



# EAST PRESTON PARISH COUNCIL

From: Simon Cross      Clerk to the Council

1<sup>st</sup> June 2020

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, 8<sup>th</sup> June 2020** via the Zoom remote meeting application commencing at **19:00**. Details for the Zoom meeting will be provided upon request.

The Public has the right to attend.

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 (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).
8. To confirm the Minutes of the meeting of the council held on 4<sup>th</sup> May 2020.
9. To receive an update on matters from previous Full Council meetings.
10. Financial Matters:
  - a) To approve the **Outstanding Purchase Orders** for 2020/21 to date report totalling £2,989.21 (exc VAT);
  - b) To approve the **Supplier Non BACS Invoices Paid** reports for March (totalling £1,339.95), April (totalling £1,360.14) & May 2020 (totalling £7,951.87) & Late Payments (Apr & May totalling £19.98);
  - c) To approve the **Supplier BACS Invoices Paid** reports for March (totalling £15,807.71), April (totalling £12,719.66) & May (totalling £18,304.05);
  - d) To approve the **List of Sales Invoices & Bank Receipts** report for financial year to date totalling £144,349.04 (inc VAT);
  - e) To note the **Bank Reconciliations** to 13<sup>th</sup> March, 31<sup>st</sup> March (EOY), 14<sup>th</sup> April & 14<sup>th</sup> May 2020;
  - f) To note up-to-date **Budget Summary Report** for 2020/21.
11. Annual Financial Matters:
  - a) To approve the accounts for the year ending 31<sup>st</sup> March 2020.
12. Annual Governance and Accountability Return:
  - a) To agree Section 1 – *Annual governance statement 2019/20* – of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2020 can be signed by the Chairman and the Clerk/Responsible Financial Officer;
  - b) To agree Section 2 – *Accounting statements 2019/20* – of the Annual Governance and Accountability Return for the year-ending 31<sup>st</sup> March 2020 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 agree retrospectively to expenditure on the doors of the refurbished Sea Road toilet block;
  - b) To agree to waive Standing Orders in order to extend the existing flower planting contract for an additional two years;
  - c) To agree to extend the existing flower-planting contract for an additional two years.
15. Audit & Governance Committee:
  - a) To note the Internal Audit report for the year ending 31<sup>st</sup> March 2020;
  - b) To contract with Mulberry & Co. for Internal Audit services for the years ending 31<sup>st</sup> March 2023.
16. To note written reports and to receive any urgent updates from the Parish Council Working Parties:

- a) Leases.
17. Clerk's Report.
  18. To note written reports from Members attending other meetings and events, if any.
  19. To consider any matters covered by any of the reports in the above Agenda Item.
  20. To confirm the council's representative to the East Preston Youth Club.
  21. To confirm the council's representative to South Strand Community Toilets.
  22. New items to be referred to the next meeting – 6<sup>th</sup> July.

***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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