

12 May 2009

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 18 May 2009** 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

A G E N D A

1. Apologies for Absence
2. To elect a Chairman of the Council until the Annual Meeting in 2010
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 2010
5. Sussex Police:-
 - (a) To receive a Report from PCSO's E Hartley and/or H Pearson (if in attendance)
 - (b) To receive a Report from Councillor Mrs Lines - Community Safety Representative

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**

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

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

(Present Constitution - Six Members plus Chairman and Vice-Chairman ex-officio)

(c) **Leisure and Recreation Committee**

(Present Constitution - Five Members plus Chairman and Vice-Chairman ex-officio)

(d) **Lighting and Amenities Committee**

(Present Constitution - Five Members plus Chairman and Vice-Chairman ex-officio)

(e) **Planning Committee**

(Present Constitution - Five 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.

(f) **Emergency Planning Committee**

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

(g) **Internal Audit Committee**

To be held in abeyance until after the Chairman of the Committee is elected at the next Finance and General Purposes Committee Meeting.

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) **Management Committee - Rustington Museum**

Four Members (*Councillors Mrs Lines, Rogers, Tyler and Warrington appointed on 28/1/08 until the Annual Meeting in 2011*)

(b) **Management Committee - Rustington Youth Centre**

Four Members

(c) **Management Committee - Neighbourhood Youth**

One Member

- (d) **Management Committee - Rustington Sports and Social Club**
Two Members
- (e) **Sussex and Surrey Associations of Local Councils**
Two Members (*Normally Chairman and Vice-Chairman*)
- (f) **Management Committee - Littlehampton and District Citizens' Advice Bureau**
One Member and Deputy
- (g) **Arun Neighbourhood Watch Association**
One Member and Deputy
- (h) **Joint Eastern Arun Area Committee**
One Member and Deputy
- (i) **Rustington Chamber of Trade and Commerce**
One Member and Deputy
- (j) **Eastern Neighbourhood Management Team (Sussex Police)**
One Member
- (k) **West Sussex Primary Care Trust - East Arun Community Hospital Forum**
Two Members

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) **Zachary Merton Community Hospital and Land**
Six Members
- (b) **Opportunity Purchases**
Five Members
- (c) **Parishioners' Award**
Four Members
- (d) **Traffic Issues**
Four Members
- (e) **Newsletter/Website**
Four Members
- (f) **Casual Vacancy - Interviewing Panel**
Four Members and Two Deputy Members
- (g) **Sports Facilities**
Five Members

(h) Recycling and Sustainable Energy

Five Members

11. To appoint a Community Safety Representative to represent the Council for the ensuing year
12. Declarations of Interest by Members

Members are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda

You should declare your interest by stating:-

- a) whether it is a personal interest and the nature of the interest*
- b) whether it is also a prejudicial interest*
- c) if it is a prejudicial interest, whether you will be exercising your right to speak*

13. To confirm the Minutes of the Monthly Meeting held on 27 April 2009
(Copy attached)
14. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
15. Chairman's Report
16. Planning Committee - To note the Report of the Meeting held on 27 April 2009
(Copy *previously circulated*)
17. Finance and General Purposes Committee - To receive the Report of the Meeting held on 18 May 2009 from the Chairman of the Committee, and to consider the Recommendations contained therein
(*Finance and General Purposes Committee Agenda and associated documentation previously circulated*)
18. Financial Regulations - To consider proposed amendments and Clerk to report
(Copy attached for Members)
19. Rustington Youth Centre - Progress Report
20. Rustington Museum and the Garden Café:-
 - (a) Progress Report
 - (b) Rustington Community Partnership - Community Garden - Progress Report
 - (c) Future Staffing - To appoint the Interviewing Panel and Clerk to report
21. Rustington-In-Bloom - Progress Report
22. Councillors' Surgeries - To consider the success and possible continuation of the Bi-Monthly Surgeries at the Village Information Centre
23. 2009 Gardens Competition - Clerk to report
24. Woodlands Recreation Ground - Play Area - Possible purchase of a replacement Picnic Table - To consider Quotations received, and Clerk to report
(Copies attached for Members)

25. Memorial Stone - Chaucer Avenue - To consider a letter received from Mrs M Taylor, Local Historian
(Copy *attached for Members*)
26. Rustington Sports & Social Club - Rent Review - Progress Report
27. Arun Community Hospital Forum - Councillor Ceiriog-Hughes to report
28. Arun District Council:-
 - (a) Review of Drainage Problems in Arun - To consider an email together with attached Summary document received from Mr C Rogers, Services Director
(Copy *attached for Members*)
29. West Sussex County Council:-
 - (a) Proposed Pedestrian Safety Scheme - Sea Lane - Progress Report
30. Environment Agency - State of the Environment Report - Local Summary - To note an email received from Ms K Broomfield, Communications Officer, Solent & South Downs Area
(Copy *attached for Members*)
31. Southern Water - Southern Water's Business Plan 2010- 2015 - To note a letter received from the Chief Executive Officer and Clerk to report
(Copy *attached for Members*)
32. To receive Reports from Members attending other External Meetings (if any)
33. Urgent matters arising, for information only, since the preparation of this Agenda
34. To note the following Documents and Publications received for Members' information:-
 - (a) Action in Rural Sussex - "Action" - Issue No. 14 - April 2009
 - (b) Rustington Chamber of Trade & Commerce - Newsletter - May 2009
 - (c) West Sussex County Council - "Connections" - Issue No. 37 - April 2009
 - (d) West Sussex Public Partnership Forum - "Partnership News" - No. 47 - April 2009