



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 24th May 2017 at 7.30 p.m.

Before starting the meeting, the Chairman asked for a minute's silence in respect of the recent terrorist attack in Manchester.

HTC/AM
17/100 **Present:** Councillors:, Mrs. B. H. Beckett, F. Berry, G. Blake-Coggins, Mrs. A. Clarke, N. A. Collinson, Ms C. V. Collinson-O'Toole, N. S. Coltman (Chairman), Mrs. S.P.M. Cottingham, G. De Jongh, R. T. Grocock, Mrs. B. Holbrook, P.S. Holbrook, Mrs. M. Laxton, Glenn. M. Moore, Ms. A. O'Rawe (Vice-Chairman), M. A Pinkney, J. Puttick, C. A. Tasane, C Triandafyllou Mrs. S. Van Der Geyten, and A Willis.

101 **Officers in Attendance**

Mr. J. Harrison (Town Clerk), Mrs. M. Hagger, Mr. D. Saxby and Mr. T. Hall.

Election of Chairman/Town Mayor

102 **Retiring Chairman's Address**

The Chairman said that it had been an honour to represent the Council in the past year. There were two parts to the position – representing the Council to the public and Chairman of the Council.

He thanked Councillor Glenn Moore and the Neighbourhood Planning Committee for the work undertaken in the last year. He thanked the Deputy Mayor, Councillor Ms O'Rawe for her invaluable help.

Hailsham is full of active and enterprising people and organisations, many of whom serve the community.

Nominations for Office

103.1 **RESOLVED** to proceed with the election by a show of hands.

The Town Clerk said nominations for the position of Chairman/Town Mayor for the 2017/2018 year had been received. Two nominations were received in the names of:

Councillor N. S. Coltman and Councillor P. S. Holbrook.

On being put to the vote the result was as follows:

Councillor N. S. Coltman – 12 votes

Councillor P. S. Holbrook – 9 votes

103.2 **RESOLVED** that Councillor N. S. Coltman be duly elected as Chairman/Town Mayor

for 2017/18.

104 Councillor Coltman signed the Declaration of Acceptance of Office, and took the chair.

Councillor Coltman said that it was an exciting year ahead; he hoped that the Neighbourhood Plan would be completed. He would do his best to serve the people of Hailsham.

105 **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.

The Town Clerk read a letter received from Mr G Smith about the fencing on the footbridge over the Cuckoo Trail. Mr Smith stated that the fencing was not suitable and in keeping with the area, and asked Hailsham Town Council to make representations. The Town Clerk was asked to ascertain who the footbridge.

Mr. S Saunders, representing the East Sussex Association of Blind & Partially-Sighted People asked that the Council look again at its decision to put planters on the pavement in the High Street as it would cause navigation problems for blind people. The Chairman said that this would be discussed later in the agenda.

Mr K. Hinton asked the Chairman to review Council services to ensure they were fit for purpose in the 21st century.

106 **Apologies for Absence:**

Apologies were received and accepted from Councillors Mrs. L. Collinson and Graham Moore.

107 **Declarations of Interest**

None presented.

Election of Vice Chairman/Deputy Town Mayor

108.1 **RESOLVED** to proceed with the election by a show of hands.

The Town Clerk said that two nominations had been received for Vice-chairman of the Town Council in the ensuing year in the names of:

Councillor Mrs. B. Holbrook and Ms A. O’Rawe.

On being put to the vote the result was as follows:

Councillor Mrs. B. Holbrook – 10 votes

Councillor Ms A. O’Rawe –12 votes

108.2 **RESOLVED** that Councillor Ms A. O’Rawe be duly elected as Vice Chairman/Deputy Town Mayor for 2016-2017.

Appointment of Standing Committee

109 **RESOLVED** that in accordance with Standing Order No. 5, the following Committees be appointed:

- (a) Planning and Development Committee
- (b) Finance, Budget & Resources Committee
- (c) Strategic Projects Committee
- (d) Communities Committee
- (e) Neighbourhood Plan Committee

To approve that each committee is appointed proportionately according to political or other group membership, where possible.

To approve that the following Sub-Committees or Working Groups be appointed:

- (a) Strategy & Planning Working Group
- (b) Welbury Farm Sub-Committee
- (c) Town Council Premises Sub-Committee

Terms of Reference for Committees, Sub-Committees and Working Groups

110 **RESOLVED** to adopt the Terms of Reference for Committees, Sub-Committees and Working Groups, including:

The maximum number on each committee, sub-committee or working group, and

The purpose, remit and any delegated authorities for each committee, sub-committee or working group.

Membership of Committees

111 **RESOLVED** to approve the number of seats available for allocation on each of the Standing Committees, sub-committees and working groups as follows:

Planning and Development Committee – Nine Members
Finance, Budget & Resources Committee – Nine Members
Strategic Projects Committee – Nine Members
Communities Committee – Nine Members
Neighbourhood Plan Committee – Nine Members

(b) the allocation on each of the following:

(a) Planning and Development Committee

Councillors Willis, Glenn Moore, Graham Moore Ms O’Rawe, Puttick, P. Holbrook, Berry, Tasane and Mrs, Beckett.

(b) Finance, Budget & Resources Committee

Councillors de Jongh, Graham Moore, Triandafyllou, Grocock, Pinkney, Coltman, Berry, Mrs. Laxton and N. Collinson.

(c) Strategic Projects Committee

Councillors Mrs. Cottingham, Mrs. L. Collinson, Berry, Mrs. Beckett, Mrs. B. Holbrook, P. Holbrook, R. Grocock, N. Coltman and Mrs. Van Der Guyton

(d) Communities Committee

Councillors Mrs. Clarke, Blake-Coggins, Ms O'Rawe, C. Triandafyllou, M. Pinkney, Puttick, Mrs. Cottingham and N. Collinson.

(e) Neighbourhood Plan Committee

Councillors Glenn Moore, Graham Moore, Mrs. Laxton, Mrs. B. Holbrook, P. Holbrook, Puttick, Coltman, N. Collinson and Mrs. Collinson-O'Toole.

f) Welbury Farm Sub-Committee

Councillors Mrs. Van der Guyten, P. Holbrook and Grocock

112 **Appointment of Chairmen of Standing Committees**

RESOLVED to agree the Chairmen and Vice Chairmen of the foregoing Committees be elected at the first meeting of each Committee.

113 **Representation to External Bodies**

RESOLVED that the following members be appointed as Hailsham Town Council representatives to the following organisations:

Wealden District Association of Local Councils – The Chairman and/of Vice Chairman of the Council.

Hailsham Area Action Plan Steering Group – Councillors Berry and Mrs. L. Collinson.

Hailsham Active – The Chairman or Vice-Chairman of the Communities Committee and Councillor N. Collinson.

Movement and Access Strategy for Hailsham & Hellingly (MASHH): The Chairman of the Council and Councillor Berry.

Hailsham Forward Executive: Councillors Triandafyllou and Blake-Coggins.

Cuckmere Community Bus Stakeholder's Group: Councillor Graham Moore

Environment Hailsham Board: Councillor J Puttick.

Wealden & District Citizens Advice Bureau – Councillor Mrs. Van der Guyten.

114 **Meeting Dates 2017/2018**

RESOLVED to approve the schedule of meeting dates as circulated with the agenda and as Appendix HTC/AM/17/114A to these minutes.

115 **Confirmation of Minutes**

Councillor Tasane stated that he attended the meeting but was not in the list of

attendees.

RESOLVED that the Minutes and Reports of the meeting of the Hailsham Town Council (Ref: HTC/16/6/239) held on 29th March 2017, as printed and circulated and amended, be taken as read, confirmed as a correct record and signed by the Chairman.

116 **Committee and Panel Reports**

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.

A. Planning & Development Committee Meetings (29th March, 20th April and 10th May 2016)

B. Finance, Budget and Resources Committee Meetings (6th April and 11th May 2016).

C. Strategic Projects Committee Meetings (19th April 2017)

D. Communities Committee Meeting (3rd April and 8th May 2017)

Communities Committee: 8th May 2017 – Additional Planters

117 **RESOLVED** to:

- i) A maximum of 17 planters are purchased from Amberol, in the colour of light marble, at a cost of £6343.57 plus VAT to be funded from the Revitalisation fund
- ii) A number of concrete spheres are also purchased to be placed as appropriate

All the above is subject to consultation with East Sussex County Council Highways approving the location of the planters and concrete spheres

Neighbourhood Planning Committee

118 **RESOLVED** to

note the minutes from the Neighbourhood Planning Committee Meetings (16th February, 23rd March and 13th April 2017), and

To approve the Neighbourhood Planning Committee's delegated authority up to the next Town Council meeting.

Annual Governance Statement

119 **RESOLVED** to note, approve and adopt section 1 of the un-audited Annual Return for 2017/18 and approve they be signed off by the Clerk/RFO and Chairman of the Council

120 **End of Year Accounts and Audit 2016 – 2017**

RESOLVED to note, approve and adopt:

a) The Responsible Finance Officer's Summary Report as circulated with the agenda, and as Appendix HTC AM/17/120A to these minutes.

b) The report in respect of the Fixed Asset Summary as at 31.03.17 as circulated with the agenda, and as Appendix HTC AM/17/120B to these minutes.

c) Statement of Accounts for year ending 31.03.17.

d) 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/17/120C and D to these minutes.

e) Section 2 of the un-audited Annual Return for 2016/17 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/17/120E to these minutes.

f) Attachment 2 (i) of the Annual Return for submission to the external auditors, as circulated with the agenda, and as Appendix HTC AM/17/120F to these minutes.

121 **Chairman's Verification**

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 31st March 2017.

122 **General Power of Competence**

RESOLVED that the Town Council continues to hold the 'General Power of Competence'.

123 **Standing Orders**

RESOLVED to adjourn this item until the next meeting of Hailsham Town Council on 19th July 2017.

124 **Protocol for Attendance at Meetings**

RESOLVED that individual Committee Chairmen adopt a policy for their Committee that non-committee members can only speak at the invitation of the Chairman

125 **Mayoral Chain**

RESOLVED to alter the Mayoral Chain so that it contains a single tier and that the expenditure comes from the Civil Regalia Allowance

Councillor's Questions/Information Forum

126 **By-Election**

The Town Clerk reported that an election had been called to fill the vacancy in the South & West Ward.

127 Blackmans Yard

Councillor P. Holbrook asked why an extension was being built on the garage in Blackmans Yard when it had previously been agreed that it would be knocked down. The Town Clerk said he did not know the answer to this but would write to Councillor P. Holbrook.

128 Grass Cutting

Councillor Mrs. M. Laxton said that the grass cutting now undertaken by East Sussex County Council was appalling and asked the County Councillors present to pass this on.

There being no further business, the Chairman closed the meeting at 9.11pm.

CHAIRMAN