**DRAFT PUBLIC Minutes of the meeting of the Full Council Meeting held in the Anzac Room, Community House on Tuesday 21st March 2023 at 7.30pm.**

**Present:** Cllr Lucy Symonds (Mayor), Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher,

Cllr Isobel Sharkey, Cllr Ron White, Cllr Sue Griffiths, Cllr Lynda Duhigg, Cllr Alan Milliner, Cllr Dawn Paul,

Cllr Wendy Veck.

**Officers**: Tony Allen (Town Clerk), George Dyson (Deputy Town Clerk & Civic Officer), Kevin Bray (Parks Officer).

One member of the public were in attendance to observe the meeting.

**C995 MAYOR’S/CHAIRMAN’S ANNOUNCEMENTS.**

The Chairman welcomed everyone to the last full Council meeting of the current term and covered the housekeeping messages.

Cllr Symonds, as Mayor, reported on the following activities:-

* 15th February – Attended lunch at Kempton House with local dignitaries.
* Planned events in the future, include:
* Promoting Peacehaven Event (15th April 2023)
* Field 2 Fork – (being rescheduled – date TBC)
* Mayor’s Civic Reception (22nd April 2023)
* Meetings:
* 9th March – Met with the Youth Mayor to discuss upcoming events and projects that Ines is working on.
* 10th March – Spoke with Paula from Havens to discuss the Support the Supporters scheme and other upcoming events.

**C996 PUBLIC SESSION.**

There were no public questions raised.

**C997 TO APPROVE APOLOGIES FOR ABSENCE.**

It was resolved to accept apologies from Cllr J Harris, Cllr Goble, Cllr Claude Cheta, Cllr Chris Collier, Cllr Gloria Hill & Cllr Katie Sanderson.

**C998 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interests.

**C999 TO ADOPT THE PUBLIC MINUTES OF THE COUNCIL MEETINGS HELD ON THE**

**7th & 16th FEBRUARY 2023.**

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

**C1000 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN’S REPORTS AND REFERRALS FROM COMMITTEES & TFG’s:-**

* 1. **Planning & Highways Committee:-**
		1. **To receive the public meeting minutes of the 31st January 2023.**

It was resolved to receive these minutes.

* + 1. **To receive the public meeting minutes of the 21st February 2023.**

Cllr Griffiths noted that the end of Para. 5 on P3 of these minutes should be changed to read ‘as well as suggestions that 2 PTC Officers have already commented on the pre-application form’. It was resolved to receive these minutes, as amended.

* + 1. **To note the draft public meeting minutes of the 14th March 2023.**

These draft minutes were noted.

Cllr Seabrook noted that the word ‘Agenda’ appeared in the footer of this document and needs to be removed.

* 1. **Policy & Finance Committee:-**
		1. **To receive the financial reports, authorise payments and signing of Bank Statements & Reconciliation.**

The financial reports were received and noted.

It was agreed that the £5K budget for Climate Change should be an EMR for next year.

* + 1. **To receive the public meeting minutes of the 24th January 2023.**

It was resolved to receive these minutes.

* + 1. **To note the draft public meeting minutes of the 7th March 2023.**

These draft minutes were noted.

* 1. **Personnel Committee.**

There were no matters to be raised in the public session of the meeting.

* 1. **Leisure, Amenities & Environment Committee;-**
		1. **To receive the public meeting minutes of the 20th December 2022.**

It was resolved to receive these minutes.

* + 1. **To note the draft public meeting minutes of the 28th February 2023.**

These draft minutes were noted.

* 1. **Civic & Community Events Committee:-**
		1. **To receive the public meeting minutes of the 13th December 2022.**

It was resolved to receive these minutes.

* + 1. **To note the draft meeting minutes of the 14th February 2023.**

These draft minutes were noted.

The Chairman reported on a new bingo format that had been found to be very successful and with a number of new volunteers coming forward. The next event will be held on the 26th April 2023.

It was noted that, apart from the usual setting up assistance, there would be no requirement for staff time.

* + 1. **To discuss and agree Summer Fair car boot sale arrangements.**

This matter was discussed in detail.

It was resolved that the booking for The Dell should be accepted, subject to clarification from the hirer as to whether it is just a boot fair, or another type of event entirely, so that the appropriate charge can be made. Finish time 1pm.

* 1. **Task & Finish Groups Reports.**

There were no reports.

**C1001 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.**

Cllr Gallagher reported on her attendance at an SDNPA workshop on the 7th March 2023, including SDNPA projects, plans and organisation.

Cllr Griffiths reported that the Peacehaven Access Group had met and that she was still the Chair, with Paula Woolven as Vice-Chair and Cllr Seabrook as Treasurer.

Cllr Seabrook reported on the Community Orchard, including a tree pruning course recently held and an open day on the 22nd March 2023.

Cllr Seabrook reported on the reformation of the Peacehaven Residents Association, which has a new Committee with Cllr Duhigg as Chair; its first meeting will be held soon.

Cllr Seabrook reported on Community Speed Watch, noting that it had two more trained volunteers.

**C1002 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN.**

Cllr Gallagher referred to her report circulated with the meeting papers. The report was received and noted.

**C1003 TO RECEIVE AN UPDATE IN RELATION TO THE LIBRARY AND ITS REPLACEMENT.**

Cllr White stated that the response from ESCC included in the papers is unsatisfactory and that we are also awaiting an update from ESALC. The MP has raised this issue separately in Parliament which has resulted in a formal complaint being raised. Morrisons have built a contingency into their plans, but also seem to be having little communication from ESCC.

Cllr Seabrook added that part of the problem is that the provision is being compared to libraries in Heathfield, Rye, and Hailsham which is an inadequate comparison.

**C1004 TO DISCUSS AND AGREE ARRANGEMENTS FOR THE 2022-23 ANNUAL TOWN ASSEMBLY.**

The Town Clerk’s report was received and noted.

The Town Clerk related the background to this item.

It was noted that, in view of the pre-election period, the only possible day for the Council to host this meeting was the 5th May 2023, prior to the ‘new’ Council coming in. However, it was also noted that this day would be unsuitable as it was directly after the elections and immediately before the coronation weekend.

Cllr Griffiths and Cllr Seabrook noted that the Council has a legal obligation to convene this meeting if nobody else does. The Clerk noted that there is no sanction for not holding this meeting.

It was resolved, by majority (one against and one abstention) that the Council will not convene this meeting this year.

**C1005 PROPOSAL BY CLLR GALLAGHER FOR THE REMOVAL OF THE ADVERTISING BANNER AT THE DELL.**

The report from Cllr Gallagher and the Parks Officer was noted and received.

Cllr Gallagher referred to the report, highlighting the Neighbourhood Development Plans and the Kaner Olette study for the improvement of the area at The Dell.

It was noted that the income from advertising at The Dell was currently £2,900 for 2022/23, with an estimated income of £3K included in the 2023/24 budget.

It was resolved that no more bookings, beyond the longest current booking, should be taken for advertising at The Dell and that the banner board is removed as soon as the last booking has finished.

It was resolved that separately the LA&E Committee should investigate suitable alternative locations for advertising boards in the Town.

**C1006 TO ADOPT A REVISED COMPLAINTS POLICY.**

The Draft Policy document was received and noted.

The Deputy Clerk reported that the required monitoring spreadsheet had now been completed and tested and is ready for use.

It was resolved to adopt the new Complaints Policy and for it to be kept under regular review.

**C1007 TO ADOPT REVISED COMMUNITY HOUSE TERMS & CONDITIONS OF HIRE.**

The Draft documents were received and noted.

In detailed discussion, a number of areas of concern in the documents were highlighted, including required amendments, updates, policy exceptions, care for those with disabilities and the relationship with the S Brigden report.

It was resolved to set up a small Task & Finish Group to revisit these documents. TFG to comprise of the Deputy Clerk, Cllr Seabrook, Cllr Griffiths, plus a couple of invited hirers of Community House facilities.

*[The Parks Officer and the member of public left the meeting].*

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

**C1008 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 7th & 16th FEBRUARY 2023.**

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

**C1009 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT**

The Town Clerk referred to his report which was received and noted.

Town Clerk to ensure that an Energy Performance Certificate is produced for Community House as part of the internal and external surveys.

**C1010 Personnel Committee:-**

1. **To receive updates on confidential staffing matters and agree any actions required:-**
	1. **To note & ratify the revised Job Description for the Deputy Clerk.**

It was resolved to adopt this Job Description.

* 1. **To note & ratify the revised Job Description for the Civic Officer.**

Cllr Gallagher reported that this Job Description was still work-in-progress with the Committee and will be finalised once the new Marketing & Events Officer is in-post.

*[Cllr Duhigg left the meeting]*

* 1. **To note & ratify the revised Job Description for the Information & Community Facilities Officer.**

It was resolved to adopt this Job Description, as amended.

* 1. **To note & ratify the revised Job Description for Committees & Assistant Projects Officer.**

It was resolved to adopt this Job Description.

* 1. **To note & ratify the revised Job Description for Marketing & Events Officer.**

It was resolved to adopt this Job Description.

The Town Clerk gave an update on the recruitment for this vacancy.

* 1. **To note & ratify the revised staffing structure.**

It was resolved to adopt this structure.

* 1. **To authorize an independent review of PTC recruitment & retention practices.**

Cllr Gallagher introduced this item, which was a recommendation from the Committee.

1. **To receive the confidential meeting minutes of the 19th December 2022.**

It was resolved to receive these minutes.

1. **To receive the confidential meeting minutes of the 9th February 2023.**

It was resolved to receive these minutes.

1. **To receive the confidential meeting minutes of the 23rd February 2023.**

It was resolved to receive these minutes.

1. **To note the draft confidential meeting minutes of the 16th March 2023.**

These draft minutes were noted.

**C1011 Leisure, Amenities & Environment Committee;-**

* 1. **To note the draft public confidential minutes of the 28th February 2023.**

These draft minutes were noted.

**C1012 DATE OF NEXT MEETING - TUESDAY 16th MAY 2023 at 7.30PM – Annual Council meeting.**

The Chairman thanked everyone for their hard work and dedication over the last four years and those Councillors not standing for election were invited to attend the Mayor’s reception on the 22nd April.

*There being no further business, the meeting closed at 21:16.*