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# **PEACEHAVEN TOWN COUNCIL**

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

## **DRAFT Minutes of the Annual meeting of Council held in the Anzac Room, Community House on Tuesday 16<sup>th</sup> May 2023 at 7.30pm.**

**Present:** Cllr L Symonds (Outgoing Mayor), Cllr D Seabrook (Mayor), Cllr I Sharkey (Deputy Mayor), Cllr C Gallagher, Cllr S Griffiths, Cllr W Veck, Cllr L Ashby-Parkin, Cllr C Cheta, Cllr S Wood, Cllr M Campbell, Cllr J Smith, Cllr D Donovan, Cllr C Norcott-Jones, Cllr K Gordon-Garrett, Cllr N Fabry, Cllr P Davies, Cllr A Harman.

**Officers:** Tony Allen (Town Clerk), George Dyson (Deputy Town Clerk), Kevin Bray (Parks Officer), Zoe Malone (Finance Officer).

Twelve members of the public were also in attendance.

### **C1013 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS**

**a) Presentation of Mayor's badge and gifts of recognition of service for Deputy Mayor and Mayor's Consort.**

Cllr Symonds welcomed everyone to the meeting and related the recent engagements of herself and the Deputy Mayor.

Cllr Symonds gave a personal statement relating to her time as Mayor.

There was a Presentation of the Mayor's badge and gifts of recognition of service for Deputy Mayor and Mayor's Consort.

**b) Former Cllr Reigna Mitchell has passed away – a minute's silence will be held for her.**  
A minute's silence was held.

### **C1014 ELECTION OF MAYOR FOR 2023-2024 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

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

Cllr Seabrook gave a personal statement in support of his candidacy for Mayor; nominated by Cllr Griffiths and seconded by Cllr Wood.

There were no other candidates.

**b) Voting.**

Cllr Seabrook was unanimously voted in as Chairman and Mayor.

**c) Mayor/Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.**

Cllr Seabrook signed the Declaration of Acceptance of Office form, which was witnessed by the Town Clerk, and also signed the Mayor's Handbook.

### **C1015 STATEMENT FROM NEW MAYOR**

Cllr Seabrook gave a personal statement, thanking the outgoing Mayor and setting out his aims and intentions for his term of office.

### **C1016 TO CO-OPT A COUNCILLOR TO FILL THE VACANCY IN THE WEST WARD - NOT FILLED BY THE RECENT ELECTIONS**

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

There were three candidates.

Ms A Harman and Mrs J Bye addressed the meeting and answered questions.

The Chairman reported that Ms K Sanderson was not able to be present and read out her personal statement to the meeting.

## **Minutes - Annual Meeting of Peacehaven Town Council – 16<sup>th</sup> May 2023**

### **b) Voting.**

By a majority vote, Ms Harman was duly co-opted.

### **C1017 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2023-2024**

Cllr Seabrook gave a statement in support of his three chosen charities, which were as follows:-

1. The Sussex Heart Charity.
2. The Ann Bickmore Children's fund.
3. The Newhaven, Lewes & District Mencap Group.

It was resolved that these charities should be adopted.

### **C1018 ELECTION OF DEPUTY MAYOR FOR 2023-2024 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

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

Cllr Sharkey gave a personal statement in support of her candidacy for Deputy Mayor; nominated by Cllr Fabry and seconded by Cllr Davies.

There were no other candidates.

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

Cllr Sharkey was unanimously voted in as Vice-Chairman and Deputy Mayor.

#### **c) Deputy Mayor/Vice-Chairman of the Council Declaration of Acceptance of Office and the signing of the Mayor's Handbook.**

Cllr Sharkey signed the Declaration of Acceptance of Office form, which was witnessed by the Town Clerk, and also signed the Mayor's Handbook.

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

Cllr Sharkey referred to her statement given earlier in the meeting.

### **C1019 TO AGREE MAYOR'S CONSORT**

It was agreed that the Mayor's Consort would be Ms Kathy Harding.

### **C1020 PUBLIC QUESTION TIME**

A member of the public highlighted the need for a new pavement in Pelham Rise, for the school children who currently have to walk across the grass. The Chairman stated that whilst the Town Council was not directly responsible, it would take this matter forward with the appropriate authority.

A member of the public referred to a letter that he had received from the Council regarding an allotments complaint matter, stating that he had requested it to be rescinded. The Chairman stated that this matter was noted and will be discussed further at the Leisure & Amenities Committee.

### **C1021 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr (elect) Alexander and that he may sign his Declaration of Acceptance of Office form, to be witnessed by the Town Clerk, as soon as possible.

### **C1022 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

There were no declarations of interests.

### **C1023 TO ADOPT STANDING ORDERS**

It was resolved to adopt the Standing Orders as drafted.

### **C1024 TO ADOPT FINANCIAL REGULATIONS**

It was resolved to adopt the Financial Regulations as drafted.

### **C1025 TO REAFFIRM ELIGIBILITY FOR THE USE OF THE GENERAL POWER OF COMPETENCE (GPC)**

The Chairman noted that the Council qualifies for the use of the GPC and it was resolved to reaffirm its use by Council.

## **Minutes - Annual Meeting of Peacehaven Town Council – 16<sup>th</sup> May 2023**

### **C1026 TO ADOPT A COMPLAINTS POLICY**

It was resolved to adopt this Policy as drafted.

### **C1027 TO ADOPT FOI/DATA PROTECTION POLICY & MODEL PUBLICATION SCHEME**

It was resolved to adopt this Policy as drafted.

### **C1028 TO ADOPT A MEDIA & COMMUNICATIONS POLICY**

It was resolved to adopt this Policy as drafted.

### **C1029 TO ADOPT THE TERMS OF REFERENCE FOR COMMITTEES**

It was resolved to adopt these T-o-R's as drafted.

### **C1030 TO APPOINT MEMBERS TO SERVE ON COMMITTEES**

#### **C1031 TO APPOINT CHAIRMEN OF COMMITTEES**

It was resolved to appoint members to serve on Committees, and the Chairmen of Committees as follows:-

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

Cllr Campbell (Chairman), Cllr Wood, Cllr Gallagher, Cllr Sharkey, Cllr Cheta, Cllr Alexander, Cllr Garrett, Cllr Norcott-Jones.

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

Cllr Griffiths (Chairman), Cllr Seabrook, Cllr Campbell, Cllr Gallagher, Cllr Donovan, Cllr Veck, Cllr Sharkey, Cllr C Cheta.

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

Cllr Sharkey (Chairman), Cllr Wood, Cllr Gallagher, Cllr Fabry, Cllr Alexander, Cllr Griffiths, Cllr Ashby-Parkin, Cllr Norcott-Jones, Cllr Smith, Cllr Cheta.

- **MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE**

Cllr Gallagher (Chairman), Cllr Veck, Cllr Campbell, Cllr Donovan, Cllr Davies, Cllr Cheta, Cllr Alexander, Cllr Griffiths, Cllr Fabry.

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

Cllr Veck (Chairman), Cllr Donovan, Cllr Alexander, Cllr Norcott-Jones, Cllr Smith, Cllr Harman.

### **C1032 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

It was resolved to appoint Cllr Gallagher and Cllr Gordon-Garrett.

### **C1033 TO APPOINT MEMBERS TO SERVE ON CLIMATE CHANGE WORKING GROUP**

It was resolved to defer this item to the next meeting of Council and to include all other Council Working Groups (Hub, Library & Youth).

### **C1034 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ORGANISATIONS**

It was resolved that the Town Clerk will compile this list in liaison with Councillors.

### **C1035 TO NOTE THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY**

This was noted.

### **C1036 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS**

This Finance Officer's report was noted.

### **C1037 TO APPROVE THE MAYOR'S ALLOWANCE**

This was approved as £1,500.

## **Minutes - Annual Meeting of Peacehaven Town Council – 16<sup>th</sup> May 2023**

### **C1038 TO APPROVE THE CORPORATE RISK ASSESSMENT**

This Town Clerk's report was approved.

### **C1039 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR**

The retention of Mulberry & Co. as the Council's Internal Auditors was approved.

### **C1040 TO APPROVE BANKING SIGNATORIES & BACS WORKING**

It was resolved that the Council's bank signatories are as follows-

- Cllr C Gallagher
- Cllr D Seabrook
- Cllr S Griffiths
- Cllr M Campbell
- Town Clerk, A Allen
- Deputy Town Clerk, G Dyson

### **C1041 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE**

Noted; not relevant due to the Council's decision to exercise its Power of General Competence.

### **C1042 TO APPROVE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

The current Policy was approved. The Chairman noted that the Internal Auditor's recommendation to increase the Council's fidelity cover had been acted upon

### **C1043 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

This Statement was adopted.

### **C1044 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 21<sup>st</sup> MARCH 2023**

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

### **C1045 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

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

##### **i. To receive the public meeting minutes of the 14<sup>th</sup> March 2023.**

It was resolved to receive these adopted minutes.

##### **ii. To note the draft public meeting minutes of the 4<sup>th</sup> April 2023.**

It was resolved to note these minutes.

#### **b. Policy & Finance Committee:-**

##### **i. To receive the financial report, authorise payments and signing of Bank Reconciliation.**

The Finance Officer's report was received and noted.

It was resolved to authorise payments for March and April 2023 amounting to £95,688.07 and to sign the Bank Reconciliation.

##### **ii. To note the draft public meeting minutes of the 7<sup>th</sup> March 2023.**

It was resolved to note these minutes.

##### **iii. To receive meeting minutes and approve the grants recommendations from the Sub-Committee.**

It was resolved to receive these minutes and approve the recommended grants payments.

##### **iv. To note and approve the 2022/23 end-of-year Internal Audit report.**

It was resolved to approve the Auditor's report.

##### **v. To approve 2022/23 Annual Governance Statement.**

It was resolved to approve this Statement, compiled by the Finance Officer.

##### **vi. To approve 2022/23 Annual Accounting Statement.**

It was resolved to approve this Statement, compiled by the Finance Officer.

## **Minutes - Annual Meeting of Peacehaven Town Council – 16<sup>th</sup> May 2023**

### **c. Personnel Committee.**

No items for the public session.

### **d. Leisure, Amenities & Environment Committee:-**

#### **i. To receive the public meeting minutes of the 28<sup>th</sup> February 2023.**

It was resolved to receive these adopted minutes.

#### **ii. To note the draft meeting minutes of the 18<sup>th</sup> April 2023.**

It was resolved to note these minutes.

### **e. Civic & Community Events Committee:-**

#### **i. To receive the public meeting minutes of the 14<sup>th</sup> February 2023.**

It was resolved to receive these adopted minutes.

#### **ii. To receive the public meeting minutes of the 11<sup>th</sup> April 2023.**

It was resolved to receive these adopted minutes.

#### **iii. To note the draft public meeting minutes of the 2<sup>nd</sup> May 2023.**

It was resolved to note these minutes.

## **C1046 TO RECEIVE URGENT MATTERS/REPORTS FROM TFG's & OTHER BODIES**

There were no items raised.

## **C1047 TO RECEIVE THE COMMUNITY & BUSINESS PLAN**

This Plan was received.

## **C1048 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 items raised.

## **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 were excluded from the discussion of the following items:-*

## **C1049 TO ADOPT THE CONFIDENTIAL MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 21<sup>st</sup> MARCH 2023**

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

### **C1050 Personnel Committee:-**

#### **i. To receive the confidential meeting minutes of the 16<sup>th</sup> March 2023.**

It was resolved to receive these adopted minutes.

#### **ii. To note the draft confidential meeting minutes of the 2<sup>nd</sup> May 2023.**

It was resolved to note these minutes.

#### **iii. To note the resignation of the Town Clerk and agree action required.**

This was noted.

It was agreed to hold an additional meeting of the Committee, at 6.30pm on the 30<sup>th</sup> May 2023, with one business Agenda item; 'To agree and initiate actions required as a result of the Town Clerk's resignation'.

#### **iv. To receive updates on other confidential staffing matters and ratify any actions agreed by the Committee.**

The Clerk reported on current staffing vacancies and recruiting progress.

**Minutes - Annual Meeting of Peacehaven Town Council – 16<sup>th</sup> May 2023**

**C1051 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE & TO APPOINT MEMBERS TO SERVE ON THE MORRISONS DEVELOPMENT WORKING GROUP**

The Town Clerk's report was received and noted.

It was resolved that Cllr Davies, Cllr Seabrook and Cllr Griffiths would be the appointed members of the Working Party.

**C1052 DATE OF NEXT MEETING – TUESDAY 18<sup>th</sup> JULY 2023 AT 7.30PM.**

*There being no further business, the meeting closed at 21:55.*