



HAILSHAM TOWN COUNCIL

MINUTES of the Annual Meeting of Hailsham Town Council, held in the Fleur de Lys meeting Room, Hailsham on Wednesday 27th May 2021 at 7.30pm.

HTC/AM 21/100 **Present:** Councillors: C. Bryant, G. Blake-Coggins, A. Clarke, K. Hinton, B. Holbrook, P.S. Holbrook, M. Laxton, R. Newark, K. Nicholls, T. Powis, J. Puttick, A M Ricketts.

101 **Officers in Attendance**

J. Harrison (Town Clerk), K. Giddings, D. Saxby and T. Hall.

Also in attendance were County Councillors G. Fox and S. Murphy.

Election of Chairman/Town Mayor

102 **Retiring Chairman's Address**

The Chairman reported the news that ex-councillors Robin Kempe and Craig Tasane had passed away. He requested that those present stand for a minute's silence.

103.1 **Nominations for Office**

The Town Clerk said that one nomination for the position of Chairman/Town Mayor for the 2021/2022 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. He undertook the work for the town, not for himself.

He had written to Buckingham Palace expressing the town's condolences at the death of Prince Philip, the Duke of Edinburgh.

104 **Public Forum**

Mr. S. Wennington said that 75% funding for the two goalposts at the Country Park at been secured; this left a shortfall of £500.

County Councillor Murphy, who had recently been elected addressed the Council. He said he looked forward to working with the Town Council and that one of his priorities would be the provision of a hospital in Hailsham.

105 **Apologies for Absence:**

Apologies were received and accepted from Councillors Balsdon, Coltman, Granville, Grocock and O’Rawe.

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 J Puttick.

107.2 **RESOLVED** that Councillor Puttick be duly elected as Vice Chairman/Deputy Town Mayor for 2021/22.

Councillor Puttick thanked councillors for electing him as Deputy Mayor.

108 **Council Meetings and Coronavirus Legislation**

The Town Clerk outlined the options for future council and committee meetings. He recommended continuing with the scheme of delegation in the event that all legal restrictions on gatherings were not lifted on 21st June, or if there were future lockdowns.

RESOLVED, that in the event of future lockdowns, the scheme of delegation is reintroduced.

Appointment of Standing Committee and Working Groups

109.1 **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

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

109.3 **RESOLVED** that the following working groups be abolished:

Post Office Working Group and Hailsham Aspires; and that the Town Clerk writes to the Hellingly Parish Clerk asking if there is a need to maintain the Hellingly Liaison Working Group

110 **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.

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Membership of Committees

RESOLVED that the numbers of councillors on each committee be flexible.

Planning and Development Committee
Finance, Budget, Resources and Staffing Committee
Assets Management Committee
Communities Committee
Neighbourhood Plan Committee
Strategy Committee

(b) the allocation on each of the following:

(a) Planning and Development Committee

Councillors Cottingham, Puttick, O’Rawe, B Holbrook and P Holbrook and Ricketts

Substitutes: Councillors Granville, Powis, Laxton, Blake-Coggins, Clarke and Coltman.

(b) Finance, Budget, Resources and Staffing Committee

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

Substitutes: Councillors Cottingham, O’Rawe, and Bryant, B Holbrook and Nicholls

(c) Assets Management Committee

Councillors Hinton, Laxton, P Holbrook, Grocock, Granville, Powis, Newark 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, Puttick and Powis

(e) Neighbourhood Plan Committee

Councillors Balsdon, Nicholls, Cottingham, Hinton, Laxton, Puttick, P Holbrook and Coltman.

Substitutes: Councillors Clarke and B Holbrook.

112 **Appointment of Chairmen of Standing Committees**

RESOLVED that each committee appoint its Chairmen and Vice Chairmen at its first meeting.

Representation to External Bodies

113.1 **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 Aspires – The Chairman and Deputy Town Clerk & Business Enterprise Manager.

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 Newark and Blake-Coggins.

Cuckmere Community Bus Stakeholder’s Group: Councillor Powis.

Environment Hailsham Board: Councillor J Puttick.

Wealden & District Citizens Advice Bureau – Councillor Nicholls

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

114 **Meeting Dates 2021/2022**

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

Confirmation of Minutes

115.1 **RESOLVED** that the Minutes and Reports of the meeting of the Hailsham Town Council held on 7th April 2021, be taken as read, confirmed as a correct record and signed by the Chairman.

115.2 **RESOLVED** that the Minutes and Reports of the meeting of Hailsham Town Council held on 24th March 2021 not be agreed at this stage and that councillors with concerns on the wording of the minutes contact the minute clerk.

116 **Committee Recommendations to Council**

RESOLVED to agree the recommendation from the Assets management Committee to pay £500 towards the cost of purchasing goalposts at the Hailsham Country Park.

Annual Governance Statement

117 **RESOLVED** to note, approve and adopt section 1 of the un-audited Annual Return for 2020/21 and approve they be signed off by the Clerk/RFO and Chairman of the Council.

End of Year Accounts and Audit 2020 – 2021

118 **RESOLVED** to note, approve and adopt the Annual Internal Audit report for 2020-21 for submission to the external auditors.

119 **RESOLVED** to note, approve and adopt the Statement of Accounts for year ending 31.03.21.

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

121 **RESOLVED** to note, approve and adopt Section 2 of the un-audited Annual Return for 2020/21 and approve they be signed off by the Town Clerk and the Chairman of the Council.

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

123 **RESOLVED** to note, approve the report in respect of the Fixed Asset Summary as at 31.03.21 as required by the external auditor.

General Power of Competence

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

Motion 178 – Application for Listing

125.1 The following motion was submitted to the Town Clerk which was proposed by Councillor Laxton and seconded by Councillor Coltman:

That Hailsham Town Council makes an application to English Heritage that the wall that currently encloses the cattle and farmers' market site in Market Street be Listed.

An amendment was proposed and agreed to include the Toll House in the motion.

125.2 **RESOLVED** that Hailsham Town Council makes an application to English Heritage that the wall that currently encloses the cattle and farmers' market site in Market Street as well as the Toll House be Listed.

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).

127 **Hailsham Aspires**

There was nothing to report.

128 **Memorial Benches**

RESOLVED to rescind the following motion that was agreed at the meeting held on 24th March 2021:

RESOLVED to agree the purchase of two memorial benches as detailed in the above motion, to be sited at the Western Road Recreation Ground if it were not possible to place them at the War Memorial, at a cost of £2,500 plus an additional expenditure of approximately £300 to provide a hard stand, with the work to be done in-house.

This resolution was carried by the necessary two thirds majority.

RESOLVED to return the two metal benches and purchase two memorial benches with the following wording:

"For many months, to sit outside was but a wish "

The second inscription is:

"Recognising all those who helped to overcome Covid 19
NHS, Key Workers and all Volunteers".

These benches to be made of an alternative material.

There being no further business, the Chairman closed the meeting at 8.56pm.

CHAIRMAN