

AGENDA

For the Icklesham Parish Council Annual Meeting, Monday 8th May 2017

at the Rye Harbour Village 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 10th April 2017.**

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 Working Group (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 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.
10. **Receipt of nominations to existing 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. Current membership is as follows:
Planning Committee – five councillors and the chairman and vice chairman as ex-officio members
Staffing Committee and Working Group – five councillors preferably and chairman/vice chairman
Open Spaces Working Group – 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
11. **Review of and Appointment of committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.** The Clerk recommends that the Open Spaces Working Group is set up as a committee with the ability to sit as a working group if wanted; terms of reference and delegation arrangements to be approved by Council.

12. Appointments to External Bodies. 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;

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 £650 approx.
- b. National Association of Local councils at an annual cost of £15 approx.
- 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. HR Services Partnership at a cost not to exceed £400.00.
- g. 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
- b. financial regulations
- c. inventory or land and assets
- 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. **asset policy** (the draft policy is attached for adoption by Council; please note that this is recommended by the external auditor.)

15. Financial Matters

- a. Receipts and payments report for April 2017. Enclosed.
- b. To approve items for payment for May 2017. 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 full end of year reconciliation.
- d. The Clerk has had sight of the accounts and recommends payment of the grant to the Winchelsea New Hall, as agreed in the 2017/18 budget.

16. To agree the meeting schedule up to March 2017 see attached.

17. Appointment of the Internal Auditor.

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

- 18. 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.)
- 19. Annual Return for the year ended 31st March 2017.** The draft Annual Return to the External Auditor together with the accompanying bank reconciliation, summary receipts and payments report for the year ended March 31st 2017 will be posted and displayed separately. Council is asked to approve the Annual Return and other documents and authorise signature by the Chairman and Clerk and Responsible Financial Officer; please note that if these documents are not available the item will be deferred to the June meeting.
- 20. Winchelsea New Hall Defibrillator Installation.** In line with the decision made at the last meeting to approve payment for the installation of the Winchelsea Beach defibrillator to the mains electricity supply, the Clerk recommends payment for the installation at the Winchelsea New Hall; an invoice is attached for £205.80 including VAT. Furthermore the Clerk recommends that the installation cost of the Icklesham Memorial Hall defibrillator should be met by the council, to a maximum cost of £250.
- 21. Grounds and Natural Turf Implementation Programme.** Cllr P Turner proposes that the Council instructs the service of the Sussex County Football Association at a cost of £100 for the initial site visit for advice from the Institute of Groundsmanship (included in the 2017/18 budget for improvements to recreation grounds).
- 22. Winchelsea Speedwatch.** Mr Clarke, the Chairman of the group, has asked for two councillors to be nominated to work with them taking forward the Speedwatch programme in Winchelsea and the Clerk seeks volunteers. The Deputy Clerk has expressed an interest in assisting with the initiative.
- 23. Flagpole Working Group.** Draft minutes of the meeting of 28th April 2017 and Equality Impact Assessment are attached. The group has made four recommendations for purchase of street furniture for the flagpole site for approval by Council as follows:
5(a) Purchase of information board at a cost of £557 plus VAT
5(b) Purchase of a P3A4 noticeboard at a cost of £595.85 plus VAT
5(c) Purchase of three SEN recycled adult Olympic picnic benches at a total cost of £1632 plus VAT
5(d) Purchase of a Topsy 2000 litter bin at a cost of £232.75 plus VAT.
- 24. Allotment Working Group.** The draft minutes of the meeting of 24th April 2017 and the Memorandum of Understanding are attached. The group has made three recommendations for approval by Council as follows:
a) Item 2, that all the interested tenants be co-opted to the Allotment Committee (names as listed)
b) Item 5, the two vacant half plots at the Cricket Field site be used to create an access to the bottom strip of land for clearing and the possible creation of a five rod plot. The small works contractor can undertake this work at a cost of £480 for labour and £270 for the hire of machinery totalling £750; the Clerk seeks approval to proceed
c) Item 6, that all parties currently on the allotment waiting list (all sites) be written to advising them of the setting up of the Allotment Committee and asking if they are still interested in having one when ones becomes available.
- 25.** The Clerk seeks approval to replace the **broken litter bin in Harbour Field** up to a maximum cost of £300; installation to be undertaken as part of small works maintenance.

Matters for Information or Noting

- 26. Programme of Works for April.** Updated list will be tabled. Council is asked to note progress.
- 27. Report back from Planning Committee.** Minutes of 10th and 24th April 2017 are attached for noting.
- 28. Correspondence.**
Letter from Rother District Council dated 7th April 2017 advising that discretionary rate relief cannot be received by a precepting authority.
- 29. Reports of Councillors and Officers on Outside Bodies and Attending Events.**
- 30. Future meetings or events** – all to advise of future attendance at meetings
- 31. Date and venue for next meeting.** The next full council meeting is confirmed as Monday 12th June 2017 at the Icklesham Memorial Hall commencing at 7:15pm.