



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Annual Meeting of Hailsham Town Council, held in the James West Centre, Brunel Drive, Hailsham on Wednesday 18<sup>th</sup> May 2022 at 7.30pm.

HTC/AM 22/100 **Present:** Councillors: C. Bryant, G. Blake-Coggins, A. Clarke, N Coltman, J Cook, D Cottingham, J Crittenden, B. Holbrook, R. Grocock, P.S. Holbrook, S. Keogh, K. Lawrence, 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**

102.1 **Retiring Chairman's Address**

The Chairman reported a number of events that he had attended. He thanked councillors and staff for supporting him.

102.3 **Nominations for Office**

The Town Clerk said that nominations for the position of Chairman/Town Mayor for the 2022/2023 year had been received in the names of Councillors P Holbrook and S Keogh.

Both councillors addressed the meeting.

On being voted on by a show of hands, Councillor P Holbrook was elected by 10 votes to 6.

102.4 **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 hoped the Council would work together in a non-political way and would continue to work together for the benefit of the town.

103 **Public Forum**

County Councillor Fox said that consultation on the South Road roundabout ended on 20<sup>th</sup> May 2022.

County Councillor Murphy said that the new teaching block at the Hailsham Community College would open on 24<sup>th</sup> June.

104 **Apologies for Absence:**

No apologies had been received.

105 **Declarations of Interest**

Councillor P Holbrook declared an interest in agenda item 6 as he is a member of the Allotment Society.

**Election of Vice Chairman/Deputy Town Mayor**

106.1 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.

106.2 **RESOLVED** that Councillor Puttick be duly elected as Vice Chairman/Deputy Town Mayor for 2022/23.

Councillor Puttick thanked councillors for electing him as Deputy Mayor.

**Appointment of Standing Committee and Working Groups**

107.1 **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) Staff Committee
- (g) Strategy Committee

107.2 **RESOLVED** that each committee is not appointed proportionately according to political or other group membership, where possible.

107.3 **Working Groups**

**RESOLVED** that the following Working Groups be appointed

- (a) Remembrance Sunday Sub-Committee
- (b) Hailsham Aspires Working Group
- (c) Hellingly Liaison Working Group

108 **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 flexibility on the 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.

**Membership of Committees and Working Groups**

**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  
Staff Committee  
Strategy Committee

(b) the allocation on each of the following:

(a) Planning and Development Committee

Councillors Crittenden, Cook, Ricketts, Bryant, Cottingham, Puttick. P Holbrook and B Holbrook

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

(b) Finance, Budget, Resources and Staffing Committee

Councillors Keogh, Lawrence, Powis, Blake-Coggins, Laxton, P Holbrook, Grocock and Coltman.

Substitutes: Councillors Nicholls, Cottingham, Bryant and B Holbrook

(c) Assets Management Committee

Councillors Laxton, P Holbrook, Keogh, Cook, Grocock, Powis, Newark and Bryant.

Substitutes: Councillors Coltman, Cottingham, Puttick and B Holbrook.

(d) Communities Committee

Councillors Ricketts, Bryant, Nicholls, Clarke, Blake-Coggins, Lawrence, Puttick and Coltman.

Substitutes: Councillors Powis and B Holbrook.

(e) Neighbourhood Plan Committee

Councillors, Nicholls, Cottingham, Laxton, Puttick, P Holbrook, Newark and Coltman.

Substitutes: Councillors Clarke and B Holbrook.

(f) Staffing Committee

Councillors Keogh, Newark, Ricketts, Nichols, Clarke, Blake-Coggins and Laxton.

Substitutes: Councillors Bryant and B Holbrook.

110 **Appointment of Chairmen of Standing Committees**

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

Councillors Grocock and Keogh requested that their abstention from voting be recorded.

**Representation to External Bodies**

111.1 **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 – Councillor Newark.

Movement and Access Strategy for Hailsham & Hellingly (MASHH): The Chairman of the Council and Councillor Coltman.

Hailsham Forward Executive: Councillors Bryant and Blake-Coggins.

Cuckmere Community Bus Stakeholder's Group: Councillor Blake-Coggins.

Union Corner Hall: Councillor B Holbrook

Environment Hailsham Board: Councillor R Grocock.

Wealden & District Citizens Advice Bureau – Councillor Nicholls

Save the DGH – Councillors Ricketts and Crittenden.

Hailsham Community Action Group -The Chairman

PCC Liaison Group – Councillors Ricketts, Coltman and Grocock

112 **Meeting Dates 2022/2023**

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

113 **Confirmation of Minutes**

**RESOLVED** that the Minutes and Reports of the meeting of Hailsham Town Council held on 24<sup>th</sup> March 2022 be agreed, taken as read, confirmed as a correct record and signed by the Chairman.

**Committee Recommendations to Council**

Hailsham Card

- 114.1 The Assets Management Committee had recommended to Council that £1,125 be spent from the Revitalisation Fund on £250 Hailsham Cards (the minimum order) at a cost price of £450 each, for sale at the Post Office.

The Deputy Town Clerk and Business Enterprise Manager explained that since the last Assets Management Committee meeting the minimum order had now dropped to 100 cards.

- 114.2 **RESOLVED** to purchase 100 Hailsham Cards at the cost of £450 from the Revitalisation Fund for sale at the Post Office.

### **Annual Governance Statement**

- 115 **RESOLVED** to note, approve and adopt section 1 of the un-audited Annual Return for 2021/22 and approve that they be signed off by the Clerk/RFO and Chairman of the Council.

### **End of Year Accounts and Audit 2020 – 2021**

- 116 **RESOLVED** to note, approve and adopt the Annual Internal Audit report for 2021-22 for submission to the external auditors.

- 117 **RESOLVED** to note, approve and adopt Section 2 of the un-audited Annual Return for 2021/22 and approve they be signed off by the Chairman of the Council.

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

- 119 **RESOLVED** to note, approve the report in respect of the Fixed Asset Summary as at 31.03.22 as required by the external auditor.

Councillor Laxton said that the excellent work of the Responsible Finance Officer should be recorded.

### **General Power of Competence**

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

### **Grant Application**

- 121.1 **RESOLVED** to award £500 to the Allotment Society towards the provision of a shed at the Battle Road site.

- 121.2 Councillor Grocock challenged the right of the Chairman and Councillor Ricketts to vote on this agenda item as they had previously declared an interest. The Town Clerk stated that as the councillors were not gaining a financial benefit they were entitled to vote.

### **Council Strategic Plan**

- 122 **RESOLVED** to start to set the plan in July after all the committees had met and elected their chairmen and vice-chairmen.

There being no further business, the Chairman closed the meeting at 8.28pm.

**CHAIRMAN**

Global/Minutes and Agendas/ DS/ AM Minutes 18.05.22