



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

30th September 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, 7th October 2019** at the East Preston Infant School, Lashmar Road, East Preston commencing at **6.30pm**.

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. A presentation from Joel Hufford and Rachel Ryan-Crisp of Southern Water.
4. 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
5. 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.

6. An opportunity for Councillors to respond to any matter raised during Public Question Time.
7. West Sussex County Council:
 - a) To receive a report from the West Sussex County Councillor representing East Preston.
8. Arun District Council:
 - a) To receive a report from the Arun District Councillors representing East Preston.
9. To confirm the Minutes of the meeting of the council held on 2nd September 2019.
10. To receive an update on matters from previous Full Council meetings.
11. Financial Matters:
 - a) To approve the **Outstanding Purchase Orders** for 2019/20 to date report totalling £26,057.32 (exc VAT);
 - b) To approve the **Supplier Non BACS Invoices Late Paid** report for August 2019 totalling £35.47 and September 2019 totalling £924.87 (inc VAT);
 - c) To approve the **Supplier BACS Invoices Paid** reports for September 2019 totalling £15,943.33 (inc VAT);
 - d) To approve the **List of Sales Invoices & Bank Receipts** report for financial year to date totalling £285,800.20 (inc VAT);
 - e) To note the **Bank Reconciliation** to 13th September 2019;
 - f) To note up-to-date **Budget Summary Report** for 2019/20.
12. 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.
13. Amenities Committee:
 - a) To agree to sign up to the Tree Charter.
14. Personnel Committee:
 - a) To agree to the withdrawal of administrative support to the East Preston Youth Club;
 - b) To agree an Attendance Policy for the council.
15. Councillor vacancy:
 - a) To receive an update regarding the current vacancy for a parish councillor.
16. Annual Return for the year-ending 31st March 2019:
 - a) To note the External Auditor Report and comments.
17. Warren Recreation Ground:
 - a) To note the draft Minutes from the Annual General Meeting held on 16th September.
18. To note written reports and to receive any urgent updates from the Parish Council Working Parties:
 - a) Leases.
19. Clerk's Report.
20. To note written reports from Members attending other meetings and events, to include:
 - a) SSALC HR Training, 10th September (PG);
 - b) Eastern Parishes meeting, 24th September (ST).
21. To consider any matters covered by any of the reports in the above Agenda Item.