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Town Clerk

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Community House,  
Meridian Way,  
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BN10 8BB.

15<sup>th</sup> May 2024

Members of Peacehaven Town Council are summoned to the Annual Council meeting to be held in Community House, Peacehaven, on Tuesday 21<sup>st</sup> May 2024 at 7.30pm.

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Town Clerk

## AGENDA

### C1208 OUTGOING MAYOR/CHAIR'S ADDRESS & ANNOUNCEMENTS

### C1209 ELECTION OF MAYOR FOR 2024-2025 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a. Statement(s) from candidate(s)
- b. Voting
- c. Mayor/ Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook
- d. Statement from the new Mayor

### C1210 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2024-2025

### C1211 ELECTION OF THE DEPUTY MAYOR FOR 2023-2024 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a. Statement(s) from candidate(s)
- b. Voting
- c. Deputy Mayor/ Vice-Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook
- d. Statement from the new Deputy Mayor

### C1212 TO AGREE MAYOR'S CONSORT

### C1213 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

### C1214 TO APPROVE APOLOGIES FOR ABSENCE.

### C1215 TO RECEIVE DECLARATIONS OF INTERESTS.

### C1216 TO ADOPT STANDING ORDERS

### C1217 TO ADOPT FINANCIAL REGULATIONS

### C1218 TO ADOPT THE FOLLOWING POLICIES

- a. Data Protection Policy
- b. Freedom of Information Policy
- c. First Aid Policy
- d. Health & Safety Policy
- e. Social Media & Communications Policy

### C1219 TO APPOINT MEMBERS TO SERVE ON COMMITTEES & APPOINT CHAIRS OF STANDING COMMITTEES

- a. Civic & Community Events Committee
- b. Leisure, Amenities, and Environment Committee
- c. Personnel Committee

**Agenda for the Annual Meeting of Peacehaven Town Council – 21<sup>st</sup> May 2024**

d. **Planning & Highways Committee**

e. **Policy & Finance Committee**

**C1220 TO APPOINT MEMBERS TO SERVE ON SUB-COMMITTEES**

a. **Community House Sub-Committee**

b. **Grants Sub-Committee**

**C1221 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ORGANISATIONS**

**C1222 TO NOTE THE ASSET REGISTER**

**C1223 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS**

**C1224 TO APPROVE THE CORPORATE RISK ASSESSMENT**

**C1225 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR**

**C1226 TO APPROVE BANKING SIGNATORIES & BACS WORKING**

**C1227 TO AGREE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

**C1228 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

**C1229 TO ADOPT A COMMUNITY AND BUSINESS PLAN**

**C1230 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 19<sup>TH</sup> MARCH 2024.**

**C1231 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

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

i. To receive the meeting minutes of the 5<sup>th</sup> March 2024.

ii. To receive the meeting minutes of the 9<sup>th</sup> April 2024.

iii. To note the draft meeting minutes of the 7<sup>th</sup> May 2024.

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

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

ii. To receive the meeting minutes of the 12<sup>th</sup> March 2024.

iii. To note the draft meeting minutes of the 30<sup>th</sup> April 2024.

iv. To agree a request from the Policy & Finance Committee to reverse part of a decision relating to the allocation of funds

v. To receive meeting minutes and approve the grants recommendations from the Grants Sub-Committee meeting on 25<sup>th</sup> April 2024 including a variation to the amount requested by one organisation

vi. To ratify the agreement to purchase a new tractor

vii. To agree to purchase the agreed CCTV from PTC's CIL money.

viii. To note and approve the 2023/24 end of year Internal Audit report

ix. To approve 2023/24 Annual Governance Statement

x. To approve 2023/24 Annual Accounting Statement

c. **Personnel Committee.**

i. To receive the meeting minutes of the 23<sup>rd</sup> January 2024

ii. To note the draft meeting minutes of the 26<sup>th</sup> March 2024

iii. To adopt employment policies from the new HR provider

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

i. To note the draft meeting minutes of the 20<sup>th</sup> February 2024.

ii. To note the draft meeting minutes of the 2<sup>nd</sup> April 2024.

iii. To agree to purchase a new mower attachment

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

i. To receive the meeting minutes of the 27<sup>th</sup> February 2024.

ii. To note the draft meeting minutes of the 16<sup>th</sup> April 2024.

iii. To receive a report from the Artwave TFG and agree recommendations

**C1232 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

**C1233 TO RECEIVE A REPORT ON SUSSEX NATURE RECOVERY STRATEGIES AND AGREE RECOMMENDATIONS**

**C1234 TO AGREE TO A RESTRICTION BEING PLACED ON THE FOOTBALL CLUB LEASE**

**Agenda for the Annual Meeting of Peacehaven Town Council – 21<sup>st</sup> May 2024**

**C1235 TO RECEIVE REPORTS FROM WORKING GROUPS & TASK AND FINISH GROUPS:**

- a. Youth Engagement
- b. Climate Change
- c. Morrisons Development
- d. Community & Business Plan
- e. Public Rights of Way
- f. Advertising Policy
- g. Climate Fair
- h. Meridian Walk

**C1236 TO RECEIVE VERBAL UPDATES FROM OUTSIDE BODY REPRESENTATIVES**

**C1237 TO NOTE THE OVERVIEW OF COMPLAINTS RECEIVED**

**C1238 DATE OF NEXT MEETING – TUESDAY 23<sup>RD</sup> JULY 2024 AT 7.30PM.**

**C1239 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**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:-*

**C1240 TO AGREE 2024 EMPLOYEE INCREMENT INCREASES**

**C1241 TO NOTE THE TOWN CLERKS TARGETS SET AT APPRAISAL**

**C1242 TO RECEIVE A REPORT FROM THE INTERVIEW PANEL AND AGREE RECOMMENDATIONS ON THE RECRUITMENT OF A PUBLIC RELATIONS OFFICER**