

16 March 2010

Dear Councillor (and Parishioners for information)

NOTICE IS HEREBY GIVEN that the **Monthly Meeting** of the Council will be held on **Monday 22 March 2010** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, commencing at **7.15 pm**.

There will be a **Public Question Time** prior to the Meeting 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. 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*
3. To confirm the Minutes of the Monthly Meeting held on 22 February 2010
(Copy attached)

4. Sussex Police:-
 - (a) To receive a Report from PCSOs E Hartley and/or Miss H Pearson (if in attendance)
 - (b) To receive a Report from Councillor Mrs Lines - Community Safety Representative
5. District Councillors - Matters Arising (if any)
6. County Councillors - Matters Arising (if any)
7. To receive a Verbal Report from the Clerk on any matters arising from the Minutes
8. Chairman's Report
9. Planning Committee - To note the Report of the Meeting held on 22 February 2010
(Copy previously circulated)
10. Finance and General Purposes Committee - To receive the Report of the Meeting held on 22 March 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)
11. Internal Audit Committee:-
 - (a) To note the Report of the Meeting held on 4 March 2010
(Copy attached for Members)
 - (b) To receive the Committee's Report on its Annual Review of the Effectiveness of the Council's Internal Audit Arrangements, and to consider the Recommendation contained therein
(Copy attached for Members)
12. 2010/2011 Budget
(Copy enclosed for Members)
13. Leisure and Recreation Committee - To receive the Report of the Meeting held on 11 March 2010 and to consider the Recommendations contained therein
(Copy enclosed for Members)
14. Traffic Issues Working Party - To note the Report of the Meeting held on 16 March 2010
(Copy to follow for Members)
15. Rustington Youth Centre - Progress Report
16. Rustington Museum and The Garden Café:-
 - (a) Progress Report
 - (b) To note the Report of the Meeting of the Management Committee held on 25 February 2010
(Copy attached for Members)
17. Rustington-In-Bloom - Progress Report
18. Rustington Community Partnership Projects - Progress Report
19. Annual Assembly of the Parish Meeting - Progress Report

20. Annual Risk Management - To consider the Council's Risk Assessment procedures and revise, if necessary
(Copy of Reports *enclosed for Members*)
21. Community Asset Register - To consider the Community & Fixed Asset Registers as at 4 March 2010 and to approve their content as a true record
(Copy *enclosed for Members*)
22. Review of Insurance Provision - Clerk to report
23. Health & Safety Policy - To review the Council's Policy, if necessary
(Copy *attached for Members*)
24. Complaints Procedure Policy - To consider the following Resolution:-

"Rustington Parish Council hereby resolves to adopt a Complaints Procedure Policy with immediate effect"

(Copy of proposed Complaints Procedure Policy *attached for Members*)
25. Statement of Intent as to Community Engagement - To consider the following Resolution:-

"Rustington Parish Council hereby resolves to adopt the Statement of Intent as to Community Engagement, as presented, with immediate effect"

(Copy of Proposed Statement *attached for Members*)
26. Power of Well-Being - To consider adopting the Power of Well-Being - Clerk to report
27. Arun District Council:-
 - (a) The Arun District Council (Off Street Parking Places) Amendment Order 2009 and The Arun District Council (Off Street Parking Places) Parking Disc Order 2009 - To consider the Notice of Variation of Charges
(Copy *attached for Members*)
28. West Sussex County Council:-
 - (a) Proposed Pedestrian Footway and Traffic Signals - Sea Lane:-
 - (i) To note a copy of a letter dated 12 February 2010 from Mr K Grimes to County Councillor Tyler
(Copy *attached for Members*)
 - (ii) To consider a letter dated 8 March 2010 from Mr K Grimes, together with a copy of a letter to the Joint Eastern Arun Area Committee's Highways and Transport Working Party (containing six specific requests), and a detailed Presentation
(Copy *attached for Members*)
 - (b) Library Opening Hours Consultation - To note an email received from the Director of Operations for Community Services, together with details of the outcome for each Library
(Copy *attached for Members*)
29. Arun Community Hospital Project - Briefing on Arun Community Hospital - 24 February 2010 - To note a letter and enclosure received from Ms G Baker, Arun Community Hospital Project Manager
(Copy *attached for Members*)

30. NHS West Sussex - Improving Mental Health Services - To consider a letter received from the Chief Executive, together with the Consultation Summary Leaflet
(Copy *attached for Members*)
31. Sussex & Surrey Associations of Local Councils - 2010 Training Programme - Clerk to report
32. Bee Keeping on Conbar Avenue Allotment Site - To consider a request from an Allotment Tenant for Bee Hives to be kept on the Site
(Copy *attached for Members*)
33. To receive Reports from Members attending other External Meetings (if any)
34. Urgent matters arising, for information only, since the preparation of this Agenda
35. To note the following Documents and Publications received for Members' information:-
 - (a) Campaign to Protect Rural England - "Sussex Review" - Spring 2010
 - (b) Chestnuts - Spring 2010 - The Newsletter from Chestnut Tree House
 - (c) West Sussex County Council - Connections - Issue No. 41 - March 2010
 - (d) Arun District Council - Arun Times - Issue 31 - Spring 2010