

# ICKLESHAM PARISH COUNCIL

A local council for the peoples of Icklesham, Winchelsea, Winchelsea  
Beach and Rye Harbour

Jenner Sands

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**To : The Members of the Parish Council**

Cllr J Justice  
Cllr D Kitteridge  
Cllr I Mann  
Cllr I McConnochie  
Cllr T Moore  
Cllr Mrs. C Rice  
Cllr D Smedley  
Cllr Mrs. J Stanford  
Cllr H Sutton  
Cllr S Tollett  
Cllr Mrs. A Thomson  
Cllr P Turner (Chairman)  
Cllr N Warren (Vice Chairman)

Copies to: Councillor K Glazier of East Sussex County Council and Rother District  
Councillors Mrs E. Hacking, P Osborne Mrs J. Stevens, R Bird, H Norton and A Mier.

Emailed on: 3<sup>rd</sup> May 2022

Dear Councillors

**ANNUAL PARISH COUNCIL MEETING – MONDAY 9<sup>th</sup> May at 7.15 pm**

You are summoned to the annual meeting of Icklesham Parish Council on Monday 9<sup>th</sup>  
May at Rye Harbour Village Hall at 7.15 pm. The Agenda is displayed alongside this  
notice. Members of the public are most welcome to attend.

Yours sincerely

*Jenner Sands*  
**Clerk & RFO**

## AGENDA

**For the Annual Meeting of Icklesham Parish Council  
Monday 9<sup>th</sup> May 2022 at Rye Harbour Village Hall  
Commencing at 7:15 pm**

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 in the presence of the Clerk.
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 in respect of the business on the agenda. (15 minutes)

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4. To receive reports and ask questions of the County Councillor Keith Glazier and the Rother District Councillors for Eastern Rother concerning County Council and Rother District Council matters. (10 minutes)
5. **To record any apologies for absence.**
  - a) To receive and record apologies for absence.
  - b) To consider any requests for approval of reasons for absence, if any
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 Full Council meeting of 14<sup>th</sup> March 2022.

## **Matters requiring a Decision by Council**

8. **To receive the External Audit report and Notice of Conclusion of Audit for 2020/21.**
9. **To receive the Internal Audit Report for 2021/22.**
10. **To receive and approve the Annual Governance Statement for 2021/22.** Council is asked to approve the Annual Governance Statement, to review the system of internal controls and preparation of accounting statements.
11. **Insurance.** The Council's current insurance provider has written and confirmed that they will no longer be able to provide insurance cover after the renewal date (14<sup>th</sup> June). Council is asked to consider and agree on a quote received from the following:-
  - a) **Zurich** – *available at meeting*
  - b) **Gallagher** – *available at meeting*
  - c) **CAS Limited** – *available at meeting*
12. **Financial Matters.**
  - a) **Bank Reconciliations** for the end of the financial year – Clerk seeks a Councillor who is not a signatory to conduct the final quarter end of year reconciliation and for Council to appoint a Councillor to verify these on a monthly basis.
  - b) To receive the list of items paid to date in March and April and items for payment to date – *available at the meeting.*
  - c) To receive Receipts and Payments report (budget vs actual) – *available at the meeting.*
  - d) To approve list of regular payments – please note that all payments will be presented for scrutiny at ordinary meetings.
  - e) To approve Clerk applying for debit card with £500 limit as per Financial Regulation 6.18.

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13. **Appointment of Committees and Working Groups.** The Council is asked to make appointments or review/ confirm existing appointments to the following Committees and Working Groups:

Planning Committee – five Councillors and the Chairman and Vice Chairman as ex-officio members; current membership: Cllrs J Justice, I McConnochie, T Moore, Mrs. J Stanford, P Turner and N Warren (Chairman).

Staffing Committee – five Councillors and Chairman or Vice Chairman; current membership: Cllrs I McConnochie, Mrs. C Rice, Mrs. J Stanford (Chairman), S Tollett and P Turner.

Open Spaces Committee – five Councillors plus Chairman and Vice Chairman ex officio; current membership: Cllrs D Kitteridge, I Mann, D Smedley (Chairman), H Sutton, Mrs. A Thomson and P Turner.

Allotments Committee – five Councillors and four site representatives; current membership: Cllrs D Kitteridge, I Mann, T Moore, Mrs. C Rice and Mrs. A Thomson (Chairman).

Media Working Group – Currently Cllrs J Justice, Mrs. C Rice, Mrs J Stanford and S Tollett.

Traffic Calming Working Group – Currently 3 Councillors and 6 residents.

14. **Appointment 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.

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Sussex Police Focus Group – One Councillor. Normally Chairman is expected to attend. Next meeting is scheduled for 23<sup>rd</sup> May at 10.30 am at Rye Town Hall. Normally 2 x meetings per year.

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:-
  - a) East Sussex Association of Local Councils at an annual cost of £637.72.
  - b) National Association of Local councils at an annual cost of £165.23
  - c) Action in Rural Sussex at an annual cost of £50.00 approx.
  - d) Rother Association of Local Councils at an annual cost of £100.00 per annum (incl. parish online)
  - e) Society of Local Council Clerks (subscription for Clerk) at an annual cost of £249.
  - f) South East Employers at an annual costs of £248.40 including VAT.
  
16. **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
  - b) financial regulations
  - c) inventory or land and assets including asset policy – Committees should review these at their next meeting.
  - d) insurance arrangements (item 11)
  - 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
  - n) data protection policy.
  
17. **The Cheyney Almshouse Charity.** To appoint a Councillor to act as a Trustee for the Cheyney Almshouse Charity.
  
18. **To approve the Clerk purchasing replacement pads and batteries for Defibrillator at Winchelsea Beach Village Hall.** Approximately £150.00.
  
19. **Bonfires.** To consider the attached leaflet distributed by another Parish Council and to consider issuing a similar leaflet to residents.
  
20. **Jubilee Field Pathway.**
  
21. **Replacement Baby Swing for Rye Harbour Toddlers Play Area (behind Rye Harbour Village Hall).** To consider the quote received from HAGS UK in the sum of £150.00 plus VAT.

## **Matters for Information or Noting**

22. **Public Traffic Calming meeting has been arranged for Saturday 21<sup>st</sup> May**

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**11.00 am at Winchelsea New Hall.** Lawrence Stringer from GTA Civils and Cllr Keith Glazier will be in attendance.

23. **Programme of Works.** Consider and update where necessary.
24. **Annual Play Inspection Report received.** Assistant Clerk obtaining quotes for high and moderate risk items.
25. **Correspondence.** Any late received correspondence will be tabled.
  - a) **Email received asking to rent space in Rye Harbour Car Park for catering van**
  - b) **Email received regarding a collision with Rye Harbour Car Park Barrier.**
26. **Reports from Councillors on meetings they have attended.** Councillors to update Council.
27. **Date and venue for next meeting.** Monday 11<sup>th</sup> July 7.15 pm at Winchelsea New Hall.