

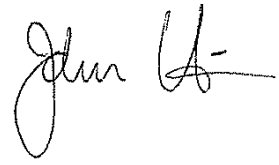
HAILSHAM TOWN COUNCIL

AGENDA

NOTICE IS HEREBY GIVEN OF a Meeting of HAILSHAM TOWN COUNCIL to be held at the James West Community Centre, Brunel Drive, Hailsham, BN27 3FY

Wednesday, 13th July 2022 at 7.00 p.m.

1. **PUBLIC FORUM:** A period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Council or ask questions on matters relevant to responsibilities of the Council, at the discretion of the Chairman.
2. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of council members
3. **DECLARATIONS OF INTEREST:** To receive declarations of disclosable pecuniary interests and any personal and prejudicial interest in respect of items on this agenda.
4. **CONFIRMATION OF MINUTES**
To resolve that the minutes of the Annual Meeting of Hailsham Town Council held on 18th May 2022 may be confirmed as a correct record and signed by the Chairman
5. **CHAIRMAN'S UPDATE**
To receive a verbal update from the Chairman of Hailsham Town Council
6. **EAST SUSSEX COUNTY COUNCIL UPDATE**
To receive an update from East Sussex County Councillors for Hailsham
7. **COMMITTEE RECOMMENDATIONS TO COUNCIL**
To consider recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council
8. **COMMITTEE MEMBERSHIP**
To consider any changes to the council's committee membership
9. **CONFIDENTIAL BUSINESS**
To resolve that the press and public are excluded during the discussion on the next items of the agenda (10 and 11) as they concern the terms of tenders and proposals and counter proposals in negotiation for contracts, the beginning of legal proceedings or are otherwise confidential information.
(In accordance with the Council's Standing Orders No. 1E).
10. **PERSIMMON HOMES - CONFIDENTIAL**
To consider a request by Persimmon Homes
11. **STRATEGIC PLAN – CONFIDENTIAL**
To consider the Town Council's Revised Strategic Plan

A handwritten signature in black ink, appearing to read "John H.", with a stylized flourish at the end.

JOHN HARRISON
Town Clerk

Report to: Hailsham Town Council

Date: 13th July 2022

By: John Harrison, Town Clerk

Title of Report: Committee Membership

PURPOSE:

To consider any appointments to the council's committees

CONSIDERATIONS:

1. Council is asked to consider whether any changes should be made to the Terms of Reference of the Strategy Committee (attached below).

Specifically; the membership of the committee consisting of the appointed Chair and vice-Chair of Council and the Chair and Vice Chairs of Committees (but not Sub-Committees or other Working groups). It is suggested that this is changed in order to ensure this committee is politically representative of the council.

(Council resolved to adopt these terms of reference at the Annual Council Meeting on 18th May 2022 and therefore this would be the rescinding of a previous resolution requiring a two-thirds majority of members present and voting).

2. Council is asked to consider whether any additional changes to the membership of the committees is required.

(Council resolved to accept the membership of the committees at the Annual Council Meeting on 18th May 2022 and therefore the removal of any members would be the rescinding of a previous resolution requiring a two-thirds majority of members present and voting).

3. Council is asked to consider appointing members to the South-West Parish Planning Cluster, and the basis on which members are appointed (for e.g. Chair of Neighbourhood Plan and Chair of Planning & Development or any other basis):

The Parish Clusters were set up by Wealden District Council at the end of 2020 to provide a forum for town/parish councils to discuss the emerging local plan, and they are now on the ninth round of meetings. The last meeting for the South West cluster was Friday 17th June at 11.00am, held remotely via Teams. Meetings are generally scheduled for every three months.

4. Council is asked to consider whether it wishes to formally appoint members as its representatives for the "Working Group Against Over-Development" (The group set up by Cllr Nikos Mikelis of Chiddingfold Parish Council). Previous attendees were Cllrs P. Holbrook, Keogh, Laxton, Nicholls and Ricketts.

HAILSHAM TOWN COUNCIL
STRATEGY COMMITTEE
TERMS OF REFERENCE 2022-2023

Background:

This committee is appointed to make recommendation to the council in drawing up a business plan of priorities for the Town Council, monitoring progress against that business plan and recommending any amendments or changes to the business plan as it progresses.

The committee is responsible for working in partnership with other organisations, members of the town council or other town council committees or sub-committees to achieve this objective.

Membership: **The working group consists of appointed Chair and vice-Chair of Council and the Chair and Vice Chairs of Committees (but not Sub-Committees or other Working groups).**

Chairmanship The working group shall be chaired by the Chairman of the Town Council or in their absence, the Vice Chair of council.

Quorum: Shall be half of appointed members or the closest majority to that number

Frequency of Meetings: The Working Group must meet quarterly (or more frequently if deemed necessary) in order to develop a business plan for the Town Council over the coming municipal year, monitoring progress against that business plan and recommending any amendments or changes to the business plan as it progresses.

Membership eligibility: Open to members of council who have been appointed as Chairs or Vice-Chairs of Council or Committees,

The members may therefore be any member of Hailsham Town Council.

The Committee may appoint non-council members of the committee, subject to this being a recommendation to the Council. Non-Council members of the Committee may not have voting rights.

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate.

Remit

1. The Committee is appointed to draw up a Business Plan for the Town Council, containing key aims, priorities and objectives for the Town Council to implement over a given period.
2. The committee is appointed to monitor progress against that business plan and recommend any amendments or changes to the business plan as it progresses. It will report on these matters to full council
3. The Committee is able to respond to consultations on behalf of the town council, although it must recommend responses only, to be finally agreed by full council.
4. The committee exists to make recommendation to the council only. The acceptance of the plan at its key stages of progress, a final plan, or any recommended changes to the existing plan is to be agreed by resolution of full council only.
5. The business plan is expected to set out key priorities for the chosen time period, the resources required to implement them, any 'key milestones' to be reached during the life of the plan and any intended output or outcome targets arising from the actions identified in the plan, against which its success can be measured.
6. The Committee must be mindful of the legal and financial restrictions on its recommendations at all times and in particular employment law and statutory responsibilities as an employer
7. The Strategy Committee will ensure that the contents of the Hailsham Neighbourhood Plan are taken into account when considering the council's overall strategic direction.
8. Exclusions

This committee has no delegated authority to make decisions on any of the areas above, but is responsible for making recommendations to the Town Council.

The committee is not responsible for making recommendations to Town Council for any aspect of council services or projects that fall under the remit of other council committees or sub-committees (that is, areas of responsibility of those committees falling outside of the time scale of any recommended plan)

The committee is expected to set priorities, objectives, actions and targets within a plan which are directly within the control of the Town Council and not outside of its statutory or other remit. Although such priorities, objectives, actions and targets may include areas in which the Town Council seeks to influence other statutory service providers, local authorities or any other organisation.

Total Posts (6X7 = 42)	48	% of Council	Committee Seats Per Group	Seats Occupied
Council Make Up	18 Seats	100.00%	48.0	0
Conservative	6	33.33%	16.0	15
Liberal Democrat	6	33.33%	16.0	15
M. Laxton	1	5.56%	2.7	4
R. Newark	1	5.56%	2.7	3
K. Nicholls	1	5.56%	2.7	3
T. Powis	1	5.56%	2.7	2
J. Puttick	1	5.56%	2.7	3
A-M Ricketts	1	5.56%	2.7	3
	18	100.00%	48.0	48

	STANDING COMMITTEES					
	Finance, Budget & Resources	Planning & Development	Communities	Assets Management	Neighbourhood Planning	Staffing Committee
1	Gavin Blake-Coggins	Chris Bryant	Gavin Blake-Coggins	Chris Bryant	Nigel Coltman	Gavin Blake-Coggins
2	Nigel Coltman	Jenny Cook	Chris Bryant	Jenny Cook	David Cottingham	Alexa Clarke
3	Richard Grocock	Jo Crittenden	Alexa Clarke (CH)	Richard Grocock	Paul Holbrook	Nigel Coltman
4	Paul Holbrook	David Cottingham (DC)	Nigel Coltman (DC)	Paul Holbrook	Mary Laxton (CH)	Paul Holbrook
5	Steve Keogh	Barbara Holbrook	Jo Crittenden	Steve Keogh	Ross Newark (DC)	Mary Laxton
6	Kevin Lawrence	Paul Holbrook	Kevin Lawrence	Mary Laxton	Karen Nicholls	Ross Newark
7	Mary Laxton	Anne-Marie Ricketts	Karen Nicholls	Ross Newark (DC)	John Puttick	Karen Nicholls (CH)
8	Trevor Powis	John Puttick (CH)	John Puttick	Trevor Powis (CH)		Anne-Marie Ricketts (DC)
9			Anne Marie Ricketts			
	Substitutes					
1	Chris Bryant	Gavin Blake-Coggins	Barbara Holbrook	Nigel Coltman	Alexa Clarke	Chris Bryant
2	David Cottingham	Alexa Clarke	Trevor Powis	David Cottingham	Barbara Holbrook	Barbara Holbrook
3	Barbara Holbrook	Nigel Coltman		Barbara Holbrook		
4	Karen Nicholls	Mary Laxton		John Puttick		
5		Trevor Powis				
6						
7						
8						
9						

Finance, Budget and Resources: Quarterly plus budget meetings – Wednesdays 7.00pm

Planning & Development: every three weeks, Tuesdays 6.30pm

Communities: monthly, Mondays 6.00pm

Assets Management: monthly, Wednesdays 7.00pm

Neighbourhood Planning, ad-hoc, increasing frequency in Spring 2022, usually Thursdays 7.00pm

Staffing Committee, ad-hoc as required – frequency to be determined moving forwards, Thursdays 7.00pm

Strategy Committee	
Alexa Clarke	Chair Communities
Nigel Coltman	DC Communities
David Cottingham	DC Planning
Paul Holbrook	Chair of Council
Mary Laxton	Chair Neighb Plan
Ross Newark	DC Assets Man & DC Neighb Plan
Karen Nicholls	Chair Staffing
Trevor Powis	Chair Assets Management
John Puttick	DC of Council & Chair Planning
Anne-Marie Ricketts	DC Staffing
	Chair Finance
	DC Finance