



HAILSHAM TOWN COUNCIL

MINUTES of the Annual Meeting of Hailsham Town Council, held in the Fleur de Lys meeting Room, Hailsham on Wednesday 15th May 2018 at 7.30pm.

HTC/AM 19/100 **Present:** Councillors: C. Bryant, G. Blake-Coggins, A. Clarke, N. S. Coltman, D. Cottingham, B. Granville, R. T. Grocock, K. Hinton, B. Holbrook, P.S. Holbrook, M. Laxton, K. Nicholls, T. Powis, J. Puttick, A. O'Rawe, A M Ricketts and C. A. Tasane

101 **Officers in Attendance**

Mr. J. Harrison (Town Clerk), Mr. M. Caira (Deputy 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 four years. He thanked the Town Clerk and the Council staff.

He thanked all councillors for their contributions during his time in office. In particular, he thanked Stella Van Der Geyten who had moved away from Hailsham and the late Glenn Moore who had sadly passed away recently. The production of the Neighbourhood Plan would serve as a lasting testament to him.

Councillor Coltman congratulated those returning members and those had been newly elected.

He spoke about several things that the Council had been involved in during the past Council year.

The Neighbourhood Plan had now been completed and sent to Wealden District Council. He thanked members of the Committee for all their work, particularly Councillor Laxton and the late Glenn Moore.

The Council had formally been accepted as the franchise holder for the Post Office which would be located at 10 High Street. It was hoped that it would be open with a matter of weeks.

He was aware that the installation of bollards in the High Street had been contentious, but they had been effective in stopping parking on the pavement.

103.1 **Nominations for Office**

The Town Clerk said that one nomination for the position of Chairman/Town Mayor for the 2019/2020 year had been received in the name of Councillor P. S. Holbrook.

103.2 **RESOLVED** that Councillor P. S. Holbrook be duly elected as Chairman/Town Mayor for 2019/20.

Councillor Holbrook signed the Declaration of Acceptance of Office and took the

chair.

Councillor Holbrook said that he was very pleased to be elected Mayor of Hailsham and he would serve to the best of his ability.

As no party had a majority on the Council it was incumbent on all councillors to work together in the interests of the community.

He thanked the late Glenn Moore who, as a councillor, had worked hard on the Neighbourhood Plan and on planning generally as the vice-chairman of the Planning and Development Committee. His knowledge was invaluable, and a plaque would be placed in a suitable location in his memory.

104 **Public Question Time**

Before the beginning of the formal business of the meeting a period of not more than 15 minutes had been assigned to permit 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.

A member of the public thanked councillors for their appreciative words about Glenn Moore.

105 **Apologies for Absence:**

Apologies were received from Councillor Balsdon.

RESOLVED to accept Councillor Balsdon's apologies

106 **Declarations of Interest**

None presented.

Election of Vice Chairman/Deputy Town Mayor

107.1 The Town Clerk said that one nomination had been received for Vice-chairman of the Town Council in the ensuing year in the name of:

Councillor O'Rawe.

107.2 **RESOLVED** that Councillor O'Rawe be duly elected as Vice Chairman/Deputy Town Mayor for 2019/20.

Councillor O'Rawe thanked councillors for electing her as Deputy Mayor.

Appointment of Standing Committee

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

- (a) Planning and Development Committee
- (b) Finance, Budget, Resources and Staffing Committee
- (c) Assets Management Committee
- (d) Communities Committee
- (e) Neighbourhood Plan Committee
- (f) Strategy Committee

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

108.3 **RESOLVED** that the following Working Group be appointed:

Post Office Working Group

109 **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.

With the following amendments:

Assets Management Committee

Paragraph 9.

The Committee has authority to spend up to £10,000 per item (up to a maximum of four items per year) from capital reserves on any remedial repair or maintenance required to the council's assets. This expenditure is subject to the council's financial regulations regarding the awarding of contracts etc. Excluded from this are any improvements or enhancements to the council's assets portfolio.

Communities Committee

The Revitalisation Fund is set aside for items identified in the 'Hailsham – The Way Forward' business plan.

110 **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 – Seven Members

Finance, Budget, Resources and Staffing Committee – Seven Members

Assets Management Committee – Eight Members

Communities Committee – Seven Members

Neighbourhood Plan Committee – Nine Members

(b) the allocation on each of the following:

(a) Planning and Development Committee

Councillors Ricketts, Balsdon, Tasane Puttick, O'Rawe, B Holbrook and P Holbrook.

Substitutes: Councillors Powis, O'Rawe, Laxton, Blake-Coggins, Granville, Clarke and Coltman

(b) Finance, Budget, Resources and Staffing Committee

Councillors Granville, Powis, Hinton, Blake-Coggins, P Holbrook, Grocock and Coltman.

Substitutes: Councillors Laxton, Cottingham, O’Rawe, and Bryant.

(c) Assets Management Committee

Councillors Hinton, Tasane, Laxton, P Holbrook, Grocock, Granville, Powis and Bryant.

Substitutes: Councillors Coltman, Cottingham, B Holbrook, O’Rawe and Puttick.

(d) Communities Committee

Councillors Ricketts, Bryant, Nicholls, Clarke Blake-Coggins, O’Rawe, and Coltman.

Substitutes: Councillors Balsdon, Granville, B Holbrook, Powis and Tasane.

(e) Neighbourhood Plan Committee

Councillors Balsdon, Nicholls, Cottingham, Hinton, Laxton, Puttick, P Holbrook and Coltman. The Town Clerk reported that Mr Frank Berry had indicated that he wished to continue to serve as a non-councillor member of the Neighbourhood Planning Committee and was appointed.

Substitutes: Councillors Clarke and B Holbrook.

f) Post Office Working Group

Councillors Ricketts, Cottingham, Laxton, O’Rawe, P. Holbrook and Coltman.

Substitutes: Councillors Clarke and Blake-Coggins.

111

Appointment of Chairmen of Standing Committees

RESOLVED to appoint the following Chairmen and Vice Chairmen of the committees:

Planning and Development Committee

Chairman - Councillor Puttick. Vice Chairman - Councillor Tasane.

Finance, Budget, Resources and Staffing Committee

Chairman – Councillor Blake-Coggins, Vice Chairman – Councillor Grocock

Assets Management Committee

Chairman – Councillor Grocock. Vice Chairman – Councillor Hinton

Communities Committee

Chairman – Councillor Clarke. Vice Chairman – Councillor Coltman.

Neighbourhood Planning Committee

Chairman – Councillor Laxton. Vice Chairman – Councillor Puttick

Representation to External Bodies

112.1 **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/or 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 Coltman.

Hailsham Forward Executive: Councillors Coltman and Blake-Coggins.

Cuckmere Community Bus Stakeholder’s Group: Councillor Powis.

Environment Hailsham Board: Councillor J Puttick.

Wealden & District Citizens Advice Bureau – Councillor Nicholls

112.2 **RESOLVED** that a report on the progress of the MASHH Committee be made to full council twice a year under confidential business.

113 **Meeting Dates 2019/2020**

RESOLVED to approve the schedule of meeting dates as circulated with the agenda.

114 **Confirmation of Minutes**

RESOLVED that the Minutes and Reports of the meeting of the Hailsham Town Council held on 27th March 2019, be taken as read, confirmed as a correct record and signed by the Chairman.

115 **Committee Reports**

RESOLVED to note the following reports of Committees.

A. Communities Committee Meetings (1st April 2019)

B. Planning & Development Committee Meetings (2nd and 23rd April 2019).

C. Strategic Projects Committee Meetings (17th April 2019)

D. Finance, Budget, Resources and Staffing Committee Meeting (24th April 2019)

E. Strategy Committee Meeting (8th April 2019)

Neighbourhood Planning Committee

116 **RESOLVED** to

 note the minutes from the Neighbourhood Planning Committee Meeting on 21st
 March 2019

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

117 **Councillor A Clarke**

Councillor Clarke left the meeting at 8.51pm.

Annual Governance Statement

118 **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.

End of Year Accounts and Audit 2018 – 2019

119 **RESOLVED** to note, approve and adopt the Annual Internal Audit report for 2018-19
for submission to the external auditors.

120 **RESOLVED** to note, approve and adopt the Statement of Accounts for year ending
31.03.19.

121 **RESOLVED** to approve they be signed off by the Responsible Finance Officer and
the Chairman of the Council.

122 **RESOLVED** to note, approve and adopt Section 2 of the un-audited Annual Return
for 2016/17 and approve they be signed off by the Town Clerk and the Chairman of
the Council.

123 **RESOLVED** to note, approve and adopt the explanation of variances report for
submission to the external auditors.

124 **RESOLVED** to note, approve the report in respect of the Fixed Asset Summary as
at 31.03.19 as required by the external auditor.

125 **General Power of Competence**

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

126 **Confidential Business**

RESOLVED that the press and public are temporarily excluded during the
discussion on the item (9) of the agenda as it concerns: The terms of tenders and
proposals and counter proposals in negotiation for contracts;

(In accordance with the Council's Standing Orders No. 1E).

Recommendation from the Strategy Committee – 8th April 2019

Members were asked to consider a recommendation from the Strategy Committee meeting held on 8th April 2019 to enhance the paths around the Country Park, improving them and making them more accessible.

The Works Supervisor had obtained an indicative quote of £26,041.20 + VAT for the work.

RESOLVED to undertake the work necessary to improve the paths around the Country Park to make them more accessible at a maximum cost of £26,000; funding for the project to come from CIL money.

There being no further business, the Chairman closed the meeting at 9.49pm.

CHAIRMAN