

AGENDA

For the Icklesham Parish Council Meeting, Monday 14th December 2015 at the Icklesham Memorial Hall, commencing at 7:15pm

(Please note that proceedings will be recorded.)

1. **Welcome to the meeting by the Chairman.**
2. **The Chairman will invite members of the public to comment or ask questions on any matters they wish to raise relating to the business of the Council (15 minutes.)**
3. **To receive reports and ask questions of the County Councillor Keith Glazier and the Rother District Councillors Mrs Sally-Ann Hart and Paul Osborne concerning County Council and Rother District Council matters (10 minutes.)**
4. **Apologies for absence.**
 - a. To receive and record apologies for absence.
 - b. To consider any requests for approval of reasons for absence, if any.Members are also asked to complete and sign the circulated sheet.
5. **Disclosure of Interests** - to receive any disclosure by members of personal interest required under the Council's Code of Conduct and to consider any written requests made by members for dispensation to allow them to participate in, and vote on, an agenda item for which they have a disclosable pecuniary interest. Members are reminded to repeat their declaration immediately prior to commencement of the item in question.
6. **To consider and approve the signing by the Chairman of the attached minutes of the Council meeting of 9th November 2015.**

Matters Requiring a Decision by the Council

7. **Recommendations from the Open Spaces Working Group including a proposal for the Icklesham Pavilion.** The Open Spaces Working Group met on the 17th November 2015 and a copy of the minutes including recommendations is attached. The group propose that work is undertaken at Pear Tree Marsh allotment in 2016/17; please note that costs will be obtained and the matter brought back to council for approval to proceed. The group re-considered all of the quotes for **new play equipment** (due to an administrative error with one of the quotes) and this item will be dealt with separately below. A business plan is attached about the **Icklesham new pavilion project**. The group **recommends that the council supports in principle, as a freeholder of the land, plan 6a of the business plan**, subject to this proposal being moved, to be in line with the cricket wicket and Oast House Field entrance (this involves knocking down the existing pavilion and rebuilding.) Council is asked to note the minutes of the meeting and approve the group's recommendations.
8. **New play equipment.** The minutes of the Open Spaces Working Group meeting of 17th November are attached. The group re-considered the play equipment quotes (due to an administrative error) provided by three suppliers and their **recommendation is to accept the quote from HAGS SMP for £18,781.66 and Wicksteed for £8,984.00** (please note that HAGS SMP could not supply the preferred zip wire so it's recommended that this is purchased separately from Wicksteed. A breakdown of the products is attached. **Council is asked to approve the recommendation for the purchase of the equipment totalling £27,765.66 to be funded from a public works board loan (PWLB) and a grant from Rother District Council (50/50.) In the event that a grant application is unsuccessful the project will be funded in full from a PWLB loan.**
9. **Rye Harbour Car Park and Public Conveniences Transfer of Lease – recommendation from the working group.** A report from the working group is attached. The group recommends **that it be resolved** that the full council ratify the proposal(s) that:
 - Rother District Council be advised that Icklesham Parish Council will take on the 99 year lease for Rye Harbour Car Park and Toilets
 - Arrange for the lease to be signed on behalf of IPC
 - The costs of the Car Park and Toilets to be met by option 3 – voluntary donations from the car park users

- The maintenance of the garden areas of the car park and toilets to be carried out by volunteers with Sussex Wildlife Trust acting as consultants regarding the type and variety of plants to create wildlife gardens.

The report contains details of the membership of the group, all options considered, known and estimated costs and car park usage figures.

10. Budget for 2016/17 and application for precept. Council is asked to agree the final expenditure budget of **£166,710** with a precept of **£103,811** as shown on the attached report and to authorise the Clerk and RFO to submit the precept application to Rother District Council.

11. The future of audit procurement and the Sector Led Body. A letter from NALC, SLCC and ADA plus a fact sheet is attached. With the abolishment of the audit commission a Sector Led Body has been set up with NALC and partners to procure audit services. Parish councils will automatically be included unless a decision is made to opt out by 31st January 2016. **The Clerk recommends that we use the service of the Sector Led Body and approval is sought to continue as recommended.**

12. Report from the internal auditor. An interim governance audit was carried out by the Council's internal auditor; a copy of the report is attached. It has been **recommended** that the council performs a **financial risk assessment** and adopts a **Code of Conduct for Employees** (see points 4 and 6 in the report.) The auditor has also pointed out at 5 that three specific procedures are put in place for: 1. handling correspondence, circulation, responses, filing and retention, 2. dealing with consultation requests and 3. dealing with complaints and enquiries. The clerk recommends approval of all of the above in time for the next audit.

13. Safeguarding Policy. A draft policy is attached. Council is asked to adopt the policy.

14. Equality Impact Assessment. A draft template is attached. Please note that the template has been completed to use with the grant application for the new play equipment (RDC grant.) In line with current guidelines the council should consider an equality impact assessment (EIA) when making decisions. The paid officers will carry out this assessment on behalf of the council and inform them if there are any concerns. Council is asked to adopt the EIA form and approve the completed form for use with the grant application for the play equipment at agenda item 8.

15. 'We are watching you' dog fouling campaign. A copy of the fact sheet about the project run by Keep Britain Tidy is attached. The campaign, where eye catching signs are installed in key areas, has seen a reduction in dog fouling of 46%. For parishes a mini campaign is available with the purchase of 10 signs at £25 each (minimum order) and the option to purchase bin stickers at £5 each, all plus VAT. The clerk recommends purchase of 10 signs and 10 stickers at a cost of £300 plus VAT to be funded from 2233 signs (there will be an over spend.)

16. Financial Matters

- Receipts and payments report for November 2015 enclosed
- To approve items for payment in December 2015 (to be tabled.)

Matters for information or noting

17. Programme of Works for November. An updated list will be tabled.

18. Report back from Planning Committee. Minutes of 9th and 23rd November 2015 are attached for information.

19. Correspondence. Letter of thanks from Mr T Sims about the donation to the Rye Short Mat Bowls Club.

20. Reports of Councillors and Officers on Outside Bodies and Attending Events.

21. Future meetings or events – all to advise of future attendance at meetings.

22. Date and venue for next meeting. The next full council meeting is confirmed as Monday 11th January 2016 at the Rye Harbour Village Hall, commencing at 7.15pm.