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## PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

### Minutes of the Annual meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 4<sup>th</sup> May 2021

Present – Mayor Cllr Isobel Sharkey, Dep. Mayor Cllr Gloria Hill, Cllr Claude Cheta, Cllr Job Harris, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Dawn Paul, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Emilia Simmons, Cllr Ron White, Cllr Alan Milliner, Cllr Wendy Veck.  
Officers; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Senior Projects Officer, Michelle Edser, Parks Officer Kevin Bray, Finance Officer, Zoe Malone, Communications Officer, Matthew Gunn, Information Officer, Karen Bray, Vicky Onis, Admin. Officer.  
Public; No members of the public were present.

#### GENERAL BUSINESS

##### **C742 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS**

Cllr Cheta, reflected on his term of office, noting some of the many highlights and thanked his fellow Councillors and the staff for their hard work and dedication in what had been unprecedented time for the Council.

Cllr Cheta spoke of his early feelings having been elected Mayor and his desire to serve the community. Cllr Cheta said that it had been a privilege to serve as Mayor and gave particular thanks to Cllr Harris for being his mentor.

Pictures and video were shown of several of Cllr Cheta's Mayoral engagements, including a special presentation to Cllr Harris, as outgoing Deputy Mayor and also of Cllr Cheta being presented with his outgoing Mayor's badge by Mrs Donovan.

All present expressed their thanks to Cllr Cheta and Cllr Harris for their excellent service as Town Mayor and Deputy Mayor for the last two years.

##### **C743 ELECTION OF MAYOR FOR 2021-2022 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

###### **a) Statement(s) from candidate(s).**

Cllr Sharkey and Cllr Symonds spoke in support of their circulated statements and answered questions from Councillors.

###### **b) Voting.**

Two candidates stood for election as Mayor:-

1. Cllr Sharkey: Proposed by Cllr White and Seconded by Cllr Paul.
2. Cllr Symonds; Proposed by Cllr Seabrook and Seconded by Cllr Veck.

A vote was taken by a show of hands.

Cllr Sharkey secured eight votes.

Cllr Symonds secured six votes.

Both candidates abstained from voting.

Therefore, by majority, Cllr Sharkey was elected as Mayor and Chairman for 2021/22.

- c) **To resolve that the delivery by the Mayor/Chairman of the Council of the acceptance of office, and the signing of the Mayor's Handbook, to be done at a later date.**

This was resolved.

The Clerk read out the statements contained in the Declaration of Acceptance of Office form and Cllr Sharkey signified her agreement to the provisions contained therein.

**C744 STATEMENT FROM NEW MAYOR**

Cllr Sharkey thanked Councillors for their support and stated that it was an honour to be appointed Mayor.

**C745 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2021-2022**

It was resolved to adopt the following charities:-

1. CATS Club.
2. Deans Seniors Tea Club.
3. Chichester Diocesan Association for Family Support Work

**C746 ELECTION OF DEPUTY MAYOR FOR 2021-2022 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

- a) **Statement(s) from candidate(s).**

Cllr Hill was the only candidate and spoke in support of her circulated statement.

- b) **Voting.**

Cllr Hill's appointment was Proposed by Cllr Gallagher and Seconded by Cllr Seabrook.

A vote was taken by a show of hands.

Cllr Hill was unanimously appointed as Deputy Mayor.

- c) **To resolve that the delivery by the Deputy Mayor/Vice Chairman of the Council of the acceptance of office to be done at a later date.**

This was resolved.

The Clerk read out the statements contained in the Declaration of Acceptance of Office form and Cllr Hill signified her agreement to the provisions contained therein.

- d) **Statement from the new Deputy Mayor.**

Cllr Hill stated that she would be proud to support the new Mayor and would work hard for the Council.

**C747 TO AGREE MAYOR'S CONSORT**

It was agreed that the Mayor's Consort would be her partner, Mr Brent Jackson.

**C748 PUBLIC QUESTION TIME**

No members of the public were present.

**C749 TO CONSIDER APOLOGIES FOR ABSENCE**

All Members were present.

- a) **To note the resignation of Cllr L Mills.**

It was noted that LDC had issued the legal notice of vacancy, which had been posted on the Town Council's notice boards and web site.

**C750 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

Cllr Duhigg as a member of the LDC Planning Committee and CIL Board.



**C751 TO ADOPT STANDING ORDERS**

It was resolved to adopt the Standing Orders, as drafted and circulated.

**C752 TO ADOPT FINANCIAL REGULATIONS**

It was resolved to adopt the Financial Regulations, as drafted and circulated.

**C753 TO ADOPT A COMPLAINTS POLICY**

It was resolved to adopt the Complaints Policy, as drafted and circulated.

**C754 TO ADOPT FOI/DATA PROTECTION POLICY & MODEL PUBLICATION SCHEME**

It was resolved to adopt these documents, as drafted and circulated.

**C755 TO ADOPT A MEDIA & COMMUNICATIONS POLICY**

It was resolved to adopt these documents, as drafted and circulated.

**C756 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

It was noted that the Clerk is currently undertaking an exercise to review these T-O-R's.

*[Membership of Committees was resolved as follows]*

**C757 TO APPOINT MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE**

Cllr Milliner (Chairman), Cllr Goble, Cllr Paul, Cllr Griffiths, Cllr Seabrook, Cllr White, Cllr Harris, Cllr Hill.

**C758 TO APPOINT MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE**

Cllr Collier (Chairman), Chairman and Vice-Chairman of Council, Cllr Goble, Cllr Gallagher, Cllr Cheta, Cllr Griffiths, Cllr Seabrook, Cllr Milliner.

**C759 TO APPOINT MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE**

Cllr Griffiths (Chairman), Cllr Simmons, Cllr Seabrook, Cllr Gallagher, Cllr White, Cllr Paul, Cllr Symonds, Cllr Cheta, Cllr Veck, Cllr Harris.

It was resolved to allow 10 Members to join this Committee.

**C760 TO APPOINT MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE**

Cllr Seabrook (Chairman), Cllr Collier, Cllr Gallagher, Cllr Symonds, Cllr Veck, Cllr Hill, Cllr Milliner, Cllr Harris.

**C761 TO APPOINT MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE**

Cllr Duhigg (Chairman), Cllr Paul, Cllr Simmons, Cllr Symonds, Cllr Veck, Cllr Hill, Cllr Harris.

**C762 TO APPOINT MEMBERS TO SERVE ON THE BUSINESS DEVELOPMENT COMMITTEE**

Cllr Gallagher (Chairman), Cllr Cheta, Cllr Milliner, Cllr White Cllr Collier, Cllr Hill, Cllr Harris.

**C763 TO APPOINT CHAIRMAN OF COMMITTEES**

It was resolved to appoint Committee Chairman as shown in C757-C762 above.

**C764 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP**

It was resolved that Cllr Sharkey and Cllr Paul would be the Council's representatives for the NDP SG.

**C765 TO APPOINT MEMBERS TO SERVE ON THE ESCC SLR FORUM**

It was resolved that Cllr Sharkey and Cllr Paul would be the Council's representatives for the ESCC SLR Forum.

**C766 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS**

It was resolved to make the following appointments:-

1. Citizens Advice Bureau – Cllr Sharkey.
2. Community Transport Lewes Association – Cllr Paul.
3. Crime Stoppers – Cllr Harris.
4. Lewes District Association of Local Councils – Cllr Seabrook.
5. Peacehaven & Telscombe Housing Association – Cllr Collier.
6. Peacehaven & Telscombe Access Group – Cllr Duhigg.
7. Royal British Legion – Cllr Harris.
8. The House Project – Cllr Gallagher.
9. Town Forum – Cllr Simmons.
10. Community Orchard – Cllr Seabrook.
11. Community Garden – Cllr Paul.
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association – Cllr Sharkey..
14. Green Havens Network – Cllr Griffiths.
15. Lewes & Havens Community Network – Cllr Griffiths.
16. Downlands Court – Cllr Collier.
17. Joint Action Group – Cllr Symonds, Cllr Milliner.
18. ESALC/SSALC – Cllr Duhigg, Cllr White.
19. Havens Health PPG – Cllr Paul.
20. Peacehaven Chamber of Commerce – Cllr Gallagher.
21. Kempton House – Cllr Hill.
22. Peacehaven and Telscombe Football Club – Cllr Gallagher, Cllr Collier.
23. Seahaven Mascots – Cllr Symonds.
24. Sustrans – Cllr Paul.

**C767 CHECKING OF THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY (DEEDS & TRUST INVESTMENTS) & INSURANCE ARRANGEMENTS**

The updated Asset Register was received and discussed.

Cllr Gallagher and the Clerk noted that further updates were in-hand in relation to making sure that all land belonging to PTC is fully recorded.

**C768 TO NOTE ANNUAL SUBSCRIPTIONS**

Noted that Council's annual subscriptions are made to:-

- ESALC & NALC
- RBS Annual Support & Maintenance
- ESCC Streetlights Maintenance
- Allotments software Support & Maintenance
- TV Licence
- SLCC
- Parish Online
- DPA Registration



**C769 CONSIDERATION OF CHAIRMAN'S ALLOWANCE**

Resolved that this allowance is set at £1,500. Noted that his is paid in addition to the standard Councillor's allowance.

**C770 TO ACCEPT THE CORPORATE RISK ASSESSMENT**

It was resolved to adopt the Corporate Risk Assessment, as drafted and circulated.

**C771 TO APPOINT THE INTERNAL AUDITOR**

It was resolved that Mulberry & Co. are retained again as the Council's Internal Auditors. Noted that there are a number of Auditors now working for this Company and it is considered one of the top Auditing firms in the country.

**C772 TO APPROVE BANKING SIGNATORIES**

It was resolved that the Council's bank signatories are;

- Cllr Cathy Gallagher
- Cllr Claude Cheta
- Cllr David Seabrook
- Cllr Susan Griffiths
- Cllr Lynda Duhigg
- Town Clerk Anthony Allen

**C773 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE**

Noted that There is no planned S.137 expenditure as the Council has the Power of General Competence.

**C774 TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

These arrangements were confirmed.

**C775 TO REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

It was noted that the Sickness Absence, Disciplinary and Grievance procedures were recently checked by HR Services Partnership and found to be fully fit for purpose and that the remainder of the Employee Handbook will have a full 'health check' by the end of the year.

**C776 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

It was resolved to adopt this Statement, as drafted and circulated.

**C777 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 20<sup>th</sup> APRIL 2021**

It was resolved to adopt these minutes as a true record.

**C778 TO RECEIVE MINUTES AND RATIFY ACTIONS:-**

**a. Planning & Highways Committee:-**

- i. **To receive the meeting minutes of the 6<sup>th</sup> April 2021**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 27<sup>th</sup> April 2021.**  
These draft minutes were noted.

**b. Grants Sub- Committee:-**

- i. **To receive the meeting minutes of the 22<sup>nd</sup> March 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 29<sup>th</sup> April 2021.**  
These draft minutes were noted.

**iii. To approve recommended grants allocations.**

It was resolved to award the grants as scheduled amounting to a total of £7,650.00.

**C779 TO RECEIVE URGENT MATTERS/REPORTS FROM COMMITTEES**

It was resolved to approve March 2021 payments totalling £87,976.91 and April 2021 payments (to-date) totalling £33,286.97, as detailed in the circulated reports.

**C780 TO RECEIVE ANY OTHER URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE**

There were no items raised.

**C781 TO RECEIVE AN UPDATE ON COVID RELATED MATTERS**

The Clerk's paper was received and it was noted that the awaited ruling from the Court was that after 6<sup>th</sup> May 2021, Council meetings must only be held in public.

The Clerk reported that the Council's WP will meet on the 11<sup>th</sup> May 2021 to review matters in view of further Government lockdown relaxations planned for the 17<sup>th</sup> May 2021, and it will meet again prior to the next scheduled Council meeting on the 15<sup>th</sup> June 2021.

**CONFIDENTIAL**

***NOTE: In accordance with Standing Order 3(d) 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 items.***

**C782 TO ADOPT THE CONFIDENTIAL MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 20<sup>th</sup> APRIL 2021**

It was resolved to adopt these minutes as a true record.

**C783 TO RECEIVE AN UPDATE IN RELATION TO THE MERIDIAN CENTRE REDEVELOPMENT AND AGREE ACTIONS**

The Clerk gave an update on the Council's agreed plan of action in this matter.

*[All members of staff, except Mrs Donovan, left the meeting]*

**C784 TO RECEIVE AN UPDATE IN RELATION TO URGENT STAFFING MATTERS AND AGREE ACTIONS**

The Clerk gave an update in relation to ongoing matters:-

**C785 DATE OF THE NEXT MEETING – Tuesday 15<sup>th</sup> June 2021.**

*There being no further business, the meeting closed at 21:01*