

## AGENDA

For the Icklesham Parish Council Annual Meeting, Monday 14<sup>th</sup> May 2018

at the Winchelsea Beach Community Hall, commencing at 7:15pm

*Please note that proceedings may be recorded.*

1. **Election of chairman for the council year.** Nominations will be taken from councillors who will decide upon a show of hands chairmanship for the year. The councillor elected chairman will sign an acceptance of office.
2. **Election of vice chairman for the Council Year.** Nominations will be taken from councillors who will decide upon a show of hands vice-chairmanship for the year.
3. **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.)**
4. **To receive reports and ask questions of the County Councillor and the Rother District Councillors concerning County Council and Rother District Council matters (10 minutes.)**
5. **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.
6. **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 a) to repeat their declaration immediately prior to commencement of the item in question and b) complete the declaration of interests form.
7. **To consider and approve the signing by the Chairman of the attached minutes of the council meeting of 9<sup>th</sup> April 2018.**

### Matters Requiring a Decision by the Council

8. **Review of delegation arrangements to committees, sub-committees, employees and other local authorities.** These are all on the website; Council is asked to agree all arrangements for the following: (a) the Planning Committee (b) the Staffing Committee and Working Group (c) the Open Spaces Committee (d) the Car Park and Public Conveniences Working Group (e) the Flagpole Committee and Working Group (f) the Allotments Committee and Working Group and (g) the Affordable Housing Working Group. Please note that the Terms of Reference (TOR) for the Neighbourhood Plan Working Group and the Affordable Housing Working Group have not yet been decided and will be developed at the next/first meeting.
9. **Review of the terms of reference (ToR) for committees.** All terms of reference for the groups and committees as above are on the website; Council is asked to review the Terms of Reference for these. Please note that all terms of reference for all committees will be reviewed at the first meeting of the council year and any amendments will be submitted to full council for approval. The Allotment Committee ToR were reviewed on the 1<sup>st</sup> May 2018.
10. **To agree the meeting schedule up to April 2019** see attached. Please note that further meetings may be added as required.
11. **Receipt of nominations to current and new committees/working groups.** The council is asked to make appointments to all of committees and working groups by inviting nominations from councillors and voting by a show of hands. The Clerk recommends the formation of a new committee for Communications and Data Protection. Current membership is as follows:  
Planning Committee – five councillors and the chairman and vice chairman as ex-officio members; please note that councillors will be required to attend training to satisfy the requirements of the Local Council Award Scheme;  
Staffing Committee and Working Group – five councillors preferably and chairman/vice chairman  
Open Spaces Committee – five councillors plus the chairman and vice chairman ex-officio  
Car Park and Public Conveniences Working Group – three councillors plus the Chairman and Vice Chairman as ex-officio members and co-opted members (non-councillors)  
Affordable Housing Working Group – all councillors  
Flagpole Committee and Working Group – two councillors plus co-opted (non-council) members

Allotments Committee and Working Group – four councillors plus co-opted (non-council) members from each allotment site

Neighbourhood Plan Working Group – all councillors

New - Communication and Data Protection – three councillors.

- 12. Appointments to External Bodies and groups.** The Council is asked to make appointments or confirm existing appointments to the following external bodies by inviting nominations from councillors and voting by a show of hands:

Rye Partnership – Council is recommended to appoint the Chairman and give him authority to nominate another councillor to attend in his absence, the Council's representative being able to vote as he or she considers proper at meetings;

Rother Association of Local Councils – Chair and Vice-Chair and in their absence the Clerk attends in a non-voting capacity and reports back. Council is recommended to maintain its representation and that they may vote as they consider proper at meetings of RALC;

Rye Harbour Nature Reserve – One councillor. Council is recommended to agree its representative is able to vote as he or she considers proper at meetings;

Winchelsea Little Shop Association - Council is recommended to appoint the Chairman and give him authority to nominate another councillor to attend in his absence, the Council's representative being able to vote as he or she considers proper at meetings;

Harbour of Rye Advisory Committee - one councillor. Council is recommended to agree its representative is able to vote as he or she considers proper at meetings although individual councillors cannot make decisions on behalf of the Council;

Winchelsea Traffic Calming – Two councillors, representatives being able to vote as he or she considers proper;

SALC – Two councillors. Council is recommended to agree the representatives can speak and vote as they consider proper at meetings.

- 13. Membership of External Bodies.** The Council is asked to review its membership of the following bodies and decide if it wishes this to continue this year:

- a. Sussex Association of Local Councils at an annual cost of £694.79
- b. National Association of Local councils at an annual cost of £156.89.
- c. Action in Rural Sussex at an annual cost of £50.00 approx.
- d. Rother Association of Local Councils at an annual cost of £50 approx.
- e. Society of Local Council Clerks (subscription for Clerk) at an annual cost of £150 approx.
- f. South East Employers at an annual costs of £197 approx.

- 14. Standing orders number 5 (ix, xiii, xiv, xvi to xix) specifies that at the annual meeting of the Council reviews are undertaken of the following unless they are conducted at an ordinary meeting (see website:)**

- a. standing orders – the clerk has updated these in line with the new governance structure and new NALC model standing orders
- b. financial regulations
- c. inventory or land and assets including asset policy – please note that the Open Spaces Committee will be reviewing these in detail during this council year and other committees should do the same
- d. insurance arrangements
- e. complaints procedures
- f. disciplinary and grievance procedures
- g. requests under the Freedom of Information Act
- h. press/media policy
- i. email policy
- j. financial risk assessment
- k. safeguarding policy
- l. equality impact assessment
- m. dates and venues of ordinary meetings

- 15. Report of the internal auditor.** The report is attached. Council is asked to note the recommendations.

- 16. Appointment of the Internal Auditor.**

The Clerk recommends the re-appointment of Mr Keith Robertson as its internal auditor for the next year.

17. **Approval of the (i) Annual Governance Statement and (ii) Accounting Statements;** Council is asked to approve the Annual Governance Statement, to review the system of internal controls and preparation of accounting statements including the statement of accounts and summary of receipts and payments (end of year.)
18. **Annual Return for the year ended 31<sup>st</sup> March 2018.** The draft Annual Return to the External Auditor together with the accompanying bank reconciliation, summary receipts and payments report for the year ended March 31<sup>st</sup> 2018 is attached. Council is asked to approve the Annual Return and other documents and authorise signature by the Chairman and Clerk and Responsible Financial Officer.
19. **Business Plan for the Discovery Centre at the Rye Harbour Nature Reserve (Sussex Wildlife Trust.)** RDC has informed us that the kiosk in the car park is no longer under lease to the Nature Reserve. In light of this, and so that the Council is informed of the Trust's plans, the Clerk recommends asking for sight of the business plan for the new Discovery Centre.
20. **Locking of the car park gates – Rye Harbour.** The Clerk seeks approval to purchase two padlocks and keys for the gate. The costs not to exceed £100 for the unit plus up to ten spare keys. The Clerk further seeks approval to lock the gate open to prevent cars egressing the car park through the fence.
21. **Open Spaces Committee.** Draft minutes of the meeting of 30<sup>th</sup> April 2018 are attached. The group has made recommendations for approval by Council as listed in the minutes.
22. **Allotment Committee.** The draft minutes of the meeting of 1<sup>st</sup> May 2018 are attached. The group has made recommendations for approval by Council as listed in the minutes.
23. **Rye Harbour Public Conveniences and Car Park.** RDC has offered a grant of £7,500 for their financial contribution to the maintenance and repair of the assets for the next eight years; RDC has spent this amount on maintenance in the last eight years. The Clerk recommends that the matter is deferred until the conditions survey is updated.
24. **Community libraries – deferred from the last meeting.** Please see the letter from Mr Clubb of ESCC about expressions of interest for operating community or mobile libraries in the parish; please note that the deadline for us to reply has been extended to the 15<sup>th</sup> May 2018.
25. **Request for a speaker at a future meeting.** Cllr Stanford has recommended that a representative from the East Sussex Recovery Alliance (ESRA) attends a future meeting; please see the attached factsheet for information about their work. The Clerk seeks a steer from Council about this request and how to deal with future requests.
26. **Financial Matters – the clerk recommends approval of the following:**
  - a. Receipts and payments report for April 2018. Enclosed.
  - b. To approve items for payment for May 2018. A list of payments will be tabled.
  - c. Bank reconciliations for the end of the financial year – the Clerk seeks a Councillor who is not a signatory to conduct the final quarter end of year reconciliation.
  - d. To approve the list of regular payments – please note that all payments will be presented for scrutiny at ordinary meetings
  - e. To deposit the council's emergency fund (£30,000) into the deposit account as per best practice guidance.
  - f. To note the NALC pay rise of 1% for officers (this will not impact on the budget as it has been allowed for.)

#### **Matters for Information or Noting**

27. **Programme of Works for April.** Updated list will be tabled. Council is asked to note progress.
28. **Report back from Planning Committee.** Minutes of 9<sup>th</sup> and 23<sup>rd</sup> April 2018 are attached for noting.
29. **Correspondence.** Late received correspondence will be tabled.
30. **Reports of Councillors and Officers on Outside Bodies and Attending Events.**
31. **Future meetings or events** – all to advise of future attendance at meetings
32. **Date and venue for next meeting.** The next full council meeting is confirmed as Monday 9<sup>th</sup> July 2018 (dependant on item 10) that at the Icklesham Memorial Hall commencing at 7:15pm.