



# HAILSHAM TOWN COUNCIL

**MINUTES** of the meeting of Hailsham Town Council, held at the Fleur de Lys Meeting Room, Hailsham, on Wednesday 27<sup>th</sup> March 2019 at 7.30 p.m.

## **Public Question Time**

Before the beginning of the formal business of the meeting, fifteen minutes had been set aside to allow members of the public to address the Council or ask questions (on matters relevant to the Town Council), at the invitation and discretion of the Chairman.

None presented.

HTC/4/18 /211 **Present:** Councillors: Mrs. B. Beckett, F Berry, G. Blake-Coggins, T. Burns, Mrs. A. Clarke, N. S. Coltman (Chairman), Mrs. S.P.M. Cottingham, G. De Jongh, R. T. Grocock, Mrs, B. Holbrook, P. Holbrook, Mrs. M. Laxton, M. Pinkney, S. Potts, J Puttick, C. Tasane and C. Triandafyllou.

## 212 **Officers in Attendance**

Mr. J. Harrison (Town Clerk), Ms M. Foster, Mrs. K. Giddings, Mr. D. Saxby and Mr. T. Hall.

## 213 **Apologies for Absence:**

Apologies were received and accepted from Councillors Graham Moore and Ms A. O'Rawe.

## 214 **Declarations of Interest**

Councillors Mrs Cottingham, Mrs Holbrook, P Holbrook and J Puttick declared an interest in agenda item 9 – Twinning as they are members of the Hailsham and District Twinning Association.

Councillor Berry declared an interest in agenda item 10 – Remembrance Day Service and Parade as he is a member of the Royal British Legion.

## 215 **Chairman's Update**

The Chairman thanked all councillors for their contribution over the past four years. He was particularly pleased at the amount of teamwork there had been. He mentioned Councillor Glenn Moore, who had sadly passed away recently, Councillor Mrs Van Der Geyten, who had moved away from the area and Councillor Ms O'Rawe who had been Deputy Mayor for six years.

He also thanked the staff.

The Chairman said that there would be a lot of work to undertake in the coming year; the Neighbourhood Plan would continue to be a major area of work and the acquisition and running of the post office would be a massive new undertaking.

As Mayor, he had seen at first hand the many volunteers who worked tirelessly for the town. He thanked them.

He wished all councillors well who were standing for re-election.

216 **Confirmation of Minutes**

**RESOLVED** that the minutes and reports of the meeting of Hailsham Town Council held on 21<sup>st</sup> November 2018 (Ref HTC/18/4/190-210) as printed and circulated may be taken as read, confirmed as a correct record, and signed by the Chairman.

217 **Neighbourhood Plan Committee**

The Vice-Chairman of the Neighbourhood Planning Committee updated the meeting on the latest position on the Plan. She said there would be a need for one more meeting, possibly two, to discuss a few outstanding issues in respect of the referendum and the related publicity for it.

**RESOLVED** to:

- a) approve the Neighbourhood Plan Committee's delegated authority up to the next Town Council meeting and
- b) submit the final draft of the Hailsham Neighbourhood and supporting documents to Wealden District Council.

218 **Casual Vacancies**

Members were asked to consider whether to co-opt to fill the two casual vacancies on Hailsham Town Council, in the Central and North Ward and the Upper Horsebridge Ward.

**RESOLVED** not co-opt to fill the two casual vacancies on Hailsham Town Council, in the Central and North Ward and the Upper Horsebridge Ward.

**Motion 166**

219.1 The following motion had been submitted to the Town Clerk in accordance with Standing Order No.2 by Councillor Mrs Cottingham:

*I would like to propose for signs to be placed around the town with the following wording: Please Respect Your Town and Not Drop Litter.*

The motion was seconded by Councillor Blake-Coggins.

Members who spoke were of the opinion that the problem of litter dropping was a problem that would not be solved by signage alone. It was suggested schools should be involved as part of a wider programme of education.

219.2 It was proposed that this matter should be deferred to the next Council. The Town Clerk informed members that any amendment could not negate a motion. Therefore, the original motion would have to be defeated before moving to a motion to defer.

On being put to the vote, Councillor Mrs Cottingham's motion was defeated.

219.3 **RESOLVED** defer the motion until the next Council meeting.

### **Twinning**

220.1 Members were asked to further consider a request from the Hailsham and District Twinning Association to officially twin with Remshalden in Germany.

The Town Clerk and Councillor De Jongh had met with representatives of the Twinning Association on 14<sup>th</sup> February. The Twinning Association would undertake most of the work, Hailsham Town Council would need to arrange the necessary changes to the road signs and organise and the formal signing ceremony.

220.2 **RESOLVED** agree to the request from the Hailsham and District Twinning Association to formally twin with Remshalden.

### **Remembrance Day Service and Parade**

221.1 Members were asked to consider a request from the Royal British Legion for the Town Council to contribute financially to the Remembrance Day service and parade.

221.2 **RESOLVED** to contribute £510 from the Annual Grants Budget to the Remembrance Day service and parade for this year only

### **Additional Bus Shelter**

222.1 A request had been received from a member of the public for the Town Council to provide an additional bus shelter at South Road.

The Town Clerk said he had been hoping that East Sussex County Council engineers would be able to provide a report on practicality of placing a shelter on this footpath, but it had not arrived.

222.2 **RESOLVED** to defer this item to the next Council meeting to allow time for an engineer's report on the viability of placing a bus shelter on the proposed site.

### 223 **Confidential Business**

**RESOLVED** that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the public and press, in accordance with the Council's Standing Orders No. 1E:

13 Judicial Review

14 Hailsham Post Office

15 GDPR

16 Receptionist and Business Enterprise Assistant and Administrative and Finance Assistant Review

The reason for exclusion is:

(b) terms of tenders, and proposals, and counter-proposals in negotiations for contracts and engagement, terms of service, conduct and dismissal of

employees.

### **Judicial Review**

224.1 Members were asked to consider the legal advice received with respect to a possible judicial review against Wealden District Council for their approval of the major planning application on land at Old Marshfoot Farm, Marshfoot Lane, for up to 300 dwellings on the edge of the Pevensey Levels.

The contracted barrister concluded that there were no viable grounds for an application for a judicial review. There had been no clear error of law and Wealden District Council had also considered the relevant policies, assessments and European legislation.

224.2 **RESOLVED** that in light of barrister's advice, not to proceed with the application for a judicial review; and for the Planning and Development Committee to actively look for future Section 106 developments.

### **Post Office**

225.1 The Town Clerk updated the meeting about the latest position with the Town Council and the contract for the Post Office.

The franchise contract had been signed and returned to the Post Office.

Work on the lease of the building was still ongoing. The Council had commissioned a full survey of the premises, including an asbestos survey.

Two quotes had been received from shop-fitting companies; the final decision on which one to use would be taken in the first week of April.

A local company had offered their services free of charge to explain what information would need to be included in the fire assessment survey. This survey would be undertaken at the end of the process.

The Post Office had acknowledged that the six week consultation period would not need to take place, as this had been carried out last year and this was the same location. There will instead be an engagement consultation which would start on 2<sup>nd</sup> April until the end of April.

The Town Clerk said he was now in a position to sign the lease on 10 High Street.

225.2 **RESOLVED** to note the Town Clerk's report on the Post Office.

### **GDPR**

226.1 The Town Clerk declared an interest as he knows one of the potential appointees, Roger Simmons.

Councillor De Jongh declared an interest one of the potential appointees, Satswana carries out work for a company that he is Chief Executive of.

The Council had previously agreed to appoint a data Protection Officer via its Strategic Plan. Although NALC had advised that local councils were not obliged to appoint a DPO, officer advice was that it would be prudent to do so.

226.2 **RESOLVED** to agree the appointment of a DPO for two years in the first instance and that Roger Simmons Ltd be offered the contract for approximately £600 per annum.

**Receptionist and Business Enterprise Assistant and Administrative and Finance Assistant Review**

The Chairman referred members to the officer's report circulated with the agenda.

227.1 **Receptionist & Business Enterprise Assistant**

The current postholder started as a part-time receptionist in March 2015 via an apprenticeship scheme, working 25 hours per week. Following a successful probationary period, the postholder was engaged on a permanent basis working 25 hours per week on reception. In January 2017, the postholder took on the part-time role of Business Enterprise Assistant, supporting the work of the Business Enterprise Manager. The 12 hours per week for this role was added to the 25 hours as receptionist. As the two different roles are graded individually, the postholder is paid for two part-time roles.

The current postholder is moving to a new position from 1<sup>st</sup> April 2019 and, in order to recruit a replacement, two separate jobs would need to be advertised and recruited to under the current structure. It would be more effective and efficient to formally combine the two roles into a new full-time role covering both job descriptions. In undertaking this exercise, the two different pay scales have been combined to produce a new grading that pays an equivalent salary to the two part-time roles. The job descriptions are attached to the report for information. The changes to the pay scales are detailed below in the Financial Considerations section.

227.2 **Administration & Finance Assistant**

The current postholder, has been employed since May 2007. Starting as a part-time receptionist working 12 hours per week, she is now employed for 30 hours per week, undertaking finance and administration duties including the maintenance of the Council's extensive burial record system. In January 2017, she took on the part-time Finance Assistant role, supporting the full-time Finance Officer, with no change to her salary grade.

In June 2018, the Council took over the responsibility of the James West Community Centre and the postholder has carried out the administration of the bookings, as well as invoicing and other responsibilities. In the coming months, the Council, as trustee of the Trust that is responsible for the Southview building, will need to provide administrative support to manage the building. This is as a result of the retirement of the current building manager. The current manager undertakes this role as a volunteer with no payment for his work. The Council would need to provide some officer support in order to support the management of this community building. It is envisaged that this will be undertaken by this postholder. It would be appropriate at this time to consider reviewing the grading for this post to reflect the cumulative changes to the job description over the past two years.

227.3 **RESOLVED** to agree the job descriptions, pay and grades for these posts as follows:

There being no further business, the Chairman closed the meeting at 8.45pm.

**CHAIRMAN**

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