



Rustington Parish Council

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19 March 2024

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 25 March 2024** in the **Roger Mongomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.15 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

There will be a **Public Question Time at 7.00 pm** when Members of the Public may question the Council. It is hoped that immediate answers can be given. If this is not possible, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

Yours sincerely

Clerk of the Council

A G E N D A

1. Apologies for Absence
2. Resignation - Councillor Graham Tyler - Chairman to report
3. Declarations of Interest by Members

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda

You should declare your interest by stating:-

- (a) the item you have the interest in*
- (b) whether it is a personal interest and the nature of the interest*
- (c) whether it is also a prejudicial/pecuniary interest*
- (d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent

4. To confirm the Minutes of the Monthly Meeting held on 26 February 2024
(Copy attached)



Working for the local Community

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For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.
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5. Sussex Police - Matters Arising (if any)
6. District Councillors - Matters Arising (if any)
7. County Councillors - Matters Arising (if any)
8. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
9. Chairman's Report
10. Planning Committee - To note the Report of the Meeting held on 26 February 2024
(*Copy previously circulated*)
11. Finance and General Purposes Committee - To receive the Report of the Meeting held on 25 March 2024 from the Chairman of the Committee, and to consider the Recommendations contained therein
(*Finance and General Purposes Committee Agenda and associated documentation previously circulated*)
12. Annual Review of the Effectiveness of the Council's Internal Audit Arrangements - To consider a Report from the Clerk of Council
(*Copy attached for Members*)
13. 2024/2025 Budget
(*Copy enclosed for Members*)
14. Annual Risk Management - To consider the Council's Risk Assessment procedures and revise, if necessary
(*Copy enclosed for Members*)
15. Health & Safety Policy - To review and revise the Council's Policy, if necessary
(*Copy attached for Members*)
16. Freedom of Information Act 2000 - Model Publication Scheme 2009 - To review and revise the Council's Publication Scheme
(*Copy attached for Members*)
17. Homeworking Policy - To review and revise the Council's Policy, if necessary
(*Copy attached for Members*)
18. Equality and Diversity Policy - To consider and adopt the Policy
(*Copy attached for Members*)
19. Number 12 Bus Service:-
 - (a) To note the Bus Service Statistics for February 2024
(*Copy attached for Members*)
 - (b) Future of Council's financial support for the Service - To consider further email correspondence in this regard and Clerk to Report
(*Copy attached for Members*)

20. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - Progress Report
21. 80th Anniversary of D Day - 6 June 2024 - Progress Report
22. Rustington and District Twinning Association - Progress Report
23. Woodland Park Sportsfield - Request for installation of additional temporary building - To consider a letter received from the Club Secretary, Rustington Otters Football Club
(Copy attached for Members)
24. Arun District Council:-
 - (a) Nomination for an Asset of Community Value - Rustington Library, Claigmar Road, Rustington - To note an email received from Karen Garner, Local Land Charges & Property Gazetteer Officer
(Copy attached for Members)
 - (b) Local Assessment Procedure - To note an email, together with associated information, received from Shirley Quinlan, PA to Chief Executive and Monitoring Officer
(Copy attached for Members)
 - (c) Street Trading Consent - Licence Application Number: 119478 - Littlehampton District Lions Club - Clerk to report
(Copy of documentation previously circulated via email dated 18 March 2024)
25. Rampion 2 Examination Input from Sussex Community Organisations - To note an email received from The Secretary, Protect Coastal Sussex (PCS), together with associated information in this regard
(Copy of documentation previously circulated via email dated 13 March 2024)
26. Solar Panels - Reach (Renewable Energy Access for Communities and Households) Project - Councillor Lee to report on his attendance at a Meeting held on 12 March 2024
27. To receive Reports from Members attending other External Meetings (if any)
28. Urgent matters arising, for information only, since the preparation of this Agenda
29. To note the following Documents and Publications previously circulated to Members:-
 - (a) British Regional Transport Association (BRTA) Newsletter No. 54
 - (b) CAGNE - March Bulletin and New Runway Update
 - (c) Carers Support West Sussex - Latest News - 26 February 2024
 - (d) Chestnut Tree House - Meet Nicola: Living life to the fullest, one adventure at a time
 - (e) Chestnut Tree House - Last chance! Our Spring Raffle closes in 48 hours
 - (f) CPRE - Campaigns Update - March 2024
 - (g) East Preston Parish Council News - 29 February 2024, 7 March 2024 and 13 March 2024
 - (h) Healthwatch West Sussex - Priorities for Healthwatch West Sussex
 - (i) National Association of Local Councils - Chief Executive's Bulletin - 29 February 2024 and 14 March 2023
 - (j) National Association of Local Councils - NALC Events - 5 March 2024

- (k) National Association of Local Councils - Newsletter - 28 February 2024, 7 March 2024 and 13 March 2024
- (l) RHS Communitas - Growing projects to get involved with this Spring
- (m) RHS Communitas - Wild About Gardens is back!
- (n) St Barnabas House - Using art to cope with grief
- (o) St Barnabas House - Remember loved ones this Mother's Day
- (p) Stonepillow - March 2024 Newsletter
- (q) Turning Tides - Embrace Adventure with a 2024 Challenge!
- (r) West Sussex County Council - News Release - 27 February 2024, 5 March 2024, 7 March 2024 and 11 March 2024
- (s) West Sussex County Council - West Sussex Fire & Rescue Service - News Release - 8 March 2024 and 13 March 2024