

TELSCOMBE TOWN COUNCIL



Minutes of the **Annual Meeting** of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 16th May 2018** in Telscombe Civic Centre at 7.30 pm.

PRESENT:- Cllrs T Armour, D Brindley, J Harris, G Maskell, R Maskell, B Page, C Robinson, I Sharkey, A Smith, J Wilkins, D Wright

Also present: Stella Newman, Town Clerk & RFO (*minutes*)

The Mayor, Cllr J Wilkins, welcomed everyone to the Annual Meeting of Telscombe Town Council. She advised that she had raised £890 for each of her 5 charities during her term of office, as well as donating to the We Love Manchester fund, Saltdean Lido and Macmillan. She thanked the Councillors, officers and residents for attending her fundraising events. She went on to thank her consorts, Juliette Payne, Nina Armour and Tim Armour who had accompanied her at nearly 150 functions. She thanked the bingo team and special thanks went to Councillors Ron and Gwen Maskell. She then thanked several other people, (a) her 'official photographer' Stan, (b) Karen Shaddick who she advised was a great p.a. and organised all the events so that she was in the right place, wearing the right clothes at the right time, (c) Stella Newman who was always there for her, calmed her down and answered all her questions – Stella in turn thanked Cllr Wilkins for being a wonderful Mayor and (d) Cllr Daryll Brindley for being a great Deputy Mayor.

1348. TO ELECT A TOWN MAYOR FOR 2018/19

Cllr D Brindley was nominated as Mayor by Cllr R Maskell, seconded by Cllr D Wright and, there being no other nominations, was unanimously elected. Cllr Brindley was presented with the chain of office and signed his Declaration of Acceptance of Office. He then presented Cllr J Wilkins with her past Mayor's badge.

1349. TO ELECT A DEPUTY MAYOR FOR 2018-19

Cllr T Armour was nominated as Deputy Mayor by Cllr R Maskell, seconded by Cllr J Wilkins and, there being no other nominations, was unanimously elected. The Mayor presented him with the chain of office and Cllr Armour signed his Declaration of Acceptance of Office.

1350. PUBLIC QUESTION TIME

A member of the public thanked the Councillors for putting in the time that they do and asked what the minimum attendance requirement is. The Town Clerk advised that the minimum is 1 meeting every 6 months, but it is hoped that Councillors will attend as many as possible.

The Town Clerk read out a question from the Chair of the Neighbourhood Plan Steering Group, asking if the Councillors present had completed a feedback form indicating their preference as to Future 1, 2, or 3 for the direction of the Neighbourhood Plan, 31st May being the end of the consultation period.

Another member of the public asked if Cllr Brindley will continue with the tree planting scheme and he was advised yes he will.

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Before the meeting continued, Cllr Brindley thanked his wife and children for their support over the last year during this term as Deputy Mayor. He then thanked everyone else for their help and support too and advised he had enjoyed his term as Deputy Mayor. He advised he will do his best to promote the town during his term as Mayor and that he had nominated 2 charities so far, The Rotary Club and The Deans Senior Tea Club and is to decide on a third charity soon.

1351. APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Mendoza due to work commitments. The Town Clerk advised that she had also received apologies from Cllr A Loraine who has been signed off on long-term sick leave and it was suggested that he be granted leave of absence for 6 months. It was proposed by Cllr R Maskell, seconded by Cllr J Wilkins and unanimously **RECOMMENDED** that the apologies be accepted and that Cllr Loraine be granted leave of absence for 6 months.

1352. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Armour declared an interest in agenda item 20.

1353. TO APPOINT MEMBERS TO COMMITTEES & SUB-COMMITTEES

It was subsequently unanimously **RESOLVED** to appoint the following members to Committees:-

(a) **Amenities & Civic Centre**

Cllrs T Armour (*Ex-Officio*), D Brindley (*Ex-Officio*), J Harris, G Maskell, R Maskell, B Page, Sharkey I, A Smith, D Wright.

(b) **Planning & Highways**

Cllrs T Armour (*Ex-Officio*), D Brindley (*Ex Officio*), J Harris, A Loraine, A Mendoza, Robinson C, Sharkey I, J Wilkins.

(c) **Policy & Resources**

Cllrs T Armour (*Ex-Officio*), D Brindley (*Ex Officio*), J Harris, G Maskell, R Maskell, B Page, C Robinson, A Smith, J Wilkins, D Wright.

(d) **Grants (Sub-Committee of P&R)**

Cllrs T Armour (*Ex-Officio*), D Brindley (*Ex-Officio*), G Maskell, R Maskell, B Page, A Smith, D Wright, J Wilkins.

(e) **Audit (Sub-Committee of P&R)**

Cllrs T Armour (*Ex-Officio*), D Brindley (*Ex-Officio*), R Maskell, B Page, A Smith.

(f) **Employment (Sub-Committee of P&R)**

Cllrs T Armour (*Ex-Officio*), D Brindley (*Ex-Officio*), G Maskell, R Maskell, B Page, C Robinson, A Smith, D Wright.

1354. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

It was unanimously **RESOLVED** to appoint the following Councillor representatives to outside bodies:-

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1354. Contd. To Appoint Representatives to Outside Bodies

- (a) **Age Concern** - J Harris
- (b) **British Legion** - J Harris
- (c) **Citizens Advice Bureau** - A Loraine, I Sharkey
- (d) **CTLA** - D Brindley
- (e) **Crime Prevention Panel** - J Harris
- (f) **Crimestoppers** - J Harris
- (g) **Emergency Planning Team** - D Brindley, D Wright
- (h) **Joint Action Group** – tba
- (i) **Lewes District Association of Local & Parish Councils** – T Armour
- (j) **Peacehaven & Telscombe Access Group** - tba
- (k) **Peacehaven & Telscombe Housing Association** – A Loraine
- (l) **Peacehaven & Telscombe Towns Forum** - tba
- (m) **Saltdean Residents Association** – B Page, A Smith, D Wright
- (n) **E. Sussex Association of Local Councils** - D Wright
- (o) **South Downs Land Management Group** - T Armour, R Maskell
- (p) **Telscombe Residents Association** - D Brindley, I Sharkey
- (q) **Telscombe School** - G Maskell
- (r) **Neighbourhood Plan Steering Group** – C Robinson, D Brindley

1355. TO DISCUSS & APPROVE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON WEDNESDAY 21st MARCH 2018

It was proposed by Cllr A Smith, seconded by Cllr J Wilkins and unanimously **RESOLVED** that the minutes of the meeting on 21st March were a true record of the proceedings and were signed as correct by the Mayor, Cllr D Brindley.

1356. TO APPROVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Planning & Highways – 12th March and 4th April 2018

Cllr J Harris proposed that the minutes of the meetings on 12th March and 4th April be accepted and the recommendations adopted, seconded by Cllr J Wilkins and **RESOLVED** that the minutes be accepted and recommendations adopted.

(b) Policy & Resources – 5th March 2018

Cllr D Wright proposed that the minutes of the meeting on 5th March be accepted and the recommendations adopted, seconded by Cllr G Maskell and **RESOLVED** that the minutes be accepted and recommendations adopted.

(c) Amenities & Civic Centre – 22nd January 2018

Cllr G Maskell proposed that the minutes of the meeting on 22nd January be accepted and the recommendations adopted, seconded by Cllr J Harris and **RESOLVED** that the minutes be accepted and recommendations adopted.

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1357. TO APPROVE PAYMENTS & RECEIPTS FOR JANUARY, FEBRUARY AND MARCH 2018

Payments for January of £20,152.26 and receipts of £1,542.91, payments for February of £16,555.26 and £1,752.44 and payments for March of £24,064.17 and receipts of £9,115.59 were proposed as correct by Cllr R Maskell, seconded by Cllr D Wright, unanimously **agreed** and signed as accurate by the Mayor.

1358. NOTIFICATION OF INCOME & EXPENDITURE TO 31st MARCH 2018

The figures at 30th March 2018 for all committees and earmarked reserves being expenditure of £263,265 and income of £307,654 were proposed as correct by Cllr R Maskell, seconded by Cllr B Page and unanimously **agreed**.

1359. CHAIRMAN TO SIGN COUNCIL'S BALANCE SHEET FOR THE YEAR ENDING 31st MARCH 2018

Having studied the balance sheet for the financial year ending 31st March 2018, members **agreed** with the figures of total assets less current liabilities of £416,365 and that the statement represented fairly the financial position of the Council as at 31st March 2018. It was therefore proposed by Cllr R Maskell, seconded by Cllr B Page and unanimously **RESOLVED** that the balance sheet be signed and the Mayor, Cllr D Brindley and RFO, Stella Newman signed the balance sheet as required. Thanks were given to the Town Clerk/RFO for completion of the accounts.

1360. TO APPROVE OUTSIDE BODIES POLICY

The Outside Bodies Policy had been drawn up and approved at the recent Policy & Resources Committee meeting with changed wording for number 6 to refer to all staff, rather than just the Town Clerk and was brought to Council for adoption. It was therefore proposed by Cllr D Wright, seconded by Cllr R Maskell and **RESOLVED** to adopt the Outside Bodies Policy.

1361. TO CONSIDER INTERNAL AUDITOR'S FINAL REPORT FOR YEAR ENDED 31st MARCH 2018

The Auditor's report covered the interim visit in November and final visit at the beginning of May. It reviewed the Council's systems of financial and other internal controls over its activities and operating procedures ensuring they were effective. Everything was found to be in order and the year-end accounts had been prepared correctly and were accurate. Councillors were pleased to note there were no points forward or actions needed. It was therefore proposed by Cllr B Page, seconded by Cllr R Maskell and **RESOLVED** that the auditor's report be accepted. Cllr G Maskell thanked the Town Clerk for her hard work.

1362. TO APPOINT INTERNAL AUDITOR FOR 2018/19 FINANCIAL YEAR

Telscombe Town Council have used Mulberry & Co for several years and they provide a thorough and efficient service at a reasonable price. Although a review of auditors could be undertaken, it was noted that Mulberry & Co have new staff members who could carry out the audit with a 'fresh pair of eyes' whilst still following their strict audit plan. It was therefore proposed by Cllr J Wilkins, seconded by Cllr D Wright and unanimously **RESOLVED** to appoint Mulberry & Co for the 2018/2019 financial year.

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1363. TO APPROVE COUNCIL'S ANNUAL GOVERNANCE STATEMENT ON THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR YEAR TO 31ST MARCH 2018

The Annual Governance Statement had been circulated to Councillors with the agenda for the meeting and sections 1 to 8 were considered. It was noted that section 9 was not relevant as the Council is not responsible for any Trust Funds. It was proposed by Cllr R Maskell, seconded by Cllr D Wright and unanimously **RESOLVED** that the Annual Governance Statement be approved as the Council had complied with sections 1 to 8 and it was duly signed by the Mayor, Cllr D Brindley and Town Clerk as required.

1364. TO APPROVE COUNCIL'S ACCOUNTING STATEMENTS ON THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR YEAR TO 31ST MARCH 2018

The Accounting Statements had also been circulated to Councillors with the agenda for the meeting and figures had been considered. It was noted that the Responsible Financial Officer had signed the relevant section certifying that the accounting statements in the annual return presented fairly the financial position of the Council and its income and expenditure. After consideration of the figures it was proposed by Cllr J Harris, seconded by Cllr B Page and unanimously **RESOLVED** that the Accounting Statements be approved and were signed by the Mayor, Cllr D Brindley.

1365. TO APPROVE BANK MANDATE/SIGNATORIES TO COUNCIL'S BANK ACCOUNTS

The current signatories to the Council's bank accounts are Cllrs Daryll Brindley, Ron Maskell, Brian Page and Andy Smith plus the Town Clerk/RFO Stella Newman. It was proposed by Cllr J Wilkins, seconded by Cllr G Maskell and unanimously **RESOLVED** that the signatories remain unchanged.

The current signatories to the Mayor's charity bank account are Cllrs Brian Page and Ron Maskell and it was proposed by Cllr J Wilkins, seconded by Cllr G Maskell and unanimously **RESOLVED** that the signatories remain unchanged.

1366. TO APPROVE DRAFT ANNUAL REPORT 2017/18

Cllr D Wright advised he was happy that page 5 stated what the town council can do as we are frequently asked about many things that we do not have responsibility. Cllr Harris advised that he thought it was a good layout and easy to read and thanked the Town Clerk for its compilation. It was therefore proposed by Cllr J Wilkins, seconded by Cllr D Wright and unanimously **RESOLVED** that the Annual Report for 2017/18 be approved.

1367. TO APPROVE PAYMENT OF INVOICE FOR COMMUNITY FLOCK UPKEEP for 2016-17

Cllr Armour had declared an interest and took no part in the discussion or voting. The invoice was considered by members and it was proposed by Cllr A Smith, seconded by Cllr R Maskell and agreed by the remainder of the members present (with the exception of Cllr Armour) and **RESOLVED** that the invoice totalling £2,466 for the community flock upkeep for the 2016-17 year be approved for payment.

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1368. TO CONSIDER ACTIONS FOLLOWING SHEEP ATTACK

Cllr Smith advised that he wasn't sure if the attack was malicious or not and the consensus of opinion was that it probably wasn't. Cllr Armour advised that there have been 2 further incidents and one was filmed and the Council should consider a Community Resolution Order or prosecution for the incident where the dog owners details were known. Following discussion Cllr Smith proposed that the Council look for compensation, seconded by Cllr R Maskell and **RESOLVED** that the Town Clerk, with the assistance of Cllr Armour, contact the Police regarding the incident.

1369. TO APPROVE PAYMENT OF PLAYSAFE INVOICES FOR PLAYGROUND REFURBISHMENTS

The Town Clerk advised that she had received a schedule of stage payments from Playsafe Playgrounds which had been circulated with the agenda. The list had been checked and approved by Chris Bibb from Lewes District Council who is managing the refurbishments on behalf of Telscombe Town Council. The Town Clerk also advised that the Council need to order safety surfaces directly in order to get a discount and the total is £5,830 plus VAT. Cllr Smith advised that the project was a significant investment on behalf of Telscombe Town Council and was possible due to good management of reserves and use of Section 106 monies. A grant of just over £28,000 has also been received from Lewes District Council from their CIL grant fund and he advised this was due to the good work of the Town Clerk aided by Chris Bibb. It was therefore proposed by Cllr A Smith, seconded by Cllr R Maskell and **RESOLVED** that the 6 invoices due to be issued by Playsafe Playgrounds totalling £208,628 plus VAT be paid and the safety surfaces from Matta Products totalling £5,830 plus VAT be ordered and invoice paid when received.

1370. GDPR COMPLIANCE UPDATE & TO AGREE PRIVACY POLICIES

Cllr Smith advised that Councils are data controllers and we need to comply with regulations, for example, if we receive an email we cannot forward it on without the person's consent. Regarding the Data Protection Officer, the Town Clerk advised that NALC have now advised that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils from the requirement to appoint a Data Protection Officer under the General Data Protection Regulation, but that all other measures will still apply. Appointing a Data Protection Officer to support a Council's approach to data protection will be discretionary and may be regarded as good practice. SSALC have advised that their advice is unchanged and "we believe it is more than 'good practice' for a Council to appoint a DPO, it is a vital safeguard for the Council to have access to independent, skilled advice to ensure it is able to act lawfully." The recommendations in the Town Clerk's report were considered and it was therefore proposed by Cllr A Smith, seconded by Cllr D Wright and unanimously **RESOLVED** to appoint Satswana as our Data Protection Officer for a year; that the remainder of the Councillors have a .gov.uk email address set up to start from 1st June (3 had been trialled); that the 3 draft Privacy Policies circulated be adopted and no data sharing occur without the person's express permission.

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1371. REPORTS FROM:-

District Councillors:- Cllr R Maskell advised that there are currently 72 homeless families; that the 6 units at Ashington Gardens are going to planning, 3 being disabled units and 3 general usage; that there will be 198 new units in urban areas and that the Fairlight Avenue car park is being considered for a park and ride scheme.

Cllr Smith advised that LewesDC has elected a Liberal Democrat Councillor as Chair and a Green Councillor as Vice Chair of the full Council. Cllr Smith encouraged the use of the new Neighbourhood First app where you can report things such as fly tipping and littering directly to the new Neighbourhood First team. He also advised that there is a new Citizens Advice office in Newhaven and recycling rates are improving.

Cllr Robinson requested that details of the Neighbourhood First app be put in our next newsletter.

Representatives on Outside Bodies:-

Telscombe School – Cllr G Maskell advised that some key stage 2 pupils attended the playground refurbishment works and helped to measure out and were very engaged with the contractors. The school currently has 621 pupils with 60 in the nursery and there will be 90 new pupils in September. Unfortunately there was an accident outside the school and it is hoped that the re-painting of the double yellow lines will help.

Cllr G Maskell advised that she has been invited to the Brownies in June to celebrate women’s right to vote.

Lewes District Association of Local Councils – Cllr Armour advised that he continues to attend their meetings and at the last one GDPR was discussed.

Neighbourhood Plan Meeting - Cllr Wilkins advised that unfortunately she could not attend the last meeting

1372. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

1373. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

Signed.....
Mayor

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1374. TO DISCUSS & APPROVE CONFIDENTIAL MINUTES OF THE MEETING ON WEDNESDAY 21st MARCH 2018

It was proposed by Cllr A Smith, seconded by Cllr J Wilkins and unanimously **RESOLVED** that the confidential minutes of the meeting on 21st March 2018 were a true record of the proceedings and were signed as correct by the Mayor, Cllr D Brindley.

1375. TO APPROVE NATIONAL SALARY AWARD

Confidential

There being no further business the meeting closed at 9.05 pm.

Signed.....
Mayor