



Rustington Parish Council

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18 March 2025

Dear Councillor (and Parishioners for information)

YOU ARE HEREBY SUMMONED to attend the **Monthly Meeting** of the Council to be held on **Monday 24 March 2025** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 7.00 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

There will be a **Public Question Time at 6.45 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.

Please note earlier start time.

Yours sincerely

Clerk of the Council

A G E N D A

1. Apologies for Absence
2. Declarations of Interest by Members

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

You should declare your interest by stating:-

- (a) *the item you have the interest in*
- (b) *whether it is a personal interest and the nature of the interest*
- (c) *whether it is also a prejudicial/pecuniary interest*
- (d) *if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

You then need to re-declare your interest at the commencement of the item or when the interest becomes apparent

3. To confirm the Minutes of the Monthly Meeting held on 24 February 2025
(Copy attached)



Working for the local Community

RUSTINGTON Parish Council operates an open file policy. Any correspondence with the Council may become public.
For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.
VAT Registered: 946 2052 29

4. Sussex Police:-
 - (a) Matters Arising (if any)
 - (b) Arun All Parishes Meeting - 18 March 2025 - Clerk to report
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 24 February 2025
(Copy previously circulated)
10. Finance and General Purposes Committee - To receive the Report of the Meeting held on 24 March 2025 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. Allotments Committee - To receive the Report of the Meeting held on 3 March 2025 and to consider any recommendations contained therein
(Copy enclosed for Members)
12. Leisure and Amenities Committee - To receive the Report of the Meeting held on 3 March 2025 and to consider any recommendations contained therein
(Copy enclosed for Members)
13. Annual Review of the Effectiveness of the Council's Internal Audit Arrangements - To consider a Report from the Clerk of Council
(Copy attached for Members)
14. To review and approve the Council's Standing Orders following amendment in accordance with the 2018 Revised National Association of Councils Model Standing Orders
(Copy enclosed for Members)
15. To review and approve the Council's Financial Regulations
(Copy enclosed for Members)
16. 2025/2026 Budget
(Copy enclosed for Members)
17. Investment Policy - To review and revise the Council's Policy, if necessary
(Copy attached for Members)
18. Annual Risk Management - To consider the Council's Risk Assessment procedures and revise, if necessary
(Copy enclosed for Members)

19. Health & Safety Policy - To review and revise the Council's Policy, if necessary
(Copy attached for Members)
20. Freedom of Information Act 2000 - Model Publication Scheme 2009 - To review and revise the Council's Publication Scheme
(Copy enclosed for Members)
21. To consider and adopt the following Policies:-
Dignity at Work Policy
Disciplinary Policy
Equality and Diversity Policy
Grievance Policy
(Copies enclosed for Members)
22. Annual Assembly of the Parish Meeting - 10 April 2025 - Guest Speaker - Clerk to report
23. The Woodlands Centre - Proposed Major Redesign and Refurbishment Project - Progress Report
24. 80th Anniversary of VE Day - 8 May 2025 - Progress Report
25. Rustington In-Bloom Committee - Progress Report
26. Farmer's Market in Rustington - To consider a proposal received, and Clerk to report
(Copy of email correspondence and photographs attached for Members)
27. Office of Alison Griffiths MP - To note an email received from Ben Sewell together with a Summary Notes and Actions from the Meeting held with Mrs Griffiths on 28 February 2025
(Copy attached for Members)
28. Arun District Council:-
 - (a) OnePlanet Tool for Town and Parish Councils in Arun - To note an email received from Jonathan Letendrie, Project Support Officer, Climate Change, in this regard
(Copy attached for Members)
 - (b) Devolution and Local Government Re-Organisation:-
 - (i) To note an email received from Dawn Hudd, Chief Executive, in this regard
(Copy previously circulated to Members via email on 26 February 2025)
 - (ii) Sussex and Brighton Devolution Consultation - To note the Council's draft response to the Consultation
(Copy attached for Members)
29. West Sussex County Council:-
 - (a) Draft Post-16 and Post-19 Transport Policy Statement 2025-2026 Academic Year - To consider an email received from the Children Young People and Learning Coordinator, together with associated documentation and the Draft Travel Assistance Policy for Post-19 year olds with an Education, Health and Care Plan (EHC Plan)
(Copy attached for Members)

- (b) Advance Notice - Have your say on health and wellbeing in West Sussex - To note an email received from the Chair of the West Sussex Health and Wellbeing Board and the Director of Public Health
(Copy attached for Members)

30. To receive Reports from Members attending other External Meetings (if any)

31. Urgent matters arising, for information only, since the preparation of this Agenda

32. To note the following Documents and Publications previously circulated to Members:-

- (a) Arun District Council - News Release - 13 March 2025, 14 March 2025 and 18 March 2025
- (b) BRTA Newsletter No. 60 - March-April 2025
- (c) CAGNE - March Bulletin
- (d) Carers Support West Sussex - Latest News
- (e) Chestnut Tree House - Mrs Ward, will you be part of our future?
- (f) CPRE - Campaigns Update - March 2025
- (g) East Preston Parish Council News - 27 February 2025, 6 March 2025 and 13 March 2025
- (h) Hidden Disabilities Sunflower - Sunflower Members: Upcoming free webinars
- (i) National Association of Local Councils - Chief Executive's Bulletin - 27 February 2025, 6 March 2025 and 13 March 2025
- (j) RHS Communities - Wild About Gardens is back for 2025
- (k) RHS Communities - Pollinators, peat-free & planting ideas
- (l) St Barnabas House - Mrs Ward, will you be part of our future?
- (m) West Sussex County Council - Highways, Transport and Planning - News and Updates - 25 February 2025 and 5 March 2025
- (n) West Sussex County Council - News Release - 24 February 2025, 3 March 2025 x2, 6 March 2025, 11 March 2025 x2, 12 March 2025 and 17 March 2025
- (o) West Sussex County Council - Residents's eNewsletter: Food Waste Action Week

33. To note the following Documents and Publications received for Members' information:-

- (a) CPRE Sussex - Sussex Review - Spring 2025
- (b) St Barnabas House - Life - Spring 2025