**Peacehaven Town Council**

**Draft minutes of the Annual Council meeting held on 10 May 2022**

**Present:** Cllr Sharkey (Mayor), Cllr Hill (Deputy Mayor), Cllr Seabrook, Cllr Griffiths, Cllr Collier, Cllr Simmons, Cllr Harris, Cllr White, Cllr Duhigg, Cllr Cheta, Cllr Symonds, Cllr Veck, Cllr Gallagher, Cllr Milliner

**Officers:** Tony Allen (Town Clerk) , Kevin Bray (Parks Officer), Sue Moscatelli (Events, Amenities & Projects Officer), Leigh O’Loughlin (Communications Officer), Kevin Kingston (Locum Town Clerk), Jon Borthwick (Town Crier),

**Members of the public:** Paul Peters, Mike Gatti, Shirley Harvie

**C881 OUTGOING MAYOR’S ADDRESS & ANNOUNCEMENTS**

1. **Presentation of Mayor’s badge.**

Cllr Sharkey as the outgoing Mayor thanked the Councillors and staff for their support in a difficult year and thanked Cllr Hill for taking over and standing in for her during her illness. Cllr Sharkey announced that the mayors fund stood at £1219 with £406 being divided between her three charities and Cllr Sharkey handed over a gift of thanks to Cllr Hill.

**C882 ELECTION OF MAYOR FOR 2022-2023 & SIGNING OF DECLARATION OF ACCEPTANCE OF**

**OFFICE**

1. **Statement(s) from candidate(s).**
2. **Voting.**
3. **Mayor/Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor’s Handbook.**

The new Mayor’s statement was noted and supported and there was unanimous agreement and support to the appointment of Cllr Symonds for the position of Mayor of Peacehaven Town Council in the Council year 2022/23.

The new mayor received her chain of office and signed the declaration and acceptance of Office and Mayors Handbook.

The new Mayor thanked all for voting for her stating that it will be a privilege to serve the Town as Mayor and that she would work hard to build on the work of the Town Council over what has been a difficult period of time for the Town and its residents during the pandemic.

Her theme for the year for the year would be to try and reduce isolation in the community and bring the community together; to assist and support and work proactively with ESCC & Lewes District Council and other partners to stimulate proactive change to redevelop the Meridian Centre and the facilities of the Town.

**C884 TO ADOPT THE NEW MAYOR’S CHARITIES FOR 2022-2023**

The adoption of the Havens Community Hub was agreed as the Mayors Charity for the coming year. Cllr Symonds may also nominate further charities in the near future and these would be reported to the next full Council meeting.

**C885 ELECTION OF DEPUTY MAYOR FOR 2022-2023 & SIGNING OF DECLARATION OF**

**ACCEPTANCE OF OFFICE**

1. **Statement(s) from candidate(s).**
2. **Voting.**
3. **Deputy Mayor/Vice-Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor’s Handbook.**
4. **Statement from the new Deputy Mayor.**

The statements of the two Councillors standing for Deputy Mayor were noted.

The Town Clerk announced that the Councillors asked that a confidential paper vote be carried out for appointment of Deputy Mayor. The vote was carried out and the Town Clerk announced that the result of the vote was 7 votes for Cllr Seabrook and 7 votes for Cllr Sharkey. As the vote was tied the new Mayor would have the casting vote and Cllr Symonds voted for Cllr Seabrook as Deputy Mayor for the Council year 2022/23.

*[Cllr Seabrook abstained from voting].*

The new Deputy Mayor received his chain of office and signed the declaration and acceptance of Office and Mayors Handbook.

The new Deputy Mayor thanked the Councillors for voting for him and stated that he would support the new Mayor whenever necessary in the new Council year

**C886 TO AGREE MAYOR’S CONSORT**

It was agreed that Cllr Symonds mother Shirley Harvie would be the Mayor’s Consort for the council year 2022/23.

**C887 PUBLIC QUESTION TIME**

Paul Peters (Resident of Bee Road) informed the meeting that many residents in his road have complained to the Town & District Councils about the dust and Health & Safety issues (including the contravention of working practices) arising from the Barratts development site and that many roads leading to the site require resurfacing due to the movement of heavy lorries and machinery.

The Town Clerk stated that he was aware of the ongoing issues and was in regular contact with Lewes District Council and the developers and as soon as he has an update he would contact Mr Peters.

**C888 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Sanderson and Lisa Murray.

**C889 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

Cllr Hill declared an interest as a Trustee of Kempton House.

**C890 TO ADOPT STANDING ORDERS**

It was resolved to adopt standing orders as drafted and circulated.

**C891 TO ADOPT FINANCIAL REGULATIONS**

It was resolved to adopt financial regulations as drafted and circulated.

**C892 TO ADOPT A COMPLAINTS POLICY**

It was resolved to adopt the complaints policy as drafted and circulated.

**C893 TO ADOPT FOI/DATA PROTECTION POLICY & MODEL PUBLICATION SCHEME**

It was resolved to adopt FOI/Date protection policy and model publication scheme as drafted and circulated

**C894 TO ADOPT A MEDIA & COMMUNICATIONS POLICY**

It was resolved to adopt the media and communications policy as drafted and circulated

**C895 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

The Town Clerk informed the meeting that the terms of reference for all Committees would be reviewed and decided at the next meeting of each committee.

**C896 TO APPOINT MEMBERS TO SERVE ON COMMITTEES**

Resolved, as follows:-

**C897 COUNCILLOR MEMBERSHIP OF COMMITTEES, TFG’s & OTHER BODIES**

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

Cllr Milliner, Cllr Paul, Cllr Griffiths, Cllr White, Cllr Gallagher, Cllr Harris, Cllr Sharkey

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

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

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

Cllr Griffiths, Cllr Seabrook, Cllr Gallagher, Cllr White, Cllr Paul, Cllr Symonds, Cllr Veck, Cllr Cheta, Cllr Sharkey.

**MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE**

Cllr Seabrook, Cllr Collier, Cllr Gallagher, Cllr Veck, Cllr Sanderson.

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

Cllr Duhigg, Cllr Symonds, Cllr Veck, Cllr Hill, Cllr Sanderson, Cllr Harris, Cllr Simmons.

**MEMBERS TO SERVE ON THE** **CLIMATE CHANGE EMERGENCY TASK & FINISH GROUP (PARENT = Council)**

Cllr Griffiths, Cllr Seabrook, Cllr Gallagher, Cllr White, (plus Youth Mayor & Deputy Youth Mayor, other PCS students as appropriate).

**MEMBERS TO SERVE ON** **THE** **LIBRARIES TASK & FINISH GROUP (PARENT = Council)**

Cllr Goble, Cllr White, Cllr O’Connor (TTC).

**MEMBERS TO SERVE ON** **THE YOUTH ENGAGEMENT TASK & FINISH GROUP (PARENT = Council)**

Cllr White, Cllr Paul, Cllr Ciarron Clarkson (TTC), Ms Vicky Phillips.

The Clerk noted the ownership of the Committees Task & Finish Groups, stating that these will be reviewed by the parent Committees at their next meeting.

**C897 TO APPOINT CHAIRMEN OF COMMITTEES**

The Town Clerk informed the meeting that all existing Chairs of each Committee would like to continue as Chairs for the new Council year 2022/23; this was resolved.

**C898 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

Resolved as Cllr Paul, Cllr White, Cllr Gallagher, Cllr Sharkey.

**C899 TO APPOINT MEMBERS TO SERVE ON THE ESCC SLR FORUM**

It was agreed that the Councillor that would represent the Council on the ESCC SLR forum would be decided at the next Planning & Highways Committee/Health & Safety working group.

**C900 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS**

**MEMBERS TO SERVE ON OUTSIDE BODIES, ASSOCIATIONS & COMMUNITY GROUPS**

1. Citizens Advice Bureau – Cllr Cheta, 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 Griffiths, Cllr Seabrook.
11. Community Garden – Cllr Paul.
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association – *not sure if group still in existence- Town Clerk to check*
14. Green Havens Network – Cllr Griffiths, Cllr Seabrook.
15. Lewes & Havens Community Network – Cllr Griffiths.
16. Downlands Court – Cllr Collier.
17. Joint Action Group – Cllr Symonds
18. ESALC/SSALC – Cllr White.
19. Havens Health PPG – Cllr Paul, Cllr Simmons.
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 *– group name may have changed – to be checked by Town Clerk*
24. Sustrans – Cllr Paul.
25. Community Speed Watch - Cllr Seabrook.

**C901 TO NOTE THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY**

The inventory and asset register of Council property was noted.

Cllr White asked if depreciation was applied to the assets and the Town Clerk responded stating that the assets were now valued at insurance cover value.

Cllr Gallagher stated that Cornwall Avenue allotments were not stated on the register and Cllr Seabrook stated that the container next to the Gateway Café didn’t appear on the register – the Town Clerk agreed to check the list stating that both should be on the register of assets.

**C902 TO NOTE ANNUAL SUBSCRIPTIONS**

These were noted, agreed and approved.

**C903 TO APPROVE THE MAYOR’S ALLOWANCE**

This was noted, agreed and approved.

**C904 TO APPROVE THE CORPORATE RISK ASSESSMENT**

This was noted, agreed and approved.

**C905 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR**

This was noted, agreed and approved as being Mulberry & Co.

**C906 TO APPROVE BANKING SIGNATORIES**

The bank signatories were noted, agreed and approved

**C907 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE**

The Town Clerk informed the meeting that there is no planned Section 137 expenditure and the Town Council holds the General Power of Competence

**C908 TO APPROVE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

The arrangements were noted, agreed and approved.

**C909 TO APPROVE THE COUNCIL’S EMPLOYMENT POLICIES AND PROCEDURES**

The Town Clerk informed the meeting that these were reviewed in autumn 2021. They were noted, agreed and approved

**C910 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

The East Sussex model was agreed and adopted.

**C911 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 15th MARCH 2022**

The minutes were noted, agreed and adopted.

**C912 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

* 1. **Planning & Highways Committee:-**
		1. **To receive the public meeting minutes of the 8th March 2022.**
		2. **To receive the public meeting minutes of the 5th April 2022.**
		3. **To note the draft public meeting minutes of the 3rd May 2022.**

The minutes of the above meetings were received and noted.

* 1. **Policy & Finance Committee:-**
		1. **To receive the financial report, authorise payments and signing of Bank Reconciliation.**
		2. **To receive the public meeting minutes of the 1st March 2022.**
		3. **To note the draft public meeting minutes of the 26th April 2022.**
		4. **To approve the grants recommendations from the Sub-Committee.**
		5. **To note and approve the 2021/22 end-of-year Internal Audit report.**
		6. **Approve 2021/22 Annual Governance Statement.**
		7. **Approve 2021/22 Annual Accounting Statement.**

The minutes of the above meetings, the financial reports, payments and bank reconciliations were received and noted. The grants recommendations and the Annual Governance & Accounting Statements were agreed and approved.

Cllr Collier recommended that Councillors should take some time to read through (v) above as it was important report and wished to place on record thanks to the Finance Officer – Zoe Malone for all her hard work and indeed the hard work of all officers in improving the Councils financial position over the past year.

* 1. **Personnel Committee:-**
		1. **To receive the public meeting minutes of the 3rd February 2022.**
		2. **To note the draft public meeting minutes of the 31st March 2022.**

The minutes of the above meetings were received and noted.

* 1. **Leisure, Amenities & Environment Committee;-**
		1. **To receive the public meeting minutes of the 22nd February 2021.**
		2. **To note the draft meeting minutes of the 12th April 2022.**

The minutes of the above meetings were received and noted.

* 1. **Civic & Community Events Committee:-**
		1. **To receive the public meeting minutes of the 8th February 2022.**
		2. **To note the draft meeting minutes of the 19th April 2022.**

The minutes of the above meetings were received and noted.

**C913 TO RECEIVE URGENT MATTERS/REPORTS FROM WORKING PARTIES & OTHER BODIES**

There were no urgent matters to report.

**C914 TO RECEIVE ANY OTHER URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE (NOT FOR DISCUSSION)**

There were no urgent items to consider or note

**C915 TO NOTE ARRANGEMENTS FOR THE ANNUAL TOWN MEETING TO BE HELD ON THE 26th MAY 2022.**

The Town Clerk informed the meeting that the MP would be attending the annual Town Meeting and that the arrangements for the Queens Jubilee celebrations would be announced and confirmed at the meeting. He wanted to place on record his thanks to Lisa Murray, Sue Moscatelli and Leigh O’Loughlin for all their help and support with the arrangements for these celebrations

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| **CONFIDENTIAL** |

***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 are excluded from the discussion of the following items:-***

**C916 Policy & Finance Committee:-**

1. **To receive the confidential meeting minutes of the 1st March 2022.**
2. **To note the draft confidential meeting minutes of the 26th April 2022.**

The minutes of the above meetings were received and noted.

**C917 Personnel Committee:-**

1. **To receive the confidential meeting minutes of the 3rd February 2022.**
2. **To note the draft confidential meeting minutes of the 31st March 2022.**
3. **To receive updates on confidential staffing matters and agree any actions required.**

The minutes of the above meetings were received and noted.

The Town Clerk informed the meeting that over the past two weeks Cllr Seabrook, the Town Clerk with the support of Locum Town Clerk, Kevin Kingston have interviewed two candidates for the position of Deputy Town Clerk/Civic Officer and have offered the position to Mr George Dyson.

The Town Clerk asked that this appointment be noted and approved – it was duly approved.

Cllr Seabrook informed the meeting that, on starting, Mr Dyson would immediately commence ILCA training.

**C918 DATE OF NEXT MEETING – TUESDAY 21st JUNE 2022 AT 7.30PM.**

This was agreed.

*The meeting ended at 8.35pm*