
7. **Community Emergency Plan** - To review the Community Emergency Plan Toolkit template.
8. To consider the council's Overall Strategy.
9. **Internal Audit** - To consider tenders received for the provision of the 2020-2023 Internal Audit service to the council.
10. **CCTV** - To consider a draft CCTV policy for the council.
11. To consider correspondence received from the Collage Reinstatement Campaign on 23rd January about a tripartite meeting.
12. **Risk Assessment Policy** - To consider a draft Risk Management and Risk Assessment Policy.
13. **Councils Tenants Meetings** - To consider matters relating to the twice yearly meetings with the Councils Tenants.
14. **Leases Working Party**: to receive an update on the draft lease to Angmering-on-Sea Lawn Tennis Club and to consider any matters pertaining thereto.
15. **Leases Working Party**: to start reviewing the lease to the East Preston and Kingston Village Hall Foundation.
16. **East Preston Parish Council email addresses** - To continue consideration of the provision of email addresses for all councillors.
17. Urgent matters arising, for information only, since the preparation of this Agenda.
18. New items to be referred to the next meeting (10th June).

This meeting is open to the public. Where possible, members of the public are to be present five minutes before the start of the meeting.

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

01903 770050

<http://eastpreston.arun.gov.uk>

Email: eparishcouncil@btconnect.com