



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Annual Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chamber/Meeting Rooms, Market Square, Hailsham, on Wednesday 23<sup>rd</sup> May 2012 at 7.30 p.m.

## **Public Question Time**

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 Council, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

None present.

Councillor J. Bentley-Astor opened the meeting. He welcomed the newly elected Youth mayor, Miss Chelsie McIntosh to the meeting. He congratulated her and said that the Town Council looked forward to working with the young people of the town.

HTC/AM  
12/100

**Present:** Councillors: Mrs. S. J. Bentley, W. A. Bentley, J.E. Bentley-Astor (Chairman), J. L. Blake, Mrs M. Burt, N. A. Collinson, N.S. Coltman, Mrs. J. Cook, W.F. Crittenden, R. T. Grocock, 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 Triandafyllou and A. Williams.

## **Officers in Attendance**

101 Mr. J. Harrison (Town Clerk), M Caira (Deputy Town Clerk), Mr. D. Saxby and Mr. T. Hall.

## **Election of Chairman/Town Mayor**

### **Retiring Chairman's Address**

102.1 Councillor Bentley-Astor said it had been an honour to be Mayor of Hailsham for the last year. It had been a challenging year with new councillors and a new Town Clerk being in post.

102.2 The abolition of the old committee structure had led to more immediate decisions and had put the Council in a better position to take forward the Localism Act.

102.3 He thanked all members of staff, particularly Mr. M. Caira who had taken on the role of Business Enterprise Manager in addition to his position as Deputy Town Clerk.

102.4 He thanked all councillors, particularly Councillor S. McAuliffe for all his work on the environment and with the Chamber of Commerce.

102.4 It had been a productive year and he had met many people who had said flattering things about Hailsham.

### **Nominations for Office**

103.1 A single nomination was received for the Chairman of the Town Council for the ensuing year for Councillor J. E. Bentley-Astor (proposed by Councillor M. J. Ryan, seconded by Councillor Mrs D. M. Ryan).

103.2 **RESOLVED** that Councillor J. E. Bentley-Astor be duly elected as Chairman/Town Mayor for 2012-2013.

Councillor Bentley-Astor signed the Declaration of Acceptance of Office, and took the chair.

Councillor Bentley-Astor said that this would be the year that the public will witness changes in the town. He would continue to do his best and encouraged others to do similar.

### **Apologies for Absence:**

104 Apologies were received and accepted from Councillor Ms C. Collinson.

### **Declarations of Interest**

105 No Declarations of Interest were presented.

### **Election of Vice Chairman/Deputy Town Mayor**

106.1 Two nominations were received for Vice-chairman of the Town Council in the ensuing year, in the names of:

106.2 Councillor R. T. Grocock (proposed by Councillor Mrs. S. J. Bentley and seconded by Cllr. A. Williams) and

Councillor P. S. Holbrook (proposed by Councillor Mrs. B. Holbrook and seconded by Councillor W. F. Crittenden).

106.3 On a show of hands Councillor R. T. Grocock was elected by 15 votes to 4.

106.4 **RESOLVED** that Councillor R. T. Grocock be duly elected as Vice Chairman/Deputy Town Mayor for 2012-2013.

106.5 Councillor Grocock addressed the meeting. He vowed to continue to do his best for the town.

### **Appointment of a Planning and Development Committee**

107 **RESOLVED** that in accordance with Standing Order No. 24, the following Committees be appointed:

- (a) Finance and Budget Oversight Committee
- (b) Planning and Development Committee
- (c) Business Development Committee
- (d) Hailsham in Bloom Committee
- (e) Staff Administration Panel
- (f) Staff Liaison Panel

## **Membership of Committees and Panels**

108 **RESOLVED** to approve:

(a) the number of seats available for allocation on each of the Standing Committees and Panels, and

(b) the allocation on each of the following:

- (a) Finance and Budget Oversight Committee (7 seats)
- (b) Planning and Development Committee (8 seats)
- (c) Business Development Committee (7 seats)
- (d) Hailsham in Bloom Committee (7 seats)
- (e) Staff Administration Panel (5 seats)
- (f) Staff Liaison Panel (4 seats)

As detailed in the report circulated with the agenda and as Appendix HTC/AM/12/108A to these minutes.

## **Appointment of Chairmen of Standing Committees, Consultations Panel Planning Consultative Panel**

109 **RESOLVED** to agree the Chairmen and Vice Chairmen of the foregoing Committees and Panels as detailed in Appendix HTC/AM/12/109A to these minutes, as follows:

a) Finance and Budget Oversight Committee

Chairman: Councillor Triandafyllou. Vice Chairman: Councillor M. Ryan

(b) Planning and Development Committee

Chairman: Councillor Mrs. S. J. Bentley. Vice Chairman; Councillor Williams

(c) Business Development Committee

Chairman: Councillor N Collinson. Vice Chairman: Councillor W Bentley

(d) Hailsham in Bloom Committee

Chairman: Councillor Grocock. Vice Chairman: Councillor M Ryan

(e) Staff Administration Panel

Chairman and Vice Chairman to be elected at the Panel's first meeting.

(f) Staff Liaison Panel

Chairman and Vice Chairman to be elected at the Panel's first meeting.

110 **Health Partnership**

**RESOLVED** that the Council's representatives shall be the Chairman or Vice Chairman of the Council, the Chairman of the Business Development Committee, the Chairman of the Planning and Development Committee and one member from either the Hailsham Independent Group or the Liberal Democratic Party, to be advised at the next Council meeting.

## **Confirmation of Minutes**

111 **RESOLVED** that the Minutes and Reports of the meeting of the Hailsham Town

Council (Ref: HTC/11/11/354-374) held on 18<sup>th</sup> April 2012, as printed and circulated, be taken as read, confirmed as a correct record and signed by the Chairman.

### **Matters Arising**

112 None presented.

### **Committee and Panel Reports**

113 **RESOLVED**, after consideration in accordance with Standing Order 18(e), to receive the following reports of Committees, to approve and adopt the recommendations contained therein and the actions taken as reported therein.

Planning & Development Committee – 24<sup>th</sup> April 2012 and 15<sup>th</sup> May 2012

Hailsham in Bloom Committee – 23<sup>rd</sup> April 2012

Business and Development Committee – 17<sup>th</sup> May 2012

Finance, Budget & Oversight Sub-Committee – Grants Panel 20<sup>th</sup> April 2012

### **Meeting Dates 2012 – 2012**

114 **RESOLVED** to adopt the schedule of meetings as circulated with the Agenda, amended, and as Appendix HTC/AM/12/114A to these minutes.

### **Amendments to Standing Orders**

115 **RESOLVED** to receive a motion to permanently vary the Standing Orders as detailed in the report circulated with the agenda and as Appendix HTC/AM/12/115A to these minutes.

NOTE: These items will stand adjourned, without discussion, to the next ordinary meeting of the Council on 20<sup>th</sup> June 2012 in accordance with Standing Order No. 83.

### **Oversight Councillors**

**RESOLVED** to:

a) note, approve and adopt suggested amendments to the structure of oversight roles within the Council, as circulated with the Agenda, amended, and as Appendix HTC/AM/12/116A to these minutes,

b) approve the allocation of councillors to oversight roles, as circulated with the Agenda, amended, and as Appendix HTC/AM/12/116B to these minutes, and

c) approve the suggested updated remit for oversight councillors, as circulated with the Agenda, amended, and as Appendix HTC/AM/12/116C to these minutes.

It was agreed to appoint Hailsham Town Council representatives to external organisations at the next meeting of the Council.

### **End of Year Accounts and Audit 2011 – 2012**

117 **RESOLVED** to note, approve and adopt:

a) The Responsible Finance Officer's Summary Report as circulated with the

agenda, and as Appendix HTC AM/12/117A to these minutes.

b) The report in respect of the Fixed Asset Summary as at 31.03.12 as circulated with the agenda, and as Appendix HTC AM/12/117B to these minutes.

c) Statement of Accounts for year ending 31.03.12 and approve they be signed off by the Responsible Finance Officer and the Chairman of the Council, as circulated with the agenda, and as Appendix HTC AM/11/117C to these minutes.

d) Sections 1 and 2 of the un-audited Annual Return for 2011/12 and approve they be signed off by the Town Clerk, Chairman of the Council and Responsible Finance Officer, as circulated with the agenda, and as Appendix HTC AM/12/117D to these minutes.

e) Attachment 2 (i) of the Annual Return for submission to the external auditors, as circulated with the agenda, and as Appendix HTC AM/12/117E to these minutes.

f) The additional information required by the external auditors (attachment 5), as circulated with the agenda, and as Appendix HTC AM/12/117F to these minutes.

### **Chairman's Verification**

118 **RESOLVED** to note the Chairman of the Council's inspection, reconciliation and certification of Council's income, expenditure and bank balances for the quarter ending 31<sup>st</sup> March 2012.

### **Councillor's Questions/Information Forum**

119 Transport

Councillor Marlowe reported that the campaign for National Express to introduce an early morning pick up in Hailsham had been successful. The new service to Gatwick and London would start on 2<sup>nd</sup> July 2012 at 8.10am.

120 Festivities

Councillor Mrs S. J. Bentley reminded members of the festivity events upcoming in the town to celebrate the Queen's Diamond Jubilee and the Charter Market.

121 Crime

Councillor W. Bentley stated that he, Councillor Williams and the Town Clerk had met Chief Inspector Coates following the recent incident outside the Corn Exchange Public House. The discussion centred on what the community can do to reduce these types of incidents happening.

There being no further business, the Chairman closed the meeting at 8.32pm.

CHAIRMAN