

AGENDA

For the Icklesham Parish Council Annual Meeting, Monday 9th May 2016

at the Rye Harbour Village Hall, commencing at 7:15pm

1. Welcome to the meeting by the Chairman.

(Please note that proceedings will be recorded.)

- 2. 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.
- 3. 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.
- 4. 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.)**
- 5. To receive reports and ask questions of the County Councillor Keith Glazier and the Rother District Councillors concerning County Council and Rother District Council matters (10 minutes.)**
- 6. 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.
- 7. 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.
- 8. Co-option of Councillor.** Members of the public who have expressed an interest in filling the Winchelsea ward vacancy will be invited to say a few words.
- 9. To consider and approve the signing by the Chairman of the attached minutes of the Council meetings of 11th and 18th April 2016.**

Matters Requiring a Decision by the Council

- 10. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.** These are attached for (a) the Planning Committee (b) the Staffing Committee and Working Group (c) the Open Spaces Working Group (d) the Rye Harbour Car Park and Public Conveniences Working Group. Please note that the Terms of Reference (TOR) for the Affordable Housing Working Group has not yet been decided and will be developed at the next meeting.
- 11. Review of the terms of reference for committees.** All terms of reference for the groups and committees as above are attached. Council are asked to review the Terms of Reference for these. Please note the dates of adoption or review as listed below:
Planning Committee TOR reviewed 8.6.15
Staffing Committee and Staffing Working Group TOR adopted 19.10.15
Rye Harbour Car Park & PCs Working Group TOR adopted 19.10.15
Open Spaces Working Group TOR adopted 14.9.15
- 12. 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 – a councillor from each ward plus one additional councillor and the chairman and vice chairman.
Staffing Committee and Working Group – five councillors preferably and chairman/vice chairman
Open Spaces Working Group – five councillors plus the chairman and vice chairman.
Rye Harbour Working Group – make-up of the group to be agreed as includes non councillors
Affordable Housing Working Group – all councillors

13. Review of and Appointment of committees, confirmation of the terms of reference, the number of members and receipt of nominations to them. Administration Working Group – TOR agreed on 8.6.15 as *to review all aspects of staffing matters and make recommendations to Council and to ensure contracts are consistent with legislation and that pension requirement put in place.* **The Clerk recommends** that this working group is disbanded as its remit is covered by the Staffing Committee.

14. 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; and

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.

15. 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, please note that last year's prices are detailed and there may be some increase in annual subscriptions:

- a. Sussex Association of Local Councils at an annual cost of £630.64
- b. National Association of Local councils at an annual cost of £12.26
- c. Action in Rural Sussex at an annual cost of £50.00 approx.
- d. Rother Association of Local Councils at an annual cost of £40
- e. Society of Local Council Clerks (subscription for Clerk) at an annual cost of £140.00 approx.
- f. HR Services Partnership at a cost not to exceed £400.00 (see item 22.)
- g. South East Employers at an annual costs of £197 (approved on 11.4.16)

16. 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:

- a. standing orders – reviewed on 13.7.15 – recommend review following receipt of the HR report at item 22
- b. financial regulations – recommend immediate review
- c. inventory or land and assets – reviewed in December 15 – recommend review in December 2016
- d. insurance arrangements – contract to be reviewed in June 16
- e. complaints procedures – recommended review following receipt of the HR report at item 22
- f. disciplinary and grievance procedures – adopted 8.6.15 - recommend review following receipt of the HR report at item 22
- g. requests under the Freedom of Information Act – immediate review recommended – updated policy attached
- h. press/media policy – adopted 10.8.15 - recommend review in August
- i. email policy – adopted 19.10.15 - recommend review in October
- j. financial risk assessment – reviewed 11.1.16 - recommend review in January 2017
- k. safeguarding policy – adopted 14.12.15 - recommend review in December 2016
- l. equality impact assessment – adopted 14.12.15 - recommend review in December 2016

Please note that policies for correspondence/complaints/enquiries and a code of conduct for employees would be referred to the Staffing Working Group for development.

17. Financial Matters

- a. Receipts and payments report for April 2016. Enclosed.
- b. To approve items for payment for May 2016. 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.

18. Appointment of the Internal Auditor.

The Council's internal auditor was unable to carry on their duties due to a change in their circumstances. The Clerk seeks retrospective approval for her decision, after consultation with the Chairman and Vice-Chairman to appoint Mr Keith Robertson as its internal auditor for the next year. A decision was required immediately in order to complete the end of financial year procedures (a letter of engagement is attached.) If available the Council will be asked to receive the report from the internal auditor and note/comment as appropriate.

19. Annual Return for the year ended 31st March 2016. a. 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 2016 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. b. The Clerk has requested an extension to the deadline for return of the Annual Return to the External Auditor until 30th June 2016 and seeks retrospective approval from Council; please note that if these documents are not available the item will be deferred to the June meeting.

20. Icklesham Bus Shelter. The poor state of the wooden shingle tiled roof was identified for action in the annual risk assessment to replace missing tiles (summary report item 15 of 11.4.16 refers.) 50 tiles are missing on three sides and others are loose and liable to fall. A contractor has looked at the roof and recommends re-tiling rather than replacing missing ones which will be difficult and may dislodge others in the process. Quote attached. In accordance with Financial Regulations a further quote will be obtained. The Clerks seeks approval to proceed with re-roofing the shelter with slate (not shingle tiles) to a maximum cost of £1,125.00 (exc. VAT) to be funded from *2202 Bus Shelter Repair and Cleaning* with any overspend vired from *2246 Small Works Maintenance to 2202*.

21. Request from **Hastings Runners** to use the car park at Icklesham on Tuesday 24th May and Tuesday 9th August from 6-9 pm (email dated 10th April 2016 attached.)

22. Staffing Committee and Staffing Working Group Recommendations. Please see the draft minutes of the Staffing Committee meeting of 18th April 2016 and the Staffing Working Group meeting of 25th April 2016. **The Committee recommends** that contracting HR Services Partnership at a cost not to exceed £400 to review the officers' contracts and the Council's HR policies is approved. **The Committee and Working Group further recommends** that Council approve a review of its governance structure in line with the Local Council Award Scheme 2016 following a review of the officers' workloads and intent to become a Quality Council.

23. The Clerk seeks approval to replace the **broken dog bin in Harbour Field** at a cost of £209.19 excluding VAT and £50 for installation totalling £259.19 to be funded from *2206 dog bins*.

Matters for Information or Noting

24. Programme of Works for April. Updated list will be tabled. Council is asked to note progress.

25. Report back from Planning Committee. Minutes of 11th April 2016 will be tabled.

26. Correspondence.

Email from G Rowe, Winchelsea Beach.

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

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

29. Date and venue for next meeting. The next full council meeting is confirmed as Monday 13th June 2016 at the Winchelsea New Hall commencing at 7:15pm.