

## **RUSTINGTON PARISH COUNCIL**

**MINUTES:** of the Annual Meeting held on 23 May 2022

**PRESENT:** Councillors J Bennett, J Ceiriog-Hughes, M Clayden, Mrs A Cooper, A Cooper, Mrs P Gregory, R Grevett, Mrs S Partridge, Ms M Revell, D Rogers, J Street and G Tyler

**In attendance:** Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

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### **122/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs Broomfield (Indisposition), Broomfield (Indisposition), Mrs Callaghan (previously approved Leave of Absence) and Warren (previously approved Leave of Absence). These apologies were accepted by the Council.

### **123/22 ELECTION OF CHAIRMAN**

It was Proposed and Seconded that Councillor Mrs Cooper be elected Chairman of the Council until the Annual Meeting in 2023.

The Council RESOLVED that Councillor Mrs Cooper be elected Chairman of the Council until the Annual Meeting in 2023.

### **124/22 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Mrs Cooper thanked the Members of the Council for electing her and said that it was a great honour to be able to serve as Chairman of the Council for a second Term of Office.

She then made and subscribed to the Declaration of Acceptance of Office.

### **125/22 ELECTION OF VICE-CHAIRMAN**

It was Proposed and Seconded that Councillor Tyler be elected Vice-Chairman of the Council until the Annual Meeting in 2023.

The Council RESOLVED that Councillor Tyler be elected Vice-Chairman of the Council until the Annual Meeting in 2023.

Councillor Tyler thanked the Council for electing him as Vice-Chairman for the ensuing year. He said that Rustington was unique in having its Chairmen in place for two years, as it gave them the opportunity to 'learn the ropes' in the first year and enjoy the second year term.

### **126/22 DECLARATIONS OF INTEREST**

Councillor Rogers declared a personal interest in Minute 139/22 (Minute 38/22 of the Finance and General Purposes Committee Meeting - 23 May 2022 refers). He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

### **127/22 DISTRICT COUNCILLORS**

The Clerk reported that apologies for absence had been received from Councillors Gunner and Tilbrook.

The Chairman advised the Council that the following Report had been received and previously circulated on behalf of Councillors Bennett, Mrs Gregory and Tilbrook on the following District Council issues:-

- *Council Year 2021/22 has been an eventful one for Arun District Council with the new administration, the change of governance to the Committee system and the appointment of a new CEO*
- *Since last year's Annual Council Meeting, in person Meetings have returned to the Council and these have largely proceeded smoothly, with the length of Meetings and behaviour in Meetings seeming to improve relative to online Meetings*
- *Since the last Rustington Parish Full Council Meeting there have been a number of developments at the District Council, particularly at ADC's Annual Council Meeting*
- *Councillor Jim Brooks has been succeeded as Chair by Councillor Samantha Staniforth who has herself been succeeded as Vice-Chair by Councillor Alison Cooper*
- *Councillor Shaun Gunner was re-elected as Leader of the Council*
- *There were also a number of changes to Committee Chair positions, with the administration removing all Liberal Democrat Councillors from Chair and Vice-Chair positions and replacing them with Conservatives. This includes Councillor Gregory and Councillor Tilbrook's positions on Housing and Standards respectively.*

The Chairman, on behalf of the Council, expressed her thanks to Councillors Bennett, Mrs Gregory and Tilbrook for their most interesting Report.

She then, in her capacity as a District Councillor, reported on the following additional District Council issue:-

- *Waste Contract extended for three more years - Looking to add Food Waste Trials - Weekly Collections continuing for now, but if anything should be going to change, Arun will advise in good time.*

The Council NOTED this information.

## **128/22      COUNTY COUNCILLORS**

The Clerk reported that an apology for absence had been received from Councillor Elkins.

The Chairman, in her capacity as a County Councillor for Rustington reported on the following County Council issue:-

- *Homes for Ukraine Scheme - Most significant piece of work being developed and delivered in conjunction with District and Borough Councils - Core email address accessible on County Council Website where initial enquiries should be made - Host and Sponsor Families required to have a standard DBS Check for any Member of the household aged 16 and over - County Council has to visit and inspect all properties prior to arrival to check on sufficient space and accessible essential facilities, and carry out health and safety checks - Sponsors required to advise County Council immediately upon arrival of guests so that payment due can be initiated, and ball can be got rolling on school places and 'Thank You' payments - Provision made for mental health support through Sussex Mental Healthline and Barnardo's Ukrainian Helpline - County Council Library Service in partnership with the Refugee Resettlement Scheme producing Factsheets - In Person Drop In Sessions also being organised in Libraries and Community Centres by District and Borough Councils.*

Councillor Tyler said that he had applied to host a family at the very beginning of the Scheme, but apart from acknowledging emails, he had heard nothing since, which was most disappointing.

The Council NOTED the above information.

**APPOINTMENT OF STATUTORY AND STANDING COMMITTEES**

The Council RESOLVED that Committees be appointed until the Annual Meeting in 2023 as follows:-

(a) **Allotments Committee**

Councillors Mrs C Broomfield, M Broomfield, Mrs K Callaghan, J Ceiriog-Hughes, R Grevett, Mrs S Partridge, Ms M Revell, Mrs A Cooper (ex-officio) and G Tyler (ex-officio) plus two members from the Rustington Horticultural Association

(b) **Finance and General Purposes Committee**

Councillors J Bennett, Mrs C Broomfield, M Broomfield, M Clayden, A Cooper, Mrs P Gregory, Mrs S Partridge, D Rogers, P Warren, Mrs A Cooper (ex-officio) and G Tyler (ex-officio)

(c) **Leisure and Amenities Committee**

Councillors J Bennett, J Ceiriog-Hughes, A Cooper, Mrs P Gregory, Mrs S Partridge, D Rogers, P Warren, Mrs A Cooper (ex-officio) and G Tyler (ex-officio)

(d) **Planning Committee**

Councillors J Bennett, J Ceiriog-Hughes, A Cooper, R Grevett, Mrs S Partridge, Ms M Revell, P Warren, Mrs A Cooper (ex-officio) and G Tyler (ex-officio)

The Council RESOLVED that authority be delegated to this Committee to act between Meetings of the Council in view of the need for urgency in dealing with the weekly lists of Planning Applications

(e) **Emergency Planning Committee**

Councillors Mrs C Broomfield, M Broomfield, Mrs K Callaghan, J Ceiriog-Hughes, Mrs P Gregory, R Grevett, J Street, Mrs A Cooper (ex-officio) and G Tyler (ex-officio)

**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

The Council RESOLVED that the following Representatives be appointed to serve on Outside Bodies until the Annual Meeting in 2023:-

(a) **Arun District Association of Local Councils**

Councillors Mrs A Cooper and G Tyler

(b) **Neighbourhood Plan Review**

Councillors J Bennett, J Ceiriog-Hughes, Mrs A Cooper, R Grevett, D Rogers and P Warren

(c) **Remembrance Sunday Parade and Service Group**

Councillors J Bennett and Mrs A Cooper

(d) **Rustington Chamber of Trade and Commerce**

Councillors M Clayden and M Broomfield (Deputy)

(e) **Rustington and District Twinning Association**

Councillor J Bennett

(f) **Rustington-In-Bloom Committee**

Councillors J Bennett, Mrs C Broomfield, Mrs K Callaghan and Mrs A Cooper

(g) **Rustington Sports and Social Club Management Committee**

Councillors J Street and R Grevett (Deputy)

(h) **West Sussex Association of Local Councils**

Councillors Mrs A Cooper and G Tyler

**131/22**      **APPOINTMENT OF INTERNAL WORKING PARTIES**

The Council RESOLVED that the following Members be appointed to serve on Internal Working Parties until the Annual Meeting in 2023, unless otherwise indicated:-

(a) **Council Priorities**

Councillors J Bennett, Mrs A Cooper, Mrs P Gregory, Ms M Revell and G Tyler

(b) **IT/Website**

Councillors J Bennett and J Street

(c) **Parishioners' Award**

Councillors Mrs C Broomfield, Mrs P Gregory, Mrs S Partridge, D Rogers and G Tyler

(d) **Rolling Programme of Works and Possible Capital Projects**

Councillors J Bennett, J Ceiriog-Hughes, Mrs A Cooper, A Cooper, Ms M Revell, D Rogers, G Tyler and P Warren

(e) **Section 106/CIL Funding**

Councillors Mrs A Cooper, A Cooper, Mrs P Gregory, Mrs S Partridge, D Rogers, G Tyler and P Warren

(f) **Zachary Merton Community Hospital and Land/Assets of Community Value**

Councillors J Bennett, Mrs K Callaghan, J Ceiriog-Hughes, Mrs A Cooper, D Rogers and G Tyler

**132/22**      **HEALTH AND SAFETY REPRESENTATIVE**

The Clerk advised Members that now that the Council had a Clerk and Deputy Clerk, there seemed to be no need for a Member to be appointed as a Health and Safety Representative to assist the Leisure and Amenities Officer with this role in respect of the Council's personnel, buildings and land, as either the Deputy Clerk or herself were able to provide this support.

She said that she could not recall the last occasion when the appointed Health and Safety Representative had been called upon to assist the Leisure and Amenities Officer in this regard.

Following a brief discussion, the Council RESOLVED that it was not necessary to appoint a Health and Safety Representative for the ensuing year, and that the appointment of a Member for this position should be held in abeyance for the foreseeable future.

### **133/22      MINUTES**

The Minutes of the Monthly Meeting held on 25 April 2022 were signed by the Chairman as a correct record.

### **134/22      ANNUAL ASSEMBLY OF THE PARISH MEETING**

The Council NOTED the Minutes of the Annual Assembly of the Parish Meeting held on 14 April 2022.

### **135/22      SUSSEX POLICE**

#### **(a)      Matters Arising**

The Clerk referred to Minute 95/22 and reported that there had been a further three significant incidents of criminal behaviour over the past few weeks.

She explained that, on 4 May 2022, a group of Angmering School students had vandalised the Male WC within the Woodlands Recreation Ground Public Toilet Unit. Several of the students had been identified, using CCTV footage, and the matter had been referred by the Council to both the School and Sussex Police. She added that the School had been most supportive, as far as the action that had been taken to address the incident with the students involved, was concerned, including the undertaking by the perpetrators of community payback activities at the Recreation Ground in the near future.

The Clerk went on to report that the Council had also been made aware of an arrest of a young person at the Recreation Ground following an assault on 10 May 2022. She further explained that a weapon was then discovered on 12 May 2022, that was potentially linked to the aforementioned arrest. The weapon was retrieved by Sussex Police and investigations were still ongoing.

The Clerk then referred to an episode on 18 May 2022 where Sussex Police had attended an incident of potential drug dealing within the Woodlands Recreation Ground Car Park, and had apprehended the alleged suspect.

The Council was concerned to NOTE this information.

Councillor Bennett reported that the areas around all three Primary Schools were suffering from extremely dangerous driving at drop off and pick up times, and a child had nearly been hit by a car recently near to Georgian Gardens Community Primary School.

Following a brief discussion, the Council AGREED that PCSOs Owen Godfrey and Hannah Pipkin, plus Sergeant Amy McAlees, should be made aware of the problems being experienced in the hope that there might be able to be some Police presence in the vicinity of the Schools at the appropriate times.

It was also AGREED that there should be a brief article asking motorists to be mindful of the safety of the pupils when driving in the vicinity of the three Primary Schools, particularly at drop-off and pick-up times.

The Clerk also advised the Council that the Chairman, the Deputy Clerk and herself would be attending the next Meeting of the PCC Focus Group Discussion on Policing on 24 May 2022.

The Council NOTED this information.

**(b) Summer Road Safety Stakeholder Virtual Briefing - 28 April 2022**

The Chairman reported that she had attended the Virtual Briefing on 28 April 2022. She said that the Briefing had been a very informative session and she understood that there would be a further Briefing later in the Summer.

She said that whilst she had understood that a recording of the Meeting would be made available, a subsequent email had advised that the recording did not work. She confirmed that a Briefing Sheet was due to be circulated, together with a link to the video that was shown within the Briefing, which would be circulated to all Members in due course.

She referred particularly to the fact that the Department for Transport was planning on running four trials with acoustic cameras nationwide, where there were persistent issues around noisy vehicles impacting upon the community, but the competition to be one of the four trial locations would be fierce, and evidence would need to be provided to show that there was an ongoing problem. Applications would need to be made by the local MP, who would be limited to one application in their Constituency.

The Council NOTED this information and conveyed its appreciation to the Chairman for representing the Council at the Briefing.

The Clerk also reminded Members that the Arun District Weekly Bulletins were still being circulated via email as soon as they were received.

**136/22 CLERK'S REPORT**

**(a) Annual Assembly of the Parish Meeting - Arun Community Transport**

The Clerk reported the receipt of a letter of thanks and appreciation from Arun Community Transport (ACT) for the invitation to attend the Annual Assembly of the Parish Meeting, which was enjoyed by the two representatives in attendance. The letter went on to say that ACT felt that it was good to develop networks that help the organisation to continue to be able to provide a service to those who needed transport in the area.

The Council was pleased to NOTE this information.

**137/22 CHAIRMAN'S REPORT**

The Chairman reported on her official representation and attendance at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- Sussex Police - Summer Road Safety Stakeholder Virtual Briefing - 28 April 2022

The Vice-Chairman reported that he had attended an Assembly at the Rustington Community Primary School on 20 May 2022, along with the Clerk and Deputy Clerk, at which he had officially presented the Platinum Jubilee Commemorative Medals to the School. He said that it had been a most enjoyable visit and photographs had been taken with representatives from each of the classes participating in the Assembly.

The Council was pleased to NOTE this information.

**138/22 PLANNING COMMITTEE**

The Council NOTED the Report of the Planning Committee Meeting held on 25 April 2022.

*(Prior to consideration of the following item Councillor Rogers had declared a personal interest, in his capacity as a Committee Member of Littlehampton District Lions Club)*

**139/22      FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received the Report of the Finance and General Purposes Committee Meeting held on 23 May 2022. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 23 May 2022 be APPROVED.

**140/22      AUDIT OF ACCOUNTS**

The Clerk reported that the Accounts for the year ending 31 March 2022, prepared under the Accounts and Audit Regulations 1996, had been completed and were ready for Audit. She said that it was now necessary for the Council to formally consider and approve the Accounts, prior to submission to the External Auditors.

The Council then considered the Annual Governance Statement 2021/2022 and RESOLVED unanimously that this should be APPROVED.

The Council also considered the Accounting Statements 2021/2022 and RESOLVED unanimously that these should be APPROVED.

A copy of the Annual Return, together with all of the associated documentation, as circulated, is attached and forms a part of these Minutes.

It was further AGREED that the Chairman of the Council be AUTHORISED to sign the Annual Governance Statement, the Statement of Accounts, together with any other relevant documentation, on behalf of the Council.

**141/22      FIDELITY GUARANTEE INSURANCE (FRAUD AND DISHONESTY)**

The Clerk reminded Members that the Council had, for many years, followed historic advice from the External Auditors, that the level of Fidelity Guarantee Insurance cover should equate to a minimum of half of the Precept plus the total balances held at the end of the previous financial year.

She advised that, taking account of the end of year balances held, plus half of the Precept, (£477,220.00 plus £345,000.00), the level of cover should amount to some £822,220.00. She said that as the Fidelity Guarantee Insurance cover currently held by the Council was £550,000.00, contact had been made with the Council's Insurers for advice. The Insurers had advised that the Fidelity Guarantee/Employee Dishonesty limit chosen should be based on the maximum exposed (at risk) funds the Council felt could be at risk of employee theft at any one time e.g., 50% of the Precept plus the reserves. However, the Insurers had stated that the Council may feel that the current limit of £550,000.00 was the actual "at risk" funds, if it was felt that the remainder of the reserves were so well protected in hard-to-reach accounts as to not be at risk of theft.

The advice from the Insurers concluded by pointing out that the Council should always evaluate its own risk exposure and decide at a formal Meeting, what limit was required.

The Clerk said that to increase the Fidelity Guarantee limit of indemnity from £550,000.00 to £822,220.00 would be an additional annual premium of £426.84.

Following a further discussion, the Council RESOLVED to make no changes to the current level of Fidelity Guarantee Insurance cover held by the Council.

**142/22**      **COUNCIL AND COMMITTEES' TERMS OF REFERENCE**

The Council reviewed the updated Council and Committees' Terms of Reference as presented, and RESOLVED unanimously that the Council and Committees' Terms of Reference be APPROVED. A copy of the Council and Committees' Terms of Reference are attached and form a part of these Minutes.

**143/22**      **COMPLAINTS PROCEDURE POLICY**

The Council reviewed the updated Complaints Procedure Policy as presented, and RESOLVED to take no action in respect of any further amendments to this Policy at the present time. A copy of the Policy is attached and forms a part of these Minutes.

**144/22**      **ASSET REGISTER**

The Clerk reminded Members that she had previously circulated a revised copy of the Asset Register as at 31 March 2022, which included a summary of the amendments on the second page, as well as being itemised within the Register itself. She said that the Register had been amended following the receipt of the Final Internal Audit Report for the year ended 31 March 2022, from the Council's Internal Auditor, R S Hall and Company.

The Clerk said that in accordance with the comments contained with the Report, the final figure in the Asset Register had been amended to £4,437,372.76 to reflect the aforementioned amendments.

**145/22**      **RUSTINGTON YOUTH CLUB**

The Clerk referred to Minute 107/22 and reported that she had previously circulated the proposed new Three-Year Service and Funding Agreement between Arun Community Church and the Parish Council, to replace the existing Agreement which was due to expire in August 2022. She said that this now needed to be approved and signed on behalf of the Council.

Following a brief discussion, the Council RESOLVED that the further Three-Year Service and Funding Agreement, as presented, should be approved, with the Clerk being AUTHOURISED to sign the Agreement on behalf of the Council.

**146/22**      **PARISHONERS' AWARD**

The Council considered the Report of the (remote) Working Party Meeting held on 4 May 2022.

Following a detailed discussion, the Council RESOLVED that:-

- (a) The 2022 Parishioners' Award in respect of an Individual be awarded to Annet Ziraba, in recognition of her outstanding caring commitment and dedication to helping to ensure social inclusion for many members of the community of Rustington
- (b) No Award be made in respect of a Group/Organisation in 2022
- (c) The recipient of the Award be announced immediately with the Presentation being made at the Reception following the Annual Civic Thanksgiving Service on 11 September 2022
- (d) The Award should continue to be able to be made on an annual basis, subject to the Council's approval of any recommendations made by the Working Party.

The Clerk reminded Members that as previously agreed, the recipient of the Award would receive the dedicated Austen Beard Trophy to hold for one year, plus £50.00 in cash together with a commemorative dish or trophy, suitably engraved, or a personalised scroll, to keep as a memento.

**147/22**      **QUEEN'S PLATINUM JUBILEE CELEBRATIONS - 2-5 JUNE 2022**

**(a)**      **Report of Public Meeting held on 9 May 2022**

The Council NOTED the Report of the Public Meeting held on 9 May 2022.

The Council was pleased to NOTE this information.

**(b)**      **Commemorative Medals**

The Clerk said that the Commemorative Medals for the pupils at the three Village Primary Schools had been received and delivered, and formal Presentations had been arranged, by the Chairman and/or Vice-Chairman of the Council.

She said that the Vice-Chairman had presented the medals to Rustington Community Primary School at a special Assembly on 20 May 2022, and that the Chairman would be attending Georgian Gardens Community Primary School on 26 May 2022, with the Vice-Chairman attending Summerlea Community Primary School on 27 May 2022 for the above-mentioned purpose.

The Council was pleased to NOTE this information.

**(c)**      **Visit by Mayor of Künzell and Welcome Reception on Saturday 4 June 2022 at 5.30 pm**

The Clerk said that an Itinerary of Events for the Mayor of Künzell to attend had now been finalised, and either the Chairman, Vice-Chairman, Councillor Bennett and/or the Clerk would be accompanying his Party to all of the chosen Events.

She said that a themed gift had been purchased and this would be presented to the Mayor by the Chairman at the 'Welcome Reception' being held in the Roger Montgomeri Room at 5.30 pm on Saturday 4 June 2022, prior to the Jubilee Prom Concert. She reminded Members that they were all invited to the Reception.

The Council was pleased to NOTE this information.

**148/22**      **NUMBER 12 BUS SERVICE**

The Council NOTED the Number 12 Bus Service Statistics for April 2022.

**149/22**      **CLOSURE OF THE CHURCHYARD - ST PETER & ST PAUL PARISH CHURCH, RUSTINGTON**

The Clerk referred to Minute 119/22 and said that following the receipt of the Closure Order dated 13 April 2022, it was now necessary for the Council to pass a formal Resolution confirming that it wished to pass on the maintenance responsibility of the Churchyard in its entirety to the Arun District Council.

Following a brief discussion, the Council RESOLVED the following:-

“Rustington Parish Council hereby resolves to pass on the maintenance responsibility for the Churchyard of the Parish Church of St Peter and St Paul, The Street, Rustington, in its entirety to the Arun District Council with immediate effect”.

The Clerk said that she would now give both the Arun District Council and the Parish Church Council written notice of the above Resolution without delay.

## **150/22      GENERAL POWER OF COMPETENCE**

The Clerk referred to Minute 130/20 and said that it was now necessary to re-adopt the General Power of Competence until the Annual Meeting in 2023.

Following a brief discussion, the Council RESOLVED to re-adopt the General Power of Competence until the Annual Meeting in 2023.

## **151/22      COMPLIANCE WITH GDPR - RE-APPOINTMENT OF DATA PROTECTION OFFICER**

The Clerk referred to Minute 177/21 and advised Members that she had received an email from the Council's Data Protection Officer, Mrs M Chaffe, ProcessMatters2, regarding the renewal of the Contract for a further year, in the sum of £150.00.

Following a discussion, the Council AGREED that Mrs Chaffe should be appointed as the Council's Data Protection Officer for a further 12-month period.

## **152/22      ARUN DISTRICT COUNCIL - CHANGING PLACES TOILETS**

The Chairman said that the Clerk had previously circulated an email received from Paul Broggi, Property, Estates and Facilities Manager, Arun District Council, in this regard.

She said that following an informal enquiry, the Arun District Council had confirmed that, in principle, it would be able to include the proposed Changing Places facility in Rustington if required by the Parish Council, as detailed in the above-mentioned email as follows:-

*As you know we recently completed a preliminary survey of your asset and can confirm that although the unit is small (narrow) we believe that by alteration conversion to specification (refurbished existing building) is possible.*

*To move forward I wanted to set out the terms upon which I propose so that this is clear at the outset. In the event we are to deliver the Changing Places (CP) facility for the Rustington Parish Council (RPC), we would expect to charge for all professional work involved. I propose that this would be on the basis of a 15% charge (excluding VAT) based on the net final cost of the construction project.*

*For this my Council would produce the design for the CP facility, including obtaining agreement from Changing Places that the end designed unit was fully grant compliant (a specific requirement of the grant funding). We would produce all required Tender documentation and publicly Tender the works in accordance with Arun District Council's Contract Standing Orders.*

*Our Tender assessment for this work would be based on a scoring matrix, which we will share with RPC, based on 60% quality 40% price (please note that we do not always recommend going for the lowest Tender received). On completion of scoring, we would produce a Tender Report to RPC and make our recommendation on which Contractor we propose to select following the process.*

*It is my Council's wish to place all CP facilities in one Tender so that we have one Contractor appointed to complete all, making this a more attractive package. Once we have selected the Contractor, we would then prepare JCT Minor Works Contracts via our Legal Team and RPC would be required to enter into Contract with the Contractor directly for its Rustington asset. An additional charge would apply for Legal Services in relation to the drafting of the Building Contract and for execution/completion (an estimate would be confirmed at the time should RPC elect to proceed, but legal services are currently charged out at £120.00 per hour).*

*My Council would then act as Contract Administrator, in essence as RPC's agent, for the construction phase, so we would deliver a completed and grant compliant Changing Places facility to RPC on completion (i.e., offering RPC a turnkey solution). My Council would continue to act for RPC up to end of defects liability period under the Building Contract.*

*RPC would be required to issue stage payments directly to the successful Contractor as required under Contract and my Council would complete the necessary interim valuations and final account to ensure these payments are correctly certified ahead of payment by RPC.*

*In the event RPC elected not to proceed at any time following acceptance of the above, then it would be liable for settlement of my Council's abortive professional fees. These would be calculated and charged on an hourly rate basis (plus any and all relevant disbursements) at the time.*

*A further comment of note, following our site visit is that the site is very restricted. In order to set up this site and provide site storage / welfare facilities (as required under law) it would be ideal if the successful Contractor had access to a small site compound. Do RPC have contact with the adjacent Hall? Would it be possible for RPC to secure a small section of the rear car park in this location for the period of the construction Contract for use by the Contractor to facilitate these works (Contractor would be liable for condition and use of car park under Contract).*

*Prior to proceeding any further please can you consider the above and confirm if RPC wish to proceed on the basis of the terms I have set out.*

Following a detailed discussion, during which the Council RESOLVED that:-

- (a) The offer by the Arun District Council as detailed above be ACCEPTED
- (b) Match funding of up to a maximum of £50,000.00 should be able to be AGREED by the Clerk with the District Council, without further reference back, subject to retrospective approval being sought from the Council as soon as practicably possible after any such agreement had been made.

The Clerk said that the Deputy Clerk and herself had met with Reverend Loveless, who was currently investigating the provision of an area in the Church Hall Car Park for use as a Site Compound for the duration of the construction works, as well as the possibility of providing a dedicated disabled parking bay in the Car Park which could be accessible to users of the Changing Places Unit, subject to availability.

## **153/22      ARUN DISTRICT COUNCIL - INVESTMENT PLAN FOR THE UK SHARED PROSPERITY FUND**

The Clerk reported that she had previously circulated an email received from the Director of Place, together with the Fund's Prospectus.

She said that the email was inviting the Council to engage with the District Council on the preparation of its Investment Plan for the UK Shared Prosperity Fund which was launched on 13 April 2022, and was the Government's domestic replacement for the European Structural and Investment Programme which the UK continued to participate in until 2023.

The Fund intended to achieve the Government's ambitions which were to build pride in place and increase life chances across the country, through the three priorities of Community and Place, Supporting Local Business, People and Skills.

The District Council had been awarded £1,083,399.00 to be spent over three years from April 2022 to March 2025, as apportioned by the Government, and was asking for 'partners' thoughts on how the funding

should be allocated, and if there were any projects that they would like to put forward that could be supported by the UK Shared Prosperity Fund.

The Clerk concluded by advising that, accordingly, the Deputy Clerk had prepared an Investment Plan Proposal of Projects, which had been previously circulated, that could be submitted to the District Council for consideration, if the Council was agreeable.

Following a further discussion, the Council RESOLVED that the aforementioned Investment Plan Proposal should be submitted to the District Council in anticipation of its positive consideration of one or more of the Projects contained therein.

**154/22      WEST SUSSEX COUNTY COUNCIL - #WESTSUSSBUS**

The Clerk reported that she had previously circulated an email received from Jess Meagher, Stakeholder and Partnerships Officer, advising that the County Council had launched #WestSussBus, a long-term engagement Project to collect views, suggestions and ideas about local bus services.

Following a brief discussion, the Council NOTED the above information and RESOLVED that Members should respond to the Project on an individual basis if they so wished.

**155/22      WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS**

**(a)      NALC - Updated Model Standing Orders**

The Clerk said that she had previously circulated an email, together with the updated Legal Topic Note 87: Procurement, advising that the NALC Model Standing Orders had been updated in relation to 18: Financial Controls and Procurement.

She said that, accordingly the recently circulated Model Standing Orders had been updated, and the specific page would be recirculated to Members to substitute with the previously agreed page, as necessary.

The Council NOTED this information.

**(b)      New Safe Space Sussex App**

The Council NOTED an email received in this regard.

**(c)      Over-Development of the South Eastern Counties**

The Clerk said that she had previously circulated a letter to Michael Gove MP, Secretary of State for Levelling Up, Housing and Communities, from the Chairman of Aldingbourne Parish Council.

The Council NOTED this information.

**156/22      NATIONAL ASSOCIATION OF LOCAL COUNCILS - NALC ISSUES SURVEY ON 2022 LOCAL ELECTIONS**

The Clerk said that she had previously circulated an email received from NALC regarding a Survey that had been issued to local Councils, Councillors and County Associations on the local elections in the current year.

Following a further discussion, during which it was acknowledged that there were no local Elections in the Arun District in 2022, the Council RESOLVED that the Clerk and Deputy Clerk should be AUTHORISED to respond to this Survey on behalf of the Council, if they felt there were any questions that were appropriate for future elections.

**157/22      ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS (ADALC)**

The Chairman reported on her attendance at a Meeting of ADALC on 17 May 2022. She said that a number of matters had been considered, including the financial position, which might be changing with the possibility of a Membership Fee being reintroduced, discussion items for forthcoming Meeting of the Management Committee and the Arun District Council, methods of communication and engagement between ADALC members beyond ordinary Meetings, Recruitment of Town and Parish Councillors, the Shared Prosperity Fund and West Sussex County Council's Chargepoint Network 10.

The Council NOTED this information.

**158/22      DOCUMENTS AND PUBLICATIONS**

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) Action in rural Sussex - Newsletter - May 2022
- (b) CAGNE - May 2022 Bulletin
- (c) Carers Support West Sussex - Latest News - April 2022
- (d) Campaign to Protect Rural England - Invitation to join 'British Flowers Rock' - 10 May 2022
- (e) Campaign to Protect Rural England - Campaigns Update - May 2022
- (f) Campaign to Protect Rural England - Sussex Tours 2022
- (g) East Preston Parish Council News - 29 April 2022, 5 May 2022 and 12 May 2022
- (h) Hidden Disabilities - Our latest Sunflower Conversation - FASD with Tristan Casson-Rennie and Jan Griffin
- (i) National Association of Local Councils - Chief Executive's Bulletin - 6 May 2022 and 20 May 2022
- (j) National Association of Local Councils - Newsletter - 4 May 2022 and 18 May 2022
- (k) National Association of Local Councils - Star Council Awards 2022
- (l) Royal Horticultural Association - Your RHS May Community Gardening Updates
- (m) West Sussex County Council - Highways, Transport and Planning - Member's Newsletter - 13 May 2022
- (n) West Sussex County Council - News Releases - 29 April 2022, 6 May 2022, 9 May 2022 x2, 11 May 2022, 12 May 2022 x2, 16 May 2022 x2, 18 May 2022, 19 May 2022 x2, 20 May 2022 and 23 May 2022
- (o) West Sussex County Council - Mental Health Week - 12 May 2022

**There being no further business the Meeting concluded at 8.04 pm.**

**Chairman:** .....

**Date:** .....

*There were no questions received either preceding, or at, the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.*