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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 23 May 2018 in the Council Chamber, Parish Hall, South Street at 7.00 p.m.

Helen Plant  
Clerk to the Council  
17 May 2018

### AGENDA

1. **To elect the Chairman of Lancing Parish Council for 2018/19 and to receive the Chairman's Declaration of Acceptance of Office**
2. **To elect the Vice Chairman of Lancing Parish Council for 2018/19 and to receive the Vice Chairman's Declaration of Acceptance of Office**

3. **Apologies**

4. **Welcome to New Councillor**

Following the bye election on 3 May 2018, Cllr Danny Jackson was elected as a Parish Councillor for Churchill Ward. A Declaration of Office must be signed by the time of this meeting, otherwise a casual vacancy will automatically arise.

5. **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 which will be handed out at the meeting.

6. **Public Forum & Questions**

*Members of the public are reminded that only questions and statements relating to items on this agenda will be allowed. In accordance with Standing Order 1e, Members of the public will also be given the opportunity to express opinions at each main agenda item and at the end of the meeting to identify any issues to be added to future agendas. However, during discussions of sensitive or confidential matters, the public will still be excluded.*

*Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.*

**7. To approve the minutes of the full Council meeting held on 7 March 2018 (attached)**

**8. Grouped Items (attached):-**

**Recommendation** – That the following draft Committee Minutes and Working Group Notes be received:-

- (1) Amenities & Environment Committee Meeting – 14 March 2018
- (2) Litter Campaign Working Group – 15 March 2018
- (3) Finance & General Purposes Committee Meeting – 21 March 2018
- (4) Planning Committee Meeting – 21 March 2018
- (5) Planning Committee Meeting – 11 April 2018
- (6) Litter Campaign Working Group – 12 April 2018
- (7) Planning Committee Meeting – 25 April 2018
- (8) Amenities & Environment Committee Meeting – 2 May 2018
- (8) Community Cinema Working Group – 8 May 2018
- (9) Finance & General Purposes Committee Meeting – 9 May 2018
- (10) Planning Committee Meeting – 9 May 2018

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

**9. Chair's 2017/18 summary**

The Chair will provide a summary of the 2017/18 year in office.

**Note** – For Items 10, 11 & 12 below, a list of members on last year's committees, working groups, Council led initiatives and representatives on outside bodies is **attached** for information.

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

*NOTE* – Chair & Vice Chair of the Council are ex-officio members of all Committees in accordance with the Council's Term's of Reference and Scheme of Delegation.

- 10.1** Amenities & Environment Committee (7 seats)
- 10.2** Finance & General Purposes Committee (7 seats)
- 10.3** Planning Committee (7 seats)
- 10.4** Human Resources Sub-Committee (4 seats)
- 10.5** Value for Money Sub-Committee (4 seats)

**11. To reaffirm/appoint members to working groups and Council led initiatives:-**

- 11.1** Community Cinema Working Group
- 11.2** Garden Competition Working Group
- 11.3** Keep Lancing Safe (4 seats)
- 11.4** Lancing Parish Youth Council (3 seats)
- 11.5** Lancing Vision Group (2 seats)
- 11.6** Litter Campaign Working Group
- 11.7** Monks Rec Improvement Project Working Group
- 11.8** Newsletter Editorial Working Group

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

*NOTE* - Members are reminded to read the Council Representatives on Outside Bodies Policy if they serve as a representative.

- 12.1** Adur District Council Standards Committee (1 seat)
- 12.2** Adur Voluntary Action Management Committee (1 seat)

- 12.3 Adur West Capital Projects Group (1 seats)
- 12.4 Airport Consultative Committee (1 seat)
- 12.5 Brighton & Hove Albion Football Club Community Steering Group (1 seat)
- 12.6 Friends of Lancing Ring (1 seat)
- 12.7 Lancing Football Club (1 seat)
- 12.8 Lancing Parochial Charities (2 seats)
- 12.9 West Sussex Association of Local Councils (2 seats)
- 12.10 World of Widewater (LNR Steering Committee & Management Committee) (2 seats)

**13. 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)*

It should be noted that new model Standing Orders are in the process of being drafted by the National Association of Local Councils. Once received, this Council's Standing Order's will be reviewed accordingly.

**Recommendation** – That the Council's current Standing Orders and Financial Regulations be approved and adopted for the Municipal Year 2018/19.

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

- 14.1 Sussex Association of Local Councils
- 14.2 Society of Local Council Clerks

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

**15. 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.

**16. To confirm the the dates and times of ordinary meetings of the Council and Committees for 2018/19 (*attached*)**

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

**17. Appointment of Auditors for Financial Year 2018/19 (*report attached*)**

**18. Recommendations from Committees**

**18.1 Amenities & Environment Committee – Beach Green Access Track - need to repair**

The Amenities & Environment Committee acknowledged that part of the Council owned access track between SETyres and the car wash and recognised public right of way is in dire need of repair.

The Committee is therefore recommending that the cost of the works be covered from General Reserves (Committee Minute 48.13/May/18 refers).

**Recommendation** – That £2,000 from General Reserves be used to cover the costs of repairing part of the Beach Green access track.

- 19. Clerk's Report (*report attached*):-**
- 19.1 Annual Audit Report 2017/18:-**  
**(a) Annual Governance Statement for 2017/18**  
**(b) Accounting Statements for 2017/18**
- 19.2 Parish Council Newsletter**
- 19.3 AVA Information**
- 19.4 Lancing and Sompting Churches Food Bank information**
- 19.5 Proposed Enforcement Patrols for Dog Fouling and Littering Offences**
- 19.6 Lancing Skatepark Action Plan – Report by Tim Loughton MP**
- 19.7 Review of Health & Safety Risk Assessment**
- 19.8 Lancing Beach Title Deed Restrictive Covenant – application to lift**
- 19.9 General Data Protection Regulations**
- 19.10 Correspondence received – Lancing and Sompting Liberal Democrats - to determine a response**

**20. Other Matters:-**

**20.1 Lancing Parish Youth Council (*Minutes attached*)**

The Minutes of LPYC's meeting on 16 May 2018 are attached for Member's information.

A logo for the Youth Council has been created by YCllr Scott, which requires Council approval as it incorporates the Lancing Parish Council logo.

The Youth Council has agreed that its constitution needs to be slightly amended to allow for a degree of flexibility by extending the age limit in respect of any specific needs of individual youth councillors. Each case will be considered on its own merits by the Youth Council and the Clerk.

**Recommendation** – (a) That the Lancing Parish Youth Council logo be approved.  
 (b) That Lancing Parish Youth Council's amended constitution be approved.

**20.2 Lancing Vision Group**

Cllr Eveleigh will provide an update at the meeting.

**20.3 Keep Lancing Safe**

Cllr Eveleigh will provide an update at the meeting.

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

**21.1 Albion in the Community – 2017/18 Annual report highlights**

- 60 projects delivered to more than 30,000 people over the last 12 months.
- Won the Best Community Scheme at the Football Business Awards.
- The Premier League Kicks programme is among the largest in the country, providing free weekly football to more than 2,000 young people.
- 129 schools worked with across Sussex.
- Almost 5,000 children benefited from expert coaching from the coaching team.
- More than 250 people regularly attended one of the football sessions for people with a disability.
- The Speak Up Against Cancer team gave potentially life-saving information to more than 17,000 people in Brighton and Hove.
- 1,145 pupils benefited from football-themed numeracy and literacy lessons.

As soon as the full report is received it will be circulated to Members.

**Recommendation** – That the information be noted.

**22. Future Agenda Items**

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

**23. Exclusion of the Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**24. Land at Monks Recreation Ground (*report attached*)**

**25. Review of Financial Risk Assessment (*document attached*)**

The Financial Risk Assessment has been reviewed and now requires Council approval.

**Recommendation** – That the submitted Financial Risk Assessment be approved.

**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.**