



HAILSHAM TOWN COUNCIL

MINUTES of the Meeting of Hailsham Town Council held remotely via the internet on Wednesday 23rd September at 7.00pm.

HTC/20/
03/131 **Present:** Councillors: K. Balsdon, C. Bryant, N.S. Coltman, R. T. Grocock, K. Hinton, B. Holbrook, P.S. Holbrook, K. Nicholls, T. Powis, A. O'Rawe, A-M Ricketts and C. Tasane.

Cllr Gerard Fox (East Sussex County Council) was also in attendance.

132 **Officers in Attendance**

Mr J Harrison (Town Clerk), Mr M Cairn (Deputy Town Clerk and Business Enterprise Manager) Ms M Foster (Finance Officer), Mrs K Giddings (Planning and Development Officer) and Mr. T. Hall Communications Officer).

133 **Apologies for Absence**

Apologies for absence were received and accepted from Councillors G. Blake-Coggins, A. Clarke, D. Cottingham, B. Granville, M. Laxton and T Powis.

134 **Public Question Time**

The Chairman said he was sad to report that former councillor and mayor, Mr N Ellwood had recently passed away.

135 **Declarations of Interest**

None presented.

136 **Chairman's Update**

The Chairman reported the number of official visits he had undertaken.

137 **Confirmation of Minutes**

RESOLVED that the Minutes and Reports of the meeting of the Hailsham Town Council held on 29th January 2020 17th June 2020, 11th August 2020 and 20th August 2020 be confirmed as a correct record and signed by the Chairman.

138 **Committee Recommendations to Council**

To consider the following recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council:

139.1 **Neighbourhood Plan Committee – 5th March 2020 – Financial Statement**

The Town Clerk stated that there was £9,777 remaining in the Neighbourhood Plan budget but there was some residual work to be done and the Committee had

recommended to ask Council for an additional £5,000 for it to be done.

139.2 **RESOLVED** that additional funds of £5,000 from the Contingency Fund for additional work from Troy Planning to complete the Neighbourhood Plan process be made available.

140.1 Assets Management Committee – 18th March 2020 – Union Corner Hall

The Assets Management Committee had resolved that up to £10,000 be made available from capital receipts to provide wheelchair accessible toilet facilities in the Union Corner Hall.

141.2 **RESOLVED** to fund the provision of disabled accessible toilet facilities for up to £10,000 from capital receipts. This is on the understanding that Union Corner Hall will part-fund the project and that they will explore options for and the feasibility of providing a fully accessible 'Changing Spaces' facility.

The Town Council will work with the committee of Union Corner Hall to explore the best ways of part-funding this scheme while working inside the Town Council's financial regulations.

142.1 Assets Management Committee – 18th March 2020 – Maurice Thornton Pavilion

The Town Clerk said that a replacement for the roof of the Maurice Thornton Pavilion was needed. A survey commissioned had indicated that the cost of this would be up to £23,000 using guaranteed rubber/UPVC materials.

Since that quote had been sent a letter had been received from Hailsham Active suggesting that this work could be carried out by one of their sponsors at a potentially cheaper rate.

142.2 **RESOLVED** to fund the repair of the Maurice Thornton Pavilion roof using guaranteed 'rubber'/UPVC roofing materials, for up to £23,000 from Community Infrastructure Levy Funding, ensuring that the work is procured in line with the Town Council's financial regulations.

143.1 Assets Management Committee – 16th September 2020

The Town Clerk reported that on the provision of the track around the perimeter of the Western Road Recreation Ground was nearly complete.

The Assets Management Committee had discussed a proposal to install lighting around the all-weather track and to match fund the cost of this provision.

143.2 **RESOLVED** that:

£20,400.00 of match funding is allocated from existing CIL receipts for the project to install lighting around the all-weather track at the Western Road Recreation ground.

To agree to be the lead body on the grant application for funding for the project.

Officer time resource is used to make the planning application for the installation of the lighting project, including the seeing of pre-planning advice.

Fund pre-planning surveys (if required, subject to pre-planning advice) and the planning fee once known (therefore approx. £3450.00) from existing CIL Receipts.

This resolution was carried by 10 votes to 1 with 1 abstention.

Neighbourhood Plan Committee

144.1 Update on the Hailsham Neighbourhood Plan

The Town Clerk stated that the Neighbourhood Plan was ready to go to public referendum, but all referenda are postponed until May 2021.

144.2 **RESOLVED** to:

a) note the update on the Hailsham Neighbourhood Plan, and

b) approve the Neighbourhood Plan Committee's delegated authority up to the next Town Council meeting after a Neighbourhood Plan Committee meeting has been held

Standing Orders

145.1 The Town Clerk referred members to the report circulated with the agenda. The Council had to review its Standing Orders on an annual basis.

The report included the existing Hailsham Town Council with suggested amendments and the NALC model.

Members were asked to agree the proposed amendments, as follows:

145.2 Meetings

Remove the start time for Hailsham Town Council meetings of 19.30 and replace it with 17.00.

145.3 Paragraph 17 b (i) Proper Officer

Ensure that at least three clear days before a meeting of the council, a committee and a sub-committee a summons is served on councillors, by email, or is posted to them, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer]. [AMENDMENT – THIS SECTION NOT PREVIOUSLY IN BOLD]

145.4 Paragraph 17 b (v)

facilitate inspection of the minute book by local government electors; [AMENDMENT THIS SECTION NOT PREVIOUSLY IN BOLD]

145.5 Paragraph 20 d Financial Controls and Procurement

Where the estimated value of a public contract exceeds £25,000 (net of VAT) the council must comply with Articles 109 to 114 of the 2015 regulations Regulation 110 which provides that the council must

advertise a contract opportunity, is summarized below as follows:

- a) It must advertise the contract opportunity on the "Contract Finder" website – Whether or not it advertises the opportunity elsewhere.
- b) It must advertise the contract opportunity on Contract Finder within 24 hours of advertising elsewhere.

AMENDMENT – REMOVE POINT D AS ABOVE AND REPLACE WITH:
A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

145.6 Paragraph 22 b Responsibilities under the Data Protection Act

The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

- c The Council shall have a written policy in place for responding to and managing a personal data breach.
 - d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
 - e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
 - f The council shall maintain a written record of its processing activities.
- [AMENDMENT – NOT PREVIOUSLY IN BOLD]

ADDITIONS:

The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

145.7 Paragraph 24 b Execution and Sealing of Legal Deeds

[Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

145.8 Paragraph 27 a Standing Orders Generally

Any motion to suspend Standing Order No 11 ('Recission of a previous resolution') will require a special resolution carried by a majority of two-thirds of those present and voting.

145.9 **RESOLVED** to agree the amendments to Standing Orders, as above

St Mary's Church Floodlights

146.1 The Town Clerk spoke about the history of the council-funded lights at Hailsham Parish Church.

The lighting system, for various reasons, had not been working for a number of years, despite many attempts to rectify the problems. It was now proposed that the lights should now be removed by a specialist company. The Church supported this approach.

146.2 **RESOLVED** that up to £3,000 be used from the Contingency Fund, to remove the lights from Hailsham Parish Church, using a specialist company.

Mayoral Allowance

147.1 The Mayor had requested that this item be placed on the agenda.

The Town Clerk spoke about the background of this item which went back to the report of a sub-group on 25th February 2015, which detailed what the Mayor's Allowance could be used for. The paragraph relating to an underspend of the allowance was as follows:

The Mayor may donate any 'unspent' amount of the Mayor's Allowance to charities or for other causes not related to 'meeting the expenses of their office' by agreement and resolution of council only.

This recommendation was agreed at the council meeting held on 23rd March 2015.

The current Mayor had requested that the unspent amount from his allowance of £778.00 that had previously been allocated to the Covid Grants fund, be re-allocated so that it can be given as grants and for other purposes.

147.2 **RESOLVED** that:

the Mayor's Allowance in 2019-2020 (£778.00) be reallocated from the Covid Grants Fund and is reallocated/awarded as follows:

Grant to Hailsham Foodbank - £200
Transfer to Hailsham Youth Services - £200
Grant to St Wilfrid's Hospice - £200
Miscellaneous uses, including a memorial plaque -£178

This motion was carried unanimously.

This was a rescinding of a previous resolution and therefore required a two-thirds majority of those present and voting as set out in the council's Standing Orders.

Remembrance Sunday

148.1 The Town Clerk advised the council that:

Remembrance Sunday for 2020 would be very pared back and there would be wreath laying only due to covid restrictions.

A meeting was being held with Hailsham parish Church to discuss the possibility of a service immediately after the wreath laying.

From now on it would be for the town council to take on the organisation of the Remembrance Sunday parade and service. The Town Clerk suggested that a sub-committee of the Communities Committee undertake the work.

148.2 **RESOLVED** that future Remembrance Sunday organisation be delegated to and added to the terms of reference of the Communities Committee. The Communities Committee to appoint a sub-committee specifically to address this, including if possible, external stakeholders and members of the Royal British legion plus other councillors who wish to participate.

Twinning

149.1 The Town Clerk reported that an email had been received from the Chairperson of a local council in the Kamuli District in Uganda and requesting a twinning arrangement with Hailsham.

The Town Clerk noted that the town council had previously agreed to enter into a twinning relationship with Remshalden in Germany, on the condition that the majority of co-ordination for this would be undertaken by the Hailsham and District Twinning Association and that the town council was reliant on the capacity of the Twinning Association to be able to enact this.

149.2 **RESOLVED** to reply to the email asking them for a more detailed explanation for what they want in terms of a twinning relationship.

150 Cllr A. O'Rawe left the meeting at 8.30pm

Reopening High Streets Safely Funding

151.1 The Town Clerk said that this was a Wealden District Council initiative to attract people back into the High Street.

A company of consultants had been employed and a Zoom meeting had been arranged for either the 29th or 30th March. Hailsham Town Council had been invited,

151.2 **RESOLVED** to take part in the Zoom meeting and that Councillors P Holbrook and Ricketts represent Hailsham Town Council

Western Road Recreation Ground

152.1 The Deputy Town Clerk updated the meeting on the work to provide an all-weather track around the perimeter of the Western Road Recreation Ground

The contactors were about two and a half weeks away from completing the project. They were currently working on an exercise area that is part of the contract.

152.2 **RESOLVED** to note the report of the Deputy Town Clerk.

153 Cllr K. Balsdon left the meeting at 8.44pm

154 **Confidential Business**

RESOLVED that the press and public are temporarily excluded during the discussion on the items (16,17 and 18) 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).

Hellingly Parish Council

155.1 The Town Clerk reported that a meeting had been held with representatives of Hellingly Parish Council earlier in the year to discuss closer working procedures on common issues with a long-term view of bonding the two parishes.

155.2 **RESOLVED** that the Town Clerk and Councillors Blake-Coggins, Coltman and P Holbrook continue to represent Hailsham Town Council; it was agreed that Councillor Bryant could also attend.

156 **Hailsham Aspires**

Mrs G Cameron-Waller of Wealden District Council joined the meeting and updated the council on the Hailsham Spires Project.

WDC has appointed a new Service Head in July, Ms C Holman, in a new service area to deal with WDC's commercial projects and assets. Mrs Cameron Waller and Kelvin Williams were now working on the project under her direction.

Councillor Hinton declared an interest in this agenda item, as he had previously worked with Ms C Holman.

Mrs Cameron-Waller noted that Ms Holman will be attending the Hailsham Aspires workshop with the Town Council and new dates for that will be forthcoming very soon.

157 **Highways Update**

The Town Clerk advised the council updates on Hailsham road interventions would be provided by ESCC in late September early October.

There being no further business, the Chairman closed the meeting at 8.59pm.

CHAIRMAN