



EAST PRESTON PARISH COUNCIL

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COMMUNITY ENGAGEMENT COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 28th January 2019 at East Preston Infant School, Lashmar Road, East Preston at 18:45hrs

PRESENT: Councillors A Chapman, L Duff, P Gander, E Linton (Chairman) and S Toney

ALSO: Clerk to the Council, Simon Cross

Dr Kate Bailey, West Sussex County Council Public Health (until 19:35)

ABSENT: Cllr C Bowman

The meeting opened at 18:51.

090/19 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were received and accepted from Cllr Bowman.

091/19 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

No declarations were made.

092/19 PUBLIC SESSION

The committee AGREED to move the following item up the Agenda as no members of the public were present.

093/19 WELLBEING – WSCC PUBLIC HEALTH – HEALTHY LIFESTYLES TEAM; NHS – LOCAL COMMUNITY NETWORKS (LCNs); INTERGENERATIONAL MUSIC THERAPY SESSIONS

Cllr Linton welcomed Dr Kate Bailey to the meeting. Dr Bailey explained she was a qualified Doctor of Medicine but had chosen to work as a consultant in Public Health, specialising in population. The current population in West Sussex is 800,000. Dr Bailey works in the Healthy Lifestyles team, with nine colleagues, working on the four areas of smoking, alcohol, diet and activity. Dr Bailey's team has strong links into Arun District Council (ADC) and the NHS Coastal Clinical Commissioning Group (CCG). The team has a very broad remit and the ability to buy-in services such as Stop Smoking programmes and NHS Healthchecks both available at GP surgeries and certain pharmacies.

Dr Bailey said the difficult bit was where to start. Living in East Preston, Dr Bailey felt her view of East Preston could sometimes be skewed by the level of her own knowledge of the village. Overall, it was a "very healthy area" but in any community there was always more to do. East Preston had a lot of assets, greenspaces, bluespace (sea), the library and the classes and activities which take place in a variety of venues across the village. More use could possibly be made of all of these. Dr Bailey praised the council's initiatives because even something as simple as the twice-yearly Beach Cleans

provided exercise and an opportunity for members of the community to meet other members of the community and form new friendships.

Cllr Gander talked of her frustration at the slow progress of this council's attempts to join in the NHS Local Community Network (LCN) for the area. Ten months after this council's first contact with the then co-ordinator, Cllr Gander has been invited to attend a meeting in early March, "as an observer". Cllr Gander was aware of social prescribing and told Dr Bailey this council had agreed to go into partnership with the local branch of Citizens Advice to offer an outreach service in the village once a month from April. This frequency could be reviewed over time. As a council, East Preston Parish Council wants to tackle social isolation, across the age range, within the village.

Cllr Duff said she was working on an article for a future council newsletter based upon the Five Ways to Wellbeing. Dr Bailey thought this was great and was happy to look over any draft article produced if the council wanted.

Dr Bailey said it was important to put a positive spin on any attempts to tackle social isolation and suggested, as an example, offering people known to be socially isolated the chance to volunteer for something.

The Clerk talked about the various communications channels the council had access to and of the council's willingness to help other agencies promote wellbeing in the village.

Dr Bailey said it was good to have more support and mentioned it was possible for councillors to become a champion for wellbeing. Several councillors expressed interest in this and Dr Bailey agreed to provide further information.

In response to a question about what local support there is for parents of children with mental health issues, Dr Bailey said she would find out what support was available outside of the schools system.

Dr Bailey stressed the importance of intergenerational activities for all involved.

As the Spring 2019 newsletter will be the first of a new council term, Dr Bailey suggested it could include a short survey to look at the wellbeing needs of the village. Dr Bailey would talk to her research team.

A recognised marker for whether or not someone can cope for themselves fully is whether they can put out their own bins on collection day.

There was a rumour a Food Bank was being set up in East Preston. The Clerk said he would contact the Littlehampton Food Bank to see if there was any substance to the rumour.

Cllr Gander stated she had been invited to an NHS Tobacco Strategy launch event. Dr Bailey said this was not just about helping people to stop smoking but also about tackling related problems such as the amount of illicit tobacco which finds its way into the county, noticeably more than in other local counties. Sometimes, a family could be lifted out of poverty just by a family member stopping smoking. A higher percentage of teenage girls smoked compared to teenage boys. Teenage drinking, though, seemed to be decreasing.

With no further questions at this time, Cllr Linton thanked Dr Bailey for having attended the meeting and Dr Bailey thanked the committee for its interest in wellbeing matters and for having invited her to the meeting.

(Dr Bailey left the meeting at the conclusion of this item.)

094/19 PLAYSCHEMES

The following paper was circulated in advance of the meeting:

Playschemes – 19th February 2019

Committee is asked to continue preparation for the FITNESS and FUN 2 playscheme run on 19th February.

Publicity is out there – posters in noticeboards, emails from both schools (I believe), and on Facebook. Bookings have started to come in.

At the meeting held in December, Cllrs Bowman and Duff said they were definitely available for the event. Cllr Chapman hoped to be but was not in a position to confirm yet.

Simon Cross – **Clerk to the Council**

21st January 2019

Cllr Duff confirmed she would liaise with Cllr Bowman in advance of the event. The Clerk confirmed he would be there to open up on the day. If, for any reason, either Cllr Bowman or Duff was unavailable on the day, the Clerk said he could make Mrs Reid, the council's new Assistant Clerk, available to help the other councillor. Cllr Linton said she was also available if necessary.

There was some disappointment expressed at the Junior School's policy which meant it could not email out to its parents about the scheme – this was in marked contrast to the support provided by the Infant School. Prior to becoming an Academy, the Junior School had been all about becoming a more central part of the community. The committee AGREED the Clerk should try to escalate this within the Academy before the August playscheme.

095/19 EAST PRESTON BEACH CLEANS

The following paper had been circulated in advance of the meeting:

East Preston Beach Clean No. 13, 14th April 2019

Committee is asked to plan East Preston Beach Clean No. 13, scheduled to take place on 14th April.

This item is simply to ensure enough councillors are able to attend on the day, particularly to help with kitting volunteers out at the beginning of the event and gathering kit back in at the end. Thanks.

Simon Cross – **Clerk to the Council**

21st January 2019

Cllrs Toney, Linton, Duff and Gander all confirmed they would be present.

096/19 EAST PRESTON FESTIVAL 2019

The following paper had been circulated in advance of the meeting:

East Preston Festival 2019

Committee is asked to plan the council's contribution to the East Preston Festival 2019.

The following letter was received on 2nd January and is a development of the letter circulated to committee members on 12th December.



East Preston Festival 2019
Friday 7th June – Sunday 16th June
Email: eastprestonfestival@hotmail.co.uk



1st January 2019

Dear Festival Friend,

I hope that you all had a very Happy Christmas. Now the Festive season is over and we are entering the New Year, the organisation of the Festival goes up a gear.

As promised I am sending you the Participation Form to complete so that your group can have an entry in the 5,000 copies of the 44 page programme that will be available from the end of April. This allows the public time to decide which events they would like to attend and to buy their tickets where necessary.

We are on a very tight schedule in the preparation of the programme as it means lots of meetings, typing and phone calls before we can get the draft copies to the printers ready for proof reading. The final draft needs to be at the printers at the beginning of April, which is why we have to give you a relatively short time to return the forms, either by email or by post.

Please can you get the forms back to me by Thursday 14th February 2019.

The Committee thought that it would be fun to celebrate the 50th anniversary of the man walking on the moon, so the theme for the Parade, and Scarecrows is Space Travellers. This can be fact or fiction, so from astronauts to aliens and planets to Dr. Who.

If you usually take part in the 29 Market and Parade, you are already on our mailing list and the relevant forms will be sent you in February. **However, if your group is wanting to participate in these two events for the first time, please tick the boxes on the enclosed form and the relevant form to be completed will be sent to you in February.**

As the Festival grows and develops the East Preston Festival Committee has an increasing responsibility to ensure we comply with current Health and Safety legislation to protect the general public, our volunteers, organisers and participants. With this in mind we must ensure that all events taking place during the Festival are protected by Public Liability Insurance. If you do not have this in place you will be able to be protected by the Festival Public Liability Insurance but your event must be risk assessed to enable you to come under this umbrella. I am enclosing a **Public Liability Insurance and Risk Assessment Form** which is self explanatory and helps you identify potential risks and actions to mitigate these risks. If you need help in completing the form please contact us on the phone number above. If you have Public Liability Insurance in place please just sign and date the attached form. All forms must be returned by the date given above.

We hope that your group will be able to continue its support of Festival 2019 so that we can all enjoy another successful year raising thousands of pounds for local charities and good causes, and of course having fun and bringing our local community together.

We wish you all a very Happy New Year.

Regards

Jackie Pilcher – East Preston Festival Chairman

Simon Cross – **Clerk to the Council**

21st January 2019

The committee AGREED the council would not participate in the parade this year.

The committee AGREED to run a Come and Meet Your Local Councillors event on Thursday, 13th June between 10:30am and 12:30pm again. All councillors would be encouraged to take part.

097/19 FREE TENNIS COACHING ON THE WARREN RECREATION GROUND

The following paper had been circulated in advance of the meeting:

Tennis coaching at the Warren Recreation Ground

Committee is asked to agree whether or not to run free-to-participate tennis lessons again on the Warren Recreation Ground.

For the past two years the council, in conjunction with Angmering-on-Sea Lawn Tennis Club, has offered free-to-participate tennis coaching sessions on the Warren Recreation Ground. These have been early on a Wednesday afternoon and have been popular with the small number of people who have attended them.

Simon Cross – **Clerk to the Council**

21st January 2019

The committee AGREED these sessions should be tried again, with additional publicity going out through the Infant School for definite and the Junior School if possible.

The dates will be agreed with Andrew Cook, Head Coach at Angmering-on-Sea Lawn Tennis Club in due course.

098/19 80TH ANNIVERSARY OF THE START OF WORLD WAR II

The following paper had been circulated in advance of the meeting:

80th Anniversary of the start of World War II

Tuesday, 3rd September will be the 80th anniversary of the start of World War II. **Committee is asked to consider whether to mark this anniversary in some way. Is this a major event?** 3rd September is also Merchant Navy Day.

I have contacted my counterparts at two larger councils in the county to ask if they had yet been approached about this. Both responded they had not been approached about the 80th anniversary, but had been approached about the 75th anniversary of D-Day on 6th June.

Simon Cross – **Clerk to the Council**

21st January 2019

Committee members were uneasy commemorating the start of any war although those that had been present at the 2014 candlelit commemoration of the start of World War I admitted it had been very moving.

Cllr Toney said he was not aware of the local branch of the Royal British Legion currently planning to mark either of these anniversaries.

The committee AGREED it would support, where possible, any events organised by other village groups but would not organise any events of its own.

099/19 MINUTES OF THE MEETING HELD ON 26TH NOVEMBER 2018

The draft Minutes of the meeting held on 26th November had been circulated to all members on 3rd December asking for suggested amendments by 10th December. None were received.

The committee AGREED the Minutes could be signed as a true record of the meeting which had taken place on 26th November and this action was duly completed by Cllr Linton.

100/19 MINUTES OF THE MEETING HELD ON 17TH DECEMBER 2018

The draft Minutes of the meeting held on 17th December had been circulated to all members on 19th December asking for suggested amendments by 31st December. A single word was amended at the suggestion of Cllr Gander.

The committee AGREED the Minutes could be signed as a true record of the meeting which had taken place on 17th December and this action was duly completed by Cllr Linton.

101/19 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

The following report by the Clerk was circulated in advance of the meeting:

Matters Arising from previous meetings

Minute 885/18 – East Preston Street Clean – Mr Wintle has set a date of Sunday, 24th March for this event, and councillors have been advised this already. An article has been written for the Winter 2019 Newsletter publicising this event and the KEPT – Keep East Preston Tidy initiative.

Minute 891/18 – Newsletter – on 29th November, I circulated to all committee members a copy of Newsletter No. 4 and a list of topics per issue. No responses were received. The 50th Issue article in the Winter 2019 newsletter is not exactly inspired, but it's ok.

Simon Cross – **Clerk to the Council**

21st January 2019

Minute 885/18 – East Preston Street Clean – Cllrs Chapman, Duff and Gander said they could take part on 24th March.

102/19 NEWSLETTER

The following report had been circulated in advance of the meeting:

Newsletter

Committee is asked to receive an update on the production of Newsletter No. 50, Winter 2019.

The Winter 2019 issue is being finalised as I write. The current planned sign-off date is 31st January, which will enable delivery by 8th February for delivery to start on Monday, 11th February. The only date-critical article is the Sussex Police and Crime Commissioner one and the delivery company is confident the majority of copies will have been delivered in advance of the 21st Feb. We do generally try to avoid time-critical articles.

At the time of writing, all councillors have submitted something for the "Looking Back" article with the exception of Cllr Mathias. I have helped Cllrs Chapman and Shah, the former because she is so new, the latter because he is out of the country with limited online access apparently. I have chased Cllr Mathias and will do so again.

Committee is also asked to begin consideration of content for Newsletter No. 51, Spring 2019. Articles I have already identified are end-of-year / end-of-term report from the Chairman (which we shall write together); a new term "what do you want from us?" article; annual list of councillors; final update on South Strand toilets...

Simon Cross – **Clerk to the Council**

21st January 2019

All committee members were happy with the final draft of the Winter 2019 Newsletter.

Aside from the comments made during the conversation with Dr Bailey above, no further consideration was given to possible articles for the Spring 2019 Newsletter.

103/19 DEATH OF A SENIOR PERSON OF STATE

The following paper had been circulated in advance of the meeting:

Death of a senior person of state

Committee is asked to begin consideration of a policy for actions to be taken upon the death of a senior person of state.

Andy looked for some guidance on both the Arun DC and Wealden DC websites, and found nothing. He did find a document produced by Ringwood Town Council, and that is available at Appendix A below.

Simon Cross – **Clerk to the Council**

21st January 2019

Cllr Linton agreed to adapt the Ringwood document in conjunction with the Clerk. The committee AGREED the advance purchase of a Condolence Book should be considered.

104/19 OFFICIAL GUIDE 2019/2020

The following paper had been circulated in advance of the meeting:

Official Guide 2019/2020

Committee is asked to review progress on the creation of the guide.

A lot of copy has now been provided to the publishers. Further to their update as of 20th November was they were still selling advertising space and would only provide a draft once that has happened, I was contacted on 21st January by Patrick Sheeran. Patrick had worked for the publishers on the 2011, 2013 and 2015 guides (I think, off the top of my head) but did not work on the 2017 guide. His role was to sell the advertising space. For the 2019 guide, this task was started by a Ted Field, but the call on 21st January was Patrick telling me he has taken over from Ted. Patrick is due to come and see me on the morning of 25th January where I will be asking him what impact he thinks this will have on timescales for the publication.

Cllr Linton has reviewed the council's copy for the guide, and our combined wording can be found at Appendix B below. Any comments gratefully received.

The list of Social Activities in the village has been circulated electronically via the council's e-newsletter asking for members of the public to advise of any changes. Three members of the public have provided updated information. This will probably need doing again depending upon news from Patrick.

The updated list as is follows:

Organisation	Wants to be in new Guide	Copy provided?
East Preston Parish Council	✓	✓ - draft
East Preston Village Website	✓	✓
East Preston Festival	✓	✓
East Preston Film Society	✓	✓
St Mary the Virgin Church	✓	✓
Our Lady, Star of the Sea Church	✓	✓
East Preston Library	✓	✓
East Preston Business Community	✓	✓
Children & Family Centre		
East Preston Junior School	✓	✓
East Preston Infant School	✓	
East Preston Twinning Association	about to disband	N/A
Friends of Langmeads	✓	✓
East Preston & Kingston Preservation Society	✓	
East Preston & Kingston Village Hall	✓	✓
Disability Action Group	✓	✓
Angmering-on-Sea Lawn Tennis Club	✓	✓
SENCAT	✓	✓

Additionally, I have contacted the following organisations:

Organisation	Wants to be in new Guide	Copy provided?
East Preston & Kingston Bowls Club	✓	✓
East Preston Cricket Club	✓	✓
East Preston Football Club	x	N/A
East Preston & Kingston Royal British Legion	✓	✓

I have chased the Preservation Society and the Infant School for their copy. The Disability Action Group's article will require amending following the death of Chairman, David Quick.

I have still heard nothing from the Children & Family Centre so, unless any councillor knows different, I suggest that means they do not want to be included on this occasion.

Simon Cross – **Clerk to the Council**

22nd January 2019

The above supporting paper has been updated to include the Royal British Legion which Cllr Toney had pointed out was missing from the list. Nothing else was added.

105/19 **COMMUNITY SPEED WATCH**

The following paper had been circulated in advance of the meeting:

Community Speed Watch

Committee is asked to receive an update on Community Speed Watch in the village.

Keith Harris is doing a great job as temporary co-ordinator of the group. The group includes several community volunteers and some councillors. Keith is generally getting the team out at least once a week. I have done the online and roadside training and hope to be able to go out occasionally.

The council receives an automatically-generated set of results each week, and this tells us how many vehicles have been reported to Community Speed Watch. Since re-constituting, the group has reported seven vehicles. This number will rise over time.

Simon Cross – **Clerk to the Council**

21st January 2019

The committee AGREED the team should be asked to provide some more detailed statistics, for example the highest speeds and location of vehicles reported to Sussex Police.

The committee also AGREED Mr Harris should be thanked by the council.

106/19 **MEETING WITH NEIGHBOURING PARISH COUNCILS**

Cllr Toney reported the next meeting was scheduled for Tuesday, 5th February at 10am at the Woodlands Centre in Rustington. Rustington's Clerk, Mrs Carole Ward, would provide administrative assistance to the meeting.

107/19 STREET CLEAN

The following paper had been circulated in advance of the meeting:

East Preston Street Clean

Committee is asked to continue consideration of a Street Clean / I Love East Preston event and the Keep East Preston Tidy (KEPT) group.

As stated above, KEPT has set a date of Sunday, 24th March for the Street Clean event. An article has been included in the Winter 2019 newsletter and John Wintle has, I believe, submitted an article for inclusion in *All About East Preston*, *All About Kingston* March edition.

Councillors need to consider their level of involvement.

Simon Cross – **Clerk to the Council**

22nd January 2019

Nothing further was added.

108/19 SUSSEX COMMUNITY RAIL PARTNERSHIP

The following paper had been circulated in advance of the meeting:

Sussex Community Rail Partnership

(unchanged supporting paper from the last meeting)

Committee is asked to consider further this council's involvement with the Partnership.

For the past three and a half years, this council has been involved with the Sussex Community Rail Partnership, initially attending Arun Valley Line meetings as that was the closest group. In April of this year finally, after years of prompting by me, a West Coastway Line group has been set up and Cllr Moore and I attended the launch in June.

The Partnership mainly looks at how railway companies can work better with local organisations to improve customer experience at railway stations. At the Arun Valley Line meetings there was a useful side serving of information on services and general lack of service, consultations we could get involved with, information on level crossings. I'm not sure yet the same will be true of West Coastway Line meetings, but am willing to be persuaded on that.

The next meeting is on Thursday, 17th January. I am unsure what time but it will be somewhere close to a railway station between here and Brighton. Would any councillor like to attend?

Simon Cross – **Clerk to the Council**

20th November 2018

The committee AGREED to ask Cllr Moore if he would be willing to attend meetings of the Partnership the Clerk was unable to attend.

109/19 DEMENTIA AWARENESS EVENTS

Further to the update in Minute 902/19 of this committee's meeting held on 26th November, Cllr Toney reported he had been unable to trace Tim Wilkins within WSCC but was planning on calling in at Angmering Library to see if they could trace him from the event at which Cllr Toney had first met Mr Wilkins.

Cllr Duff offered to investigate the chances of an NHS trainer coming out to train the council as a whole. The training session only last forty minutes.

110/19 NEXT MEETING (25TH MARCH)

Cllr Duff will chair this meeting as Cllr Linton is unavailable on that day.

The Meeting closed at 20:07hrs.

Chairman: *Cllr Lisa Duff* Date: **25th March 2019**

Death of a senior person of state

Committee is asked to begin consideration of a policy for actions to be taken upon the death of a senior person of state.

PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

H.M. The Queen
H.R.H. The Duke of Edinburgh
H.R.H. The Prince of Wales
H.R.H. The Duchess of Cornwall
H.R.H. The Duke of Cambridge
H.R.H. The Duchess of Cambridge
H.R.H. Prince George of Cambridge
H.R.H. Princess Charlotte of Cambridge
H.R.H. Prince Henry (Harry) of Wales
H.R.H. The Duke of York
H.R.H. The Earl of Wessex
H.R.H. The Princess Royal

The Union Flag to be flown for the preceding and for the following:-

- The Prime Minister
- The Member of Parliament for the constituency of which the Civil Parish of Ringwood forms part
- A serving Mayor of the Town Council
(flag half mast till end of day of funeral)

PART 1 Implementation of the Protocol on hearing of the death

Action required	Authorised by	Other Notes
The Council's mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named above.	Implementation will be authorised by the Town Clerk or in their absence the Deputy Town Clerk.	

PART 2 Flag flying

Action required	Implemented by	Other Notes
Immediately Union Flag will be lowered to half mast at Gateway Square.	Grounds Foreman or in their absence any Grounds Operative	If the death falls on a day or the period of mourning includes a day on which a flag other than the Union Flag is normally flown, that other flag should be replaced by the Union Flag at half mast.

<p>Applicable only following the death of the Sovereign:</p> <p>On Proclamation Day (the day following the death of the Sovereign, when the new Sovereign is proclaimed), flags will - at 11.00 - be raised to full mast and flown throughout the day at full mast, returning to half mast at 18.00.</p>	Town Clerk's office to advise Grounds Foreman.	Potentially involves tasks being undertaken outside normal working hours.
<p>On Subsequent Days:</p> <p>Following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half mast until 08.00 on the day following the funeral.</p> <p>For all others identified in the list on page 1, flags will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume, (see note opposite), until the day of the funeral when they will again fly at half mast.</p> <p>Organise attendance by Councillors at a service in the Church of St. Peter and St. Paul.</p>	<p>Town Clerk's office to advise Grounds Foreman.</p> <p>Office Manager</p>	<p>The funeral of the Sovereign will take place ten days after the day of death. For other senior members of the Royal Family the number of days will be fewer.</p> <p>The phrase "Usual local arrangements" should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.</p> <p>Liaise with Vicar/PCC</p>

PART 3 Books of Condolence

Action required	Implemented by	Other Notes
<p>Provision of table and chair for a public Book of Condolence in the public area within Ringwood Gateway</p> <p>Make Book of Condolence available to the public at times and on days agreed with NFDC.</p>	Town Clerk's office	<p>All other materials required for the Book of Condolence will be supplied by New Forest District Council. Arrangements for the deployment of these (including timing) to be made with their Chairman's PA (aka the Civic Officer).</p> <p>Town Clerk's office to monitor the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken by the Civic Officer, on whether or not they should be permanently excluded.</p>
The Mayor will issue a statement via the Council office, expressing the sadness of	Statement to be issued by Office Manager who will	Guidance on the content of the statement is set out in Annexe 2

<p>the Council and people of the Town of Ringwood at the news of the death of The statement will also appear on the Town Council's website.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website.</p>	<p>ensure copy appears on the home page of the Council's website.</p>	
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PART 4 Events during the period of Mourning

Action required	Implemented by	Other Notes
<p>Review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>The Mayor with the Mayor's administrative officer in discussion with the Town Clerk.</p>	<p>Consideration will also be given to working with local faith groups to arrange some sort of service on the eve of the funeral (see Part 2).</p>

PART 5 Proclamation Day

Action required	Implemented by	Other Notes
<p>The Proclamation will be read as follows:</p> <p>By the Mayor at 2.00 p.m. Day of Death plus 3 after Hampshire County Council.</p> <p>All those listed in Annexe 3 to be invited to be present. All men to be in dark lounge suit / jacket and trousers. Black tie.</p> <p>Reading of the Proclamation to be publicised. Reading to take place in Market Place unless otherwise stated by current Mayor.</p>	<p>Notification of the reading of the Proclamation to be given by the Town Clerk's Office to those identified in Annexe 3. Town Clerk's Office to liaise with HCC regarding timing of reading, if required.</p> <p>Office Manager to ensure that the public are informed by way of a press release and on the Council's website</p>	

PART 6 Dress Code

Action required	Implemented by	Other Notes
<p>On the death of the Sovereign, the chain of office will not be worn by the Mayor and instead badges of office will be worn on black neck ribbons.</p>	<p>The Town Clerk's Office will have a stock of black ribbon.</p>	

PART 7 - Marking a Silence

Action required	Implemented by	Other Notes
<p>Where the death of a senior member of the Royal Family is to be marked by a two minute Silence, an announcement will be made by Buckingham Palace.</p> <p>The Mayor will lead a Public Silence in Market Place unless otherwise stated by current Mayor.</p>	<p>Office Manager to ensure that the public are informed by way of a press release and item on the Council's website.</p>	

All those listed in Annexe 3 to be invited to be present. All men to be in dark lounge suit / jacket and trousers. Black tie.		
The public observing of the silence to be publicised.	Office Manager	

PART 8 – Letters of Condolence

Action required	Implemented by	Other Notes
As soon as practical, a letter of condolence will be drafted and circulated to the Mayor and the Town Clerk before dispatch	Office Manager	

PART 9 – Public floral and other tributes

Action required	Implemented by	Other Notes
A space in the War Memorial Gardens will be marked in a suitable manner for the placing of floral and other suitable tributes by members of the public.	Grounds Foreman	Tributes left elsewhere will not be disturbed unless causing a significant nuisance (in which case the Grounds Foreman will arrange their removal to the space in the War Memorial Gardens)
The location for the placing of tributes will be publicized.	Office Manager to ensure that the public are informed by way of the Council's notice-boards, website and other social media	

ANNEXE 1

Flying flags at half mast

Full details of the correct way to fly flags at half mast is given on the website of the Flag Institute (www.flaginstitute.org). It is important that the guidance given by the Flag Institute is adhered to strictly.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

ANNEXE 2

Statement to be issued by the Mayor on the announcement of the death of a senior national figure or other prominent figure

The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement. It might go on to state that flags will be flown at half mast. If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Mayor's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Authority to action before that action has been discussed and has the necessary agreement from the Mayor and the Town Clerk.

ANNEXE 3

Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

All Members of the Council, all employees of the Council and the heads of the town's schools.

NOTE:

The Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant will present at that ceremony.

Official Guide 2019/2020

Committee is asked to review progress and to agree the workload distribution for the creation of the guide. Below is the draft wording for the council's own article.

EAST PRESTON PARISH COUNCIL
Council Office, 122 Sea Road, East Preston, BN16 1NN
<https://eastpreston-pc.gov.uk/>

As a result of new legislation in 1894, East Preston was required to have a Parish Council because of its size. Villagers met in the former schoolhouse and in so doing, the village was amongst the first to take advantage of the new legislation.

Over 120 years later, East Preston Parish Council continues to work to promote and protect the village's interests and to maintain and enhance the character of our village. It is non-political and all councillors live in or very near to the village. Additionally, the council works closely with other organisations and local authorities to improve the well-being of the village and its residents.

The council usually meets on the first working Monday of each month at 7pm, and members of the public are welcome to attend. Time is set aside at the beginning of the meeting for members of the public to comment upon any item on that meeting's agenda. Please come along and get involved. For other matters, call in to the Council Office to talk to one of the council's officers or to make an appointment to meet a couple of councillors.

The council raises a precept or annual parish rate, which is a percentage of the overall Council Tax. The monies raised are all put to use for the benefit of the village. Six members of staff work hard on behalf of the council and the village as a whole, mostly part-time.

The council runs a committee system and at the time of writing there are seven committees, as follows:

Amenities – responsible for numerous village facilities notably the children's playground, the Warren Recreation Ground, Two Acres, the Village Green, hanging baskets, planters and borders through the village, areas not covered by ADC as well as public toilets in Sea Road and on the beach front.

Audit & Governance – responsible for ensuring the council is running as responsibly as possible.

Community Engagement - works with residents to understand their views of village living and how they would like to see it develop, runs small events such as the annual Come and Meet Your Local Councillors event (13th June 2019 and 12th June 2020 (tbc)), runs the popular twice-yearly Beach Cleans, one-off play events during some school holidays and liaises with local businesses. The Community Engagement Committee also produces the quarterly Parish Newsletter. Don't be shy - we always welcome suitable local topical articles to be considered for inclusion in the Newsletter, just contact us through the council office.

Finance & General Purposes – responsible for setting and monitoring the council's budget and for awarding grants to local organisations for the benefit of East Preston residents.

Major Events – formed in 2018 this committee runs events such as the annual Christmas Celebrations event (23rd November 2019 and 21st November 2020) as well as the East Preston Food and Drink Festival (24 August 2019 and 29 August 2020). At the time of writing, the committee is considering new ideas aimed at improving the social wellbeing of residents.

Personnel – looks after the council's staff and councillors ensuring all continue to act in the best interests of the village.

Planning & Licensing – responds to Arun District Council on a range of Planning Applications across the village, always with an eye on the village's Neighbourhood Plan overwhelmingly voted in favour of by East Preston residents back in 2015.

Volunteer help is an important part of our village life, increasingly so as government decision-making is passed to the parishes, and the council is always looking for people to help us, the only requirement is enthusiasm!

The council has an electronic mailing list which aims to keep residents informed about matters of local interest. To start receiving these emails please email eparishcouncil@btconnect.com with the subject Subscribe.

The council is the trustee of the Warren Recreation Ground charity which covers the Warren Recreation Ground and the Village Hall. Day to day management of the Village Hall is carried out by the East Preston & Kingston Village Hall Foundation, another registered charity. The Warren Recreation Ground is home to the East Preston Cricket Club, established in 1860. Immediately to the south of the Warren Recreation Ground is Two Acres, an attractive wooded area which lies between Sea Lane and Sea Road. The council also owns the land leased to the Angmering-on-Sea Lawn Tennis Club (Homelands Avenue) and the East Preston & Kingston Bowls Club (Sea Lane). More information on the council can be found on its website and four noticeboards throughout the village. Or, why not call in to the council office, meet our Clerk, Simon Cross, Assistant Clerk, Dawn Reid, and Administrative Assistant, Alison Roberts, and learn more.

(choice of several photos)