

George Dyson  
Town Clerk

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Community House,  
Meridian Way,  
Peacehaven,  
East Sussex,  
BN10 8BB.

14<sup>th</sup> May 2025

Members of Peacehaven Town Council are summoned to the Annual Council meeting to be held in Community House, Peacehaven, on Tuesday 20<sup>th</sup> May 2025 at 7.30pm.

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### A G E N D A

**C1364 OUTGOING MAYOR/CHAIR'S ADDRESS & ANNOUNCEMENTS**

**C1365 ELECTION OF MAYOR FOR 2025-2026 & 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

**C1366 TO AGREE THE NEW MAYOR'S CHARITIES FOR 2025-2026**

**C1367 TO AGREE MAYOR'S CONSORT**

**C1368 ELECTION OF THE DEPUTY MAYOR FOR 2025-2026 & 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

**C1369 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.***

**C1370 TO APPROVE APOLOGIES FOR ABSENCE**

**C1371 TO RECEIVE DECLARATIONS OF INTERESTS**

**C1372 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 22<sup>ND</sup> APRIL 2025**

**C1373 TO ADOPT STANDING ORDERS**

**C1374 TO ADOPT FINANCIAL REGULATIONS**

**C1375 TO ADOPT REVISED TERMS OF REFERENCE AND SCHEME OF DELEGATION**

**C1376 TO RATIFY THE INCREASE TO THE MEMBERS ALLOWANCE**

**C1377 TO ADOPT THE FOLLOWING POLICIES**

- a. Members Allowances Policy
- b. Data Protection Policy
- c. First Aid Policy
- d. Health & Safety Policy
- e. Freedom of Information Policy
- f. Social Media & Communications Policy
- g. Community Engagement Policy
- h. Biodiversity Policy

**C1378 TO NOTE A REPORT ON REVISING THE COUNCIL'S COMMITTEE STRUCTURE**

**C1379 TO REVIEW COMMITTEE MEMBERSHIP & APPOINT CHAIRS OF STANDING COMMITTEES**

- a. Civic & Community Events Committee
- b. Leisure, Amenities, and Environment Committee
- c. Personnel Committee
- d. Planning & Highways Committee
- e. Policy & Finance Committee

**C1380 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ORGANISATIONS**

**C1381 TO NOTE THE ASSET REGISTER**

**C1382 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS**

**C1383 TO APPROVE THE CORPORATE RISK ASSESSMENT**

**C1384 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR**

**C1385 TO APPROVE BANKING SIGNATORIES & BACS WORKING**

**C1386 TO AGREE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

**C1387 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

- a. **Planning & Highways Committee:-**
  - i. To receive the meeting minutes of the 25<sup>th</sup> March 2025
  - ii. To receive the meeting minutes of the 15<sup>th</sup> April 2025
  - iii. To note the draft meeting minutes of the 6<sup>th</sup> May 2025
- b. **Policy & Finance Committee:-**
  - i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.
  - ii. To note the draft meeting minutes of the 1<sup>st</sup> April 2025
  - iii. To note and approve the 2024/25 end of year Internal Audit report
  - iv. To approve 2024/25 Annual Governance Statement
  - v. To approve 2024/25 Annual Accounting Statement
  - vi. To receive a report from the CIL Bids TFG
- c. **Personnel Committee.**
  - i. To receive the meeting minutes of the 18<sup>th</sup> February 2025
  - ii. To note the draft meeting minutes of the 15<sup>th</sup> April 2025
- d. **Leisure, Amenities & Environment Committee:-**
  - i. To note the draft meeting minutes of the 18<sup>th</sup> March 2025
  - ii. To note the draft meeting minutes of the 13<sup>th</sup> May 2025
- e. **Civic & Community Events Committee:-**
  - i. To receive the meeting minutes of the 11<sup>th</sup> March 2025
  - ii. To note the draft meeting minutes of the 29<sup>th</sup> April 2025

**C1388 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

**C1389 TO AGREE RECOMMENDATIONS ON THE MERIDIAN MEANDER LEAFLET**

**C1390 TO RECEIVE AN UPDATE ON THE HUB PLANNED PROCUREMENT NOTICE**

**C1391 TO REVIEW MEMBERSHIP OF & RECEIVE REPORTS FROM WORKING GROUPS & TASK AND FINISH GROUPS:**

- a. Neighbourhood Plan Steering Group
- b. Youth Engagement
- c. Public Rights of Way
- d. Public Safety
- e. Morrisons Development
- f. Sussex Nature Recovery
- g. Meridian Walk
- h. The Hub

**C1392 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES**

**C1393 TO NOTE THE OVERVIEW OF COMPLAINTS RECEIVED**

**C1394 DATE OF NEXT MEETING - TUESDAY 24<sup>TH</sup> JUNE 2025 AT 7.30PM.**