

Minutes: Monday 14th May 2018 at the Winchelsea Beach Community Hall, 7:15 pm

Present: Councillors: Ms Austen, J Horsman, Mrs S Lyward, Mrs Merricks, A Moore, D Smedley, Mrs J Stanford, H Sutton, S Tollett, P Turner (Chairman) S Turner and N Warren.

In attendance: Mrs A Evett (Clerk,) Mrs J Cannings (Deputy Clerk) and RDC Cllr. Mrs Hart.

18/076 Item 1 Election of the chairman for the council year. Cllr Peter Turner was elected chairman and duly completed his acceptance of office.

18/077 Item 2 Election of vice chairman for the council year. Cllr David Smedley was elected.

18/078 Item 3 The Chairman invited comments or questions from members of the public on matters relating to the business of the Council. Mr Clarke of Winchelsea expressed his thanks that officers are chasing a response from ESCC about traffic calming.

18/079 Item 4 To receive reports and ask questions of the County and District Councillors. Cllr. Mrs Hart gave apologies from Cllr Glazier and Osborne. Her report had been circulated in advance of the meeting. She updated on civil parking enforcement and the public spaces protection orders and taxi licensing. Cllr Mrs Hart took questions on RDC's and Southern Water's approach to planning applications in Winchelsea Beach and that the load on the foul system is being ignored, continued fly tipping in the Winchelsea recycling area and the need for preventative measures.

18/080 Item 5 Apologies for absence. Apologies received from Cllr. Davis.

18/081 Item 6 Disclosures of Interests. There were none.

18/082 Item 7 It was resolved to approve and sign the minutes of the meeting of 9th April 2018.

Matters requiring a decision by the Council

18/083 Item 8 Review of delegation arrangements to committees, sub-committees, employees and other local authorities. It was resolved to approve all current arrangements for all groups (detailed on the agenda.)

18/084 Item 9 Review of the terms of reference (ToR) for committees. It was resolved to approve all terms of reference with the amendment to all that the officers should obtain quotes for works.

18/084 Item 10 Meeting schedule to April 2019. It was resolved to approve the schedule.

18/085 Item 11 Receipt of nominations to current and new committees/working groups. The following appointments were confirmed by resolution:

Planning committee – Cllrs Mrs Lyward, Moore, Smedley, Mrs Stanford, S Turner, Warren plus the chairman and vice chairman as ex-officio members;

Staffing committee and working group – Cllrs Mrs Merricks, Mrs Stanford, Tollett, S Turner and the chairman or vice chairman;

Open Spaces committee – Cllrs Davis, Horsman, Mrs Lyward, Tollett, Sutton and the chairman and vice chairman as ex-officio members;

Car park and toilets working group – Cllrs Mrs Lyward, Mrs Merricks, Tollett, the chairman and vice chairman as ex-officio members plus co-opted (non-council) members;

Affordable housing working group – all councillors;

Flagpole committee – Cllrs Mrs Stanford, Tollett and co-opted (non-council) members;

Allotments committee and working group – Cllr Ms Austen, Davis, Tollett, P Turner plus co-opted (non-council) members;

Neighbourhood planning working group – all councillors;

Communications and data protection – Cllrs Horsman, Tollett and Warren.

18/086 Item 12 Appointments to external bodies and groups. It was resolved to re-appoint all councillors to external bodies as per the current arrangements.

18/087 Item 13 Membership of external bodies. It was resolved to approve all as listed on the agenda.

18/088 Item 14 Standing Orders, Financial regulations and all other policies. It was resolved to approve all as listed on the agenda with one amendment to the Standing Orders to allow councillors to speak at committee meetings (that they are not a member of) with permission from the chairman. It was recommended that the Staffing Committee review the financial risk assessment and a lone worker policy is considered.

18/089 Item 15 Report of the internal auditor. This was noted and the recommendations listed were accepted; the officers to contact the organisations that will be impacted by the grant process. Thanks were given to the officers for their work.

18/090 Item 16 Appointment of the internal auditor. It was resolved to appoint Mr Keith Robertson.

18/091 Item 17 It was resolved to approve the (i) Annual Governance Statement and (ii) the accounting statements; all internal controls and preparation of accounting statements including the statement of accounts and summary of receipts and payments (end of year) were reviewed and approved.

18/092 Item 18 It was resolved to approve the Annual Return to the External Auditor with the accompanying bank reconciliation and summary receipts and payments report for the year ended 31st March 2018 with one amendment, to include the outstanding PWLB amount of £25,554 to all relevant parts of the form (as missing from one part;) the chairman and Clerk were authorised to sign.

18/093 Item 19 It was resolved to approve the Clerk to ask the Sussex Wildlife Trust for sight of the business plan for the new **Discovery Centre**.

18/094 Item 20 It was resolved that the gates at the car park at Rye Harbour should be locked open and the officers were authorised to purchase two padlocks and keys at a cost not to exceed £100.

18/095 Item 21 Open Spaces Committee – the minutes of the meeting held on 30th April 2018 were noted.

18/096 Item 22 Allotment Committee – the minutes of the meeting held on 1st May 2018 were noted and all recommendations (including budget) were approved.

18/097 Item 23 Rye Harbour Public Conveniences and Car Park – the grant of £7,500 was noted and the matter will be referred to the Car Park and Public Conveniences working group to update the conditions survey.

18/098 Item 24 Community Libraries – it was resolved to take no further action.

18/099 Item 25 the request for a speaker from ESRA to speak at a meeting was noted and the officers were asked to make arrangements for them to attend a future meeting.

18/100 Item 26 Financial Matters. It was resolved to approve:

- a) **Receipts and payments** report for April 2018;
- b) **Items for payment** in May 2018. A list of payments were authorised totalling £10,580.53 represented by bank transfers T/580 to T/599 sequentially totalling £9,286.76, plus five direct debits totalling £1,063.77 and one standing order totalling £230. April 2018 receipts totalled £55,844.20;
- c) **Bank reconciliations** for the end of the financial year, Cllr Warren will undertake.
- d) **List of regular payments for the council year;**
- e) **Deposit of the council's emergency fund (£30k)** into the deposit account;
- f) **NALC pay rise.**

Matters for Information or Noting

18/101 Item 27 - Programme of works for April was noted and the officers were asked to include the Mary Stanford fingerpost on the list.

18/102 Item 28 - Planning Committee minutes of 9th and 23rd April 2018 were noted.

18/103 Item 29 Correspondence – circulated before the meeting.

18/104 Item 30 Reports of Councillors and Officers on Outside Bodies and Attending Events.

Cllr Smedley attended the WLSA AGM and Cllr S Turner attended the Winchelsea Conservation Society AGM.

18/105 Item 31 Future meetings or events. Cllr Mrs Lyward extended invitations to the Lifestyle Park event on the 26th May 2018.

18/106 Item 32 Date and venue for next meeting. The next full council meeting was confirmed as Monday 9th July 2018 at the Icklesham Memorial Hall commencing at 7:15pm.

Meeting closed at 8.53pm.

Signed:

Dated: