



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

29th October 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, 4th November 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 Lisa Herbert of Dogs Trust Shoreham.
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. Co-option preliminaries:
 - a) To appoint Councillor Gander to act as a second teller alongside the Clerk;
 - b) To agree to receive a written statement from any candidates unable to attend this evening's meeting (if necessary).
 6. To co-opt a maximum of one new councillor to the council. (Each candidate will be allowed to address the meeting for a maximum of three minutes.)

7. 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.
8. An opportunity for Councillors to respond to any matter raised during Public Question Time.
9. West Sussex County Council:
 - a) To receive a report from the West Sussex County Councillor representing East Preston (to last no longer than five minutes).
10. Arun District Council:
 - a) To receive a report from the Arun District Councillors representing East Preston (to last no longer than ten minutes).
11. To confirm the Minutes of the meeting of the council held on 7th October 2019.
12. To receive an update on matters from previous Full Council meetings.
13. Financial Matters:
 - a) To approve the **Outstanding Purchase Orders** for 2019/20 to date report totalling £59,177.58 (exc VAT);
 - b) To approve the **Supplier Non BACS Invoices Late Paid** report for September 2019 totalling £24.36 and October 2019 totalling £2,566.50 (inc VAT);
 - c) To approve the **Supplier BACS Invoices Paid** reports for October 2019 totalling £15,404.60 (inc VAT);
 - d) To approve the **List of Sales Invoices & Bank Receipts** report for financial year to date totalling £291,236.85 (inc VAT);
 - e) To note the **Bank Reconciliation** to 14th October 2019;
 - f) To note up-to-date **Budget Summary Report** for 2019/20.
14. 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.
15. Amenities Committee:
 - a) To agree to expenditure of up to £2,000 from this year’s Contingency budget line for the replacement of the bearings on the accessible spinner at the Warren Recreation Ground children’s play area.
16. Audit & Governance Committee:
 - a) To note the interim Internal Audit report for the year-ending 31st March 2020.
17. Personnel Committee:
 - a) To agree to some new generic clauses to be inserted into the Terms of Reference for all committees;
 - b) To agree all councillors and officers undertake a Basic Disclosure and Barring Service check;
 - c) To agree a recommendation to buy into an external Health & Safety resource.
18. To note written reports and to receive any urgent updates from the Parish Council Working Parties:

- a) Leases.
- 19. Sussex Police:
 - a) To note the email letter received on 24th October, *Key stakeholder message re PCSO Deployment for Arun and Chichester for Parish and Town Councils*.
- 20. West Sussex County Council:
 - a) To note the email received on 24th October, *Consultation on proposed changes to concessionary rail travel for older people*, and to decide whether the council wishes to respond.
- 21. Arun District Council:
 - a) To note the letter dated 25th October, *Town/Parish Council Precepts – 2020/21*.
- 22. Clerk's Report.
- 23. To note written reports from Members attending other meetings and events, to include:
 - a) Transport for the South East Transport Strategy meeting, 23rd October (JG);
 - b) WSCC JEAAC Highways & Transport, 24th October (EL);
 - c) The Martlets, *Celebrating our Team*, 24th October (JG).
- 24. To consider any matters covered by any of the reports in the above Agenda Item, to include:
 - a) A recommendation to respond to the Transport for the South East Transport Strategy.
- 25. New items to be referred to the next meeting – 2nd December.

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.

<p>Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN 01903 770050 eastpreston-pc.gov.uk eparishcouncil@btconnect.com</p>
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