



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Annual Meeting of Hailsham Town Council, held at the Civic Community Hall, Vicarage Lane, Hailsham on Wednesday 23<sup>th</sup> May 2018 at 7.30pm.

HTC/AM 18/100 **Present:** Councillors: Mrs. B. H. Beckett, F. Berry, G. Blake-Coggins, T. Burns, Mrs. A. Clarke, Ms C. V. Collinson-O'Toole, N. S. Coltman (Chairman), G. De Jongh, R. T. Grocock, Mrs. B. Holbrook, P.S. Holbrook, Mrs. M. Laxton, Graham Moore, Ms. A. O'Rawe (Vice-Chairman), M. A Pinkney, S Potts C. A. Tasane, C Triandafyllou Mrs. S. Van Der Geyten, and A Willis.

101 **Officers in Attendance**

Mr. J. Harrison (Town Clerk), Ms M Foster, 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 spoke about a number of things that the Council had been involved in during the past Council year.

Hailsham Post Office – The Council had expressed an interest in taking over the franchise for the post office if needed, but another company appeared to be the front-runner.

Grass Cutting – East Sussex County Council had reduced the number of urban cuts to just two a year.

High Street – MASHH had agreed the replacement process to the raised tables. This was currently being done overnight.

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

**Nominations for Office**

103.1 Councillor Tasane requested that the vote be conducted by a secret ballot. The Town Clerk informed the meeting that there was no provision in the Council's Standing Orders for a secret ballot. If two members requested it, the vote could be carried out under a signed ballot.

103.2 **RESOLVED** to proceed with the election by a signed ballot.

The Town Clerk said nominations for the position of Chairman/Town Mayor for the 2018/2019 year had been received. Three nominations were received in the names of:

Councillors G Blake-Coggins, N. S. Coltman and Councillor P. S. Holbrook.

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

Councillor N. S. Coltman – 10 votes

Councillor P. S. Holbrook – 6 votes

Councillor G Blake-Coggins – 3 votes

103.3 **RESOLVED** that Councillor N. S. Coltman be duly elected as Chairman/Town Mayor for 2018/19.

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 **Councillor Mrs C Collinson O'Toole**

Councillor Mrs Collinson-O'Toole entered the meeting at 7.50pm.

106 **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.

107 **Apologies for Absence:**

Apologies were received and accepted from Councillors N Collinson, Glenn Moore and J Puttick.

108 **Declarations of Interest**

None presented.

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

109.1 **RESOLVED** to proceed with the election by a signed ballot.

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 G De Jongh and C Tasane.

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

Councillor G De Jongh – 14 votes

Councillor C Tasane – 6 votes

109.2 **RESOLVED** that Councillor G De Jongh be duly elected as Vice Chairman/Deputy Town Mayor for 2018/19.

Councillor De Jongh addressed the meeting and thank councillors for electing him as Deputy Mayor. He thanked his predecessor, Councillor Ms A O’Rawe for all her work.

**Appointment of Standing Committee**

110 **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
- (f) Strategy Committee

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

**RESOLVED** that the following Sub-Committees or Working Groups be appointed:

- (a) Welbury Farm Sub-Committee
- (b) Community Land Trust Working Group

**Councillor G Blake-Coggins**

Councillor Blake-Coggins left the meeting at 8.52pm.

111 **Motion 163**

Members were asked to consider the following motion as submitted to the Town Clerk in accordance with Standing Order No. 2 by Councillor Glenn Moore who proposed:

*'That due to the likely adoption of our Neighbour Plan I wish the terms of reference for the committee be amended to include*

- I. After adoption, the Committee be responsible for ensuring implementation of the policies of the Neighbourhood Plan and liaising with external bodies as required.*
- II. The committee to vet all CIL expenditure proposals to ensure compliance with Wealden's Article 123 list and make recommendations to full council*
- III. The committee elect two representatives to represent Town Council on Wealden's future proposal deliberations for Vicarage Field.*
- IV. The committee provide design advice (if required) as contained in the NP to the Planning Committee for major development proposals.' (Connectivity between developments, recreation facilities, housing types and design [especially with emphasis on the needs of the younger and retired*

populations] etc.)

V. *I suggest the committee be rebranded as 'The Neighbourhood Plan Implementation Committee'*

This motion was seconded by Cllr Amanda O'Rawe.

The Chairman said that the proposer, Councillor Glenn Moore was not present, but the motion could still be debated.

The Motion was defeated by 10 votes to 7.

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

**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.

113 **Membership of Committees**

**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 Mrs. Beckett, De Jongh, P Holbrook, Glenn Moore, Graham Moore, O'Rawe, Pinkney, Puttick and Tasane.

Substitutes: Councillors Berry, Blake-Coggins, Collinson, Coltman, Mrs. B. Holbrook, Mrs Laxton, and Willis.

(b) Finance, Budget, Resources and Staffing Committee

Councillors De Jongh, P Holbrook, Triandafyllou, Grocock, Pinkney, Coltman, Berry, Mrs. Laxton and Potts.

Substitutes: Mrs Beckett, Collinson, Mrs B Holbrook, Ms O'Rawe, Tasane and Mrs Van Der Geyten,

(c) Strategic Projects Committee

Councillors Mrs. Cottingham, Berry, Mrs. Beckett, P. Holbrook, Grocock, Coltman,

Potts, Tasane and Mrs. Van Der Geyten.

Substitutes: Councillors Blake-Coggins, Collinson, Mrs B Holbrook, Graham Moore, Ms O'Rawe, Pinkney and Triandafyllou.

(d) Communities Committee

Councillors Mrs. Clarke, Blake-Coggins, Ms O'Rawe, Triandafyllou, Coltman, Grocock, Burns, Mrs. Cottingham and Willis.

Substitutes: Councillors Mrs Beckett, Mrs Collinson-O'Toole, Mrs Holbrook and Tasane

(e) Neighbourhood Plan Committee

Councillors Glenn Moore, Berry, Mrs. Laxton, Mrs. B. Holbrook, P. Holbrook, Puttick, Coltman, N. Collinson and Mrs. Collinson-O'Toole. The Town Clerk reported that Mr Kelvin Hinton has indicated that he wished to continue as a non-councillor member of the Neighbourhood Planning Committee and was appointed.

Substitutes: Councillors Blake-Coggins, Mrs Clarke, De Jongh, Grocock, Graham Moore and Willis.

f) Welbury Farm Sub-Committee

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

114 **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, except for the Neighbourhood Planning Committee, where Councillors Glenn Moore and Mrs M Laxton were elected as Chairman and Vice-Chairman respectively.

115 **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 Active – The Chairman or Vice-Chairman of the Communities Committee.

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 Berry.

Environment Hailsham Board: Councillor J Puttick.

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

Allotments – Councillors Berry and P Holbrook.

Union Corner Hall – Councillor Mrs B Holbrook

116 **Meeting Dates 2017/2018**

**RESOLVED** to approve the schedule of meeting dates as circulated with the agenda and as Appendix HTC/AM/18/116A to these minutes.

117 **Confirmation of Minutes**

**RESOLVED** that the Minutes and Reports of the meeting of the Hailsham Town Council held on 28<sup>th</sup> March 2018, and the extraordinary meeting held on 12<sup>th</sup> April 2018, as printed and circulated and amended, be taken as read, confirmed as a correct record and signed by the Chairman.

118 **Committee and Panel Reports**

**RESOLVED**, to note the following reports of Committees, to approve and adopt the recommendations.

A. Communities Committee Meetings (9<sup>th</sup> April and 10<sup>th</sup> May 2018)

B. Planning & Development Committee Meetings (3<sup>rd</sup> April, 24<sup>th</sup> April and 15<sup>th</sup> May 2018).

C. Strategic Projects Committee Meetings (18<sup>th</sup> April 2018)

D. Finance, Budget, Resources and Staffing Committee Meeting (9<sup>th</sup> May 2018)

**Strategic Projects Committee 19/04/18 – South Road Play Area**

119.1 The Chairman referred members to minute reference SPC/17/8/89. The resolution was as follows:

Resolved to recommend to Council:

- i) To allow up to £22,500 to replace the swings at the South Road Play Area. £5,000 to be taken from Ripley's Play park budget, £5,900 to be taken from the play equipment budget and £11,600 from the Ripley's capital budget.
- ii) To review the purchase of a wheelchair swing after investigations have taken place on the location, costings and requirement for such a swing.

119.2 **RESOLVED** accept the recommendation.

119.3 Carried by 13 votes to 4. Councillors Ms O'Rawe and Tasane requested that their abstentions from voting be recorded.

**Communities Committee 14/05/18 – Hailsham Festival**

120.1 The Chairman referred members to minute reference CC/17/9/136. The resolution was as follows:

Resolved to recommend to Council to allocate £500 from the Communities Committee budget to the Hailsham Food Festival.

- 120.2 **RESOLVED** to accept the recommendation.
- 120.3 Carried by 18 votes to 1. Councillor Berry asked that his opposition be recorded.

### **Planning & Development Committee 15/05/18 – Community Land Trust**

- 121.1 The Chairman referred members to minute reference PLAN/17/9/260. The resolution was as follows:

Resolved to recommend to Council to allocate up to £1,000 from the underspend of the Neighbourhood Plan to the Community Land Trust Sub-Committee to cover the costs of setting up and promoting the initial stages of the Community Land Trust.

- 121.2 **RESOLVED** to accept the recommendation.

### **Neighbourhood Planning Committee**

- 122 **RESOLVED** to

note the minutes from the Neighbourhood Planning Committee Meeting on 3<sup>rd</sup> May 2018

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

### **Annual Governance Statement**

- 123 **RESOLVED** to note, approve and adopt section 1 of the un-audited Annual Return for 2018/19 and approve they be signed off by the Clerk/RFO and Chairman of the Council

- 124 **End of Year Accounts and Audit 2018 – 2019**

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

a) The report in respect of the Fixed Asset Summary as at 31.03.18 as required by the External Auditor as circulated with the agenda, and as Appendix HTC AM/18/124A to these minutes.

b) Statement of Accounts for year ending 31.03.18 as circulated with the agenda, and as Appendix HTC AM/18/124B to these minutes.

c) 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/18/124C and D to these minutes.

d) 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, as circulated with the agenda, and as Appendix HTC AM/18/124D 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/18/124E to these minutes.

125 **General Power of Competence**

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

126 **Standing Orders**

**RESOLVED** to note the deferment of the review of Council's Standing Orders until advice is received from NALC on GDPR.

127 **Welbury farm Community Centre**

The Town Clerk reported that the opening date of the James West Community Hall would be the 25<sup>th</sup> June 2018.

The Deputy Town Clerk was currently investigating the provision of a PA system and hearing loop.

There was a problem with the electrical wiring and the cooker could not be used until this was resolved.

The main hall was being marked out for badminton and netball courts.

Mr Robert Boxer had been hired as the hall manager,

There being no further business, the Chairman closed the meeting at 9.55pm.

CHAIRMAN