

ICKLESHAM PARISH COUNCIL

Emailed on 27th April 2021 and posted to noticeboard key holders

To The Members of the Parish Council:

Cllr Ms J Austen
Cllr Mrs C Merricks
Cllr Ian Mcconnochie
Cllr A Moore
Cllr D Smedley
Cllr Mrs J Stanford
Cllr H Sutton
Cllr S Tollett
Cllr P Turner
Cllr N Warren

Copies to Councillor K Glazier of East Sussex County Council and Rother District Councillors Osborne (Eastern Rother,) Councillors Mrs Stevens and Norton (Rye and Winchelsea) and Councillors Bird and Mier (Southern Rother.)

For display on all Parish Notice Boards and Website.

PARISH COUNCIL MEETING - 4th May 2021

You are summoned to the annual meeting of Icklesham Parish Council which will be held on Tuesday 4th May 2021, commencing at 7.15pm. The agenda is displayed alongside this notice. Members of the public are most welcome to attend.

Please contact the Chairman by noon on the day of the meeting obtain the access code for the meeting.

Yours sincerely,

Peter Turner
Chairman

PO Box 395, Hastings, East Sussex TN34 9JU

Telephone: 07714 169 901 or email: ickleshampc@hotmail.co.uk

AGENDA

For the Icklesham Parish Council Annual Meeting, Tuesday 4th May 2021

by Zoom, 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 at a later date in the presence of a Councillor having given a verbal acceptance at the meeting.
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. **Public Questions** The Chairman will invite members of the public to comment or ask questions on any matters they wish to raise relating to the business before the Council on tonight's agenda. (15 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 a) to repeat their declaration immediately prior to commencement of the item in question and b) complete the declaration of interests' form.
6. **Minutes.** To consider and approve the signing by the Chairman of the attached minutes of the council meeting of 29th March 2021.

Matters Requiring a Decision by the Council

7. **Vacant seats:** -
 - (a) Co-option of a councillor: to fill one vacancy in the Rye Harbour Ward. Valid applications will be circulated to all councillors before the meeting. Candidates will be offered the opportunity to speak in support of their application; this will be followed by a vote by way of a show of hands. A declaration of acceptance of office to be completed at a later date.
Applications received from:-
 1. James Justice
 2. Alexander Justice
 3. Rob Brown
 4. Brian Leonard.
 - (b) To note the current position relating to the vacancy in the Icklesham Ward resulting from the disqualification for non-attendance.
 - (c) To note the resignation of Mrs Bradley, thereby resulting in another vacancy in the Icklesham Ward.
8. **Working Group.** To receive a report from the Administration Working Group on matters to be considered before authorising the Staffing Committee to proceed with appointing a new Clerk and Responsible Financial Officer.
 - a) To receive the minutes of the meeting held on 8th April 2021
 - b) To confirm the terms of reference as follows :-
To review the whole administrative process of the parish council (to include policies, staffing and social media) and make recommendations to full council.

- c) To consider the adoption of a civility policy to be displayed prominently on the Council's website. **"Icklesham Parish Council has a zero-tolerance policy on bullying, and harassment therefore residents making an approach to the Clerks, or Councillors, should show civility when doing so, otherwise enquiries and requests will be reported to the Chairman of the Parish Council and ignored. Bullying, intimidation and harassment will not be tolerated."**
- d) To consider the attached list of Policies recommended by NALC for adoption prior to their consideration by the Administration Working Group. Council has some of these policies in place but not all of them, but those in place need to be reviewed to ensure they meet the latest NALC guidance. It is easier to adopt the full list of the latest NALC policies now, to ensure they are all in place before we appoint any new staff and let the Administration Working Group tweak them to suit our specific needs as soon as possible.
- e) Review of Standing Orders and Financial Regulations
 - a) To consider the adoption of revised Standing Orders (as attached) following discussion by the Administration Working Group.
 - b) To consider the adoption of the revised Financial Regulations (as attached) following discussion by the Administration Working Group.
 - c) To consider the adoption of a Performance Improvement Policy and Procedure (attached).

Note. These documents are based on the NALC Model Documents with appropriate amendments. The Model documents have been revised since Council last reviewed Standing Orders and Financial Regulations in 2019.

- f) Review of the terms of reference (TOR) for committees. All terms of reference for the groups and committees need to be reviewed following the adoption of revised Standing Orders and Financial Regulations. Council is recommended to review these at the next meeting, to allow a report to be prepared by the Administration Working Group.
- g) Receipt of nominations to current and new committees/working groups. The council is asked to make appointments to all of committees and to elect their Chairman and Vice-Chairman by inviting nominations from councillors and voting by a show of hands.

9. **Resignation.** To note the resignation of the Deputy Clerk and pending the appointment of a new Clerk and Responsible Financial Officer:-

- a) To appoint a Councillor to act as a temporary Responsible Financial Officer in accordance with Standing Order 16.
- b) To appoint a Councillor to act as a temporary Clerk and Proper Officer in accordance with Standing Order 15.
- c) To note that Councillors elected to act under a) and b) above will act unpaid (LGA 1972, s 112(5)).
- d) To consider the appointment of a full-time Clerk in place of the two part-time posts as at present.

10 **Appointment of Committees.** Council is reminded that there are two vacancies for the Icklesham Ward that cannot be filled at this meeting, but which should be considered in appointing committees.

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 — five councillors and chairman or vice chairman

Open Spaces Committee — five councillors plus the chairman and vice chairman ex-officio

Neighbourhood Plan and Affordable Housing Working Group — all councillors

Allotments Committee — five councillors and four site representatives.

11 **Working Groups.** Council is recommended to defer the appointment of working groups to the next meeting.

- 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; (Note. Under the RALC Constitution the Council only gets one vote, not one vote per delegate so Council should nominate the voting delegate with the non-voting delegate voting in the absence of the voting delegate. The Clerk is entitled to attend as an observer but is not permitted a vote even the absence of the councils delegates.

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;

Rye Harbour Village Hall Committee — One councillor;

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;

ESALC — 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. East Sussex Association of Local Councils at an annual cost of £2711.52
- b. National Association of Local councils at an annual cost of £156.65
- c. Action in Rural Sussex at an annual cost of £50.00 approx.
- d. Rother Association of Local Councils at an annual cost of £90 approx. (incl. parish online)
- 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 £248.40 including VAT.

- 14 **Review of Governance Documents.** 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 — (Item 10)
- b. financial regulations (Item 10)
- c. inventory or land and assets including asset policy — Committees should review these at their next meeting.
- 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
- i. equality impact assessment
- m. dates and venues of ordinary meetings
- n. data protection policy.

Recommended that items c to n are referred to the Administration Working Group for initial review.

15 Appointment of the Internal Auditor.

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

16 Approval of the Annual Governance Statement 2020/21; Council is asked to approve the Annual Governance Statement, to review the system of internal controls and preparation of accounting statements (if available)

17 Financial Matters — to consider the approval of the following:

- a. Receipts and payments report up until 30th April 2021. Enclosed.
- b. To approve items for payment for Mav 2021 and those paid since the March meeting. 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 review the councillor bank signatories — and authorise new signatories. Council is asked to resolve the approval of at least six councillors as authorised signatories in accordance with standing orders, financial regulations and the Lloyds bank mandate.
- f. To consider the grant application from Rev Jonathan Meyer on behalf of Winchelsea Parochial Church Council. in the sum of £1800. 00 for the maintenance of St Richards churchyard and St Thomas’s churchyard.

18. To consider setting up a Finance Committee consisting of all councillors to meet monthly to approve payments and deal with financial matters. This would provide better support to a new Clerk and RFO.

Matters for Information or Noting

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

20 Report back from Planning Committee. Minutes of the meetings have been circulated.

21 Correspondence. Late received correspondence will be tabled. Letter of complaint from Mrs Jared re the poor condition of the hazard strip on the step in the gentleman’s toilet at Rye Harbour.

22 Reports of Councillors and Officers on Outside Bodies and Attending Events. To receive any reports verbally.

23 Future meetings or events — all to advise of future attendance at meetings.

24 Date and venue for next meeting. The next full council meeting is scheduled for Monday 12th July 2021, venue subject to confirmation, commencing at 7:15pm.
