

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 22 May 2019 in the Council Chamber, Parish Hall, South Street at 7.00 p.m.

Helen Plant
Clerk to the Council
16 May 2019

AGENDA

1. **To elect the Chairman of Lancing Parish Council for 2019/20 and to receive the Chairman's Declaration of Acceptance of Office**
2. **To elect the Vice Chairman of Lancing Parish Council for 2019/20 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 which will be handed out at the meeting.

5. **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.

6. **To approve the minutes of the full Council meeting held on 27 March 2019 (attached)**
7. **Grouped Items (attached):-**
Recommendation – That the following draft Committee Minutes and Working Group Notes be received:-

- (1) Planning Committee Meeting – 3 April 2019

- (2) Monks Rec Improvement Project Working Group Meeting – 11 April 2019
- (3) Lancing Vision Group Meeting - 17 April 2019
- (4) Planning Committee Meeting – 24 April 2019
- (5) Communications Strategy & Policy Review Working Group Meeting – 1 May 2019
- (6) Amenities & Environment Committee Meeting – 1 May 2019
- (7) Keep Lancing Safe Meeting – 3 May 2019
- (8) Planning Committee Meeting – 8 May 2019
- (9) Finance & General Purposes Committee Meeting – 8 May 2019

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

8. Chair’s 2018/19 summary

9. 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.

- 9.1** Amenities & Environment Committee (7 seats)
- 9.2** Finance & General Purposes Committee (7 seats)
- 9.3** Planning Committee (7 seats)
- 9.4** Human Resources Sub-Committee (4 seats)
- 9.5** Value for Money Sub-Committee (4 seats)

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

- 10.1** Keep Lancing Safe (4 seats)
- 10.2** Lancing Parish Youth Council (2 seats) – *These appointments are deferred until the discussion at Item 19.1*
- 10.3** Lancing Vision Group (2 seats)
- 10.4** Monks Rec Improvement Project Working Group
- 10.5** Newsletter Editorial Working Group

11. 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.

- 11.1** Adur District Council Standards Committee (1 seat)
- 11.2** Adur Voluntary Action Management Committee (1 seat)
- 11.3** Adur West Capital Projects Group (1 seats)
- 11.4** Airport Consultative Committee (1 seat)
- 11.5** Brighton & Hove Albion Football Club Community Steering Group (1 seat)
- 11.6** Joint Action Group (1 seat)
- 11.7** Lancing Football Club (1 seat – The Chair)
- 11.8** Lancing Parochial Charities (2 seats)
- 11.9** West Sussex Association of Local Councils (2 seats – The Chair and Vice Chair)
- 11.10** World of Widewater (2 seats)

12. To approve and adopt the Council’s Standing Orders and Financial Regulations

13. Approval of the Council's and/or Employees' Memberships of other bodies

14. Review of the Council's Inventory of Land and Assets

15. To confirm the the dates and times of ordinary meetings of the Council and Committees for 2019/20

- 16. Appointment of Auditors for Financial Year 2019/20**
- 17. Recommendations from Committees & Working Groups**
 - 17.1 Annual Audit Report 2018/19:-**
 - (a) Annual Governance Statement for 2018/19**
 - (b) Accounting Statements for 2018/19**
 - 17.2 Communications Strategy & Policy Review**
- 18. Clerk's Report**
 - 18.1 Consideration of a complaint regarding a Council facility**
 - 18.2 Parish Council Newsletter**
 - 18.3 AVA & Food Bank information**
 - 18.4 West Sussex County Council's Forward Plan**
 - 18.5 Social Subscribing update**
 - 18.6 Lancing Skatepark Action Plan – Report by Tim Loughton MP**
 - 18.7 Review of Health & Safety Risk Assessment**
 - 18.8 Bus Service 16**
 - 18.9 Adur District Council Consultation – Draft Supplementary Planning Document for Adur: Sustainable Energy**
- 19. Other Matters :-**
 - 19.1 Lancing Parish Youth Council**
 - 19.2 Lancing Vision Group**
 - 19.3 Keep Lancing Safe**
 - 19.4 Climate Emergency**
In accordance with the Council's Standing Orders, a motion proposed by Cllr Pope and supported by Cllr Cowen, has been received for Member's deliberation.
- 20. Report(s) of Representatives on Outside Bodies**
- 21. Future Agenda Items**
Councillors' and members of the public are invited to submit items for discussion at future Council meetings.
- 22. 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.
- 23. Review of Financial Risk Assessment**

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.