

18 May 2010

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 24 May 2010** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, commencing at **7.15 pm**. (Please use the Council Offices' entrance at 34 Woodlands Avenue).

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 2011
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 2011
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 - Six 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 Akbar, Mrs Lines, Rogers and Tyler appointed 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 - Arun and Chichester 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
- (l) **Rustington Community Partnership**
Two Members
- (m) **Rustington In-Bloom Committee**
Four Members
- (n) **Joint East Arun Area Committee - Highways and Transport Working Group**
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**
Five Members
- (b) **Opportunity Purchases**
Five Members
- (c) **Parishioners' Award**
Four Members
- (d) **Traffic Issues**
Four Members

(e) **Casual Vacancy - Interviewing Panel**

Four Members and One Deputy Members

(f) **Sports Facilities**

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 26 April 2010

(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 10 May 2010

(Copy previously circulated)

17. Finance and General Purposes Committee - To receive the Report of the Meeting held on 24 May 2010 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. Rustington Youth Centre - To note the Report of the Meeting of the Management Committee held on 18 May 2010 and to consider any Recommendations contained therein

(Copy to follow for Members)

19. Rustington Community Partnership - Projects - Progress Report

20. Rustington-In-Bloom:-

(a) Progress Report

(b) To note a letter received from Mrs M Burt, Assistant Clerk, Angmering Parish Council

(Copy attached for Members)

21. Councillors' Surgeries - To consider the success and possible continuation of the Bi-Monthly Surgeries at the Village Information Centre

22. Gardens Competition - Clerk to report

23. Parishioners' Award - To consider the Report of the Working Party Meeting held on 10 May 2010

(Copy attached for Members)

24. Redevelopment of Council Offices - To consider setting up a Working Party to investigate the possible redevelopment and extension of the Council's Offices
25. Youth Council - To consider a request received from Councillor Bennett to set up a Youth Council

Note: This item was deferred at the last Meeting of the Council

26. Insurance - Christmas Shopping Event - Clerk to report
27. Worthing Road Allotment Site - Parking Management - To consider an email and attached information received from Mr M Croft, Operations Director, Capital 2 Coast Security, and Clerk to report
(Copy *attached for Members*)
28. Sussex & Surrey Associations of Local Councils - Quality Council Qualification for LAA Funding - To note a letter received from Mr T Leggo, Director
(Copy *attached for Members*)
29. Arun District Council - Licensing Act 2003 - Café Oasis, 10 Churchill Court, The Street - Licence Number 9685 - To consider this Licence Application
(Copy *attached for Members*)
30. West Sussex County Council - Proposed Pedestrian Safety Scheme - Sea Lane - To consider a letter received from Mr K Grimes
(Copy *attached for Members*)
31. Proposal for production of Rustington Map - To consider a letter received from Upfront Events, 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 - "AirS Quarterly Newsletter" - April 2010
 - (b) Campaign to Protect Rural England - "Countryside Voice" - Spring 2010
 - (c) Campaign to Protect Rural England - Members' Guide 2010