



PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
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14th May 2019

Minutes of the Annual meeting of Council held in the Anzac Room, Community House, Meridian Centre at 7.00pm on Tuesday 14th May 2019

Present – Mayor Cllr Claude Cheta, Deputy Mayor Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Ian Buchanan, Cllr Betty Walters, Cllr Gloria Hill, Cllr Emilia Simmons, Cllr Isobel Sharkey, Cllr Patricia Paul, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher
Fatma Bacha (outgoing Youth Mayor)
Harvey Browning (outgoing Deputy Youth Mayor)
A/Town Clerk, Tony Allen.
Civic & Marketing Manager, Debbie Donovan
Civic & Marketing Assistant, Matt Gunn
Meetings & Administration Assistant, Vicky Onis

1 C416 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS

Cllr Harris as Deputy Mayor of Peacehaven made the following statement:-
*“On behalf of the Mayor, Jackie Harrison-Hicks, I would like to thank the previous Councillors for their work over the past 4 years and to welcome our new members who now form Peacehaven Town Council. A special thanks to Fatma Bacha & Harvey Browning our Youth Mayor & her Deputy who have achieved outstanding results whilst working with the youth during their term. May I also thank the Officers and Staff for their continuous hard work, especially during a period of great change. Whoever is elected as Mayor I wish them every success in their term of office. I would like to announce the fantastic news that the Gateway Café achieved the ‘Best Eatery’ Award and came third in the Best Environmental Business of the Year category, at last week’s Seahaven Business Awards 2019. I’m sure you’ll all join me in sending our congratulations.
[A presentation was made to Cllr Harris as outgoing Deputy Mayor].
Welcome to the Annual Council meeting and the first item on the agenda is to elect a new Mayor for the term 2”.*

2 C417 ELECTION OF MAYOR FOR 2019-2020 & DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Collier nominated Cllr Cheta for Mayor. This was seconded by Cllr Griffiths. There were no other nominations. It was resolved by majority that Cllr Cheta becomes Mayor (all in favour except Cllr Buchanan who voted against).

3 C418 TO CONFIRM THAT COUNCILLORS HAVE SIGNED THE DECLARATION OF ACCEPTANCE OF OFFICE FORM

The Clerk reported that all Councillors had signed their forms.

4 C419 RULES RE. COMPLETION OF COUNCILLORS' REGISTERS OF INTERESTS FORM

The Clerk noted that all forms should be returned by the end of May 2019.

5 C420 PRESENTATION OF MAYOR'S BADGE

It was noted that this presentation will be made at a later date, as the previous Mayor was currently unwell.

6 C421 PRESENTATION TO YOUTH MAYOR & DEPUTY YOUTH MAYOR

The Chairman thanked the Youth Mayor and the Deputy Youth Mayor, complementing them on working well together, for their dedication and successful fundraising.

The Youth Mayor and the Deputy Youth Mayor thanked Councillors for the opportunity and expressed the hope that the Council will reinstate the position of Youth Mayor and Deputy.

[A presentation was made to the Youth Mayor and the Deputy Youth Mayor].

7 C422 TO ADOPT THE MAYOR'S CHARITIES FOR 2019-2020

The Chairman thanked Councillors for their confidence in electing him as Mayor. The Chairman stated that he had a strong desire to work for the local community and focus on the vulnerable, elderly, young and those with disabilities.

It was resolved by majority that the Mayor's charities selected for 2019-20 will fall in these areas; (all in favour except Cllr Buchanan who voted against).

8 C423 ELECTION OF DEPUTY MAYOR FOR 2019-2020

Cllr Duhigg nominated Cllr Harris for Deputy Mayor. This was seconded by Cllr Griffiths. There were no other nominations. It was resolved that Cllr Harris becomes Deputy Mayor.

9 C424 TO AGREE MAYOR'S CONSORT

The Chairman nominated his Wife as his Consort. This was resolved.

(The Chairman closed the meeting and opened the public session)

10 C425 PUBLIC QUESTION TIME

There were no matters raised from members of the public.

(The Chairman closed the public session and re-opened the meeting)

11 C426 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were approved from CCllr Enever and A/RFO, Andy Beams.

12 C427(a) TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

No interests were declared.

13 C427(b) TO CONSIDER THE CO-OPTION OF MR ALAN MILLINER TO FILL ONE OF THE COUNCIL'S TWO VACANCIES FOLLOWING THE ELECTION

Cllr Griffiths proposed that this item be deferred to another meeting of Council, to allow all prospective applicants an even chance to stand for these vacancies. This was seconded by Cllr Duhigg.

Cllr Collier informed members of the dispensation which allows the Council to co-opt directly (outside of the casual vacancy process) within 35 days of the election, incurring no costs. Cllr Collier proposed an amendment to Cllr Griffiths' motion, that the co-option is carried out under the '35 days' rule. This was seconded by Cllr Duhigg and was resolved.

14 C428 TO ADOPT STANDING ORDERS

Proposed by Cllr Griffiths and seconded by Cllr Collier, it was resolved to adopt the Standing Orders.

15 C429 TO ADOPT FINANCIAL REGULATIONS

Proposed by Cllr Griffiths and seconded by Cllr Collier, it was resolved to adopt the Financial Regulations.

16 C430 TO ADOPT THE MEMBERS' CODE OF CONDUCT

Proposed by Cllr Griffiths and seconded by Cllr Harris, it was resolved to adopt the Members Code of Conduct.

17 C431 TO ADOPT A COMPLAINTS POLICY

Cllr Collier suggested that this policy needs an appeals section added and proposed that is referred back to the Policy & Finance Committee for further consideration by Councillors. This was seconded by Cllr Duhigg and was resolved.

18 C432 TO ADOPT FOI/DATA PROTECTION POLICY

Cllr Collier proposed that this policy is referred back to the Policy & Finance Committee for further consideration by Councillors. This was seconded by Cllr Duhigg and was resolved.

19 C433 TO ADOPT A MEDIA & COMMUNICATIONS POLICY

Cllr Collier proposed that this policy is referred back to the Policy & Finance Committee for further consideration by Councillors. This was seconded by Cllr Duhigg and was resolved.

20 C434 TO ADOPT A COUNCILLOR CO-OPTION POLICY

Cllr Collier suggested that this policy needs to include reference to the post-election, '35 days' dispensation rule and proposed that it is referred back to the Policy & Finance Committee for further consideration by Councillors. This was seconded by Cllr Duhigg and was resolved.

21 C435 TO DEFER THE ADOPTION OF EMPLOYMENT POLICIES TO THE NEXT MEETING OF COUNCIL

Proposed by Cllr Collier and seconded by Cllr Duhigg, it was resolved to defer this item.

22 C436 TO ADOPT A REVISED COMMITTEE STRUCTURE

Proposed by Cllr Collier and seconded by Cllr Duhigg, it was resolved to adopt this structure.

23 C437 TO ADOPT COMMITTEE TERMS OF REFERENCE & DELEGATED AUTHORITY

Cllr Griffiths proposed the following addition/amendment to this document:-

That the Policy & Finance Committee shall have 9 members consisting of the Chairman and Vice-Chairman of Council, the Chairman of the other Standing Committees (or if unavailable, their Vice-Chairmen) and three other members.

That the Planning & Highways Committee shall have 9 members, if possible to include at least one Member from each Ward of the Town

That the Leisure, Amenities & Environment Committee, the Personnel Committee and the Civic & Events Committee shall each have 9 members.

This was seconded by Cllr Duhigg and it was resolved to adopt this document, as amended.

24 C438 TO AGREE DATES FOR COUNCIL MEETINGS FOR 2019-2020

Proposed by Cllr Gallagher and seconded by Cllr Griffiths, it was resolved to agree the meetings schedule.

25 C439 TO APPOINT MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

It was resolved that the members of this Committee should be Cllr Duhigg, Cllr Goble, Cllr Sharkey, Cllr Paul, Cllr Griffiths, Cllr Seabrook, Cllr Hill, Cllr Mills, leaving one vacancy.

(Cllr Buchanan left the meeting)

26 C440 TO APPOINT MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

It was resolved that the members of this Committee should be Cllr Collier, Cllr Gallagher, Cllr Sharkey, Cllr Goble, Cllr Griffiths, Cllr Seabrook, Cllr Walters, leaving two vacancies.

27 C441 TO APPOINT MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

It was resolved that the members of this Committee should be Cllr Simmons, Cllr Griffiths, Cllr Mills, Cllr Seabrook, Cllr Hill, Cllr Gallagher, Cllr Sharkey, Cllr Paul, leaving one vacancy.

28 C442 TO APPOINT MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

It was resolved that the members of this Committee should be Cllr Collier, Cllr Gallagher, Cllr Sharkey, Cllr Seabrook, leaving five vacancies.

29 C443 TO APPOINT MEMBERS TO SERVE ON THE CIVIC & EVENTS COMMITTEE

It was resolved that the members of this Committee should be Cllr Duhigg, Cllr Paul, Cllr Goble, Cllr Hill, Cllr Mills, Cllr Simmons, leaving three vacancies.

It was noted that additionally the Chairman and Vice-Chairman of Council are ex-officio members of all committees.

30 C444 TO APPOINT MEMBERS TO SERVE ON THE BUSINESS PLANNING COMMITTEE

The Clerk noted that this item referred to a now redundant Committee and should be ignored.

31 C445 TO APPOINT CHAIRMAN OF COMMITTEES

It was resolved that the Chairmen of the Council's Committees should be as follows (Proposed/Seconded):-

- Planning & Highways Committee – **Cllr Sharkey** (Cllr Duhigg/Cllr Hill).
- Policy & Finance – **Cllr Collier** (Cllr Paul/Cllr Duhigg).
- Leisure, Amenities & Environment – **Cllr Griffiths** (Cllr Simmons/Cllr Duhigg).
- Personnel – **Cllr Seabrook** (Cllr Gallagher/Cllr Duhigg).
- Civic & Amenities – **Cllr Duhigg** (Cllr Griffiths/Cllr Harris).

32 C446 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP

Cllr Gallagher noted that she had been Chairman of the joint Peacehaven TC/Telscombe/TC NDP Steering Group, but that this project had floundered and needed to be relaunched with new Terms-of-Reference.

It was resolved to refer this item to the Planning Committee to be developed.

33 C447 TO APPOINT MEMBERS TO SERVE ON THE ESCC SLR FORUM

It was resolved that Cllr Goble, Cllr Paul, Cllr Mills & Cllr Duhigg should serve on this forum.

34 C448 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS

It was resolved that the Council's representatives should be as follows:-

- Citizens Advice Bureau – Cllr Sharkey.
- Community Transport Lewes Association – Cllr Paul.
- Crime Stoppers – Cllr Harris.
- Lewes District Association of Local Councils – Cllr Collier.
- Peacehaven & Telscombe Housing Association – Cllr Hill.
- Peacehaven & Telscombe Access Group – Cllr Duhigg.
- Royal British Legion – Cllr Harris.
- The House Project – Cllr Mills.
- Town Forum – Cllr Simmons.
- Community Orchard – Cllr Seabrook.
- Community Garden – Cllr Paul.
- National Park Authority – Cllr Gallagher.
- Peacehaven & District Residents Association – Cllr Hill.

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- Green Havens Network – Cllr Seabrook.
- Lewes & Havens Community Network – Cllr Griffiths.
- Downlands Court – Cllr Gallagher.

Noted that Council still needs to appoint a representative for Age UK/Kempton House.

35 C449 CHECKING OF THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY (DEEDS & TRUST INVESTMENTS) & INSURANCE ARRANGEMENTS

Cllr Seabrook noted that The Hub was not listed in the Asset Register. It was resolved that the Policy & Finance Committee be asked to include this asset in the Register.

The insurance arrangements were noted.

36 C450 TO NOTE ANNUAL SUBSCRIPTIONS

The list of annual subscriptions provided by the RFO was noted.

37 C451 CONSIDERATION OF CHAIRMAN'S ALLOWANCE

The Chairman's annual allowance of £1500.00 was considered to be suitable. It was resolved that the Policy & Finance Committee be asked to include and agenda item to monitor expenditure of this allowance and that this information should also be publicly available.

(The Youth Mayor & Deputy Youth Mayor left the meeting).

38 C452 TO ACCEPT THE CORPORATE RISK ASSESSMENT

It was resolved to accept this Assessment as set out by the RFO.

39 C453 TO APPOINT THE INTERNAL AUDITOR

It was resolved to retain Mulberry & Co. as the Council's Internal Auditors; proposed by Cllr Duhigg and seconded by Cllr Harris.

40 C454 TO ADOPT THE GENERAL POWER OF COMPETENCE

It was resolved that the Council meets the criteria for the use of this Power; proposed by Cllr Gallagher and seconded by Cllr Duhigg.

41 C455 TO REVIEW DIRECT DEBIT BANKING ARRANGEMENTS

It was resolved to approve these arrangements, as set out by the RFO; proposed by Cllr Gallagher and seconded by Cllr Duhigg.

It was noted that these can be cancelled by the Council if and when required.

42 C456 TO APPROVE BANKING SIGNATORIES

It was resolved that the banking signatories should be Cllr Duhigg, Cllr Griffiths, Cllr Gallagher, Cllr Sharkey, Cllr Seabrook, Cllr Mills, Cllr Goble plus the Town Clerk; proposed by Cllr Collier and seconded by Cllr Harris.

43 C457 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE

This was noted.

44 C458 COUNCILLORS' TRAINING & INDUCTION

The Clerk reminded Councillors that a half-day introductory training session had been arranged for the morning of the 23rd May at the SSALC offices in Lewes.

45 C459 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS HELD ON THE 5th MARCH 2019, 22nd MARCH 2019 & 5th APRIL 2019

It was resolved to adopt these minutes en bloc; proposed by Cllr Duhigg and seconded by Cllr Griffiths.

(It was resolved to suspend Standing Orders to allow a question from a member of the public.)

Ann Harrison expressed concern that there was work ongoing from the now defunct Employment Sub-Committee that should not be forgotten. It was noted that all of this work would be carried on by the newly created Personnel Committee.

(The Chairman re-opened the meeting)

46 C460 TO RECEIVE REPORTS FROM COMMITTEES & TO ADOPT THE MINUTES OF RECENT MEETINGS

46.1 Leisure & Amenities Committee meeting 12th March 2019

46.2 Planning & Highways Committee meetings 26th March 2019, 9th April 2019 & 30th April 2019

46.3 Policy & Finance Committee meetings 22nd March 2019, 5th April 2019 & 23rd April 2019

46.3.1 To resolve to adopt the Committee's recommendation to Council that the reported debt totalling £1890.72 is written off.

46.4 Employment Sub-Committee meetings 28th February 2019 & 23rd April 2019.

It was resolved to adopt these minutes en bloc; proposed by Cllr Collier and seconded by Cllr Duhigg.

Regarding Item 46.3.1, it was resolved by majority that the proposal from the RFO that the reported debt totalling £1890.72 is written off, should be revisited by the Policy & Finance Committee; proposed by Cllr Collier and seconded by Cllr Gallagher.

47 C461 ANY URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE

Cllr Collier noted that the next meeting of Council will be an additional meeting to co-opt Councillors to fill the remaining vacancies following the elections.

48 C462 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS

No reports were made at this early stage in the new Councils year.

49 C463 TO RECEIVE REPORTS FROM MEMBERS

No reports were made at this early stage in the new Councils year.

CONFIDENTIAL

In accordance with Standing Order No. 11 and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press were excluded from the discussion of the following item – all members of the public left the meeting.

50 C464 BRIEFING & DISCUSSION ON CURRENT PERSONNEL MATTERS

The Clerk gave an overview of ongoing matters and it was noted that these will be taken up by the Personnel Committee.

51 C465 DATE OF THE NEXT MEETING – Tuesday 18th June 2019, preceded by an additional meeting for the co-option for the remaining Councillor vacancies.

There being no further business, the meeting closed at 21:05.