



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Annual Meeting of Hailsham Town Council, held in the James West Centre, Brunel Drive, Hailsham on Wednesday 17<sup>th</sup> May 2023 at 7.30pm.

HTC/AM 23/100 **Present:** Councillors: K M Blundell, C. Bryant, A. Blake-Coggins, G. Blake-Coggins, A. Clarke, J Crittenden, N. Hayes, B. Holbrook, P.S. Holbrook, M. Laxton, C. Mitchell, K. Nicholls, S. Potts, A M Ricketts, D Rusu and G. White.

## 101 **Officers in Attendance**

J. Harrison (Town Clerk), M. Caira (Deputy Town Clerk and Business Enterprise Manager), Mrs M Webber (Responsible Finance Officer), 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**

Councillor Blundell nominated Councillor P Holbrook.

102.4 **RESOLVED** that Councillor P. S. Holbrook be duly elected as Chairman/Town Mayor for 2023/23.

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**

Members of the Welbury Farm Residents' Association spoke about the parking in Brunel Drive and the difficulty it had in making a booking in the Janes West Centre for its meetings.

A member of the public asked about the resignation of ex-Councillor S Keogh who had recently been elected to Hailsham Town Council and within three days had resigned. He felt that this was disrespectful and a waste of council taxpayers' money.

## 104 **Apologies for Absence:**

Apologies for absence had been received from Councillor F Clarke.

105 **Declarations of Interest**

No declarations were made.

**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 A M Ricketts.

106.2 **RESOLVED** that Councillor Ricketts be duly elected as Vice Chairman/Deputy Town Mayor for 2023/24.

Councillor Ricketts thanked councillors for electing her 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 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 number on each committee should be seven members.

Councillor Bryant proposed to rescind the previous resolution, but it did not receive the two thirds majority needed.

It was agreed to suspend the meeting for five minutes.

The purpose, remit and any delegated authorities for each committee, sub-committee or working group.

109

### **Membership of Committees and Working Groups**

**RESOLVED** that the numbers of councillors on each committee be set at seven, except for the Neighbourhood Plan Committee, which would only have three.

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, Ricketts, Bryant, Hayes, Nicholls, P Holbrook and A Blake-Coggins

Substitutes: Councillors Laxton, B Holbrook, Potts and Rusu

(b) Finance, Budget, Resources and Staffing Committee

Councillors Mitchell, Ricketts, Rusu, Potts, G Bake-Coggins, White and F Clarke

Substitutes: Councillors P Holbrook, Rusu, Bryant, Hayes and Blundell

(c) Assets Management Committee

Councillors Laxton, Mitchell, P Holbrook, Bryant, Hayes, Blundell and A Blake-Coggin

Substitutes: Councillors A Clarke, Potts, B Holbrook and Rusu

(d) Communities Committee

Councillors Ricketts, Bryant, Nicholls, A Clarke, F Clarke, Blundell and Hayes

Substitutes: Councillors White, B Holbrook, Rusu, Hayes and Potts

(e) Neighbourhood Plan Committee

Councillors, Laxton, White and Potts

Substitutes: Councillors A Blake Coggins, Mitchell and Bryant

(f) Staffing Committee

Councillors Ricketts, Nichols, G Blake-Coggins, B Holbrook, P Holbrook, Potts and Rusu

Substitutes: Councillors A Blake-Coggins, Mitchell and Bryant

110 **Appointment of Chairmen of Standing Committees**

**RESOLVED** that each committee appoint its Chairmen and Vice Chairmen at its first meeting, except the Staffing Committee where Councillors Nicholls and Ricketts were elected Chairman and Vice Chairman respectively and the Neighbourhood Plan Committee, where Councillor Laxton was elected Chairman.

**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 Councillor Potts.

Hailsham Aspires – Councillor Laxton

Hailsham Active – Councillor Blundell.

Movement and Access Strategy for Hailsham & Hellingly (MASHH): Councillors Potts and White.

Hailsham Forward Executive: Councillors A Clarke and Potts.

Cuckmere Community Bus Stakeholder's Group: Councillor P Holbrook.

Union Corner Hall: Councillor B Holbrook

Environment Hailsham Board: Councillor Bryant.

Wealden & District Citizens Advice Bureau – Councillor A Blake-Coggins

Save the DGH – Councillor G Blake-Coggins.

Hailsham Community Action Group -The Chairman and Councillor Ricketts

PCC Liaison Group – Councillors Blundell and Ricketts

Wealden Dementia Group – Councillor A Blake-Coggins

112 **Meeting Dates 2023/2024**

**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 22<sup>nd</sup> March 2023 be agreed, taken as read, confirmed as a correct record and signed by the Chairman.

114 **Committee Recommendations to Council**

There were no Committee recommendations to debate.

**Annual Governance Statement**

115 **RESOLVED** to note, approve and adopt section 1 of the un-audited Annual Return for 2022/23 and approve that they be signed off by the Clerk/RFO and Chairman of the Council.

**End of Year Accounts and Audit 2022 – 2023**

116 **RESOLVED** to note and adopt the Internal Audit report for 2022-23 for submission to the external auditors.

117 **RESOLVED** to approve and adopt Section 2 of the un-audited Annual Return for 2022/23 and approve they be signed off by the Chairman of the Council.

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

119 **RESOLVED** to note and adopt the report in respect of the Fixed Asset Summary as at 31.03.23 as required by the external auditor.

**General Power of Competence**

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

**Chairman's Allowance**

121 **RESOLVED** to distribute the remaining amount of the Chairman's Allowance from 2022/23 equally (£100) to the following organisations:

Garden Guardians  
Pass it On (Community Fridge)  
Hailsham Choral Society  
Hailsham Allotment Society  
Charles Hunt Centre  
Hailsham Town Football Club (Youth Team)  
Hailsham Bowling Club  
Fighting Fit Boxing Academy

There being no further business, the Chairman closed the meeting at 8.53 pm.

CHAIRMAN