



# EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

25<sup>th</sup> March 2019

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, 1<sup>st</sup> April 2019** 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.

Yours sincerely

**Clerk to the Council**

## AGENDA

1. Introductions.
2. Apologies for Absence.
3. Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests they may have in relation to items on this Agenda, and are reminded they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
  - b) whether it is a pecuniary, personal interest and/or prejudicial interest
  - c) the nature of the interest
  - d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak under Public Question Time
4. A **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.

5. An opportunity for the council to respond to any matter raised during Public Question Time.
6. West Sussex County Council:
  - a) To receive a report from the West Sussex County Councillor representing East Preston.
7. Arun District Council:
  - a) To receive a report from the Arun District Councillors representing East Preston;
  - b) To note the changes made to the Local Assessment Procedure, (email from Liz Futcher, 18/3);
  - c) To note an update to Arun District Council's Members' Allowances Scheme, (email from Jane Fulton 21/3).
8. To confirm the Minutes of the meeting of the council held on 4<sup>th</sup> March 2019.
9. To receive an update on matters from previous Full Council meetings.
10. Financial Matters:
  - a) To approve the **Outstanding Purchase Orders** for 2018/19 to date report totalling **£0.00** (exc VAT);
  - b) To approve the **Supplier Non BACS Invoices Paid** report for **February Late Payments 2019** totalling **£4,500.00** (inc VAT);
  - c) To approve the **Supplier Non BACS Invoices Paid** report for **March Payments 2019** totalling **£403.16** (inc VAT);
  - d) To approve the **Supplier BACS Invoices Paid** reports for **March 2019** totalling **£39,056.97** (inc VAT);
  - e) To approve the List of **Sales Invoices & Bank Receipts** report for financial year to date totalling **£292,647.03** (inc VAT);
  - f) To note the **Bank Reconciliation to 14<sup>th</sup> March 2019**;
  - g) To note up-to-date **Income & Expenditure Summary against Budgets for 2018/19**.
11. 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.
12. Audit & Governance Committee:
  - a) To agree to contract Mulberry & Co. to provide Internal Audit services for the financial year 2019/20;
  - b) To adopt a CCTV Code of Practice;
  - c) To agree a Risk Assessment Policy.
13. To note written reports and to receive any urgent updates from the Parish Council Working Parties:
  - a) Leases.
14. Sussex and Surrey Associations of Local Councils:
  - a) To note the letter from Trevor Leggo, Chief Executive, received (via Paul Richards) on 7<sup>th</sup> March, *West Sussex Civilian and Military Partnership Board*;
  - b) To note the clarification letter from Trevor Leggo, Chief Executive, received (via Paul Richards) on 21<sup>st</sup> March, *West Sussex Civilian and Military Partnership Board*.
15. Clerk's Report.
16. To note written reports from Members attending other recent meetings and events, to include:
  - a) Visit to Sussex Police Command Centre, 3<sup>rd</sup> March (AC);
  - b) WSCC Joint Eastern Arun Area Committee, 5<sup>th</sup> March (ST);
  - c) St Mary's Women's Fellowship Coffee Afternoon, 7<sup>th</sup> March (TK);
  - d) NHS Tobacco Control Strategy Launch, 13<sup>th</sup> March (RM);

- e) NHS Local Community Networks, 14<sup>th</sup> March (PG);
- f) WSCC Health& Wellbeing Marketplace Event, 14<sup>th</sup> March (DR);
- g) NHS *Our Health and Care*, 19<sup>th</sup> March (DM);
- h) Arun District Association of Local Councils, 27<sup>th</sup> March (ST).

- 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 – 13<sup>th</sup> May.

***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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