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To: All Councillors

Notice is hereby given that you are required to attend the Full Council Meeting of the Lancing Parish Council, to be held on Wednesday 11 January 2017 in the Council Chamber, Parish Hall, South Street at 7.00p.m.

**Members are reminded that, prior to the start of the Council meeting, there will be a short Training Session commencing at 6.30p.m.**

### AGENDA

**82. Apologies**

**83. 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.*

*Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.*

**84. Minutes of Previous Meetings:-**

**84.1 Full Council held on 7 December 2016 (attached)**

Any matters arising

**84.2 Amenities and Environment Committee held on 14 December 2016 (attached)**

Any matters arising

**84.3 Finance & General Purposes Committee held on 21 December 2016 (attached)**

Any matters arising

**84.4 Planning Advisory Committee held on 21 December 2016 (attached)**

Any matters arising

**85. Chairman's Announcements/Report**

**85.1 'Making Lancing Feel Safer'**

Unfortunately, the Sussex Police & Crime Commissioner has had to cancel her attendance to the public event scheduled for 30 January 2017 due to a national commitment that is unable to be changed. A revised date has been requested and a response is awaited.

**85.2 AVA Information**

Details will be provided at the meeting.

**85.3 Lancing Parish Youth Council**

The Chair will provide a verbal report at the meeting.

**85.4 Parish Councillor Surgeries**

A new schedule will be circulated shortly for Members to sign up to.

**86. Public Forum & Questions.**

*Members of the public are reminded that only questions and statements relating to items on this agenda will be allowed. In pursuant of Council Minute 42.1/Sept/16, 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.*

*Once this meeting has concluded, a number of Councillors will remain to answer any questions that local residents may have on other Parish related issues.*

**87. Other Correspondence:-**

None at the time of writing the agenda.

**88. Report(s) of the Clerk:-**

**88.1 Beach Green Hire Agreement (*attached*)**

Pursuant to Council Minutes 76.1/Dec/16 (daily rental increase) and 76.4/Dec/16 (refundable deposit and smaller rental areas), the Beach Green Hire Agreement has been subsequently amended and is now submitted to Council for approval.

**Recommendation** – That the Beach Green Hire Agreement, as submitted, be approved.

**88.2 Review of Standing Orders and Financial Regulations**

**i. Standing Orders (*attached*)**

Pursuant to Council Minute 28.2/Jul/16, the Working Group has carried out a review of the Council's Standing Orders. The Group considered the National Association of Local Councils Model Standing Orders, which all local councils are encouraged to conform to, and all non-statutory points have been amended to suit this Council's needs.

The revised Standing Orders are attached for Council's approval.

**Recommendation** – That the revised Standing Order be approved.

**ii. Financial Regulations**

The Working Group is also due to carry out a review of the Council's Financial Regulations at its meeting on 5 January. Again, the Group will consider the National Association of Local Councils Model Financial Regulations. The Council's existing Financial Regulations will be compared against the Model and points considered pertinent will be combined into the Model's.

Subject to the Financial Regulations review being completed in the one meeting, the revised Regulations will be submitted to Members prior to the Council meeting for subsequent approval.

**iii. Terms of Reference of Council and Committees and Scheme of Delegation**

During the Working Groups review of i and ii above, it has become apparent that there is no Council document that clearly outlines the terms of reference of the Council and its Committees and any associated delegated powers.

The Group are therefore suggesting that, in association with the Standing Orders and Financial Regulations review, the Group is authorised to produce such documents.

**Recommendation** – That the Standing Orders Working Group be authorised to produce a draft Terms of Reference of Council and Committees and a Scheme of Delegation for subsequent approval by the Council.

**88.3 Police presence in Lancing (*Licence attached*)**

Pursuant to the Council's pledge to support the Police by use of a room within the Parish Hall, it can be confirmed that the Police have responded positively to the suggestion of the use of the smaller room in the Council's offices (Council Minute 80(c)/Dec/16 refers). Whilst this option needs to be ratified by the PCC Board, there is also the requirement for a Licence Agreement between the Police and Lancing Parish Council, which needs to be approved by this Council.

The attached Licence template was received from the Police and has been amended to suit the arrangement with this Council. Advice was sought from a local letting agent in respect of the Licence Fee and the amount quoted in the Agreement is their recommendation based on the room size and facilities on offer. The Police will need to confirm their days of use and will work around the Parish Hall opening hours.

**Recommendation** – That the Licence Agreement between the Police and Lancing Parish Council, subject to the Police confirming the days of use, be approved.

**88.4 Community Cinema**

Members are reminded that the first evening film show for the Community Cinema will be on Monday, 23 January at 7pm and support is sought with the event.

**88.5 Millennium Handshake**

It can be confirmed that the Millennium Handshake on Beach Green has been restored by Cllr Patmore, Keep Lancing Lovely and other members of the community.

This project was installed as part of several millennium community projects but unfortunately, the associated plaque is no longer in situ. It is therefore suggested that a replacement plaque is supplied by the Council.

**Recommendation** – That a replacement Millennium Handshake plaque be purchased by this Council by use of the Small Projects Fund.

**89. Other Matters:-**

**89.1 Parish Council Concert**

Cllr Turner will expand on her request that consideration is given to a Parish Council Concert.

**89.2 Lancing Air Raid Shelters**

Cllr Patmore will expand on his request that the Council considers the air raid shelters in Lancing being opened to the public.

**89.3 Lancing Heritage Centre**

Cllr Parsons will expand on his request that the subject of a Lancing Heritage Centre be discussed by the Council.

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

Cllr Cowen will expand on his request that the Council considers organising an unveiling event, such as a street party, for the Basque Children blue plaque, bearing in mind that 2017 is the 80<sup>th</sup> anniversary of the event.

**89.5 Garden Competition**

Cllr Monk will provide a verbal update in respect of the Garden Competition.

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

None at the time of writing the agenda.

**91. 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 that copies of agendas will be posted on the internet and available at each meeting or by request, in advance, by telephoning 01903-753355.**



Helen Plant  
Acting Clerk to the Council  
Date: 4 January 2017