



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

30th December 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, 6th January 2020** at the East Preston Infant School, Lashmar Road, East Preston commencing at **19:00.**

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

A G E N D A

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 (to last no longer than five minutes).
7. Arun District Council:
 - a) To receive a report from the Arun District Councillors representing East Preston (to last no longer than ten minutes);
 - b) To note the email received on 18th December, *Advice on Council Tax Arrears and Restrictions on Voting*.
8. To confirm the Minutes of the meeting of the council held on 2nd December 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 £9,045.89 (exc VAT);
 - b) To approve the **Supplier Non BACS Invoices Paid** report for late payments November 2019 totalling £64.32 (inc VAT) and December 2019 totalling £1,537.17;
 - c) To approve the **Supplier BACS Invoices Paid** reports for December 2019 totalling £63,390.55 (inc VAT);
 - d) To approve the **List of Sales Invoices & Bank Receipts** report for financial year to date totalling £297,611.54 (inc VAT);
 - e) To note the **Bank Reconciliation** to 13th December 2019;
 - f) To note up-to-date **Budget Summary Report** for 2019/20.
11. Finance & General Purposes Committee:
 - a) To agree a recommended budget of £291,771.88 for the financial year 2020/21.
 - b) To agree a recommended precept of £275,604.00 for the financial year 2020/21.
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. Community Engagement Committee:
 - a) To note the Public Sector Bodies (websites and mobile applications) (No. 2) Accessibility Regulations 2018 report;
 - b) To adopt the Accessibility statement for East Preston Parish Council's website.
14. Finance & General Purposes Committee:
 - a) To adopt an Investment Policy for the council.
15. To note written reports and to receive any urgent updates from the Parish Council Working Parties:
 - a) Leases.
16. Clerk's Report.
17. To note written reports from Members attending other meetings and events, to include:
 - a) Arun Youth Aqua Centre AGM, 30th November (ST);
 - b) East Preston Infant School Christmas production, 11th and 12th December, (AC, PG, EL and ST);
 - c) Baytree Lunch Club Christmas Lunch, 20th December (ST and EL).

18. To consider any matters covered by any of the reports in the above Agenda Item.
19. New items to be referred to the next meeting – 3rd February.

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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