

## Minutes: Monday 9<sup>th</sup> May 2016 the Rye Harbour Village Hall, 7:15 pm

**Present:** Councillors: Ms J Austen, J Horsman, Mrs C Merricks, A Moore, Mrs J Stanford, S Tollett, P Turner (Chairman,) S Turner and N Warren.

**In attendance:** A Evett (Clerk) and J Cannings (Deputy Clerk) East Sussex County Councillor (ESCC) Keith Glazier, Rother District Councillor (RDC) Mrs S Hart and Osborne.

**16/084 Item 1 Welcome to the meeting by the chairman.** The Chairman welcomed everyone to the meeting.

**16/085 Item 2 Election of the chairman for the Council Year.** Cllr Peter Turner was elected chairman and duly completed his declaration of acceptance of office.

**16/086 Item 3 Election of vice chairman for the Council Year.** Cllr Jim Horsman was elected vice chairman.

**16/087 Item 4 Comments or questions from members of the public.** Several residents spoke about the withdrawal of the free bus pass for primary age school children in Rye Harbour. Cllr Glazier of ESCC said that he has looked into this and because of the new cycle path in Harbour Road it seems that, under current and proposed guidelines, there is no longer an entitlement. He urged residents to write to ESCC as part of the consultation process. Cllr Glazier informed the Council that there is a new contractor dealing with highway maintenance and a new app has been launched to report pot holes etc.

**16/088 Item 5 Reports from County & District Councillors.** RDC Cllr Mrs Hart talked about the recent auction of five RDC sites. She took comments from councillors expressing their concern that the Parish Council was not involved in the sale process; she explained that lessons have already been learned from the exercise and in future Parishes would be involved earlier in the process. She talked about the AiRS/Fire Service scheme to visit vulnerable adults and those of 80 about safety in the home.

**16/089 Item 6 Apologies for absence.** Apologies were accepted and approved for Cllr Davis, Mrs Lyward and Sutton.

**16/090 Item 7 Disclosures of Interests.** There were none.

**16/091 Item 8 Co-option of Councillor.** There were five applications from: Mr Clarke, Mr Comotto, Mrs Hollands, Dr Marsh and Mr Mears. The Clerk confirmed that Mr Mears had withdrawn his application and also informed Council that two applications had been made after the deadline; it was agreed to accept all late applications. Mr Comotto had given apologies but all other applicants were present and spoke in support of their applications and answered questions. Following a show of hands **Mrs Hollands was co-opted as the ward councillor for Winchelsea;** she duly completed the acceptance of office declaration.

**16/092 Item 9** The minutes of the 11<sup>th</sup> and 18<sup>th</sup> April 2016 were agreed with amendments to the minutes of 11<sup>th</sup> April as follows: 16/061 striking out *Chairman* and replacing with *Secretary* and 16/067 adding *Cllr Warren repeated his personal interest and was granted permission to speak.*

### **Matters Requiring a Decision by the Council.**

**16/093 Item 10 Review of delegation arrangements to committees, sub committees, employees and other local authorities. Resolved for: the Planning Committee, Staffing Committee, Staffing Working Group, Open Spaces Working Group, Rye Harbour Car Park and Public Conveniences Working Group and the Affordable Housing Working Group.** Cllr Warren abstained from voting on the Staffing Committee.

**16/094 Item 11 Review of terms of reference (TOR) for committees and working groups. Resolved: all terms of reference agreed with the exception of the Affordable Housing Group – TOR will be agreed at the next meeting.**

**16/095 Item 12 Receipt of nominations to existing and new committees and working groups. Resolved:**

**Planning Committee** – Chairman and Vice Chairman (ex-officio) Cllrs Ms Austen, Mrs Lyward, Mrs Stanford, S Turner and Warren,

**Staffing Committee and Staffing Working Group** – Chairman (vice chairman if absent) Cllrs Mrs Merricks, Mrs Stanford, Tollett, S Turner.

**Open Spaces Working Group** – Chairman (ex-officio) Cllrs Ms Austen, Davis, Mrs Hollands, Moore, Warren,

**Rye Harbour Working Group** – Chairman and Vice Chairman (ex-officio) Cllr Mrs Hollands, Mrs Stanford, Tollett and Mr R Tollett, Mr Roberts, Mr Slavin, Mr Power and Mr Smedley.

**Affordable Housing Working Group** – all councillors

**16/096 Item 13 Review of and appointment of committees, confirmation of the terms of reference, the number of members and receipt of nominations to them. It was resolved to disband the Administration Working Group as its remit is covered by the Staffing Committee.**

**16/097 Item 14 Appointments to external bodies. The following was resolved:**

Rye Partnership – the Chairman with authority to nominate another councillor to attend in his absence, being able to vote as he 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; they may vote as they consider proper at meetings of RALC;

Rye Harbour Nature Reserve – one councillor, Cllr Mrs Merricks who is able to vote as she considers proper at meetings;

Winchelsea Little Shop Association - the Chairman with authority to nominate another councillor to attend in his absence, able to vote as he or she considers proper at meetings;

Harbour of Rye Advisory Committee - one councillor, Cllr Mrs Stanford, able to vote as she considers proper at meetings although individual councillors cannot make decisions on behalf of the Council.

SALC – Two councillors, the Chairman and Vice Chairman, can speak and vote as they consider proper at meetings.

**16/098 Item 15 Membership of external bodies. Resolved as follows:**

Sussex Association of Local Councils at a cost of £630.64

National Association of Local councils at a cost of £12.26

Action in Rural Sussex at a cost of £50.00 approx.

Rother Association of Local Councils at a cost of £40

Society of local Council Clerks at approx.. £140

HR Services Partnership at a cost not to exceed £400.00 (see item 22.)

South East Employers at a cost of £197 (approved on 11.4.16)

**16/099 Item 16 Reviews of standing orders, policies and procedures. Resolved as follows:**

- a. standing orders – to be reviewed following receipt of the HR report at item 22
- b. financial regulations – reviewed and approved
- c. inventory of land and assets – to be reviewed in December 2016
- d. insurance arrangements – contract to be reviewed in June 2016
- e. complaints procedures – to be reviewed following receipt of the HR report at item 22
- f. disciplinary and grievance procedures – to be reviewed following receipt of the HR report at item 22
- g. requests under the Freedom of Information Act – reviewed and approved
- h. press/media policy – to be reviewed in August 2016
- i. email policy – to be reviewed in October 2016
- j. financial risk assessment – to be reviewed in January 2017
- k. safeguarding policy – to be reviewed in December 2016
- l. equality impact assessment – to be reviewed in December 2016

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

**16/100 Financial Matters. Resolved:**

- a. Receipts and payments report for April 2016
- b. Items of payment for May 2016. A list of payments was tabled totalling £8,986.97 represented by bank transfers T/181 to T193 sequentially totalling £8,248.18, plus 2 direct debits totalling £102.09, a standing order of £230.00 and cheques numbers 3181 to 3183 sequentially totalling £406.70.
- c. Cllr Moore will conduct the full end of year reconciliation.

**16/101 Item 18 Appointment of the Internal Auditor. It was resolved** to appoint Mr Keith Robertson as the internal auditor for the year.

**16/102 Item 19 Annual Return for the year ended 31<sup>st</sup> March 2106. It was resolved** retrospectively approve the Clerk to obtain an extension to the deadline for return of the annual return. The Approval of the annual return was deferred to the next meeting.

**16/103 Item 20 Icklesham Bus Shelter. It was resolved** to accept the quote (tabled) from Sam Tyler for £750 (excluding VAT) to be funded from 2202 with any overspend vired from 2246.

**16/104 Item 21 Request from Hastings Runners. Resolved** - permission to use the car park at Icklesham on 24<sup>th</sup> May and 9<sup>th</sup> August 2016.

**16/105 Item 22 Recommendations for the Staffing Committee and Working Groups. The reports were noted and it was resolved to accept all recommendations as follows:** a. contracting HR Services Partnership at a cost not to exceed £400 to review the officers' contracts and the Council's HR policies and b. the working group to review the Council's 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; officers to be involved in the review.

**16/106 Item 23 Replacement of broken dog bin Harbour Field. Resolved:** replacement bin costing £209.19 excluding VAT plus £50 installation funded from 2206.

Matters for information or noting.

**16/107 Item 24 Programme of works for April 2016** - noted. Council thanked Cllr Davis for the many maintenance jobs he has undertaken. The officers were asked to formally let the Rye Harbour Nature Reserve know that the lease for the car park and toilets will be taken over from 1<sup>st</sup> July 2016; that the list is updated to assign the Winchelsea Beach bus shelter and the Rye Harbour Flagpole to the officers; for the fixtures list to be sent to the mowing contractor

**16/108 Item 25 Report back from Planning Committee.** Minutes of 11<sup>th</sup> April 2016 were noted.

**16/109 Item 26 Correspondence from Ms Rowe was noted** (discussed with the RDC Cllr earlier at item 5.)

**16/110 Item 27 Reports from Councillors attending events.** Cllr Mrs Merricks reported on the Rye Harbour Nature Reserve meeting, Cllr Tollett reported on the litter picking exercises and the Chairman reported on the Winchelsea Little Shop Association AGM.

**16/111 Item 28 Future meetings or events** – Rye Harbour meet the councillor surgery on Saturday 21<sup>st</sup> May 2016.

**16/112 Item 29 Date and venue for next meeting.** The date of the next full council meeting is confirmed as Monday 13<sup>th</sup> June 2016 the Winchelsea New Hall commencing at 7:15pm.

Meeting closed at 9.15pm.