



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

28th May 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, 3rd June 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 Councillors 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.
8. To confirm the Minutes of the meeting of the council held on 13th May 2019.
9. To receive an update on matters from previous Full Council meetings.
10. Financial Matters:
 - a) To approve the **Outstanding Purchase Orders for 2019/20** to date report totalling £18,677.00 (exc VAT);
 - b) To approve the **Supplier Non BACS Invoices Late Payments report for April 2019** totalling £285.35 (inc VAT);
 - c) To approve the **Supplier Non BACS Invoices Paid report for May 2019** totalling £8,042.08 (inc VAT);
 - d) To approve the **Supplier BACS Invoices Paid reports for May 2019** totalling £13,308.08 (inc VAT);
 - e) To approve the **List of Sales Invoices & Bank Receipts report for financial year to date** totalling £143,200.26 (inc VAT);
 - f) To note the **Bank Reconciliation to 14th May 2019**;
 - g) To note the **End of Year Final Budget Sheets for 2018/19**.
11. Annual Financial Matters:
 - a) To approve the accounts for the year ending 31st March 2019.
12. Annual Return:
 - a) To agree Section 1 – *Annual governance statement 2018/19* – of the Annual Return for the year-ending 31st March 2019 can be signed by the Chairman and the Clerk/Responsible Financial Officer;
 - b) To agree Section 2 – *Accounting statements 2018/19* – of the Annual Return for the year-ending 31st March 2019 can be signed by the Chairman and the Clerk/Responsible Financial Officer.
13. 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.
14. Amenities Committee:
 - a) To appoint a contractor for the external building works to the Sea Road toilet block.
15. Audit & Governance Committee:
 - a) To note the Internal Audit report for the year-ending 31st March 2019.
16. Community Engagement Committee:
 - a) To agree to the purchase of two hard-bound, leather condolences books at a cost of £44.95 each..
17. Personnel Committee:
 - a) To adopt a Sick Leave / Back to Work Policy;
 - b) To adopt a Bereavement Policy.
18. To agree to Cllr Chapman joining the Planning & Licensing Committee.
19. To note written reports and to receive any urgent updates from the Parish Council Working Parties:

- a) Leases.
- 20. East Preston Youth Club:
 - a) To appoint a representative to the committee of the East Preston Youth Club.
- 21. East Preston Twinning Association:
 - a) To agree the formal closure of the East Preston Twinning Association.
- 22. Sussex Community Rail Partnership:
 - a) To consider a letter received on 24th May about the GTR Passenger Benefit Fund.
- 23. Clerk's Report.
- 24. To note written reports from Members attending other meetings and events, to include:
 - a) Eastern Arun Parishes meeting, 21st May (ST and EL);
 - b) WSCC Joint Eastern Arun Area Committee, Highways and Transport sub-group, 23rd May (EL).
- 25. To consider any matters covered by any of the reports in the above Agenda Item.
- 26. New items to be referred to the next meeting – 1st July.
- 27. To resolve to exclude the public and the press from the remainder of the meeting, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the remaining Agenda Items.
- 28. CONFIDENTIAL - Personnel Committee:
 - a) To consider matters relating to the council's handyman.

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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