



BREDE PARISH COUNCIL

Minutes of the Annual Meeting of Brede Parish Council held on Tuesday 26th May 2026 at 7:00pm in Trinity Methodist Church Hall

Present: Councillors S Hampson, M Duffield, R Oliver, N Hobson, J Allison and D McDonald

- 1 **Election of Chairman.** Cllr Hampson was proposed by Cllr Mc Donald and seconded by Cllr Duffield. 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 McDonald and seconded by Cllr Allison. All were in favour.
Resolved. Cllr Duffield was elected as Vice-Chairman.
- 3 **Public Question Time.** None
- 4 **Apologies for Absence:** Cllr Griffiths
- 5 **a) Declaration of Interests:** Cllrs Hampson and Duffield for Item 17 Meetings.
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	Cllr Hobson
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. No changes had been recommended.
Resolved. The Standing Orders and Financial Regulations were adopted without 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
Accessibility Policy	March 2026	March 2028
Child Protection and Vulnerable Persons	April 2025	April 2027
Code of Conduct	May 2025	May 2026
Complaints Procedure	April 2025	April 2027
Co-option Policy	June 2023	June 2026
Data Protection Policy	June 2023	June 2026
Document Retention Policy	January 2026	January 2029
Equal Opportunities Policy	January 2026	January 2029
Freedom of Information	February 2026	February 2029
Grant Awarding Policy	April 2023	April 2026
Grievance Policy	April 2026	April 2029
Information Technology Policy	January 2026	January 2027
Media and Communications Policy	September 2024	September 2026
Privacy Policy	March 2026	March 2028
Publication Scheme Policy	April 2026	April 2029
Risk Management Policy	May 2025	May 2026
Scheme of Delegation	April 2026	April 2029
Sickness and Absence Policy	April 2025	April 2027
Social Media Policy	September 2024	September 2026
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 been updated with the new play equipment purchased and other items.

Resolved. Council approved the asset schedule with the updates.

12 Insurance arrangements for 2026-27

The Insurance renewal had been circulated. Council was in its second year of a three year agreement with Zurich. Insurance levels had been checked and were appropriate.

Resolved. Councillors approved the insurance for 2025-26

13 Annual Governance and Accountability return 2025-26

a) To review and agree the Internal Auditors report

The internal auditors report had been circulated.

Resolved. The Internal Audit was approved.

b) To Agree the Annual Governance Statement 2025-26. (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 2025-26 (Section 2 of the AGAR) and it to be signed by the Chairman

Section 2 of the AGAR had been circulated to Councillors. It had been signed by the RFO prior to the meeting.

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 Wednesday 3rd June to Tuesday 14th July 2026.

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/scheduled Card Payments for 2026-27

The current direct debits/scheduled card payments were circulated.

ICO	GDPR compliance	Direct Debit
Onecom	Village Hall Broadband	Direct Debit
NEST	Pension Scheme	Direct Debit
Lebara Mobile	Clerks Phone	Card Payment
McAfee	Computer Protection	Card Payment

Resolved. Council approved the direct debit and Scheduled Card Payments 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 R Oliver	Limited Signatory	No access
Cllr Allison	Full signatory	Create and Authorise
Cllr Duffield	To be added	

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 approve the rest to remain the same.

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.

Resolved. Council resolved to keep the CiL in earmarked reserves. Some will be used this year for Solicitors fees for the land acquisition.

d)To appointment an Internal Auditor.

Keith Robertson was retiring from auditing. A new internal auditor would be needed. Clerk to get quotes and bring to a future meeting for appointment.

Council would await quotes before appointing an internal auditor for 2026-27.

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. £460-£490
NALC	National Association of Local Councils	approx. £140-£180
SLCC	Society of Local Council Clerks	approx. £180-£200
AIRS	Action in Rural Sussex	approx. £180
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 it retains GPoC for now.

Councillors Hampson and Duffield restated their interest in the next item and took no part in the discussion or vote. They remained in the room.

17. To agree the Meeting Schedule for 2026-27

Meetings had been alternating between the Village Hall Committee Room and Trinity Methodist Church, but the Village Hall was now very busy on a Tuesday evening. Noise from exercise classes was disturbing meetings and there was no parking available in the car park.

Members discussed options, change of day, time or venue.

Resolved. Council agreed to continue meeting on the 4th Tuesday of the month at 7.30pm, excluding August and December, and that all meetings would be at Trinity Methodist Church Hall. Planning meetings would be called as required. Meeting dates until May 2027 would be

23rd June 2026

28th July 2026

August No meeting

22nd September 2026

27th October 2026

24th November 2026

December No meeting

26th January 2027

23rd February 2027

23rd March 2027

6th April 2027

18th May 2027 Annual Meeting. (*note, possibly 1 week earlier than usual, due to the requirement to meet with 14 days of Councillors taking up office after an election. Councillors take up office 4 days after an election. Elections will probably be on May 6th 2027 so a Council meeting may need to be held on or before 24th May*).

25th May 2027 Council meeting.

The meeting closed at 7.30pm

Signed _____

Date _____

Brede Parish Council