



EAST PRESTON PARISH COUNCIL

From: Simon Cross Clerk to the Council

28th April 2020

Dear Councillor and Parishioners

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to the **Annual Meeting** of the Council which will be held on **Monday, 4th May 2020** via the Zoom remote meeting application commencing at **19:00**. Details for the Zoom meeting will be provided upon request – please call the office on (01903) 770050 or email clerk@eastpreston-pc.gov.uk before 15:00 on the day of the meeting.

The Public has the right to attend.

Yours sincerely

Clerk to the Council

AGENDA

1. Introductions.
2. Annual appointment of the Chairman of the Council:
 - a) To appoint a Chairman for the council year, 2020/21;
 - b) To receive the Chairman's Declaration of Acceptance of Office.
3. Annual appointment of the Vice-Chairman of the Council:
 - a) To appoint a Vice-Chairman for the council year, 2020/21.
4. To adopt a basic protocol for remote meetings.
5. Apologies for Absence.
6. 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
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 2nd March 2020.
12. To receive an update on matters from previous Full Council meetings.
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 agree to the removal of the fig tree adjacent to the Sea Road toilet block as recommended by the council’s annual tree inspection report.
15. Audit & Governance Committee:
a) To agree new Standing Orders in line with the latest Model Standing Orders issued by the National Association of Local Councils.
16. Planning & Licensing Committee:
a) To agree the full list of Assets of Community Value as listed in Proposal 1 of the East Preston Neighbourhood Plan be resubmitted for consideration as soon as ADC gives notice these are up for renewal.
17. To note written reports and to receive any urgent updates from the Parish Council Working Parties:
a) Leases.
18. Clerk’s Report.

19. To note written reports from Members attending other meetings and events, if any.
20. To consider any matters covered by any of the reports in the above Agenda Item.
21. To confirm membership of the following 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.
22. To confirm membership of the following Working Parties:
 - a) Leases.
23. To confirm membership of the council's Freedom of Information Panel.
24. To confirm the council's representative to the East Preston & Kingston Village Hall Foundation.
25. New items to be referred to the next meeting – 1st June.

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 clerk@eastpreston-pc.gov.uk</p>
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