



# BREDE PARISH COUNCIL

**Draft Minutes of the Annual Meeting of Brede Parish Council held on Tuesday  
27<sup>th</sup> May 2025 at 7:00pm in Trinity Methodist Church Hall**

**Present:** Councillors S Hampson, M Griffiths, M Duffield, R Oliver, M Wey and D McDonald

In Attendance: The Clerk. Rother District Cllr Neil Gordon

- 1 **Election of Chairman.** Cllr Hampson was proposed by Cllr Mc Donald and seconded by Cllr Oliver. All were in favour.  
**Resolved. Cllr Hampson was elected as Chairman. The Declaration of Office was signed.**
- 2 **Election of Vice-Chairman**  
Cllr Duffield was proposed by Cllr Griffiths and seconded by Cllr Oliver. All were in favour.  
**Resolved. Cllr Duffield was elected as Vice-Chairman.**
- 3 **Public Question Time.** None
- 4 **Apologies for Absence:** Cllrs Allison and Chamberlain
- 5 **a) Declaration of Interests:** None  
**b) Dispensation Requests:** None.
- 6 **Appointment of Councillors to Committees and working groups**  
The following appointments were made.
 

Planning Committee	All Councillors
Brede Village Hall	Cllrs Duffield and McDonald
Website and Facebook	The Clerk
Footpaths	To be appointed
Highways	All Councillors to report issues
Newsletter	The Clerk
ESALC and RALC representatives	Cllrs Griffiths and Wey
Recreation Ground Committee	Cllrs Allison, Duffield, Hampson and Oliver
Speed Watch	Cllr Wey
Trees, Seats, Bus Shelters and Bins	All Councillors to report issues
Staffing Committee	Cllrs Hampson, Allison and McDonald

**Resolved. Appointments to Committees and working groups were made as per the published list above.**
- 7 **Review of Code of Conduct**  
The Code of Conduct was reviewed. No changes had been recommended.  
**Resolved. The Code of Conduct was adopted without changes.**
- 8 **Review of Standing Orders and adoption of New Financial Regulations**  
The Standing Orders and Financial Regulations had been circulated. Minor updates to the Procurement sections had been made.  
**Resolved. The Standing Orders and Financial Regulations were adopted with recommended changes**

**9 To consider and Approve Policies, Procedures and other documents**

The policies currently adopted by Council and revision dates were circulated.

	Adopted/Reviewed	Review Date
Child Protection and Vulnerable Persons	April 2025	April 2027
Code of Conduct	May 2024	May 2025
Complaints Procedure	April 2025	April 2027
Co-option Policy	June 2023	June 2025
Data Protection Policy	June 2023	June 2025
Document Retention Policy	January 2023	January 2026
Equal Opportunities Policy	January 2023	January 2026
Freedom of Information	February 2023	February 2026
Grant Awarding Policy	April 2023	April 2026
Grievance Policy	March 2023	March 2026
Media and Communications Policy	February 2023	February 2026
Publication Scheme Policy	March 2023	March 2026
Risk Management Policy	May 2024	May 2025
Scheme of Delegation	March 2023	March 2026
Sickness and Absence Policy	April 2025	April 2027
Training Policy	March 2025	March 2027

**Resolved. Council approved the list of Policies held and their revision dates.**

**10 Risk Management Schedule**

The Risk management schedule had been circulated. Minor changes were updates to review dates.

**Resolved. Council approved the Risk management Scheme with revisions.**

**11 Asset Schedule.** The asset schedule had needed no update. Cllr Wey noted that the Speed camera was not listed. Clerk to look back and see when it was purchased and add it.

**Resolved. Council approved the asset schedule with the speed camera to be added. Cllr Wey will provide a replacement value for insurance purposes.**

**12 Insurance arrangements for 2025-26**

**The Insurance renewal had been circulated.** Cllrs had reviewed the insurance recently and approved its level. It was with Zurich.

**Resolved. Councillors confirmed that the insurance was at appropriate levels for the next year.**

**13 Annual Governance and Accountability return 2024-25**

**a) To review and agree the Internal Auditors report**

The internal auditors report had been circulated.

**Resolved. The Internal Audit was approved. (see Appendix A)**

**b) To Agree the Annual Governance Statement 2024-25. (Section 1 of the Annual Governance and Accountability Return (AGAR), and it to be signed by the Clerk and Chairman.**

Section 1 had been circulated to Councillors.

**Resolved. Council approved the AGAR and section 1 was signed by the Clerk and Chairman.**

**c) To agree the Accounting Statements 2024-25 (Section 2 of the AGAR) and it to be signed by the Chairman**

Section 2 of the AGAR had been circulated to Councillors.

**Resolved. Council approved the Accounting Statements and the chairman signed the AGAR section 2**

**d) To approve the Excise of Public Rights dates**

The Excise of Public Rights dates had been set as Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> July.

**Resolved. Council approved the Excise of Public Rights dates as correct, to be 30 working days and to include the first 10 days of July.**

**14**

**Finance**

**a) To approve a schedule of Direct Debits for 2025-26**

The current direct debits were circulated. It was noted that no revisions were suggested

ICO	GDPR compliance
Onecom	Village Hall Broadband
NEST	Pension Scheme
Tesco Mobile	Clerks Phone

**Resolved. Council approved the direct debit list.**

**b) To approve the bank mandate and signatories.**

The following list was the current NatWest bank mandate.

	Cheques	Online
Mrs Tracy Dixon Clerk	Full Signatory, but does not sign	Create only
Cllr M Griffiths	Full Signatory	Create and Authorise
Cllr S Hampson	Limited Signatory	Create and Authorise
Cllr G Olson	Full Signatory	Create and Authorise
Cllr R Oliver	Limited Signatory	No access
Cllr Allison	Full signatory	Create and Authorise

The following list was the current United Trust Bank (Bond)

Mrs Tracy Dixon Clerk	Full Signatory and email authoriser
Cllr M Griffiths	Full Signatory and email authoriser
Cllr S Hampson	Full Signatory and email authoriser

**Resolved. Council resolved to add Cllr Duffield to the Natwest Mandate and remove Cllr Olson.**

**c)To approve the allocation of CIL money received and how it should be spent.**

Community Infrastructure Levy (CiL) money received is currently being held in earmarked reserves. CiL had been reserved for the Community Hall/Pavilion rebuild, but some was now due to be spent.

**Resolved. Council resolved to keep the CiL in earmarked reserves. Some will be used this year for new Play equipment/Accessible Path.**

**d)To approve appointment of Keith Robertson as Internal Auditor.**

Keith Robertson had completed the 2024-25 audit to a high standard.

**Resolved. Council resolved to appoint Keith Robertson as Internal Auditor for 2025-26**

**15**

**To approve the Councils Memberships of outside bodies.**

Council are currently members of the following outside bodies.

RALC Rother Association of Local Councils approx. £80-£100

ESALC	East Sussex Association of Local Councils	approx. £430-£460
NALC	National Association of Local Councils	approx. £140-£180
SLCC	Society of Local Council Clerks	approx. £180-£200
AIRS	Action in Rural Sussex	approx. £166
Parish Online	Mapping System	Approx £80-£100

**Resolved. Council would continue to membership to the listed outside bodies, and also retain membership of Parish Online, the mapping tool.**

**16. To confirm GPoC status.**

Council now has only 5 out of 9 elected Councillors with the resignation of Cllr Olson. GPoC could be retained until the next elections in 2027, but may be lost after that if not enough Councillors are elected.

**Resolved, Council confirmed that retains GPoC for now.**

**17. To agree the Meeting Schedule for 2025-26**

The suggested meeting schedule was as below, with planning meetings being

24 <sup>th</sup> June 2025	Brede Village Hall
22nd July 2025	Trinity Methodist Church Hall
August	No meeting
23rd September 2025	Brede Village Hall
28th October 2025	Trinity Methodist Church Hall
25th November 2025	Brede Village Hall
December	No meeting
27th January 2026	Trinity Methodist Church Hall
24th February 2026	Brede Village Hall
24th March 2026	Trinity Methodist Church Hall
28th April 2026	Brede Village Hall
26th May 2026	Trinity Methodist Church Hall

**Resolved. Council agreed to continue meeting on the 4<sup>th</sup> Tuesday of the month, excluding August and December, and agreed the venue schedule to May 2026. Planning meetings would be called as required.**

**The meeting closed at 7.45pm**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Brede Parish Council**