



COUNCIL MEETING

23 February 2017



Communities Directorate

14 February 2017

**Council Meeting
23 February 2017**

Queen Elizabeth II Room,
The Shoreham Centre, Pond Road,
Shoreham-by-Sea

**7:00pm
Agenda**

ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:

Part A

- 1. Apologies for absence**
- 2. Declarations of Interest**

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

- 3. Confirmation of Minutes**

To approve the minutes of the Meeting of the Council held on Thursday 15 December 2016, copies of each have been previously circulated. A copy is available to view at

<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council>

4. Questions from members the public

To receive any questions from Members of the public addressed to Members of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the District except no question may be asked on

- a) A specific planning or licensing application
- b) A specific staffing appointment or appeal or Standards determination

Public question time will last up to 30 minutes; questions will be taken in order of receipt. The deadline for submission of questions is **Tuesday 21 February at 12 noon.**

Questions to be submitted to democratic.services@adur-worthing.gov.uk. Copies of questions submitted will be placed on the website before the meeting.

For further information contact Julia Smith, Democratic Services Manager on Julia.smith@adur-worthing.gov.uk

5. Announcements by the Chairman, Leader of the Council, Executive Members and / or Head of Paid Service

6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent.

7. Recommendations from the Executive and Committees to Council

To consider recommendations to the Council, circulated as 7A, 7B, and 7C, Item 7D will be considered with item 11. Full reports are available on the website as listed below:

Executive/Committee	Date	Item
A	10 Jan	I. Council Tax Support Scheme https://www.adur-worthing.gov.uk/media/media.142774.en.pdf
		II. Flood defences at Sussex Yacht Club This report contains exempt information (information not publicly available) , Councillors requiring a copy of the report should contact Democratic Services for a copy.
B	24 Jan	I. Appointment of External Auditors https://www.adur-worthing.gov.uk/media/media.142900.en.pdf

II. Changes to Contract Standing Orders
<https://www.adur-worthing.gov.uk/media/media.142901.en.pdf>

III. Elected member involvement in Appointment and Discipline of the Council's Senior Officers
<https://www.adur-worthing.gov.uk/media/media.142902.en.pdf>

C	Joint Strategic	2 Feb	Treasury Management Strategy and Annual Investment Strategy https://www.adur-worthing.gov.uk/media/media.142987.en.pdf
D	Executive	7 Feb	Overall budget estimates and setting the Council Tax 2017/18 https://www.adur-worthing.gov.uk/media/media.143095.en.pdf

(This item will be considered under item 11)

8. Report of the Leader on decisions taken by the Executive

To receive a report from the Leader as item 8. The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting.

There is up to 15 minutes for Executive Members to make any statements on the report.

There is up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any to be asked under Item 10.

(Note: Papers relating to items under 7 and 8 have been previously circulated. If any Member requires further copies please contact Democratic Services or visit the Council's website [www.adur-worthing.gov.uk/.](http://www.adur-worthing.gov.uk/))

9. Schedule of meetings of the Council - 2017/2018

To receive from the Proper Officer, the Director for Communities, the schedule of meetings for the Council and other meetings in the next Municipal Year. A copy of the schedule is attached as item 9.

The Council is invited to formally approve the dates for its meetings and to note the proposed meeting dates for Committees.

10. Members Questions under Council Procedure Rule 12

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is **Tuesday 21 February at noon**. Questions to be submitted to democratic.services@adur-worthing.gov.uk

Questions received will be circulated at the meeting.

Questions can be asked of the following:

- a) The Chairman
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Council's representative on any outside body

Questions can not be asked on the following

- a) A specific planning or licensing application
- b) A specific staffing appointment, appeal or Standards determination

11. Council Tax for 2017/18

To consider and set the Council Tax for 2017/18

A separate budget pack produced by the Director for Digital and Resources has been circulated as item 11, the recommendation from the Executive is detailed at item 7 D is considered as part of this item.

Part B - Not for Publication – Exempt Information Reports

None.



Director for Communities

Recording of this meeting

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

Julia Smith
Democratic Services Manager

01903 22 1150

Julia.smith@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Susan Sale
Solicitor to the Councils and Monitoring Officer

01903 22 1119

susan.sale@adur-worthing.gov.uk

Extract from the Joint Strategic Committee - 10 January 2017

JSC/084/16-17 Council Tax Support - Outcome of the Public Consultation and the 2017-18 Schemes

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 9.

The report provided an analysis of the results of the public consultations and invited the Committee to recommend the basis of the 2017/18 scheme for Adur District Council.

The Committee noted that a separate report had been provided to the Worthing Executive Member for Resources, in consultation with the Executive Member for Customer Services, to determine the scheme for Worthing Borough Council for 2017/18.

Decision,

That the Joint Strategic Committee recommended to Adur district Council that:-

- 1. the Council Tax Support scheme for Adur District Council in respect of 2017/18 should be based upon the scheme for 2016/17 with:-**
 - a. no restrictions introduced; and**
 - b. no other changes made beyond necessary technical amendments required to keep the scheme consistent with the national rules in respect of Housing Benefit;**
- 2. a further public consultation should be conducted during the summer of 2017 to inform the decision in respect of the scheme to be implemented for 2018/19.**

Extract from the Joint Strategic Committee - 10 January 2017

JSC/086/16-17 Flood Defences at Sussex Yacht Club

Before the Committee was an exempt report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 11.

Decision,

That the Joint Strategic Committee

- 6.1 delegated authority to the Director for Economy, in consultation with the Executive Member for Regeneration, to make the necessary professional consultancy appointments to negotiate both the purchase of the yellow land shown on the plan, by way of an unconditional sale contract and the land shown coloured green on the plan by way of a contract conditional on the Yacht Club being able to obtain planning permission for the construction of the replacement clubhouse from Adur District Council subject to all costs associated with the project not exceeding the funding drawn down from the Coast to Capital LEP and Environment Agency;
- 6.2 delegated authority to the Head of Planning and Development, in consultation with the Adur Executive Member for Regeneration to make a planning application for approval to demolish existing buildings on the land acquired and construct a new flood defence wall;
- 6.3 delegated authority, following a competitive tendering exercise, to the Head of Planning and Development, in consultation with the Adur Executive Members for Resources & Regeneration, to enter into a construction contract with the successful contractor, to complete the flood defence wall, subject to all project costs not exceeding the funding drawn down from the Coast to Capital LEP and Environment Agency;
- 6.4 agreed to amend the 2016/17 capital programme by £85,000 to fund the feasibility work outlined in the report, which was fully funded by grant from the Environment Agency;

6.5 recommended that Adur District Council include the Flood defence scheme to the Capital Programme in 2017/18 and 2018/19 which would be fully funded by grant from the Coast to Capital LEP and the Environment Agency, as detailed in the report.

Extract from the Joint Governance Committee - 24 January 2017

JGC/16-17/044 The Appointment of External Auditors for Adur District Council and Worthing Borough Council

Before the Committee was a report by the Director for Digital and Resources, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 10.

The report summarised the changes to the arrangements for appointing external auditors following the closure of the Audit Commission and the end of the transitional arrangements at the conclusion of the 2017-18 audits. It was noted that the Local Audit and Accountability Act 2014 required authorities to either opt in to the Appointing Person regime or to establish an auditor panel and conduct their own procurement exercise.

Resolved,

That the Joint Governance Committee recommended to Adur and Worthing Councils that both Councils opt into the Appointing Person arrangements made by the Public Sector Audit Appointments (PSAA) for the appointment of external auditors.

Extract from the Joint Governance Committee - 24 January 2017

JGC/16-17/045 Proposed Revisions to Contract Standing Orders

Before the Committee was a report by the Director for Digital and Resources, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 11.

The report proposed some further amendments to the Joint Contract Standing Orders. The provisions had been the subject of consultation with both Executive Members of Resources, Chairman of the Joint Governance Committee and the Council's Leadership Team.

The Committee noted that the procurement limits had been reviewed to reflect those in other Councils and a summary of this information had been attached to the report as Appendix 1.

Resolved,

That the Joint Governance Committee recommended to Adur and Worthing Councils that the revised Contract Standing Orders be approved.

Extract from the Joint Governance Committee - 24 January 2017

JGC/16-17/046 Elected Member Involvement in the Appointment and Discipline of the Councils' Senior Officers

Before the Committee was a report by the Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 12.

The report informed the Committee that the Monitoring Officer had undertaken a review of the Councils' existing arrangements for the recruitment, appointment, discipline and dismissal of its Senior Officers and, with a view to ensuring an efficient, streamlined, independent and fair process, had made proposals for change.

It was noted that if the proposals were adopted by the Councils, they would be subject to consultation with Unison, and consequential changes would need to be made to the Officer Employment Procedure Rules and the Terms of Reference of Staffing Committees within the Councils' Constitutions. Further, it was likely that the Committee structure would change, with the abolition of the Joint Senior Staff (Appeals) Committee. Further, consequential changes would need to be made, by Human Resources Officers, to the Councils' Recruitment & Selection and Disciplinary Policies.

The Committee discussed the merits of Options 2 and 3, as outlined in the report, acknowledging that Member involvement in such issues had not always resulted in best outcomes in the past.

A Member sought clarification in regards to when meaningful consultation with the Executive would take place. The Committee was advised that detailed information would need to be shared with the Executive, including the reasons for appointment or dismissal, prior to implementation.

It was proposed and seconded that the Committee recommend the adoption of Option 2.

Resolved,

That the Joint Governance Committee:-

- agreed option 2 as their preferred option and included the wording *‘the appeal officer would either be the Head of Paid Service or an officer nominated by him, of whom he is satisfied as to competency and independence’*;
- recommended to both Adur and Worthing Councils the adoption of option 2, subject to consultation with Unison; and
- recommended to both Adur and Worthing Councils that they delegate the authority to the Monitoring Officer to implement the adopted option and in particular to make consequential changes to the Officer Employment Procedure Rules and the terms of reference of the Staffing Committees in each Council’s Constitution.

Extract from the Joint Strategic Committee - 2 February 2017

JSC/092/16-17 Joint Treasury Management Strategy Statement and Annual Investment Strategy 2017/18 to 2018/19 Adur District Council and Worthing Borough Council

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 6.

The Committee noted that the Councils are required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

The report provided information in relation to:

- the capital expenditure plans (including prudential indicators);
- a minimum revenue provision (MRP) policy (how residual capital expenditure was charged to revenue over time);
- the treasury management strategy (how the investments and borrowings were to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments were to be managed).

The Joint Strategic Committee was asked to approve the prudential and treasury indicators and treasury strategy.

It was noted that Adur and Worthing Councils treasury advisers, Capita, had supplied an interest rate forecast and other market information and that Officers had added property funds to the list of non-specified investments. Fixed term deposits were offering very low interest rates and Officers had been researching the option of investing in the CCLAs Local Authority Property Fund for a better return.

A Member questioned the impact of a forecast rise in inflation, to 2.7%, on the interest rate forecast from Capita. Officers advised that Capita were due to revise their forecast in the coming days.

Decision:

The Joint Strategic Committee:-

1. approved and adopted the TMSS and AIS for 2017/18 to 2019/20, incorporating the Prudential Indicators and Limits, and MRP Statements;
2. **recommended the Prudential Indicators and Limits, and MRP Statements of the report for approval by Worthing Council at its meeting on 21 February 2017, and by Adur Council at its meeting on 23 February 2017;**
3. recommended the report be noted at the meeting of the Joint Governance Committee to be held on 28 March 2017.

Extract from the Executive on 7 February 2017

A EX/005/16-17 Adur District Council overall Budget Estimates 2017/18 and Setting of 2017/18 Council Tax

The Executive had before it a report from the Director for Digital and Resources, attached to these minutes as item 5.

The report represented the culmination of the annual budget exercise and asked the Executive to consider the following:

- The final revenue estimates for 2017/18 including any adjustments arising from settlement;
- An updated outline 5-year forecast;
- The provisional level of Council Tax for 2017/18, prior to its submission to the Council for approval on the 23rd February 2017.

The budgets reflect the decisions taken by Members to date in relation to agreed savings proposals and any committed growth. The report also updates members about the impact of the draft 2017/18 settlement.

The major points raised within the report included:

- A full update on the impact of settlement. The Council should prepare itself for a continuation of the reduction in Government resources for another 2-5 years (Ssection 3.2 of the report) ;
- Identified that the Executive will need to consider whether to increase Council Tax by maximum level possible of 2% or by a lower amount (paragraph 5.10).

The budget was presented by Executive Member portfolio. The draft estimates for 2017/18 had been prepared, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that do not impact either on the Budget Requirement or the Council Tax Requirement).

The Police and Crime Commissioner had consulted on an increase to the Council Tax for 2017/18 of £5.00 or 3.36%. The proposed 2017/18 budget was considered by the Sussex Police and Crime Panel (PCP) on 20th January 2017 and an increase of £5.00 was approved.

The Director presented the report drawing attention to the budget position and the impact the reducing grant would have over the next few years, highlighted in paragraph 3.4. For the forthcoming year, the Director identified at paragraph 5.10 options available to the Executive suggesting that a 1.98% increase, amounting to 10p per week, would ensure that the Council had a balanced budget and fund some new initiatives.

The Executive Member for Resources informed the Executive that with the disappearance of the RSG the Council had had to replan and reorganise to take advantage of limited resources. The various Strategic Boards had been created to specifically drive forward services to the residents of the district. The Council had not put up council tax over the last few years, mostly freezing the level of tax - with a reduction on one occasion. This was the first occasion an increase had been proposed which amounted to 10p per week for a Band D property, of which there were few properties within the District; for a Band A property the increase would be 6p. Furthermore the Council was retaining weekly bin collections which he felt residents valued. The Council Tax benefit scheme to help the less well off was also continuing. There were a number of forthcoming high profile projects, one of which - Gigabit coastal project would support investment in the area.

Other members of the Executive spoke on the proposals before it. The Leader thanked officers and members for their work in producing a balanced budget - and retaining weekly bin collections.

Decision the Executive

- (i) Agree to **recommend** to Council the draft budgets for 2017/18 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,165,860;
- (ii) Agreed to **recommend** to Council an increase of 1.98% making Band D for Adur District Council's requirements in 2017/18 as set out in paragraph 12.3. of £269.55 per annum
- (iii) Agree to **recommend** to Council the special expenses of £18.18 per Band D equivalent charged in all areas of the District except Lancing;

Report of the Leader on Decisions taken by the Executive, Executive Members and the Joint Strategic Committee since the last meeting of Council

A Decisions Taken by Individual Executive Members

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last ordinary Council Meeting . Full details can be found on the Executive Members and Portfolios, Reports and Decisions webpage.

<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/cabinet-member-decisions/>

Leader

-

Executive Member for Regeneration

-

Executive Member for Resources

RES/010/16-17 Write Offs

RES/014/16-17 Write Offs

RES/018/16-17 Write Offs

JAW/005/16-17 Efficiency of Service - Environment Division

Executive Member for Customer Services

-

Executive Member for the Environment

-

Executive Member for Health and Wellbeing

HAW/017/16-17 Adur Competitive Community Grants Budget 2016/17 - Round 2

B. Decisions Taken by the Joint Strategic Committee on 10 January 2017

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

JSC/080/16-17 Welfare Reform - Background and Impact in Adur and Worthing Councils

Decision,

That the Joint Strategic Committee noted the contents of the report and requested an update on the impacts and activities in 6 months time.

JSC/081/16-17 Review of Grants (Phase 1) in Adur and Worthing and recommendations for 2016/17

Decision:

The Joint Strategic Committee:-

1. approved the carry forward of the £10,000 from Money Tree into 2017/18 for the purposes of the new grants programme subject to confirmation at the year end;
2. allocated the following budgets to the new initiative 'Going Local' grants programme, with the purpose of supporting the strategic priorities of Platforms for Places in relation to Going Local / Community Referral:
 - a. Adur District Council - £20,000 from the General Grants budget;
 - b. Worthing Borough Council - £20,000 from the budget for the Money Tree (£10,000 from carry forward grant which will be confirmed at year end and £10,000 from the 2017/18 base budget);
3. delegated authority to the Director for Communities, in consultation with the two Executive Members for Health and Wellbeing, to develop a new strategic grants programme, to be aligned with partners in ways that maximises the partnership whilst meeting the strategic priorities for the Councils.

JSC/082/16-17 LEAP (Local Enterprise and Apprenticeship Platform)

Decision

That the Joint Strategic Committee approved the introduction of a small business and apprenticeship grant scheme in Adur and Worthing, utilising monies awarded from the West Sussex County Council pooled business rates to all authorities in West Sussex for this purpose.

JSC/083/16-17 Youth Engagement - Outcomes of the Joint Overview and Scrutiny Committee on 20 October 2016

Decision,

The Joint Strategic Committee:-

- considered and noted the recommendations from the Joint Overview and Scrutiny Committee regarding Youth Engagement;
- requested that a working group be established to continue the good work in this field, to be assisted by the Executive Members for Health & Wellbeing, any other Executive Member as required and the Health and Wellbeing Team based on the funding proviso above.

C. Decisions Taken by the Joint Strategic Committee on 02 February 2017

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

Decision,

That the Joint Strategic Committee agreed the budgets for 2017/18 as set out in Appendix 2 of the report.

D. Decisions Taken by the Executive 7 February 2017

Full details can be found:

<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/cabinet/committee,139862,en.html>

A EX/004/16-17 Housing Revenue Account – Budget 2017/18

Decision,

(i) considered and approved the Housing Revenue Account (HRA) estimates,
(ii) determined the level of associated rents and charges with effect from week one of 2017/18 as follows:-

(a) **Rents of Council Dwellings (including supported housing)** – agreed a decrease of 1.0% reducing the average council dwelling rent by £0.92 to £91.07 per week (average rent currently £91.99 per week) – (Para.5.5 of the report)

(b) **Rents of Council garages** – agreed an increase of 2.0% to £9.67. (currently £9.48 per week), plus VAT for non-Council tenants) (Para.5.19 of the report)

(c) **Service Charges** - delegated to the Head of Housing and Chief Financial Officer in consultation with the Executive Member for Customer Services, the setting of the service charges (Para. 8.2 of the report)

(iii) Approved the HRA Treasury Management Strategy contained in Appendix 3 to the report.

D. Urgent Decisions Taken by the Executive

Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 as amended. The following is reported to Council: Nil.

Councillor Neil Parkin
Leader of the Council

Local Government Act 1972

Background papers

Reports and Record of decisions of various are available on the Council's web site www.adur-worthing.gov.uk or as indicated in each of the paragraphs above. Some of the reports contain exempt information and not fully published on the websites.

Adur District Council & Worthing Borough Council - Calendar of Meetings for 2017/18 v1

Updated: 1 Nov 2016

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
May 2017	1 B/H	2	3	4 E	5	8	9	10	11	12	15	16	17	18 C(A)	19 C(A)	22	23	24	25	26	29 B/H	30 PC	31		
June				1	2	5	6 *JSC	7 PC	8	9	12	13	14	15	16	19 LC	20	21	22	23	26 PC	27 JGC	28	29 JOSC	30
July	3 LCC	4	5 PC	6	7	10	11 *JSC	12	13	14	17	18 C	19	20 C	21	24 PC	25	26	27 JOSC	28	31				
Aug		1	2 PC	3	4	7	8	9	10	11	14	15	16	17	18	21 PC	22	23	24	25	28 B/H	29	30	31	
Sept					1	4	5	6 PC	7	8	11 LC	12 *JSC	13	14	15	18 PC	19	20	21 JOSC	22	25	26 JGC	27	28	29
Oct	2 LCC	3	4 PC	5	6	9	10 *JSC	11	12	13	16 PC	17	18	19 JOSC	20	23	24	25	26	27	30	31 C			
Nov			1 PC	2 C	3	6	7 JSC	8	9	10	13 PC	14	15	16	17	20	21	22	23	24	27	28 *JGC	29	30 *JOSC	
Dec					1	4	5 JSC	6 PC	7	8	11 LC	12	13	14 C	15	18 PC	19 C	20	21	22	25 B/H	26 B/H	27	28	29
Jan 2018	1 B/H	2	3	4	5	8 LCC	9 JSC	10 PC	11	12	15	16	17	18	19	22 PC	23	24	25 *JOSC	26	29	30 *JGC	31		
Feb				1 JSC	2	5 Exec	6 Exec	7 PC	8	9	12	13	14	15	16 WS	19 PC	20 C(TS)	21	22 C(TS)	23	26	27	28		
March				1	2	5 LC	6 JSC	7	8	9	12	13	14 PC	15	16	19 LCC	20	21	22 *JOSC	23	26 PC	27 *JGC	28	29	30 B/H
April	2 B/H	3	4	5	6	9	10 JSCI	11	12	13	16	17	18 PC	19	20	23 PC	24 C	25	26 C	27	30				
May		1	2	3 E	4	7 B/H	8	9	10	11	14	15	16	17 C(A)	18 C(A)	21	22	23	24	25	28 B/H	29	30 PC	31	

Adur District Council Meetings (7.00pm)		Worthing Borough Council Meetings (6.30pm)		Joint Meetings (6.30pm)	
C	Council (A = Annual, TS = Tax Setting)	C	Council (A = Annual, TS = Tax Setting)	Adur District and Worthing Borough Councils:	
Exec	Executive (was Cabinet)	Exec	Executive (was Cabinet)	JOSC	Joint Overview and Scrutiny Committee
PC	Planning Committee	PC	Planning Committee	JSC	Joint Strategic Committee
LC	Licensing Committee	LCC	Licensing Control Committee	JGC	Joint Governance Committee
				CJC	GenSus Joint Committee
				JSfC	Joint Staff Committee
				JSSC	Joint Senior Staff Committee
PCCP	Police Crime & Commissioner Panel (tbc)	E	Elections - Polling Day	JSSAC	Joint Senior Staff Appeals Committee
WS	West Sussex Tax Setting Meeting	B/H	Bank Holiday		

* = Joint Meetings Held at Worthing Borough Council
 CJC - Meetings to be at Mid Sussex District Council

