

Lancing Parish Hall  
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To: All Councillors

Notice is hereby given that you are required to attend the Annual Meeting of the Lancing Parish Council, to be held on Wednesday 3 May 2017 in the Council Chamber, Parish Hall, South Street at 7.00 p.m.

Please note that, as this is the Annual Meeting of the Council and the Press and Public are invited, there is no provision for public participation.

Helen Plant  
Clerk to the Council  
26 April 2017

#### AGENDA

1. **To elect the Chairman of Lancing Parish Council for 2017/18 and to receive the Chairman's Declaration of Acceptance of Office**
2. **To elect the Vice Chairman of Lancing Parish Council for 2017/18 and to receive the Vice Chairman's Declaration of Acceptance of Office**
3. **Apologies**
4. **Declarations of Interest**  
*Members are reminded to make any declarations of personal and/or prejudicial interest that they may have in relation to items on this agenda.*

Members are also requested to complete a new Register of Interests form (*attached*)

5. **To approve the minutes of the full Council meeting held on 5 April 2017 (*attached*)**
6. **Grouped Items:-**  
Committee Minutes and Working Group Notes will now be submitted in the following format to Council meetings for Members' information with the recommendation that the documents are received. The Minutes themselves will be subsequently approved at the relevant Committee or Working Group meeting, which is standard practice in local councils.

- (1) Amenities & Environment Committee Meeting – 10 April 2017
- (2) Monk Rec Improvement Project – 11 April 2017
- (3) Community Cinema Working Group – 12 April 2017
- (4) Finance & General Purposes Committee Meeting – 19 April 2017

(5) Planning Committee Meeting – 19 April 2017

**Recommendation** – That the submitted draft Committee Minutes and Working Group Notes be received.

**Note** – For Items 6 & 7 below, a list of members on last year's committees and those representatives on outside bodies is **attached** for information.

**7. To appoint Members to Committees:-**

*NOTE – Chair & Vice Chair of the Council are ex-officio members of all Committees*

- 7.1 Amenities & Environment Committee (7 seats)
- 7.2 Finance & General Purposes Committee (7 seats)
- 7.3 Planning Committee (7 seats)
- 7.4 Human Resources Sub-Committee (4 seats)
- 7.5 Value for Money (VFM) Sub-Committee (4 seats)

**8. To appoint Members to serve as representatives on Outside Bodies:-**

- 8.1 Lancing Parochial Charities (2 seats)
- 8.2 Lancing Football Club (1 seat)
- 8.3 World of Widewater (LNR Steering Committee & Management Committee) (2 seats)
- 8.4 Airport Consultative Committee (1 seat)
- 8.5 Adur Conservation Board (1 seat)
- 8.6 Local Strategic Partnership (1 seat)
- 8.7 Adur District Council Standards Committee (1 seat)
- 8.8 Adur Voluntary Action Management Committee (1 seat)
- 8.9 West Sussex Association of Local Councils (2 seats)
- 8.10 Adur & Worthing Youth Council (1 seat)
- 8.11 Friends of Lancing Ring (1 seat)
- 8.12 Brighton & Hove Albion Football Club Community Steering Group (1 seat)
- 8.13 Adur District Council Capital Projects Group (2 seats)
- 8.14 Lancing Vision Group (2 seats)
- 8.15 'Make Lancing Feel Safer' (4 seats)
- 8.16 Lancing Parish Youth Council (3 seats)

**9. To approve and adopt the Council's Standing Orders and Financial Regulations**

*(Members should already have their own copies of these documents, but they are also available on the Council's website)*

**Recommendation** – That the Council's current Standing Orders and Financial Regulations be approved and adopted for the Municipal Year 2017/18.

**10. Review of the Council's and/or Employees' Memberships of other bodies:-**

- 10.1 Sussex Association of Local Councils
- 10.2 Society of Local Council Clerks

**Recommendation** – That the Council confirms and agrees to renew the membership of the above bodies.

**11. Review of the Council's Inventory of Land and Assets (*Asset register attached*)**

**Recommendation** – That the inventory of land and assets, as submitted, be noted.

12. **Review of Council Policies and Procedures (*report attached*)**
13. **Appointment of Auditors for Financial Year 2017/18 (*report attached*)**
14. **To confirm the the dates and times of ordinary meetings of the Council and Committees for 2017/18 (*attached*)**

**Recommendation** – That the schedule of Council and Committee meetings during the Municipal Year 2017/18 be confirmed.

**15. Clerk's Report (*report attached*):-**

**15.1 Annual Audit Report 2016/17**

**15.2 Vacant Parish Hall office space (North Wing)**

**15.3 Skatepark**

**15.4 Lancing Post Office**

**15.5 Beach Green Hire Request**

**15.6 Parish Council Newsletter**

**15.7 Parish Member appointment to the South Downs National Park Authority**

**15.8 AVA Information**

**15.9 Parish Hall – Corridor & Foyer redecoration**

**16. Other Matters:-**

**16.1 Unveiling Event for the Basque Children Blue Plaque**

Cllr Cowen will provide an update at the meeting.

**16.2 Lancing Parish Youth Council**

Cllr Eveleigh will provide an update at the meeting.

**16.3 Lancing Vision Group**

Cllr Eveleigh will provide an update at the meeting.

**16.4 Meeting with Sussex Police & Crime Commissioner**

Cllr Eveleigh will provide a report in respect of a meeting held with the Sussex PCC on 5 April 2017.

**16.5 Carers Week**

Carers Week is an annual campaign to raise awareness of caring, to highlight the challenges family and friend carers face and to recognise their contribution to families and communities throughout the UK.

Carers Week 2017 will take place week commencing 12 June and the charity, Carers Support, is holding a 'Coffee and Cake Celebration' event in the Parish Hall on Saturday, 17 June from 10.30am and all Members are encouraged to pop along. The aim is to spread the

word and to reach more family and friend carers to be able to offer them support and information.

Cllr Parsons, who requested this item, will expand on the above if required.

**17. Report(s) of Representatives on Outside Bodies**

None at the time of writing the agenda.

**18. Future Agenda Items**

Councillors' and members of the public are invited to submit items for discussion at future Council meetings.

**Please note that all Parish Council Meetings are open to members of the public and copies of agendas will be posted on the Council's website, noticeboard and available at each meeting or by request in advance by telephoning 01903 753355.**