



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Square, Hailsham, on Wednesday 15<sup>th</sup> June 2011 at 8.00 p.m.

## **Public Question Time**

The Chairman reported that Mrs. Liz Mason would be leaving the Council's employ on 29<sup>th</sup> June 2011, after 22 years service. He said that in always found Mrs. Mason a very happy and pleasant person. Members of the public were always welcomed with a smile and a great deal of knowledge. He asked the Town Clerk so say a few words.

The Town Clerk, Mrs. E. G. Jones said that she had known Mrs. Mason for her entire time as an employee of Hailsham Town Council. She was friendly and very flexible, and was always willing to adapt her hours and role as needed. Hailsham Town Council's loss was her family's gain as she was able so spend more time with them. Mrs. Mason was thanked for all her valuable help and support. She would be much missed by councillors, colleagues and the public.

The Chairman presented Mrs. Mason with a gift and flowers.

The Chairman thanked staff for their flexibility in covering the vacancy left by Mrs. Mason's departure, thus saving money on the salaries budget.

Prior to commencement of the formal business of the meeting a period of not more than 15 minutes had been assigned for the purpose of permitting members of the public present to address the Assembly, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

None presented.

HTC/11/  
2/118 **Present:** Councillors: Mrs. S.J. Bentley, W.A. Bentley, J.E. Bentley-Astor (Chairman), J.L. Blake, Mrs M. Burt Ms C.V. Collinson, N.A. Collinson, N.S. Coltman, Mrs. J. Cook, Mrs. S.E. Henstock, Mrs. B. Holbrook, P.S. Holbrook, B. Marlowe, S. McAuliffe, G.G. Rowe, Mrs. M. Rowe, Mrs. D.M. Ryan, M.J. Ryan, Mrs. M. Skinner, S.K. Towner, C Triandafllou and A. Williams.

119 **Officers in Attendance:** Mrs. E.G. Jones (Town Clerk), M Caira (Deputy Town Clerk), R.A.D. Diplock (Responsible Finance Officer), Miss K. Moralee and D. Saxby.

120 **Apologies for Absence:**  
Apologies for absence were received and accepted from Councillors W. F. Crittenden and R. T. Grocock.

121.1 **Declarations of Interest:**  
Councillors Mrs. D. Ryan, M Ryan and S. Towner declared personal interests in Agenda item 6.1 – Proposed New Skate Park, as they are members of the Town Farm Residents' Association.

- 121.2 Councillor J. Blake declared a personal interest in agenda items 5.8 – Community Hall Loan and 12 – Trust Representation as he is a Trustee of the War Memorial Institute Trust.

**Confirmation of Previous Minutes**

- 122 **RESOLVED** that the Minutes and Reports of the Annual Meeting of the Hailsham Town Council (Ref: HTC/AM/11/100-117) held on 16<sup>th</sup> May 2011, as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.

**Matters Arising**

- 123 Minute HTC/AM/11/106: Committee and Panels

- 123.1 Councillor A. Williams proposed that all other Committees be dissolved and matters of importance be brought to a meeting of the full Council.

Councillor G. Rowe stated that it was strange that the new Council had not tried the current system of standing committees, as the system works very well, He thought a change would be a disservice to the public.

Councillor P. Holbrook concurred.

Councillors S. Towner, S. McAuliffe, M. Ryan, W. Bentley and Mrs. S. J. Bentley spoke in favour of Councillor Williams' proposition.

- 123.2 Councillor Mrs. S. J. Bentley stated that Councillor Mrs. M. Burt had replaced Councillor A. Williams as a member of the Planning and Development Committee and Councillor M. Ryan had been elected as Vice-Chairman of that Committee

**Appointment of a Finance and Budget Oversight Committee**

- 124 **RESOLVED** that, in accordance with Standing Order No. 24, a Finance and Budget Oversight Committee be appointed as follows:

a) Seven seats comprising 3 Conservative party members, 1 Hailsham Independent Group member and Liberal Democrat member, plus the Chairman and Vice-Chairman of the Council.

b) The nominated members be Councillors J. Bentley-Astor, N. Coltman, N. Collinson, R. Grocock, G. Rowe and C. Triandafyllou. The Liberal Democrat nominee would be notified to the Town Clerk.

c) The Chairman would be appointed at the first meeting of the Committee.

d) The Vice-Chairman would be appointed at the first meeting of the Committee.

e) A meeting of the newly appointed committee would be called as soon as possible and the committee would prepare draft Terms of Reference to be considered for approval at the next meeting of the full Council on 13<sup>th</sup> July 2011.

- 125 **Accounts and Audit**

**End of Year Balances**

- 126 **RESOLVED** to agree and adopt Summary of committed and brought forward

balances totalling £143,009.00, as circulated with the agenda, and as Appendix HTC/2/126A to these minutes, and

- 127 **RESOLVED** to note and adopt the Analysis of Reserves/End of Year Balances totalling £496,711.00 as contained in the end of year accounts submitted to the External Auditors (page 9 of the Annual Statement of Accounts) as circulated with the agenda, and as Appendix HTC/2/127A to these minutes.

#### **Periodic Statements and Committee**

- 128 **RESOLVED** to receive, note and adopt the financial reports as listed below:
- (a) Fund summary as at 31<sup>st</sup> March 2011, as circulated with the agenda, and as Appendix HTC/2/128(a) to these minutes.
  - (b) Summary of Nett expenditure 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011, as circulated with the agenda, and as Appendix HTC/2/128(b) to these minutes.
  - (c) Summary of Income and Expenditure (*in previous committee format*) for the year ending 31<sup>st</sup> March 2011, as circulated with the agenda, and as Appendix HTC/2/128(c) to these minutes.
  - (d) List of payments previously certified by a member of the cheque signatory panel amounting to £205,892.84 for payments made during February and March 2011 and £52,484.10 for April 2011 (in accordance with paragraph 3.11 of the Governance and Accountability for Local Councils Practitioners Guide), as circulated with agenda and as Appendix HTC/2/128(d) to these minutes.

#### **Internal Audit Report**

- 129 **RESOLVED**
- (a) To note and adopt the Internal Auditor's Report dated 27<sup>th</sup> April 2011
  - (b) To note, approve and adopt the Internal Audit Plan for 2011/12, as circulated with the agenda, and as Appendix HTC/2/129A to these minutes.

#### **Exercise of Electors Rights**

- 130 **RESOLVED** to note the programme set by the External Auditors in respect of the Council's accounts for 2010-11
- (a) Date of public announcement – 10<sup>th</sup> June 2011
  - (b) Inspection period for Electors – 27<sup>th</sup> June 2011 to 22<sup>nd</sup> July 2011
  - (c) Appointed date for Electors to raise questions with the External Auditors – 25<sup>th</sup> July 2011

#### **End of Year Balance Statements**

- 131 **RESOLVED** to note and adopt the end of year balance statements in respect of
- (a) Steam Cleaning Service
  - (b) Minibus Service
  - (c) Youth Facilities
  - (d) Criminal Damage Report
  - (e) Hailsham in Bloom Sub-Committee
- As circulated with the agenda, and as Appendix HTC/2/131(a) to (e) to these minutes.

#### **Free Resource Payments**

- 132 Noted that no payments had been made.

## **Annual Insurance Renewal**

- 133 **RESOLVED** to note the renewal of the Council's Annual Insurance with Zurich Municipal (year 3 of a 5 year long term agreement) with effect from 1<sup>st</sup> June 2011.

## **Community Hall Loan**

- 134 **RESOLVED** to agree the recommendations contained in the report prepared by the Responsible Finance Officer circulated with the agenda and as Appendix HTC/2/134A to these minutes.

## **Residents' Newsletter: Overdue Payment for Advertising**

- 135 **RESOLVED** to note the officers' report as circulated with the agenda and as Appendix HTC/2/135A to these minutes, and agree to write off the outstanding debt due to the potential cost which will result from formally recovering the money via the Small Claims Court.

## **Annual Grants**

- 136.1 **RESOLVED** to note letters of thanks from the following organisations: Hailsham United Junior Football Club; Hailsham Town Football Club; Hailsham & District Sports Alliance; Summerheath Hall Management Committee; 249 Hailsham The Millennium Squadron Air Training Corps; Computer for Charities; Diplocks Community Trust, Hailsham Table Tennis Club; Hailsham Pavilion; Hailsham Tennis Club; Hailsham Cricket Club.
- 136.2 Councillor W. Bentley requested that organisations receiving grants should be requested to provide Hailsham Town Council with a mid-year summary on how the grant has been spent.

## **Environment and Leisure**

### Proposed New Skate Park

- 137 **RESOLVED** to accept the recommendation in the officers' report as circulated with the agenda, and as Appendix HTC/2/137A to these minutes, and that £1,500 be allocated from the BMX/Skate Park fund.
- 138 **RESOLVED** to accept the recommendation in the officers' report as circulated with the agenda, and as Appendix HTC/2/138A to these minutes, and that £3,500 from the BMX/Skate Park fund be ring fenced as a contingency fund for this project.

### New Allotment Site: Redrow Development, Battle Road

- 139.1 **RESOLVED** to accept the recommendation in the officers' report as circulated with agenda, and as Appendix HTC/2/139 to these minutes.
- 139.2 **RESOLVED** that this allotment site be designated for organic gardening only.

### Hailsham in Bloom Committee

- 140 **RESOLVED** that, in accordance with Standing Order No.24, a Hailsham in Bloom Committee be appointed, as follows:
- a) The Committee is open to all councillors, but with a minimum of four.  
b) Councillors Mrs. S.J. Bentley, W. Bentley, J. Bentley-Astor, R Grocock, S.

McAuliffe and Mrs. M. Rowe be members.

c) That community members be members but without voting rights on expenditure or financial commitments.

d) The committee would prepare draft Terms of Reference to be considered for approval at the next meeting of the full Council on 13<sup>th</sup> July 2011

e) The Chairman and Vice Chairman of the Committee be elected at the first meeting of the Committee

## **Christmas Festivities 2011**

### Funfair

- 141 **RESOLVED** not to agree to the request for a funfair in Hailsham High Street on Friday 16<sup>th</sup> December 2011.

### Christmas Tree

- 142 **RESOLVED** to purchase and erect a traditional Christmas tree from a sustainable source in Vicarage Field; and that the Tree of Light is disposed of.

## **Quality Bus Partnership**

- 143 **RESOLVED** to
- (a) support continuance of this project as set out in the officers' report circulated with the agenda, and as Appendix HTC/2/143A to these minutes; and
  - (b) that a Working Group be formed comprising Councillors Mrs. J. Cook, B. Marlowe, Mrs. M. Skinner and Councillors W. Bentley and R. Thomas sitting as East Sussex County Councillors.

## **Hailsham High Street**

- 144 **RESOLVED** that Councillor S. McAuliffe be appointed to liaise with the town's Chamber of Commerce, retailers, landlords, property agents, East Sussex County Council and Wealden District Council to identify problems and possible solutions to the current depressed state of the High Street, and report back to Council; and that the Town Clerk nominates an officer to work on this project with Councillor McAuliffe.

## **Trustee Representation**

- 145 **RESOLVED** to consider the officers' report as circulated with the agenda and as Appendix HTC/11/2/145A to these minutes; and the political group leaders submit options to the Town Clerk to prepare a report to the next Council meeting on 13<sup>th</sup> July 2011.

## **Staff Matters**

### Notices of Retirement

- 146 **RESOLVED** to note that the following members of staff have given formal notice of retirement:

Mrs. E. Mason will retire on 29<sup>th</sup> June 2011, after 22 years service.

Mr. R. Diplock will retire at the end of September 2011, after 17 years service.

Mrs. E. Jones will retire at the end of November 2011, after 31 years service

## **Staff Administration Panel**

- 148 **RESOLVED** that, in accordance with Standing Order No.24, a Staff Administrative Panel be appointed
- (a) Comprising group leaders and the Chairman and Vice Chairman of the Council.
  - (b) The Chairman and Vice-Chairman of the Panel to be elected at the first meeting.
  - (c) Draft Terms of Reference to be prepared and submitted to full Council for approval.

## **Employee Consultation Group**

- 149.1 Members considered the Town Clerk's report as circulated with the agenda and appended to these minutes as Appendix HTC/11/2/149.
- 149.2 **RESOLVED** to agree the Town Clerk's report circulated with the agenda and appended to these minutes as Appendix HTC/11/2/149.

## **SUSTAINABLE COMMUNITIES ACT 2007 AND 2010**

- 150.1 An email from Steve Shaw of Local Works, National Co-ordinator promoting the Sustainable Communities Act had been forwarded (and copied) to all council members on the 10<sup>th</sup> June 2011. The Town Clerk had received a further emailed request from a member of Leiston-cum-Sizewell Town Council in Suffolk to support that council's resolution as presented to the Suffolk Association of Local Councils on 13<sup>th</sup> June 2011 and which is circulated as Appendix HTC/11/2/150A to these minutes.
- 150.2 **RESOLVED** that
- (a) Hailsham Town Council sends a letter supporting the principle of the Leiston-cum-Sizewell resolution to the Minister at the Department of Communities,
  - (b) the Chairman of the Council in consultation with the Town Clerk be delegated to draft a detailed response; and
  - (c) £1,000 be set aside for a fighting fund.

## **TOWN MAYOR'S REPORT**

- 151 The Chairman stated that the coming months would be a turbulent period. He thanked staff for being supportive in these unsettling times.

The Chairman reported that he and Mrs. Jones (Trust Correspondent) had signed off the paperwork transferring the Hailsham Community Hall to Wealden District Council.

## **COUNCILLORS' QUESTIONS/INFORMATION FORUM**

### Youth Café

- 152 The Town Clerk circulated a mid-year report prepared by the Youth Co-ordinator, Andy Joyes on the work of the Youth Café. The report is attached as Appendix HTC/2/151A to these minutes.

### Festivals

- 153 The Town Clerk drew member's attention to a proposal from an events company to commemorate the 750<sup>th</sup> anniversary of the signing of Hailsham's Charter in 2012. As this year is also Her Majesty the Queen's Diamond Jubilee she asked members

to think about what, if anything, the Council would want to do to commemorate these events.

Power of Well-Being under Section 2(1) of the Local Government Act 2000

- 154 The Town Clerk advised that the next training sessions for Power of Well-Being would be held in August/September. However, before the Council undertakes training it may be prudent to consider any provisions that may be available to local councils within the Localism Bill that is expected in November 2011.

NOTE: Council's may only provide services for which they have specific powers. However, since 31<sup>st</sup> December 2008 local councils (town and parish councils) have had the power to expend money for the benefit of the local community on projects. *See appendix HTC/11/2/154 attached.*

The Co-operative Store –The Quintins

- 155 Councillor Mrs. Henstock reported that the Co-operative Store in The Quintins would cease trading on 15<sup>th</sup> July 2011. She asked if other members were aware of what would be going in the space left. The Town Clerk responded that she had been advised by the management agents that there are no applicants at this time.

Meetings

- 156 Councillor W. Bentley stated that Council meetings would from now on be very busy meetings. He suggested moving the starting time to 7.30pm.

There being no other business, the meeting closed at 10.25pm.

**CHAIRMAN**

Global/Minutes and Agendas/DS/ HTC Minutes 15.06.11