

Dear Sir/Madam,

PARISH COUNCIL MEETING

Wednesday, 14th December 2016, commencing at 7:30 p.m. at Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.

- 4 **Co-option of councillor:** The Council has received applications from M/s C Montague of 12 Silverdale Drive and M/s B Derham of 11 St Marys Close for the position of Cokeham South councillor of the Parish through co-option. Members are to consider the applications and resolve to approve or not the co-option.
- 5 **Minutes:** To agree the unconfirmed minutes of the meeting 9th November 2016.
- 6 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 7 **Policing matters:** To consider policing matters and to receive any report from police officers. Members to receive the latest crime figures.
- 8 **Reports of District or County Councillors:** To receive reports
- 9 **Reports by Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.
- 10 **Planning Committee:** To receive the confirmed minutes of 26th October and 9th November 2016.
- 11 **Amenities and Environment Committee:** The meeting of 7th December

2016 has been cancelled so no November confirmed minutes are available.

- 12 **Finance and General Purposes Committee:** To receive the confirmed minutes of 26th October 2016
- 13 **Centre Committee:** To receive the confirmed minutes of 26th October 2016

Wednesday, 9th November 2016, commencing at 7:30 p.m. at Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.

- 4 **Co-option of councillor:** The Council has received an application from Mr Martin Davies of 12 Silverdale Drive for the position of councillor of the Parish through co-option. Members are to consider the application and resolve to approve or not the co-option.
- 5 **Minutes:** To agree the unconfirmed minutes of the meeting 12th October 2016.
- 6 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 7 **Policing matters:** To consider policing matters and to receive any report from police officers. Members to receive the latest crime figures.

- 8 **Reports of District or County Councillors:** To receive reports
- 9 **Reports by Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.
- 10 **Planning Committee:** To receive the confirmed minutes of 28th September and 12th October 2016.
- 11 **Amenities and Environment Committee:** To receive the confirmed minutes of 5th October 2016
- 12 **Finance and General Purposes Committee:** To receive the confirmed minutes of 28th September 2016
- 13 **Centre Committee:** To receive the confirmed minutes of 28th September 2016
- 14 **Sompting Festival 2017:** Members are to receive a copy of the report from the Sompting Festival working group chairman. The Chairman will discuss the budget figure for 2017/18 and 18/19 by giving current estimated expenditure for 2017/18.
- 15 **Report by Cllr Godley on West Street:** To receive report on the progress of the West Street traffic issues.
- 16 **7A bus service:** Cllr Jones will discuss his findings regarding the service provision.
- 17 **HR Sub-committee:** To receive the Clerk's report on the Terms of Reference and membership. Members are to consider the report and resolve accordingly
- 18 **Substitute members:** To receive the Clerk's report on the conditions for substitution. Members are to consider the report and resolve accordingly

- 19 **Report of representatives to other bodies:** To receive reports from
- Adur County Local Committee **Cllr Clark**
- Sussex Association of Local Councils **Cllr Nicklen**
- Local Strategic Partnership **Cllr Thornton**
- Adur District Conservation Area Consultative Group **Cllr Jones**
- Sompting Big Local **Cllr Jones**
- Police Authority meetings **Cllr Bashford**
- A27 working group **Cllr Nicklen**

Meeting ends:

- a. **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

David Porter, Clerk to the Council
02/11/2016

Dated:

Wednesday, 12th October 2016, commencing at 7:30 p.m. at Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA

- 1 **Apologies and reasons for absence**

- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Minutes:** To agree the unconfirmed minutes of the meeting 14th September 2016.
- 5 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 6 **Policing matters:** To consider policing matters and to receive any report from police officers. The statistics from the Police Crime page will be presented for members at the meeting.
- 7 **Report of District or County Councillors:** To receive reports on matters relating to Sompting.
- 8 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.
- West Street traffic issue meeting
- Tree and bulb planting
- Mr L Clay's employment as Caretaker and Groundsman
- Reminder of meeting to discuss resident questionnaire and Council's Business Plan – 19th October 7pm
- Best Gardens and community award
- 9 **Planning Committee:** To receive the confirmed minutes of 31st August 2016 to be issued at the meeting.
- 10 **Amenities and Environment Committee:** To receive the confirmed minutes of 7th September 2016 to be issued at the meeting.
- 11 **Finance and General Purposes Committee:** To receive the confirmed minutes of 27th July 2016 to be issued at the meeting.

12 **Centre Committee:** To receive the confirmed minutes of 20th July 2016 to be issued at the meeting.

13 **Sompting Festival 2017:** Members are to receive the report from the Sompting Festival working group chairman.

14 **Receiving minutes of committees:** Cllr Bashford has proposed to the Clerk that unconfirmed minutes of each committee be presented at Full Council and approved by members of that committee as accurate. Also that members should be allowed to raise questions on any matter arising from the minutes.

This method was carried out at Full Council in the past but was changed recently.

The Clerk requests the views of members on this proposal. If resolved as acceptable then this method will commence in November 2016.

15 **Substitute members:** Currently the Council does not use substitute members for attendance. This position has not given non-attending councillors the opportunity to have their views known to the committee and their vote registered. **The Clerk requests the views of members on the introduction of substitute members. If agreed to allow this to occur, then the Clerk will draw up conditions of substitution for resolution and insertion in the Standing Orders for Council in November 2016.**

16 **HR Sub-committee:** Currently the Council manages its HR issues through Finance and General Purposes. It has been proposed to the Clerk that there should be a sub-committee formed to manage HR issues. **The Clerk requests the views of members on the forming of this sub-committee and if agreed to allow this to occur, the Clerk will draw up Terms of Reference for resolution and insertion in the Standing Orders for Council in November 2016. Members will then be able to form the membership.**

Resignation of Cllr Clark: The Clerk has received the resignation as a Sompting Parish Councillor from Cllr Clark as from 12th October 2016. A Notice will be displayed stating the vacancy in the usual manner.

Member for Amenities and Environment Committee: Due to the resignation of J Perry, Council needs to elect a member to be on the Amenities and Environment Committee.

External Audit report: The Clerk informed verbally at the last meeting that the Council has received the report. Full Council is required to consider the report which will be given at the meeting.

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7A bus service: Cllr Jones will update by report on his progress on the review of the current bus service for member's resolution on route, approval of choice of service vehicle and costs for 2017/18 and 18/19.

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21 **Report of representatives to other bodies:** To receive reports from

Adur County Local Committee **Cllr Clark**

Sussex Association of Local Councils **Cllr Nicklen**

Local Strategic Partnership **Cllr Thornton**

Adur District Conservation Area Consultative Group **Cllr Jones**

Sompting Big Local **Cllr Jones**

Neighbourhood Plan Deliverance Group **Cllrs Mansfield and Jones**

Police Authority meetings **Cllr Bashford**

A27 working group **Cllr Nicklen**

Meeting ends:

- a. **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

David Porter, Clerk to the Council
06/10/2016

Dated:

PARISH COUNCIL MEETING

Wednesday, 14th September 2016, commencing at 7:30 p.m. at Harriet Johnson Centre, Loose Lane, Sompting.

A

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Co-option of councillor:** The Council has received an application from Mr Fred Lewis of 2 Ambleside Road for the position of councillor of the Parish through co-option. Members are to consider the application and resolve to approve or not the co-option.
- 5 **Minutes:** To agree the unconfirmed minutes of the meeting 13th July 2016.
- 6 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

- 7 **Policing matters:** To consider policing matters and to receive any report from police officers.
- 8 **Report of District or County Councillors:** To receive reports
- 9 **Planning Committee:** To receive the confirmed minutes of 6th July, 20th July, 17th August 2016. 3rd August meeting cancelled.
- 10 **Amenities and Environment Committee:** To receive the confirmed minutes of 6th July 2016
- 11 **Finance and General Purposes Committee:** To receive the confirmed minutes of 22nd June 2016
- 12 **Centre Committee:** To receive the confirmed minutes of 22nd June 2016
- 13 **Sompting Festival 2017:** Members are to receive a copy of the report from the Sompting Festival working group chairman, previously given to Amenities and Environment committee. The Chairman will discuss the budget figure for 2017/18 and 18/19
- 14 **7A bus service:** Cllr Jones will discuss his findings regarding the service provision. Members will resolve on their decision as to the way forward and any budget provision to be made through the Amenities and Environment committee in October 2016
- 15 **Council budget bid:** Members to receive the budget listing relating to Council and resolve on the future budget bids. This will be the only time this item will appear on the agenda due to the size of the allocated budgets.
- Report on meeting between Big Local and Parish Council:** The Chairman of the Council is to report on his meeting with the Big Local.
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- 17 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.

Council to meet on 21st September at HJCentre at 7pm to derive a resident's questionnaire(s) using those survey results obtained via the Neighbourhood Plan and Big Local.

18 **Report of representatives to other bodies:** To receive reports from

Adur County Local Committee **Cllr Clark**

Sussex Association of Local Councils **Cllr Nicklen**

Local Strategic Partnership **Cllr Thornton**

Adur District Conservation Area Consultative Group **Cllr Jones**

Sompting Big Local **Cllr Jones**

Neighbourhood Plan Deliverance Group **Cllrs Mansfield and Jones**

Police Authority meetings **Cllr Bashford**

A27 working group **Cllr Nicklen**

Meeting ends:

- a. **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

David Porter, Clerk to the Council

Dated: 07/09/2016

Dear Sir/Madam,

PARISH COUNCIL MEETING

**Wednesday, 13th July 2016, commencing at 7:30 p.m. at Harriet Johnson Centre,
Loose Lane, Sompting.**

AGENDA

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Minutes:** To agree the unconfirmed minutes of the meeting 8th June 2016.
- 5 **Consideration to planning application AWD/1883/15 Sir Robert Woodard Academy 44 Upper Boundstone Lane Sompting West Sussex**

Construction of floodlit artificial Multi-Games pitch with sprint track and long jump pit and associated landscaping.

Amended Plans received removing proposed circular car park and increasing height of floodlights to 15m in order to reduce light spillage and to avoid glare onto A27; plus submission of revised transport statement and lighting impact assessment.

Members are to resolve on the response to Adur District Council on planning matters.

- 6 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 7 **Policing matters:** To consider policing matters and to receive any report from police officers. The Clerk will distribute a copy of Sussex Police press release on the “New PCSO role introduced to proactively problem solve and tackle local issues”. Members are to resolve on any response required.
- 8 **Report of District or County Councillors:** To receive reports
- 9 **Planning Committee:** To receive the unconfirmed minutes of 22nd June and Planning committee members to approve
- 10 **7A bus Service:** Members are to receive Cllr Jones’s report to Amenities and Environment committee for consideration. Members are to resolve on any action arising from the report that requires full council approval
- 11 **Sompting Festival 2017:** Members are to resolve on the date for next year’s Festival and discuss and agree actions / procedures required arising from this year’s Festival.

- 12 **Amenities and Environment committee Chairman** is to present any urgent matters that require Full Council's approval arising from the committee's meeting on 6th July 2016.
- 13 **Sompting Parish Council's Business Plan 2016-2021 (5 year):** Members are to receive the Clerk's report on forming the council's business plan and resolve on the report's recommendations.
- 14 **Communication committee:** At the AGM, this committee's Terms of Reference had not been presented by the Clerk for members' consideration and adoption. Members are now to receive the Clerk's report on this item which will have a bearing on how the Council communicates with the Parish residents.
- 15 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.

Attendance at the councillor training programme at Lancing Parish Hall

Tackling Anti-Social behaviour relating to dogs-updating enforcement rules

- 16 **Report of representatives to other bodies:** To receive reports from

Adur County Local Committee **Cllr Clark**

Sussex Association of Local Councils **Cllr Nicklen**

Local Strategic Partnership **Cllr Thornton**

Adur District Conservation Area Consultative Group **Cllr Jones**

Sompting Big Local **Cllr Jones**

Neighbourhood Plan Deliverance Group **Cllrs Mansfield and Jones**

Police Authority meetings **Cllr Bashford**

A27 working group **Cllr Nicklen**

Meeting ends:

Items for future discussion by Council, committees or Emergency Consultation Panel:
Council to resolve where these items are to be discussed and the priority.

David Porter, Clerk to the Council
06/07/2016

Dated:

PARISH COUNCIL MEETING

Wednesday, 8th June 2016, commencing at 7:30 p.m. at Harriet Johnson Centre,
Loose Lane, Sompting.

AGENDA

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Co-Option of Councillors:** The Clerk has received applications of interest for the vacant positions. The Council is to interview each person and resolve on whether the applicant is co-opted.
- 5 **Co-Opted councilors to make declaration:** Each person is to make their declaration and then sit as a councillor.
- 6 **Welcome to the new councillors by Chairman of the Council**
- 7 **Policing matters:** To consider policing matters and to receive any report from police officers.
- 8 **Report of District or County Councillors:** To receive reports
- 9 **Minutes:** To agree the unconfirmed minutes of the AGM 11th May 2016. Any matters arising.
- 10 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 11 **Election of Committee members to serve on the committees:** members are to receive the Clerk's report and resolve on his recommendations. This report will be presented at the meeting.

- 12 **Planning Committee:** To receive the unconfirmed minutes of 25th May and 1st June 2016 and approve. 8th June meeting minutes will be presented at this meeting verbally. Any matters arising.
- 13 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 1st June 2016 and approve. Any matters arising.
- 14 **Finance and General Purposes Committee:** To receive the unconfirmed minutes of the meeting of 25th May 2016. Any matters arising.
- 15 **Centre Committee:** Meetings of 25th May and 8th June cancelled
- 16 **Communications Committee:** This committee has not sat.
- 17 **Internal Audit Report:** The Council has received the Internal Audit report from Auditing Solutions Ltd. This is attached. As there are no issues raised by the auditor, members are to accept the report. This report will be placed on the Council's web site.
- 18 **7A bus Service:** This was to be discussed at Amenities and Environment committee but due to Cllr Jones's absence this was deferred to this meeting. Cllr Jones to inform members of progress on finding other transport provision. Subject to this update, members are required to resolve on continuing the service after September 2016 for the a further six months.
- 19 **Sompting Festival 2016:** This matter was considered at Amenities and Environment Committee (refer to minutes). Members are to confirm their attendance and to the allocated tasks at the Festival and derive the attendance rota.
- 20 **Sompting Planters:** It appears that the Council has taken back the planters between Busticle Lane and Millfield from Sompting Big Local. Work on and planting is required to all planters as soon as possible but certainly before the Festival. Cllr Mansfield at the Amenities and Environment committee proposed that a working party be formed of councillors to undertake the work. Members are to agree on attendance and dates.
- 21 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.

All members are to attend the training programme at Lancing Parish Hall

- 22 **Report of representatives to other bodies:** To receive reports from

Adur County Local Committee **Cllr Clark**

Sussex Association of Local Councils **Cllr Nicklen**

Local Strategic Partnership **Cllr Thornton**

Adur District Conservation Area Consultative Group **Cllr Jones**

Sompting Big Local **Cllr Jones**

Neighbourhood Plan Deliverance Group **Cllrs Mansfield and Jones**

Police Authority meetings **Cllr Bashford**

A27 working group **Cllr Nicklen**

- 23 **Items for future discussion by Council, committees or Emergency Consultation Panel:**
Council to resolve where these items are to be discussed and the priority.

David Porter, Clerk to the Council
02/06/2016

Dated:

Dear Sir/Madam,

ANNUAL ASSEMBLY OF THE PARISH OF SOMPTING

The Chairman invites you to attend the Annual Assembly of the Parish of Sompting to be held at

Harriet Johnson Centre, Loose Lane, Sompting, on **Wednesday 11th May 2016 at 6:30 pm.**

The Annual General Meeting of the Parish Council will follow after the Annual Assembly.

AGENDA

1. **Apologies** - To receive any apologies

2. 6:30 – 6:45 **Report of the Chairman of the Parish Council.**

3. 6:50 – 7:05 **Report by Sompting Big Local**

4. 7:10 – 7:25 **Report by M Tristram of Sompting Estates**

ANNUAL GENERAL MEETING

Sompting Parish Council to be held on Wednesday, 11th May 2016,

commencing at 7:30 p.m. at Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA

- 1 Election of Chairman**
- 2 Declaration of Acceptance of Office by Chairman**
- 3 Election of Vice-Chairman**
- 4 Elected Councillors to make declarations**
- 5 Co-Option of Councillors:** The Clerk has received applications of interest for the vacant positions. The Council is to interview each person and resolve on whether the applicant is co-opted.
- 6 Co-Opted councilors to make declaration:** Each person is to make their declaration.
- 7 Welcome to the new councillors by Chairman of the Council**
- 8 To resolve on committees, dates and times for the ensuing year and the terms of reference.** See Clerk's report
- 9 Election of Committee members to serve on the committees**
- 10 Election of representatives for each of the following bodies for the ensuing year :**

Adur County Local Committee

Sussex Association of Local Councils

Local Strategic Partnership

Adur District Conservation Area Consultative Group

Sompting Big Local

Neighbourhood Plan Deliverance Group

Police Authority meetings

- 11 **Minutes.** To confirm the Minutes of the 13th April 2016 meeting. Any matters arising.

- 12 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

- 13 **Report of District or County Councillors: To receive reports**

- 14 **Planning Committee:** To receive the unconfirmed minutes of 27th April 2016 and approve. Any matters arising. 11th May 2016 meeting cancelled.

- 15 **Amenities and Environment Committee:** 4th May 2016 meeting was cancelled

- 16 **Finance and General Purposes Committee:** 27th April 2016 meeting was cancelled. All matters raised at Full Council (13th April)

- 17 **Centre Committee:** 27th April 2016 meeting was cancelled

- 18 **Communications committee:** No meeting

- 19 **Power of Competence:** The Clerk is to inform members on the position for the Council to have the Power. The Council is required to agree in June that the 7A bus service provision will continue. Members are to be informed on what power the council may be able to use for the service to continue.

- 20 **Update on Sompting Festival 2016:** Cllr Mear will update members on progress.

- 21 **Council's response to amendments to the Adur District Council Local Plan submission 2016:** The Clerk will inform the Council on the response

to be made.

- 22 **Use of Centre Car Park for trailer/car training:** The Council has received a request to use (and pay for) the car park to train drivers using trailers. Copy of email request is with the agenda documents. Council is to resolve on this request and instruct the Centre Manager to discuss terms with applicant.
- 23 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.
- 24 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

D Porter, Clerk to the Parish Council
2016

Dated 3rd May

Dear Sir/Madam,

PARISH COUNCIL MEETING

Wednesday, 13th April 2016, commencing at 7:30 p.m. at Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Policing matters:** To consider policing matters and to receive any report from police officers.
- 5 **Report of District or County Councillors:** To receive reports
- 6 **Minutes:** To agree the unconfirmed minutes of 9th March 2016. Any matters arising

- 7 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 8 **Planning Committee:** To receive the unconfirmed minutes of 13th April 2016 and approve. These minutes will be presented at the meeting. Any matters arising.
- 9 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 6th April 2016 and approve. Any matters arising.
- 10 **Finance and General Purposes Committee:** To receive the unconfirmed minutes of the meeting of 23rd March 2016. Any matters arising.
- 11 **Centre Committee:** To receive the unconfirmed minutes of the meeting of 16th March 2016. Any matters arising
- 12 **Communications Committee:** To receive the unconfirmed minutes of 6th April 2016 and approve. Any matters arising.
- 13 **Sompting Festival 2016:** The Council is to confirm its position on the future of the Sompting Festival 2016. This is an item deferred from last Full Council.
- 14 **End of Year Accounts and verification of reconciliation and statements:** If the council receives the March bank account sheets in time for the account package to finalise the end of year figures etc, the Clerk will present them for approval. If not then the Chairman of the Council will convene an extraordinary meeting on 27th April 2016 with F&GP being cancelled.
- 15 **Council's Standing Orders and Financial Regulations:** Council is to receive the documents for approval. The Financial Regulations have been amended to incorporate the changes as approved during the year. The Standing Orders are as approved in 2014.
- 16 **Financial risk assessment:** The Clerk will present the Council's financial risk assessment for approval.
- 17 **Internal Auditor:** The Clerk recommends for approval that the Council continues with the services of Auditing Solutions Ltd for the provision of the Council's internal audit in May 2016.
- 18 **Corporate Governance Questionnaire:** The internal auditor has issued the questionnaire for completion by the Chairman of the Council. Full Council is to consider and confirm acceptance of the Chairman's responses.

- 19 **Council policies:** The Clerk has reviewed the existing Council policies and presents the latest set for approval. Members will have received copies of these to consider prior to the meeting and inform the Clerk of their considerations. These will be reported to the meeting as each of the policies is discussed. The remaining policies will be presented at further meetings.
- 20 **Use of Centre car park for mini-bus storage by Age UK:** The Council has been asked if the mini-bus can be stored in the car park. The Clerk will have further information regarding this request for member's consideration and decision.
- 21 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.
- 22 **Report of representatives to other bodies:** To receive reports from
- Cllr Wood on Local Strategic Partnership
- Cllr Cllr Bamber on Adur County Local Committee
- Cllr Thornton on Adur District Conservation Area Group
- Cllr Bamber on West Sussex Association of Local Councils
- Cllrs Smith and Wood on Sompting Big Local
- Cllr Servante on A27 Action Group
- 23 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

The approval of end of year accounts – extraordinary meeting 27th April 2016

The amendments made to the draft Adur Local Plan – extraordinary meeting 27th April 2016

The remaining Council policies. Throughout the year when required

The Internal Audit report – F&GP May/June

The External Audit approval to send – Full Council May

David Porter, Clerk to the Council
06/04/2016

Dated:

PARISH COUNCIL MEETING

Wednesday, 9th March 2016, commencing at 7:30 p.m. at Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Policing matters:** To consider policing matters and to receive any report from police officers.
- 5 **Report of District or County Councillors:** To receive reports
- 6 **Minutes:** To agree the unconfirmed minutes of 10th February 2016. Any matters arising
- 7 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 8 **Planning Committee:** To receive the unconfirmed minutes of 17th February 2016 and approve. Any matters arising. Meeting 2nd March cancelled.
- 9 **Amenities and Environment Committee:** To receive the unconfirmed minutes of 2nd March 2016 and approve. Any matters arising.
- 10 **Finance and General Purposes Committee:** To receive the unconfirmed minutes of the meeting of 24th February 2016. Any matters arising.
- 11 **Centre Committee:** To receive the unconfirmed minutes of the meeting of 17th February 2016. Any matters arising
- 12 **Events Working Group:** To receive at the meeting any update on progress in arranging Council events, consider and resolve on any resulting recommendations made affecting the Parish Council. (Sompting Festival 2016 is considered under item 15)
- 13 **Communications Committee:** No meeting held
- 14 **Neighbourhood Plan update:** The Chairman of the Steering Group to update

members of the progress on the Neighbourhood Plan.

- 15 **Sompting Festival 2016:** Cllrs Wood and Servante are to discuss the current position of the Festival arrangements and members will resolve on any matters arising.
- 16 **Meeting between Sompting Big Local and Parish council:** The Chairman of the Council is to inform members of the content of and any agreement made at, this meeting.
- 17 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.
- 18 **Report of representatives to other bodies:** To receive reports from
 - Cllr Wood on Local Strategic Partnership
 - Cllr Cllr Bamber on Adur County Local Committee
 - Cllr Thornton on Adur District Conservation Area Group
 - Cllr Bamber on West Sussex Association of Local Councils
 - Cllrs Smith and Wood on Sompting Big Local
 - Cllr Servante on A27 Action Group
- 19 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

Annual Return Full Council.

David Porter, Clerk to the Council
2/03/2016

Dated:

Wednesday, 10th February 2016, commencing at 7:30 p.m. at

Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Policing matters:** To consider policing matters and to receive any report from police officers.
- 5 **Report of District or County Councillors:** To receive reports
- 6 **Minutes:** To agree the unconfirmed minutes of 13th January 2016. Any matters arising
- 7 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 8 **Planning Committee:** To receive the unconfirmed minutes of 20th January and 3rd February 2016 and approve. Any matters arising.
- 9 **Amenities and Environment Committee:** The meeting of 3rd February 2016 was cancelled. **The Chair will discuss any items arising not on this agenda.**
- 10 **Finance and General Purposes Committee:** To receive the unconfirmed minutes of the meeting of 27th January 2016. Any matters arising.
- 11 **Centre Committee:** To receive the unconfirmed minutes of the meeting of 20th January 2016. Any matters arising
- 12 **Events Working Group:** To receive at the meeting the unconfirmed minutes and consider and approve any recommendations made affecting the Parish Council. Also refer to item 15 on this agenda.
- 13 **Communications Committee:** No meeting held
- 14 **Neighbourhood Plan update:** The Chairman of the Steering Group to update members of the progress on the Neighbourhood Plan and the Consultation Statement. Members are to approve the presented documents so that they can be sent to Adur District Council, or to agree a date when this can occur.
- 15 **Sompting Festival 2016:** Cllrs Wood and Servante are to discuss the current

position of the Festival arrangements and members will resolve on any matters arising.

- 16 **Caretaker situation and the future:** The Clerk will update members on the current position regarding the caretaker and present his decision on how to go forward.
- 17 **Draft proposals for committee changes:** The Clerk will present his draft changes for member's consideration and resolution if found acceptable.
- 18 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.
- 19 **Report of representatives to other bodies:** To receive reports from

Cllr Wood on Local Strategic Partnership

Cllr Cllr Bamber on Adur County Local Committee

Cllr Thornton on Adur District Conservation Area Group

Cllr Bamber on West Sussex Association of Local Councils

Cllrs Smith and Wood on Sompting Big Local
- 20 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

David Porter, Clerk to the Council
08/02/2016

Dated:

Dear Sir/Madam,

PARISH COUNCIL MEETING

Wednesday, 13th January 2016, commencing at 7:30 p.m. at Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA

- 1 **Apologies and reasons for absence**

- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed.
- 4 **Policing matters:**
- 1.To consider policing matters and to receive any report from police officers.
2. Sussex Police Authority has developed a new model for local policing which will help the Force prioritise resources and target improvements in service for the public, whilst making efficiency savings. It also aligns the operating model with the Chief Officer vision for the Force in 2020. The letter informing the Council of this was forwarded to members. The Clerk requests any comments from members to be forwarded to Robin Smith Assistant Chief Constable.
- 5 **Report of District or County Councillors:** To receive reports
- 6 **Minutes:** To agree the unconfirmed minutes of 9th December 2015. Any matters arising
- 7 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 8 **Planning Committee:** To receive the unconfirmed minutes of 6th January 2016 and approve. Any matters arising.
- 9 **Amenities and Environment Committee:** The meeting of 6th January 2016 was cancelled. **The Chair will discuss any items arising not on this agenda.**
- 10 **Finance and General Purposes Committee:** The meeting of 23rd December 2015 was cancelled.
- 11 **Centre Committee:** The meeting of 23rd December 2015 was cancelled.
- 12 **Events Working Group:** To receive at the meeting the unconfirmed minutes and consider and approve any recommendations made affecting the Parish Council.
- 13 **Communications Committee:** To receive the unconfirmed minutes of 16th December 2015 and approve. Any matters arising.
- 14 **Council's current media policy:** Cllr Smith is to discuss with members the current media policy and review where necessary. Members to resolve on any amendments to the policy.
- 15 **7A Bus Service:** The Clerk has been informed that the Council is required to

confirm the continuation of the bus service for the next six months following the expiry of the existing agreement at the end of March 2016. Members will be updated on the current usage and whether any other organisation is to contribute to the funding by Cllr Vincent at the meeting.

Members are to resolve on this matter.

- 16 **Draft recommendations on the new electoral arrangements for West Sussex County Council consultation:** The Clerk has received a consultation link from the Local Government Boundary Commission on these recommendations and requests members to read the full report, view detailed maps and attend the Full Council with any responses. Link is www.consultation.lgbce.org.uk
- 17 **Wildlife and Countryside Act 1981 – Application for Definitive Map Modification Order:** The Clerk has received notification from West Sussex County Council of a Definitive Map Modification Order application No DMMO 3/14 Sompting. The Order is to form a bridleway link between Restricted Byway 2059 and the used route of Bridleway 3189. Members have been forwarded the email already and due to the quality of the received map, the Clerk will present a clearer map at the meeting. **WSSCC has requested for any evidenced comments on this application from the Parish Council.**
- 18 **Neighbourhood Plan update:** The Chairman of the Steering Group is to update members.
- 19 **3SC Devolution Bid to Government:** The progress report from Cllr Louise Goldsmith, Leader of West Sussex County Council setting out the timescale and objectives of the Bid has been sent to all members prior to this meeting. SSALC in association with the 3 County Councils, the 23 Boroughs and District Councils and the South Downs National Park, is to hold a briefing and networking event at The Hawth Theatre in Crawley on Friday 11th March from 10.00am – 4.00pm. All District and Borough Leaders and Chief Executives have been invited and an opportunity will exist for local councils to meet with their respective Leader and Chief Executive to discuss what devolution or double devolution could look like in their locality.

SSALC etc wish to ensure that as many local councils as possible from the three counties send two representatives for this one off opportunity to be part of the process and influence transformation. Further information will be sent out in due course but it would be helpful to receive an informal indication from all member councils as whether or not they are likely to be represented.

Members are to indicate their interest.

- 20 **Formal monthly meeting between Chair and Vice Chair and Clerk:** Following a meeting held between committee Chairmen and Vice Chair of the Council and the Clerk to discuss the relationship between members and council staff and how to strengthen that relationship, it was decided to have monthly meetings with the Chair, Vice Chair and Clerk. The first is to be on

27th January 2016 following Finance and General Purposes committee. **If members wish to have relevant items / issues discussed at this meeting please contact either Barry or Sharon.**

21 **Reports by the Clerk:** To receive current and verbal reports from the Clerk for resolution if necessary.

22 **Report of representatives to other bodies:** To receive reports

Cllr Wood on Local Strategic Partnership

Cllr Cllr Bamber on Adur County Local Committee

Cllr Thornton on Adur District Conservation Area Group

Cllr Bamber on West Sussex Association of Local Council

Cllrs Smith, Vincent and Jones on Sompting Big Local

Cllr Servante on PCSO meeting

23 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to resolve where these items are to be discussed and the priority.

David Porter, Clerk to the Council
06/01/2016

Dated: