

17 May 2005

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Annual Meeting** of the Council to be held on **Monday 23 May 2005** 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

AGENDA

1. Resignation of Councillor Mrs I Richards – Clerk to report
2. Apologies for Absence
3. To elect a Chairman of the Council until the Annual Meeting in 2006
4. To receive the Chairman's Declaration of Acceptance of Office
5. To elect a Vice Chairman of the Council until the Annual Meeting in 2006
6. 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 and 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 and Chairman and Vice Chairman ex-officio)

(c) **Leisure and Recreation Committee**

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

(d) **Lighting and Amenities Committee**

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

(e) **Planning Committee**

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

(g) **Internal Audit Committee**

(Present Constitution - Chairman and Vice Chairman, Chairman of the Finance and General Purposes Committee and one other Councillor (Currently Councillor Mrs S Lines)

7. To appoint Representatives to serve on Outside Bodies:-

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

Four Members

(b) **Management Committee - Rustington Sports & Social Club**

Two Members

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

One Member

(d) **Sussex Associations of Local Councils**

Two Members

(e) **Management Committee – Littlehampton & District Citizens Advice Bureau**

One Member and Deputy

(f) **Arun Neighbourhood Watch Association**

One Member and Deputy

(g) **Post Office Advisory Committee**

One Member and Deputy

(h) **Arun District Council – Joint Eastern Arun Area Committee**

One Member and Deputy

(i) **Rustington Chamber of Trade & Commerce**

One Member and Deputy

- (j) **Arun Community Hospitals Forum**
Two Members
 - (k) **Management Committee – Rustington Heritage Association**
Two Members
 - (l) **Sussex Police Neighbourhood Management Team**
One Member
8. To appoint/review membership of internal Working Parties:-
- (a) **Opportunity Purchases**
Five Members
 - (b) **Parishioners' Award**
Four Members
 - (c) **Traffic Issues**
Four Members
 - (d) **Newsletter – Editorial Board**
Four Members
 - (e) **Casual Vacancy – Interviewing Panel**
Six Members
9. To appoint a Press and Publicity Officer to represent the Council for the ensuing year
10. Register of Disclosures and General Notices - Clerk to report
11. 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 the 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)*
12. To confirm the Minutes of the Monthly Meeting held on 25 April 2005
(Copy attached)
13. Sussex Police:-
- (a) To receive a Report from PCSO Andy Orpin (if in attendance)
 - (b) Neighbourhood Management Team – To note a Report of the Meeting held on 27 April 2005 from Councillor Mrs S Lines
(Copy attached for Members)
 - (c) To receive a Report from Councillor Mrs S Lines – Community Safety Representative
14. District Councillors – Matters Arising (if any)
15. County Councillors – Matters Arising (if any)
16. To receive a Verbal Report from the Clerk on any matters arising from the Minutes

17. Chairman's Report – To receive a Verbal Report from the Chairman
18. Planning Committee – To note the Report of the Meeting held on 9 May 2005
(Copy previously circulated)
19. Finance and General Purposes Committee – To receive the Report of the Meeting held on 23 May 2005 from the Chairman of the Committee, and to consider the Recommendations contained therein
(See separate Report attached to the Finance and General Purposes Committee Agenda)
20. Rustington Youth Centre - Progress Report
21. Parishioners' Award – To consider the Report of the Working Party held on 9 May 2005
(Copy attached for Members)
22. 2005 Gardens Competition – Clerk to report
23. 2005 South and South East in Bloom Competition – Clerk to report
24. Chairman and Vice Chairman - Chains of Office – To consider the purchase of replacement Chains of Office
25. Crime Prevention Bus – 9 June 2005 – Clerk to report
26. Woodlands Play Area – To consider a request from Councillor Ceiriog-Hughes for a Drinking Water Fountain to be installed in the Play Area
27. Rustington Post Office, Sterling Parade, Rustington – Clerk to report
28. Rustington Voluntary Care Group – To note a letter received from Mr P Clay
(Copy attached for Members)
29. Showtime Amusements – To consider a letter received from Mr P Shayler
(Copy attached for Members)
30. Arun District Council:-
 - (a) Oscar Summer Playschemes – To note a letter received from the Leisure Development Officer
(Copy attached for Members)
31. West Sussex County Council:-
 - (a) Improvements to Rail Services – To consider a letter received from the Group Manager, Transport Co-ordination Group
(Copy attached for Members)
 - (b) Submission of the West Sussex Statement of Community Involvement – Clerk to report
32. Sussex Associations of Local Councils – Composite Training Weekend – Dunford House, Midhurst – 10-12 June 2005
(Copy of information attached for Members)
33. Sussex Police Authority – Local Policing Plan for Sussex 2005/2006 – To note a letter received from the Clerk, Sussex Police Authority
(Copy attached for Members)
34. Shaping the Future of Mental Health, Learning Disability and Substance Misuse Services – Clerk to report

35. Village Memorial Hall – Table Tennis Club – Hiring Fees – Clerk to report
36. Applications for the Transfer of Justices' Licences:-
 - (a) Rustington House Hotel, 12 Broadmark Lane, Rustington
37. To receive Reports from Members attending other External Meetings (if any)
38. Urgent matters arising, for information only, since the preparation of this Agenda
39. To note the following Documents and Publications received for Members' information:-
 - (a) CVS-Arunwide – "Arun Voice" – May 2005
 - (b) Rustington Residents Association – "Topics" – April 2005
 - (c) Sea Estate Residents Association Limited – Newsletter – Spring – Number 126
 - (d) West Sussex Health and Social Care NHS Trust – "Spotlight" – April 2005
 - (e) West Sussex County Council – News Release – West Sussex Needs Over 100 New Foster Carers