

7 May 2019

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 13 May 2019** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, commencing at **7.15 pm**.

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**

### **AGENDA**

1. Apologies for Absence
2. To elect a Chairman of the Council until the Annual Meeting in 2020
3. To receive the Chairman's Declaration of Acceptance of Office
4. To elect a Vice-Chairman of the Council until the Annual Meeting in 2020
5. Declarations of Interest by Members

*Members 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 and the nature of the interest at the commencement of the item or when the interest becomes apparent*

6. District Councillors - Matters Arising (if any)
7. County Councillors - Matters Arising (if any)
8. To appoint Statutory and Standing Committees:-

**NOTE:** The Clerk will report on the results of the Members' Selection Procedure for Membership of Committees

(a) **Allotments Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio. Two Members of the Rustington Horticultural Association are co-opted)

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

(Constitution - Eight Members plus Chairman and Vice-Chairman ex-officio)

(c) **Leisure and Amenities Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

(d) **Planning Committee**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

**It will be necessary for the Council to delegate authority for 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**

(Constitution - Seven Members plus Chairman and Vice-Chairman ex-officio)

9. To appoint Representatives to serve on Outside Bodies:-

**NOTE:** The Clerk will report on the results of the Members' Selection Procedure for Representation on Outside Bodies

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

Two Members (*Currently Chairman and Vice-Chairman*)

(b) **Joint Eastern Arun Area Committee (JEAAC)**

One Member and 2 Deputy Members

(c) **Joint Eastern Arun Area Committee (JEAAC) (inc. Highways and Transport Working Group)**

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One Member

(d) **Littlehampton Health Services Advisory Group**

One Member and 1 Deputy Member

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

Two Members

- (f) **Rustington Chamber of Trade and Commerce**  
One Member and Deputy
- (g) **Rustington and District Twinning Association**  
One Member
- (h) **Rustington-In-Bloom Committee**  
Five Members
- (i) **Rustington Sports and Social Club Management Committee**  
One Member and Deputy
- (j) **Sussex and Surrey Associations of Local Councils (inc. West Sussex Association of Local Councils)**

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Two Members (*Currently Chairman and Vice-Chairman*)

10. To appoint/review membership of internal Working Parties:-

**NOTE:** The Clerk will report on the results of the Members' Selection Procedure for Membership of internal Working Parties

- (a) **Future of the Museum - Samuel Wickens Centre**  
Seven Members (*plus 2 Rustington Heritage Association Representatives*)
  - (b) **IT**  
Four Members
  - (c) **Parishioners' Award**  
Five Members
  - (d) **Section 106 Funding**  
Six Members
  - (e) **The Woodlands Centre Rolling Programme of Works**  
Four Members
  - (f) **Zachary Merton Community Hospital and Land/Assets of Community Value**  
Seven Members
11. To appoint a Health and Safety Representative to assist the Clerk, if required
12. To confirm the Minutes of the Monthly Meeting held on 29 April 2019  
(*Copy attached*)
13. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
14. Chairman's Report from Councillor Bennett
15. Planning Committee - To note the Report of the Meeting held on 29 April 2019  
(*Copy previously circulated*)

16. Finance and General Purposes Committee - To receive the Report of the Meeting held on 13 May 2019 from the Chairman of the Committee, and to consider the Recommendations contained therein  
*(Finance and General Purposes Committee Agenda and associated documentation previously circulated)*
  17. Sussex Police - Matters Arising (if any)
  18. Fidelity Guarantee Insurance - To review the level of Fidelity Guarantee Insurance - Clerk to report
  19. To review the Council and Committees' Terms of Reference  
*(Copy attached for Members)*
  20. To review the Council's Complaints Procedure Policy  
*(Copy attached for Members)*
  21. Councillors' Surgeries:-
    - (a) To review the success and consider whether the daytime Surgeries at Rustington Library and the evening Surgeries at the Samuel Wickens Centre should be continued
    - (b) Council 'Surgery' Table - Rustington Street Fayre - Clerk to report
  22. Sale of Church Farm Cottages - Progress Report
  23. Rustington Museum at the Samuel Wickens Centre - Progress Report
  24. Gardens Competition - Clerk to report
  25. Parishioners' Award - Clerk to report
  26. Review of Rustington Neighbourhood Plan - Clerk to report and to consider the way forward
  27. Power of General Competence - To adopt the Power of General Competence, subject to the Clerk obtaining CiLCA Module 7
  28. Rustington and District Twinning Association - Appointment of President - To consider a request for the Chairman of the Council or another appointed Member to be appointed as Chairman of the Association
- Note: This item was deferred from the Meeting held on 25 February 2019 (Minute 53/19 refers)**
29. Rustington-In-Bloom - Progress Report
  30. Number 12 Bus Service - To note the Number 12 Bus Service Statistics for April 2019  
*(Copy attached for Members)*
  31. Rustington Heritage Association - To note the Minutes of the Meeting held on 4 April 2019  
*(Copy attached for Members)*
  32. West Sussex County Council:-
    - (a) West Sussex Crowd - To consider a letter received from Debbie Kennard, Cabinet Member for Safer, Stronger Communities  
*(Copy attached for Members)*

- (b) Town and Parish News - Issue 2 - April 2019  
(Copy attached for Members)
  - (c) Adults' Services - Cabinet Member Spring Newsletter 2019  
(Copy attached for Members)
  - (d) West Sussex Vision and Strategy for Adult Social Care Launch Events on 6 and 19 June 2019 -  
To consider an email received from the Director of Adults' Services  
(Copy attached for Members)
33. Sussex and Surrey Associations of Local Council - Weekly Bulletins - To note the Weekly Bulletin 18-2019 received  
(Copy attached for Members)
34. National Association of Local Councils - Chief Executive's Bulletins - To note the Bulletins dated 18 April 2019, 26 April 2019 and 3 May 2019  
(Copies attached for Members)
35. Came & Company - Council Matters - Spring 2019  
(Copy attached for Members)
36. To receive Reports from Members attending other External Meetings (if any)
37. Urgent matters arising, for information only, since the preparation of this Agenda
38. To note the following Documents and Publications received for Members' information:-
- (a) East Preston Parish Council News - 1 May 2019