

MONTHLY MEETING OF THE COUNCIL

1ST APRIL 2019

SUPPORTING PAPERS

Agenda Item 7b

Arun District Council – Local Assessment Procedure

Council is asked to note, and comment upon if necessary, **the changes made to the Local Assessment Procedure**, as detailed in the following email, received on 18th March.

Dear Clerk

I wanted to make you aware that a number of minor changes have been made to the Local Assessment Procedure which is used to assess complaints made under the Code of Conduct. The changes were recommended by the Standards Committee (following a year of operation of the new Procedure) to Arun's Council meeting on 13 March 2019 and were accepted without any further amendment. For your information I have attached:

1. The latest version of the Local Assessment Procedure, which will also be updated shortly on Arun's website
2. My report to the Standards Committee which sets out the detail of the changes proposed
3. The minutes of the Standards Committee of 31 March 2019 which explains Members views and reasoning for the recommendations put forward

For your information, the Standards Committee will also be considering the Committee on Standards in Public Life's review of Local Government Ethical Standards at its next meeting on 25 July 2019. This report recommends a number of best practice recommendations that may require further change to the Local Assessment Procedure. You can find out more about this report from here: <https://www.gov.uk/government/publications/local-government-ethical-standards-report>

If you have any questions about the latest revision of the Procedure, please do not hesitate to contact me.

Best wishes

Liz Futchner
ADC Group Head of Council Advice and Monitoring Officer

If any councillor wishes to see the documents to which Mrs Futchner refers, please contact me and I shall forward them to you.

Simon Cross – **Clerk to the Council**

22nd March 2019

Agenda Item 7c

Arun District Council – Members' Allowances Scheme

Council is asked to note, and comment upon if necessary, **an update to Arun District Council's Members' Allowances Scheme**, as detailed in the following email, received on 21st March.

Dear Town/Parish Clerk

As you will be aware the Council's Independent Remuneration Panel has been undertaking a review of the Members' Allowances Scheme. The Panel's report and recommendations were submitted to the Audit & Governance Committee on 14 February 2019 for review. If you wish to view the agenda papers and minutes from this meeting – please click on this link - [Audit & Governance Committee](#)

In summary, the Audit & Governance Committee supported most of the recommendations in the Panel's report. However, it did refer the report back to the Panel requesting that it undertake further work in relation to Recommendations (8), (9) and (20) with a revised report being submitted to a Special Meeting of the Committee which has now been confirmed for 27 June 2019 so that recommendations can be reported into the next Full Council meeting on 17 July 2019.

This means that the Council is still working to the Members' Allowances Scheme that was approved at Full Council on 23 October 2013. One of the resolutions from this review was that the Basic Allowance should continue to be index linked to the annual staff pay settlement. As Council staff will be receiving a 2% pay award which will come into force on 1 April 2019 this means that the District Council Basic Allowance will also increase by 2%.

The level of the District Council Basic Allowance will, therefore, from 1 April 2019 increase from £5,374 to £5,481 (equating to £456.75 per month).

I am writing to confirm this to you as I know that some Town and Parish Councils have adopted a Parish Council scheme that allows all of their elected Town/Parish Councillors to receive a Basic Parish Allowances equating to 10% of the District Council's Basic Allowance.

As with the District Members' Allowances Scheme, any Town/Parish Council Member is able to renounce all or part of this increase, or any other allowance.

We will be publishing details of the increased Basic Allowance in the local press as we are required to do by the Law in line with the Local Authorities (Members' Allowances) (England) Regulations 2003.

If you need any further information, please don't hesitate to contact me.

Regards

Jane Fulton
ADC Committee Services Manager

Simon Cross – **Clerk to the Council**

22nd March 2019

Agenda Item 8

Minutes of Monthly Full Council meeting, 4th March

The draft Minutes were circulated to all councillors on 8th March, asking for comments by 15th March. None were made.

Simon Cross – **Clerk to the Council**

22nd March 2019

Monthly Update Report

1. **Introduction**
2. **Minute 423/18 – Clerk’s Report, item 4 – “missing” bus stop in North Lane**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 4th February 2019.

2. **Minute 423/18 – Clerk’s Report, item 4 – “missing” bus stop in North Lane**

Further to the bus stop post arriving on 19th December, the local resident campaigning for the sign and I both contacted Stagecoach to get the flag put on the post. The resident eventually escalated this to the Chief Executive of Stagecoach South on 13th March, resulting in the flag arriving on 20th March.



This means the resident has won the sweepstake as the postbox outside the office has yet to receive its day-of-the-week sign.

Simon Cross – **Clerk to the Council**

22nd March 2019

Agenda Item 11

Committees

Since the last meeting, the following committee meetings have taken place: Amenities on 18th March, Audit & Governance also on 18th March, Community Engagement on 25th March, Major Events on 13th March and Planning & Licensing on 11th and 25th March.

Draft Minutes from all these meetings are likely to have been circulated by the time of this meeting.

Simon Cross – **Clerk to the Council**

22nd March 2019

Agenda Item 11a

Amenities Committee

The committee met on 18th March and the draft Minutes will have been circulated by the time of the meeting.

The Sea Road toilet refurbishment has been deferred to September 2019 due to the possibility of the South Strand Toilets being closed for a short while whilst the handover takes place. The committee felt it would be inconsiderate to members of the public to leave the village with no working public toilet facilities. The architect is waiting for further tenders being submitted from two other companies.

Following the recent damage to property on the village Green enquiries have been made to three companies regarding the installation of CCTV. A subcommittee has been formed to bring recommendations back to the Amenities Committee before the committee makes a recommendation to Full Council.

The beach access work continues, the application forms have been submitted. WSCC advised there were a number of issues with the application, one being the current format of the public consultation form. WSCC recommended using its own template, the committee acknowledged the response from WSCC and agreed to continue with the application and submit the witness evidence in its current format. WSCC has a backlog of applications and that it is likely to be some period of time before any new claim is due for investigation.

The committee has agreed to implement the JustPark payment scheme to the Village Green car park machine, allowing members of the public the opportunity to make payments via a mobile phone app.

Dawn Reid – **Assistant Clerk to the Council**

26th March 2019

Agenda Item 11b

Audit & Governance Committee

The committee met on 11th March and reviewed the provision of Internal Audit services and agreed it would be good practice to compare other suppliers. Six suppliers were approached and quotes obtained. The committee unanimously agreed to recommend engaging a new supplier, initially on a one-year contract.

The committee agreed a code of practice for CCTV with a recommendation for it to be presented to the Full Council to be agreed and implemented.

The committee agreed to the provision of email address for councillors to enable greater separation between council business and councillors' personal business; six companies had provided quotes and Cllr Gander and the Clerk had selected three companies for the committee to consider. The committee agreed to use the council's current server services provider.

The committee agreed the draft Risk Assessment Policy and recommended it be presented to the Full Council to be agreed and implemented.

The committee agreed it was not currently necessary to meet the East Preston & Kingston Bowls Club twice-yearly. This decision will be kept under review.

Dawn Reid – **Assistant Clerk to the Council**

26th March 2019

Agenda Item 11c

Community Engagement Committee

A reduced version of the committee met on 25th March. The meeting was chaired by the committee's Vice-Chairman, Cllr Duff as Cllr Linton was unavailable.

The committee reviewed the very positive feedback from the Fitness and Fun 2 playscheme held in February. Cllrs Chapman and Duff will talk to Tina from Bee-Fit about how parents can become more involved in the activities again. The next playscheme will be during the summer holidays in August and will not have a mandatory theme.

Much of the meeting was just making sure the committee's other projects are ticking along nicely, which they are. The committee agreed the council will again take part in the St Mary the Virgin Christmas Tree Festival this December (12th to 15th) with a theme of how the council is helping the wellbeing of the village's residents. Expect more on this in the coming months.

The committee expressed its thanks to John and Lindy of KEPT and suggested future Village Clean events could perhaps start from different locations to tackle litter in other areas. For

example, an event starting on Lashmar Rec could tackle areas to the north of the village, whilst an event starting at the Village Green could tackle the south of the village.

Simon Cross – **Clerk to the Council**

26th March 2019

Agenda Item 11e

Major Events Committee

The committee met on 13th March solely to progress the council's end-of-term party on 12th April. Roles at the party were allocated to councillors and these will be discussed after tonight's meeting has closed.

Simon Cross – **Clerk to the Council**

18th March 2019

Agenda Item 11g

Planning & Licensing Committee

The committee met on 11th and 25th February. The draft Minutes from these meetings will have been circulated by the time of this meeting.

The meeting on the 4th was solely to consider some plans received relating to 1, Tamarisk Way, EP/186/18/HH as the initially-received plans were lacking in some important details. The committee agreed to raise objections to this proposal.

Four building Applications were considered on the 11th. The committee agreed unanimously to object to two of these. One of these Applications is for some of the ADC properties in Orchard Road, and has a regrettable lack of information with it.

A further two Applications were considered on the 25th; the committee agreed to support the Preservation Society's objections to a proposal for an extension on a property in Seafeld Road.

The meeting on the 11th also considered a letter received from a resident concerned at the committee's response to an Application neighbouring his property. The committee noted the resident's comments but did not feel a review of the Application was necessary.

Simon Cross – **Clerk to the Council**

26th March 2019

Agenda Items 12a

Audit & Governance Committee – Internal Audit 2019/20

Cllr Mathias to introduce this item.

Council is asked to agree to contract Mulberry & Co. to provide Internal Audit services for the financial year 2019/20.

In April 2013, the council contracted with RS Hall & Co. to provide internal audit services for the years-ending 31st March 2013 to 31st March 2016. This contract has been extended annually to cover the years-ending 31st March 2017 to 31st March 2019.

From time to time it is good practice to compare with other suppliers of internal audit services.

On 13th February, I contacted all internal audit suppliers listed on the Sussex and Surrey Associations of Local Councils website, with the exception of one who used to provide us with an internal audit service but stopped when he retired. That is five new suppliers plus our existing.

The committee considered the responses received at its meeting on 11th March. The responses included one from the current auditor.

The committee agreed it was good to use a different supplier from time to time and agreed to recommend to Full Council a single year, initially, with Mulberry & Co., The company's quote was, "I am currently charging councils £60per hour + VAT and travel cost at £0.45p per mile. I don't charge for travel time. I would estimate that a full year's auditing would be conducted in 5 hrs circa £300 per annum". This may be a bit conservative.

Simon Cross – **Clerk to the Council**

18th March 2019

Agenda Items 12b

Audit & Governance Committee – CCTV Code of Practice

Cllr Wilkinson to introduce this item.

Council is asked to adopt a CCTV Code of Practice.

Now the council is seriously considering implementing CCTV to cover, initially, the Village Green, it needs to have a Code of Practice in place. Cllr Wilkinson has done much work on this. A copy of the draft Code of Practice has been circulated to all councillors separately to this pack.

Simon Cross – **Clerk to the Council**

18th March 2019

Agenda Items 12c

Audit & Governance Committee – Internal Audit 2019/20

Cllr Mathias to introduce this item.

Council is asked to adopt a Risk Assessment Policy. This can be found at Appendix A below.

One of the pieces of work Andy Beams started was a new Risk Assessment Policy for the council. Dawn has carried on that piece of work subsequently. The committee met on 11th March and agreed the policy was fit for recommendation to Full Council for adoption.

Simon Cross – **Clerk to the Council**

18th March 2019

Agenda Item 13a

Working Parties

The new lease to the Angmering-on-Sea Lawn Tennis Club was signed at the meeting with the club on Tuesday, 26th February. The lease has been returned to the council's solicitor who "will then arrange to complete the Deed of Surrender [of the current lease] and new Lease on 1st April."

Simon Cross – **Clerk to the Council**

21st March 2019

Agenda Item 14

West Sussex Civilian and Military Partnership Board

Council is asked to note two letters received from the Sussex and Surrey Associations of Local Councils. These can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

22nd March 2019

Agenda Item 15

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **Twice-yearly meeting with East Preston & Kingston Bowls Club, 26th February**
5. **Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 26th February**
6. **ADC Local Elections briefing, 26th February**
7. **East Preston Business Community Business Breakfast, 5th March**
8. **SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 5th March**
9. **Meeting with the Chairman of the East Preston & Kingston Village Hall Foundation, 18th March**
10. **Friends of St Mary's Annual General Meeting, 20th March**
11. **South Strand Community Toilets meeting, 21st March**
12. **KEPT – Keep East Preston Tidy Village Spring Clean, 24th March**
13. **Social Media**
14. **MailChimp stats**
15. **A selection of things we have been asked since the last meeting**
16. **Recent bouquets and complaints**
17. **Leave**
18. **April meetings and events**

1. **Introduction**

This is the report mainly covering March 2019 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

No new matters have been referred to the police this month.

3. **Freedom of Information / Data Protection requests**

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

4. **Twice-yearly meeting with East Preston & Kingston Bowls Club, 26th February**

The first meeting with the Bowls Club this year took place, attended by Cllrs Mathias and Toney and myself. The club was represented by its Chairman and Secretary, Messrs Leaman and McAvoy respectively.

Nothing major emerged at the meeting and the notes from the meeting have been circulated to all members.

5. Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 26th February

The first meeting with the Tennis Club this year took place, attended by Cllrs Mathias and Toney and myself. The club was represented by its Chairman, Secretary and Administrator, Mr Robinson, Ms Stanley and Mrs Fisher respectively.

Apart from the signing of the new lease, nothing major emerged at the meeting and the notes from the meeting have been circulated to all members.

6. ADC Local Elections briefing, 26th February

I attended this event at the Civic Centre together with Cllrs Bowman, Chapman, Gale, Gander, Moore and Toney. Cllr Linton attended a re-running of the session at Bognor Regis on the following day.

The event went through how candidates should complete their Nomination forms. How effective that was, I leave up to individual candidates to judge. For me personally, the event was not enhanced by District Councillors sitting behind us talking all the way through.

7. East Preston Business Community Business Breakfast, 5th March

I attended this together with Cllrs Gander, Linton and Moore.

Thirteen businesspeople attended including two businesses not previously represented at a Business Breakfast: Trudy Ettridge who has started a gardening business and Kate Nicholson, who is House of Colour, Worthing & Horsham.

Invited to talk about her business, Kate explained most people wear just 15% of their wardrobe 85% of the time and have an average of £1,000 worth of clothing left unworn. People generally know what they feel comfortable in, but those items can be enhanced through colour and styling to create a more effective and efficient wardrobe. Working with Kate can result in a more authentic you, and that can be very well-received in business. Kate has had success with people of all shapes, sizes, ages, you name it, her approach works for everyone.

John Wintle talked about the Keep East Preston Tidy (KEPT) project and invited those present to come along and support the Tidy Up on Sunday, 24th March. He urged businesses with regular visitors to provide ashtrays outside their properties as KEPT has found cigarette butts to be the more common form of litter found. John thanked the council for the article in the Winter 2019 newsletter as this had brought forward several new volunteers interested in KEPT.

The council explained why it would not be providing attractions for the shopping areas at the Christmas Celebrations on 23rd November. Although no shop-front businesses were there, save *Grub & gumption* itself, and, aside from a concern about duplication if the shop-front businesses did not liaise, there were no objections to the council's suggestion.

I also mentioned the Christmas Tree Festival taking place in December and I am confident the Business Community will come together to sponsor a tree again.

After the meeting, Kate provided the following feedback, "I enjoyed the meeting this morning and it was great to start to get to know some of the many business owners in the village. I look forward to the next meeting."

Thanks to Piers, Lottie and Marjorie at *Grub & gumption*.

The April Business Breakfast is on Thursday, 4th at Kerry's Community Tea-room.

8. SLCC Sussex Branch, Arun & Chichester Clerks' Networking Lunch, 5th March

Dawn and I attended this meeting in Bersted. Other Arun local councils represented were Findon and Bersted Parish Councils and Bognor Regis and Littlehampton Town Councils. About eight Chichester District councils were represented too.

Michelle Hulme, Assistant Director of Highways at WSCC, attended and led a discussion on what local councils want from Highways (other than a slip-road). There was some discussion around an arrangement whereby local councils could buy an improved service from the County Council – i.e. if you want an extra grass-cut or have a pothole filled sooner than WSCC would do it. One important piece of news for us was WSCC is no longer going to fund the graffiti-removal service supplied for this area by Littlehampton TC. Fortunately, we have, in the past, not had to use the service very often, but in future it will be necessary to pay for the service.

The other big discussion was about retention policies. Most councils present did not have a formal retention policy in place but seemed to favour a commonsense approach. Before he left, Andy Beams did send us a copy of the policy he adopted whilst at Crowborough Town Council and that was based upon the NALC model. A version of this will come before the Audit & Governance Committee in due course.

Other topics covered were a Chairman who does not want to take questions on his annual report, a request for a Village Hall to be used as a place for teenagers to sleep after one of them has a party there, allotments and the writing of tenders.

One month on from the previous meeting, Dawn felt more comfortable and better able to understand what was being said.

The next meeting will be on 2nd April. Dawn will probably attend whilst I will be at the SLCC Sussex Branch AGM in Billingshurst.

9. Meeting with the Chairman of the East Preston & Kingston Village Hall Foundation, 18th March

Mr Melser called a meeting with Cllr Toney and me to discuss the lack of committee membership at the Foundation currently. Bookings Secretary, Toni McElroy also attended this meeting which was held at the Infant School.

Mr Melser explained usage of the hall was very healthy but the committee was down to four members. One committee member had recently resigned following a decision to leave the village and another found the workload too great. Steve and I agreed the council would help the Village Hall with the wording of an article to be included in an e-newsletter. I drafted the wording which was agreed by Mr Melser and which went out in the e-newsletter on 21st March.

Mr Melser also mentioned the committee is looking at replacing the floor in the Miller Barn and will liaise with the council on options.

10. Friends of St Mary's Annual General Meeting, 20th March

I attended this event which took place in the Spire Room whilst the church choir practised next door. The meeting was attended by about fifteen Friends and led by Fr Andrew Perry. The Chairman, Malcolm McLelland, reported on the building works carried out by the Friends over the past year and the near £100,000 worth of works the Friends committee hoped to get completed before the next five-yearly report is carried out in 2021. The Friends

aim to appeal to the village in September 2019, asking for donations towards the remaining works. Part of this will be the return of the Christmas Tree Festival, running between 12th and 15th December. Financially, Treasurer Carol Cogman, said the year had been good with a pleasingly high amount raised from donations and legacies, although more was always needed. The Friends would again be hosting Le Café Français during Festival week. With no further questions or report the meeting closed after twenty-five minutes.

Following a short tea break, the meeting then received an hour-long, interactive presentation from Suzanne Evans and Jan Eldridge from Arundel Museum, "Digging in the Archives." Suzanne gave some background to the museum and how it ended up in its current, purpose-built location in Mill Road, and then both ladies talked through some of the artefacts they had brought with them from the back rooms of the museum. These included a number of historic photographs of Arundel from a collection of old glass plates found in a skip, C19th handcuffs from the jailhouse, a tray for filling ink bottles at school, a dial telephone, butter pats and butter moulds and more. The talk appeared to be thoroughly enjoyed by all present.

11. South Strand Community Toilets meeting, 21st March

I attended this meeting with Cllr Wilkinson, this council's official representative to the new body. Other attendees included representatives of East Preston Infant School, West Kingston Residents' Association and various beach chalet owners.

The meeting was split into two parts, the larger group of interested parties and then a smaller meeting with the lead members of the new group, South Strand Community Toilets. I stayed on for the second part of the meeting too.

The lead members had met with Paul Broggi, ADC Property, Estates & Facilities Manager. Once he is happy the group has set itself up legally, he will ask ADC's solicitors to start drawing up the new lease. This will be for £350 a year which covers the legal inspection costs ADC will incur each year. As long as Mr Broggi can see matters progressing at a reasonable pace, he believes ADC will keep the toilets open under its own auspices for a few transitional months. The lease will initially be for ten years without a built-in break point.

Following the article in the e-newsletter dated 13th March and an article in the Littlehampton Gazette, a number of members of the public have responded positively with financial donations for the coming year and beyond.

12. KEPT – Keep East Preston Tidy Village Spring Clean, 24th March

To show support for KEPT, I attended the beginning of this event. Whilst I was present, about forty-five members of the public registered and headed off to help collect litter around the village. These included Cllrs Chapman and Duff and Mrs Toney on behalf of Cllr Toney.

After the event, the organisers John Wintle and Lindy Hinsley-Wintle posted on Facebook: "Thanks go to East Preston Parish Council for their support and backing and loan of equipment, ADC for the loan of equipment, East Preston Scouts for the loan of the pop-up tent & table, and finally Cooper Adams for the generous donation of equipment to the group which was put to good use 🍷. Thanks to you all for your support. Finally thanks to all those who came along to participate, [collecting] countless bags of rubbish, with strange items including old traffic cones, a biscuit tin, a car battery, a mop head, plastic gallon drum, hardcore and a large piece of cast iron. Our community is a little bit cleaner thanks to your help. You have all made a difference. Driving through the village this afternoon it all looked very clean and tidy!"

13. Social media

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

- Poster for Encore Vocal Group starting in East Preston – 704 people
- Post of found spectacles – 640
- WSCC Public Notice for closure of part of Sea Road, 19th to 23rd March – 634
- KEPT poster of The Cigarette Butt Cycle – 620
- Repost of KEPT post of people out on the Village Spring Clean and the final collection of litter - 593
- Repost of KEPT post of kit ready for the Village Spring Clean - 565
- Poster for Scam Prevention Talk, 1st April - 529

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 25th March)

The number of people currently like the council on Facebook is 1,199, an increase of six over the last report.

No posts placed on Nextdoor.

14. **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 – 28th February – sent to 789, opened by 526 to date (66.8%)

Parish Council news – 13th March – sent to 793, opened by 550 to date (69.4%)

Parish Council news – 21st March – sent to 793, opened by 503 to date (63.5%)

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

“Do you have a list of local charities as I would like to change my will?”

“How can I print a document as a booklet?”

“I haven't seen Danny or Twinkle for ages! have they gone?”

“I’ve heard there is a wall on the Warren Recreation Ground which people practise tennis against, is that correct?”

“Do you know anyone who could put our bins out for us?”

“Where can I buy one of those things to hold a plastic bag when I am litter picking?”

“I’m after an allotment plot behind where I live....any ideas?? Or is it like a thousand years wait??☹”

“When I was coming to work this week, I noticed a great deal of wood had been cut down on the roundabout on the way to Station Road & wondered what the council would be doing with it; I can take it off your hands if you would like. I may need a hand in cutting it a bit smaller & can then do the rest at home... I would appreciate knowing your thoughts & would be grateful for a reply.”

16. Recent bouquets and complaints

(In addition to anything reported above)

“Thank you for the email newsletters, they are really useful. They help us know what is going on. East Preston still feels like a real village.”

“Can I have white bollards outside my house?”

17. Leave

I am off on Thursday 4th (after Business Breakfast), 5th, 25th and 26th April. Alison is off from 15th to 18th April inclusive.

18. April Meetings and Events

This list may be incomplete and is subject to change.

1 st	Sussex Police scam presentation (18:00, East Preston Infant School) Full Council (19:00, East Preston Infant School)
4 th	East Preston Business Community Business Breakfast (08:00, Kerry's Community Tea-room) SSALC Clerks Networking Day (09:30, Brighton) (DR only)
8 th	Planning & Licensing Committee (18:00, East Preston Infant School) Personnel Committee (19:00, East Preston Infant School)
10 th	Meeting with Police & Crime Commissioner and Chief Constable (11:00) (St and SC only)
11 th	First anniversary of East Preston Healthy Walks (10:30 Village Hall car-park)
12 th	End-of-term party (17:00 for councillors, East Preston Infant School)
14 th	East Preston Beach Clean No. 13 (11:00 – 13:00, Sea Road)
15 th	Annual Parish Meeting (19:00, East Preston Infant School) (tbc)
16 th	Alzheimer's Society, Dementia Awareness session (19:00, East Preston Infant School)
17 th	Littlehampton & District Neighbourhood Watch Association (19:00, Littlehampton) (CB and AC only)
23 rd	Planning & Licensing Committee (10:00, Council Office)
29 th	Finance & General Purposes Committee (10:00, Council Office) Major Events Committee (19:00, East Preston Infant School)
30 th	St Barnabas Hospice Outreach Project vehicle in Village Green car-park (10:00 – 14:00)

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**

18th March 2019

Agenda Items 16a-h

Other meetings and events – Part 1

Council is asked to note the following reports:

Visit to Sussex Police Contact Command and Control Department, 3rd March

Sussex Police HQ, Lewes



On Sunday 3rd March I attended Lewes Police Control Centre. I was one of 8 Parish Councillors from across Sussex/Surrey. We were met by Erica Aldridge who had very kindly come in on her day off to be one of the 3 people to show us around.

We discussed the 4 different methods of contacting the Sussex Police:

- 999 – when danger is imminent
- 101 – non-emergency
- Online reporting – report at convenience and when not needing to speak to anyone
- Contact your Local team – email or phone non-emergency police matters i.e. report a crime or seek advice.

Advice for calling 999:

- a crime is in progress now
- someone suspected of a crime is nearby
- when there is danger to life
- when violence is being used or threatened

We were then split into 3 groups, each led by an adult, and shown around different areas of the control centre.

I firstly sat with a 999 call operator and listened in to some calls which was fascinating. On a normal night the operators take on average 150 calls between 7pm and 7am – on New Years Eve (their busiest night of the year!) this number increases to 500!

Next, I got to see CCTV in action. I was surprised at how vast an area the operator had to look at. They sometimes have to track 5 jobs/people at once, as well as keep a general eye out that things are ok.

We then got to see the switchboard for 101 and again listened in to some calls. I had just missed a call where the operator had to terminate a call because the caller was being very rude and the operator was unable to help or calm them down.

Lastly we got to visit the Prevention Team and find out the work they have been doing.

Key Facts:

- On average Sussex Police receives over 70,000 contacts per month. This figure will include a vast range of topics from someone reporting suspicious behaviour, reporting a car accident, through to issues which should be reported to a more relevant organisation.

- In 2016 there was a 12% increase in people using their website and on-line reporting mechanisms. In 2017 that increase more than doubled to just under 25%.
- In March 2018 Sussex Police received over 1150 calls to 101 and over 580 emergency calls to 999 every day and the demand is increasing.

Key Message:

- **Ensure the public know the best way to contact the police**
- **Push impact of CCTV – (Bognor has just had new ones fitted)**
- **Advertise 2 open days for the wider public - 7th July and 6th October**
- **To help the police tackle crime effectively, the public is being reminded they should report online or call 101 to speak to the police or seek an alternative option, when there isn't a crime in progress or risk to life.**

Other services available are:

- Report online <https://sussex.police.uk/contact-us/report-online/>
- If it is a local community enquiry contact your local policing team Example of Adur and Worthing District <https://sussex.police.uk/adur-and-worthing/> or contact your local team <https://sussex.police.uk/contact-us/>
- Make a complaint or give us feedback <https://sussex.police.uk/contact-us/make-a-complaint-or-give-us-feedback/>
- Access information on for example ASB, Burglary, theft, <https://sussex.police.uk/advice/>
- Report a hate crime <https://sussex.police.uk/advice/protect-yourself-and-others/hate-crime/>
- Make a general enquiry <https://sussex.police.uk/advice/>
- If you are calling in regard to the following; these are issues you need to speak to your local council about fly tipping, rubbish and bins. Noise nuisance is not a police matter. You need to contact your local council <https://sussex.police.uk/contact-us/report-online/report-noise-nuisance/>
- Other accessible contact methods for those with hearing or speech impairment <https://sussex.police.uk/contact-us/accessible-contact-methods/>

Cllr Andrea Chapman

25th March 2019

St Mary's Women's Fellowship Coffee Afternoon, 7th March

Angmering Medical Centre, Station Road, Angmering

The Women's Fellowship Coffee Morning was held on 14th March in the Spire Room at St Mary's Church. All proceeds raised that morning were going to be donated towards East Preston Youth Club. Ben Young (lead youth worker) had visited the Women's Fellowship group the week before to give a talk on the youth club and what it offered the young people of East Preston. The youth club had been chosen as the Women's Fellowship local charity to raise funds for. Ben was due to attend the Coffee Morning on 14th March but then had a Safeguarding Forum to attend in Horsham and so asked the youth club's Management Committee to step in and attend the Coffee Morning on his behalf.

Although it was a very dreary wet morning, attendance was good and there were a host of stalls: raffles, homemade cakes and gifts to buy. Sadly the cakes had mainly gone by the time I arrived as they had been snapped up very quickly! I was warmly welcomed and made a cup of coffee and chatted with members of the Women's Fellowship further about what they did and the challenges the youth club was facing and how it was such a valuable resource for the village. They commented on what an engaging talk Ben had given their

group the week before and what a lovely young man he was. I bought some raffle tickets for both Alison and myself but sadly we were unlucky and did not win anything, although there were some good prizes to be had!!

I have not heard how much money was raised at the Coffee Morning to date but Ben will use the funds to spend on the youth club as he sees fit.

Both the youth team and management committee are very grateful for all donations towards the youth club, however big or small and are very grateful to the Women's Fellowship for choosing their charity. I was asked whether I would write a short article on the youth club for the Church Magazine and so I will be doing that shortly.

Tracy Khoo – **Book-keeper to the Council**

24th March 2019

NHS REAL (Rustington, East Preston, Angmering, Littlehampton)
Local Community Network Partnership Board Meeting, 14th
March

Angmering Medical Centre, Station Road, Angmering

I attended this meeting held at Angmering Medical Centre. The Board had representatives from many agencies, councils and the voluntary sector, including GP Primary Care, Citizens Advice, Age UK, MIND, WSCC Public Health and Sussex Community Foundation Trust. An LCN is best described as a network of health, council, voluntary sector leaders, working with local communities to create a shared ambition and more integrated approach to organising and improving the health and wellbeing of their whole local population. Items discussed included:

Frailty

Among other initiatives, Sussex Partnership is working on a Falls Project, identifying people who are at risk of falls and putting in place preventative support. The community are also identifying and supporting vulnerable or terminally ill people prior to them reaching crisis point.

Children and Young People Mental Health

There is work in progress to increase liaison between GPs and Schools. It has been recognised that there are a lot of services available, provided by many, but these may not be co-ordinated, and stakeholders are not aware of the full range on offer. A stakeholder event is planned later in the summer to design a 'map' of services to address this issue.

MIND charity has just gained 3-year funding from the Big Lottery for the Families in Mind project which supports parents of young children who may be struggling with isolation or other mental health problems.

Integrated Prevention and Earliest Help Services (IPEH)

This service run by WSCC delivers a 'whole family' approach ensuring that children's needs and welfare are being met and maintained as well as those of the family. This is done by working with the family, local communities and others already supporting them.

Primary Care

GPs have been given a new NHS contract which makes a big commitment to investment in the future – the biggest for 15 years. Practices will work together, forming primary care networks of between 30 – 50,000 patients. These PCNs will be the delivery mechanism for a

multi-disciplinary approach to healthcare. The biggest investment is in people and practices will be able to recruit more staff to better manage patient demand, including pharmacists, physician associates, physiotherapists, social prescribers and paramedics. These new networks will be live from 1/7/2019. Negotiations are ongoing on the formation of the local PCNs.

REAL Patients Group

The next public event is on 23rd March at the Windmill Theatre in Littlehampton

ECHO

echo improves the coordination and delivery of end of life care across Coastal West Sussex by linking key services via a 24/7 telephone coordination hub staffed by trained nurses. For patients with a terminal illness, or are approaching the end of life, **echo** acts as a single point of contact to offer advice and support at what can often be a difficult time for the patient and family.

Cllr Patricia Gander

14th March 2019

WSCC Health & Wellbeing Marketplace Event, 14th March

Horsham

The event was organised by WSCC - Partnership & Communities Team and hosted by Horsham District Council. The aim of the event was to promote services to help people in West Sussex live well. 76 organisations from a range of voluntary, community and public services attended the event promoting their services. Services were grouped: Health & Wellbeing, Carers, In your Community, Mental Health & Emotional Wellbeing, Dementia, Housing & Support & Options and Practical help, support, information and advice.

On entry a site map and information were provided. The event was extremely well organised and run and provided a wealth of information and advice to take away. Refreshments were available and event hosts were on hand for support.

Cllrs Chapman, Duff and Moore attended with me.

Dawn Reid – **Assistant Clerk to the Council**

26th March 2019

NHS Our Health and Care, 19th March

The Barn, Field Place, Durrington

I attended the NHS 'Our Health & Care Our Future', event at The Barn, Field Place.

It was more of a conference than an open event, I was at a table with six ladies plus a lead lady all of which were professionals or volunteers in some way with the NHS (mostly with GP's), therefore I was a bit out of my depth.

However, the topics covered were:

Limited Resources, Inefficient ways of Working, Processes are not as effective as they should be for modern Day Care.

The key findings were: growing pressures on GP's mean patients do not get seen and treated as quickly as they would like. Digital Technology needs to support services better. There is a need to help people make the right Lifestyle Choices.

Discussion about the risks: smoking, physical inactivity, diet, alcohol and social isolation.
Risk factors: hypertension, obesity, sugar, frailty and anxiety/depression.

Diseases: cancer, circulation, diabetes, bone & joint conditions and mental health.

There was then a general discussion when the main points that came out were:

Helping people make decisions about, their own health care.

The capacity in the NHS and Social Care cannot keep up with demand, leading to delays and poor quality care.

Cllr David Moore

20th March 2019

Audit & Governance Committee – Internal Audit 2019/20

Council is asked to adopt a Risk Assessment Policy.

RISK MANAGEMENT AND RISK ASSESSMENT POLICY

1. Introduction

- 1.1 East Preston Parish Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for, and to protect the natural and built environments for which it is responsible.
- 1.2 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic, focused and sensible approach to managing risk.

2. Risk Management

- 2.1 Sensible risk management is about practical steps to protect people from real harm and suffering. It is not about stopping activities, but about ensuring they can take place in reasonable safety.
- 2.2 It is about:
- Ensuring that employees and the public are properly protected
 - Providing overall benefit by balancing risks and benefits
 - Enabling activities to go ahead
 - Ensuring that those who create risks manage them responsibly
 - Enabling individuals to understand that as well as a right to protection they must also exercise responsibility
- 2.3 It is not about:
- Creating a risk free environment
 - Generating useless paperwork
 - Exaggerating the risks or highlighting trivial risks
 - Stopping important recreational and learning activities where the risks are managed
 - Reducing protection from risks that cause real harm.

3. Objectives

- 3.1 The objectives of the risk management policy are to:
- Integrate risk management into the culture of the council

- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

3.2 These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of, employees

4. Risk assessments

4.1 A risk assessment is an important step in protecting workers and users of a site as well as complying with the law. It helps to focus attention on the risks that matter – the risks that have the potential to cause harm. The law does not expect the elimination of risk, but employers are required to protect people as far as is ‘reasonably practicable’.

4.2 A risk assessment is a careful examination of what could cause harm to people so that a decision can be made as to whether precautions need to be taken to prevent harm. The purpose of a risk assessment is to:

- Undertake a systematic review of the potential for harm
- Evaluate the likelihood of harm occurring

4.3 A risk assessment should be carried out by the Assistant Clerk and the Chair or Vice Chair (or both) of the most relevant committee.

4.4 Risk assessments should be carried out annually unless the potential for harm requires more frequent checks to take place.

4.5 In assessing the risk, the following factors should be taken into consideration:

- Activity classification
- Hazard identification
- Evaluation of risk
- Evaluation of control measures
- Specification for further action

4.6 When a risk assessment has been completed, it is necessary to decide whether the existing control measures are adequate or whether more needs to be done

4.7 Additional actions may be needed to:

- Eliminate the hazard
- Reduce the hazard
- Isolate the hazard
- Control the hazard

Name: ----- Position: -----

Signed: ----- Date: -----

Review Date: -----

Appendix B

Agenda Item 14

West Sussex Civilian and Military Partnership Board

Council is asked to note two letters received from the Sussex and Surrey Associations of Local Councils.



SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS LIMITED
AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

East Sussex ALC Ltd. President
Lord Amphill

West Sussex ALC Ltd. President
Michael Chater OBE

Surrey ALC Ltd. President
Michael More-Molyneux,
H.M Lord-Lieutenant for Surrey

CEO: Trevor Leggo

Deputy CEO (Surrey): Anne Bott

To all Clerks in West Sussex City, Town and Parish Councils

March 2019

Dear Clerk

Respect and Remember

You may be aware that WSALC occupies a seat on the West Sussex Civilian and Military Partnership Board, a body comprising representatives of the Lord Lieutenant, County, Boroughs and District Councils with serving military personnel, the South East Reserve Forces Association, Service Charities and the NHS.

The principal role of the Board is to uphold the Military Covenant and ensure that serving or retired personnel and their families are not disadvantaged by virtue of their service. Whilst West Sussex has a limited military footprint, there are 46,000 veterans living within the County.

In November 2018 the centenary of the Armistice was commemorated and leading up to that time I wrote to all local councils to identify those who would like to have a uniformed military presence at their ceremonies; in the end only Kirdford responded with the details required and with the kind co-operation of the CO of 12 Regt. Royal Artillery, a contingent from Thorney Island led by a Warrant Officer duly attended.

With the 75th anniversary of D Day on 6th June and the 80th anniversary of the outbreak of WWII on 3rd September, the Board felt it would be helpful to all concerned if requests for attendance was more structured. If you would like to invite a representative of the Lord Lieutenant or military personnel to events you have planned it would be helpful if you could complete the attached form and return it to Paul Richards as indicated.

I will be happy to answer any questions you may have.

Yours sincerely

Trevor Leggo
Chief Executive



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H.M Lord-Lieutenant for Surrey

CEO: Trevor Leggo

Deputy CEO (Surrey): Anne Bott

To all Clerks in West Sussex City, Town and Parish Councils

March 2019

Dear Clerk

Respect & Remember

In my recent letter your council was invited to provide an indication of events it may have planned for the coming year; this letter is to clarify the position concerning invitations to the Lord Lieutenant.

All such invitations must be through the Lieutenancy Office at County Hall, Chichester and whilst it will be helpful to see this included in the pro forma you received with my earlier letter, in itself this does not represent a formal invitation to the Lord Lieutenant or her representative which must be by letter to Paul Legrave, at the Lieutenancy Office.

At the West Sussex Civilian & Military Partnership Board Meeting yesterday, I was pleased to report the first request received for a military presence at an event, namely Pagham Parish Council's rededication of the Mulberry Harbour stone on 6th June. I would remind all councils that any request for military personnel to attend a D Day commemoration on 6th June must be made before 26th April.

If you have any questions regarding this or my earlier letter please do not hesitate to make contact.

Yours sincerely

Trevor Leggo
Chief Executive

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