

# TELSCOMBE TOWN COUNCIL



Minutes of the Annual Meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 17<sup>th</sup> May 2017** in Telscombe Civic Centre at 7.30 pm.

**PRESENT:-** Cllrs T Armour, D Brindley, J Harris, G Maskell *Mayor*, R Maskell, D Neave, B Page, A Smith, J Wilkins *Deputy Mayor*

**Also present:** Nancy Astley, Town Clerk; Stella Newman, Deputy Clerk/RFO (*minutes*)

## **1201. TO ELECT TOWN MAYOR FOR 2017-18**

Cllr G Maskell welcomed everyone to the meeting and went on to thank all those Councillors who had put their faith in her becoming Mayor for the past year and those Councillors who had helped with the bingo evenings which was much appreciated. To the two Councillors who were responsible for her becoming a Councillor, her husband Cllr R Maskell and Cllr A Smith, she advised what another fine mess! They had advised her being a Councillor was easy and to be Mayor she wouldn't have to do anything. She advised this is untrue but it had been rewarding. She then presented them both with a small gift.

She advised she had attended various functions which were displayed on the screen behind her. She had met a lot of nice people and carried out some firsts that she thought she would never do. It all started celebrating the Queen's 90<sup>th</sup> birthday with our resident singer, Cllr B Page and finished with her year-end party and, yes you guessed it, Cllr B Page singing again – well done Brian. The last function raised £700 for the Brains Trust which is a charity close to her family this year. She had also given cheques to local groups, as well as some other big charities.

Cllr Maskell then went on to thank the various Council staff; the caretakers Mick and Graham for their help with running functions at the Civic Centre; the Town Clerk Nancy for overseeing the Council and the charity quiz evenings she organised; Karen for running her busy diary and the Deputy Town Clerk/RFO Stella for perfectly balancing her two accounts and all the help she had given her this past year at her functions. She also thanked Stan who had taken lovely photographs as a record of her year as Mayor and who had also been number checker at her monthly bingo evenings. Her final thanks went to Cllr Joanna Wilkins who had been her Deputy for the past year. She had been a big help when the Mayor's consort had a hip operation at the busiest time of the year, carol singing. She then wished the new Mayor and Deputy Mayor well for the coming year and asked for nominations.

Cllr J Wilkins was nominated as Mayor by Cllr R Maskell, seconded by Cllr D Neave and, there being no other nominations, was unanimously elected. Cllr Wilkins confirmed her declaration as Mayor and signed the Declaration of Acceptance of Office. She then presented Cllr G Maskell with her past Mayor's badge and said that Cllr G Maskell had acted with decorum, elegance and tact throughout her year as Mayor and had been an incredible help to her as Deputy Mayor.

## **1202. TO ELECT DEPUTY MAYOR FOR 2017-18**

Cllr D Brindley was nominated as Deputy Mayor by Cllr R Maskell, seconded by Cllr T Armour and, there being no other nominations, was unanimously elected. Cllr Brindley signed his Declaration of Acceptance of Office.

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## **1203. PUBLIC QUESTION TIME**

Mr Peter Seed asked if the Council needed a Mayor's Consort Policy as one had been suggested in a neighbouring town. He was advised that the neighbouring town had queried if they should have a consort, but that Telscombe Town Council have always had a Mayor's Consort and will continue to do so.

## **1204. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr A Loraine who was unwell and this reason for absence was accepted.

## **1205. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

Cllrs G Maskell and R Maskell declared an interest in agenda item 27.

## **1206. TO APPOINT MEMBERS TO COMMITTEES & SUB-COMMITTEES**

There was discussion regarding the proposed sizes of committees as some membership was on the high side and others low. Cllr G Maskell asked to be removed from the Audit Sub-Committee and it was noted that as Cllrs W Botting and D Neave were not on the Policy & Resources Committee that they be removed from Grants and Telscombe Village sub-committees respectively, but they could be co-opted onto the sub-committees in the future. Cllr Neave advised he would like Cllr A Loraine to join the Planning Committee and will speak to him regarding this. It was subsequently unanimously **RESOLVED** to appoint the following members to Committees:-

- (a) **Amenities & Civic Centre**  
Cllrs T Armour, W Botting, D Brindley (*Ex-Officio*), J Harris, G Maskell, R Maskell, B Page, A Smith, J Wilkins (*Ex-Officio*), D Wright.
- (b) **Planning & Highways**  
Cllrs T Armour, D Brindley (*Ex Officio*), J Harris, A Loraine, A Mendoza, D Neave, J Wilkins (*Ex-Officio*).
- (c) **Policy & Resources**  
Cllrs T Armour, D Brindley (*Ex Officio*), J Harris, G Maskell, R Maskell, B Page, A Smith, D Wright, J Wilkins (*Ex-Officio*).
- (d) **Telscombe Village (Sub-Committee of P&R)**  
Cllrs T Armour, D Brindley (*Ex-Officio*), J Wilkins (*Ex-Officio*).
- (e) **Grants (Sub-Committee of P&R)**  
Cllrs D Brindley (*Ex-Officio*), G Maskell, R Maskell, B Page, A Smith, D Wright, J Wilkins (*Ex-Officio*).
- (f) **Audit (Sub-Committee of P&R)**  
Cllrs D Brindley (*Ex-Officio*), R Maskell, B Page, A Smith, J Wilkins (*Ex-Officio*).
- (g) **Employment (Sub-Committee of P&R)**  
Cllrs D Brindley (*Ex-Officio*), G Maskell, R Maskell, B Page, A Smith, J Wilkins (*Ex-Officio*), D Wright.

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## **1207. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

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

- (a) **Age Concern** - J Harris
- (b) **British Legion** - J Harris
- (c) **Citizens Advice Bureau** - A Loraine, B Page
- (d) **CTLA** - D Neave
- (e) **Crime Prevention Panel** - J Harris
- (f) **Crimestoppers** - J Harris
- (g) **Emergency Planning Team** - D Neave, D Wright
- (h) **Joint Action Group** – D Wright
- (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** – D Neave, B Page, D Wright
- (n) **E. Sussex Association of Local Councils** - D Wright
- (o) **South Downs Land Management Group** - T Armour, D Neave
- (p) **Telscombe Residents Association** - D Brindley, D Neave, J Wilkins
- (q) **Telscombe School** - G Maskell

## **1208. TO DISCUSS & APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 15<sup>th</sup> MARCH 2017**

The Council considered the minutes and it was proposed by Cllr J Harris, seconded by Cllr A Smith and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Mayor, Cllr J Wilkins.

## **1209. TO APPROVE MINUTES FROM THE FOLLOWING COMMITTEES:-**

### **(a) Planning & Highways – 27<sup>th</sup> February, 20<sup>th</sup> March, 10<sup>th</sup> April 2017**

Cllr D Neave requested that the minutes of the meetings on 27<sup>th</sup> February, 20<sup>th</sup> March and 10<sup>th</sup> April be accepted and the recommendations contained therein be adopted, seconded by Cllr T Armour and **RESOLVED** that the minutes be accepted and recommendations adopted.

### **(b) Policy & Resources – 6<sup>th</sup> March 2017**

Cllr A Smith requested that the minutes of the meeting on 6<sup>th</sup> March be accepted and the recommendations contained therein be adopted, seconded by Cllr R Maskell and **RESOLVED** that the minutes be accepted and recommendations adopted.

### **(c) Amenities & Civic Centre – 30<sup>th</sup> January and 27<sup>th</sup> March 2017**

Cllr J Wilkins requested that the minutes of the meetings on 30<sup>th</sup> January and 27<sup>th</sup> March be accepted and the recommendations contained therein be adopted, seconded by Cllr R Maskell and **RESOLVED** that the minutes be accepted and recommendations adopted.

Regarding minute 929, Cllr B Page advised he had not looked at the information board yet.

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## **1210. TO APPROVE PAYMENTS & RECEIPTS FOR FEBRUARY & MARCH 2017**

Payments for February 2017 of £25,599.87 and receipts of £5,517.09 and payments of £33,951.88 for March and receipts of £5,495.66 were proposed as correct by Cllr B Page, seconded by Cllr R Maskell, unanimously **agreed** and signed as accurate by the Mayor.

## **1211. NOTIFICATION OF INCOME AND EXPENDITURE TO 31<sup>ST</sup> MARCH 2017**

The figures at 31<sup>st</sup> March 2017 for all committees and earmarked reserves being expenditure of £267,579 and income of £315,731 were unanimously **agreed**.

## **1212. CHAIRMAN TO SIGN COUNCIL'S BALANCE SHEET FOR YEAR ENDING 31<sup>ST</sup> MARCH 2017**

Having studied the balance sheet for the financial year ending 31<sup>st</sup> March 2017, members **agreed** with the figures of current assets less current liabilities of £371,975 and that the statement represented fairly the financial position of the Council as at 31<sup>st</sup> March 2017. 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 J Wilkins and RFO, Stella Newman signed the balance sheet as required.

## **1213. TO ADOPT MAYOR'S POLICY**

The Mayor's Policy had been drawn up and approved at the Policy & Resources Committee on 6<sup>th</sup> March and brought to Council for adoption. It was therefore proposed by Cllr G Maskell, seconded by Cllr D Wright and unanimously **RESOLVED** to adopt the Policy for Duties & Responsibilities of Mayor & Deputy Mayor. To be reviewed in 3 years.

## **1214. TO ADOPT APPRAISAL POLICY**

The Appraisal Policy had been discussed and agreed at the Employment sub-committee meeting on 3<sup>rd</sup> April and brought to Council for adoption. It was therefore proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously **RESOLVED** to adopt the Appraisal Policy and forms. To be reviewed in 3 years.

## **1215. TO CONSIDER INTERNAL AUDITOR'S FINAL REPORT FOR YEAR ENDED 31<sup>ST</sup> MARCH 2017**

The Auditor's report was a very thorough document, 31 pages in total, reviewing 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. Councillors were pleased to note there were no points forward or actions needed. It was therefore proposed by Cllr A Smith, seconded by Cllr D Wright and **RESOLVED** that the auditor's report be accepted.

## **1216. TO APPOINT INTERNAL AUDITOR FOR 2017/18 FINANCIAL YEAR**

Telcombe Town Council have used Mulberry & Co for several years, but not so many as to require a review at this stage. The auditor's terms of engagement were considered and it was noted that they provide a thorough and efficient service. It was therefore proposed by Cllr A Smith, seconded by Cllr W Botting and unanimously **RESOLVED** to appoint Mulberry & Co for the 2017/2018 financial year.

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## **1217. TO REVIEW EFFECTIVENESS OF INTERNAL CONTROL**

The effectiveness of the internal control was considered by the Audit Sub-Committee on 6<sup>th</sup> March and subsequently at the Council meeting on 15<sup>th</sup> March when it was resolved that the Council have a sound system of internal control enabling the efficient exercise of its functions and the achievement of its aims and objectives, ensuring that its financial and operational management is effective and takes into account the management of risk. The remaining period up to the end of the financial year was considered and having already studied and agreed the internal auditor's report covering this period it was proposed by Cllr R Maskell, seconded by Cllr D Brindley and unanimously **RESOLVED** that the Council has in place an effective system of internal control.

## **1218. TO AGREE COUNCIL'S ANNUAL GOVERNANCE STATEMENT ON THE ANNUAL RETURN FOR YEAR TO 31<sup>st</sup> MARCH 2017**

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 J Harris, seconded by Cllr B Page 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 J Wilkins and Town Clerk as required.

## **1219. TO AGREE COUNCIL'S ACCOUNTING STATEMENTS ON THE ANNUAL RETURN FOR YEAR TO 31<sup>st</sup> MARCH 2017**

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 D Wright, seconded by Cllr G Maskell and unanimously **RESOLVED** that the Accounting Statements be approved and were signed by the Mayor, Cllr J Wilkins.

## **1220. TO AGREE BANK MANDATE/SIGNATORIES TO COUNCIL'S BANK ACCOUNT**

The current signatories to the Council's bank accounts are Cllrs Wayne Botting, Daryll Brindley, Ron Maskell and Andy Smith plus the Town Clerk, Nancy Astley and Deputy Town Clerk/RFO, Stella Newman. It was proposed by Cllr A Smith, seconded by Cllr D Neave and unanimously **RESOLVED** that the signatories remain unchanged.

Following discussion regarding the Mayor's charity account signatories it was proposed by Cllr A Smith, seconded by Cllr D Neave and unanimously **RESOLVED** that additional signatories be added so that there is a choice of 2 of 4 Councillors and the signatories be Cllrs Brian Page, Ron Maskell, Andy Smith and Wayne Botting.

## **1221. TO RATIFY APPROVAL OF DIRECT DEBIT PAYMENTS**

Following consideration of the report presented it was proposed by Cllr B Page, seconded by Cllr D Brindley and unanimously **RESOLVED** that payments to Northstar IT for IT support and email hosting and the television license be made by direct debit.

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## **1222. ALLOTMENT UPDATE**

The recommendation from the Amenities & Civic Centre committee that the search for a potential allotment site be suspended for the time being was considered. Cllr R Maskell thanked the Town Clerk and Cllr D Neave for the research they had done to date into finding a possible site and proposed acceptance of the recommendation, seconded by Cllr G Maskell and unanimously **RESOLVED** that the search for a potential allotment site be suspended for the time being.

## **1223. TO APPROVE DRAFT ANNUAL REPORT 2016/17**

Having perused the report compiled by the Deputy Town Clerk it was proposed by Cllr A Smith, seconded by Cllr D Wright and unanimously **RESOLVED** that the Annual Report for 2016/17 be approved.

## **1224. REPORTS FROM:-**

- (a) **District Councillors:-** Cllr R Maskell advised that the development of garage sites was almost complete and that the Grassmere Court site is due for completion on 15<sup>th</sup> June. Cllr Smith advised that the waste and recycling had gone out to tender and a new housing company was being formed.
- (b) **County Councillor:-** Cllr Smith advised he was grateful to have recently been elected as County Councillor for East Saltdean, Telscombe Cliffs, Telscombe Village and North Peacehaven. He had had an interesting first week and attending training and wants to get involved with kerbstones and tarmac fillets. He advised he had also been to the Meridian Doctor's Surgery and the senior partner had advised that the building is not at its capacity, but the last time they advertised for doctors, none were suitable.
- (c) **Representatives on Outside Bodies:-** Cllr G Maskell advised that unfortunately a year 7 girl at PCS who had previously attended Telscombe Cliffs Primary School had committed suicide. She also advised that both the Headmaster and Deputy Headmaster at Telscombe Cliffs school will be leaving, the other Deputy Head is on maternity leave until April and the Assistant Deputy Head is about to go on maternity leave. The Chair of the School Governors is also leaving. The school are looking for an interim head. Finally she advised that the nursery is to be included in the main school. Cllr D Neave advised that everything is good at the Saltdean Residents Association and that the Lido is due to open on 17<sup>th</sup> June. Regarding the Neighbourhood Plan Steering Group, he advised that the Town Clerk had done research to bring it forward, AIRS were at the last meeting and residents are welcome to get involved. He ended by advising that the Telscombe Residents Association are very active. Cllr T Armour advised he did not attend the last meeting of the South Downs Land Management Group, but that he and Cllr Neave will be attending their summer meeting. Cllr J Harris advised he had been to a Crimestoppers meeting and crime in this area is very low.

## **1225. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

Cllr G Maskell thanked the staff for her gift. Cllr T Armour asked for a response to his email regarding Tye fencing. Cllr A Smith advised he is looking at possible Lookers scheme with LewesDC.

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**1226. EXCLUSION OF THE PRESS AND PUBLIC**

It was unanimously **RECOMMENDED** to exclude the Press and Public from the meeting during consideration of 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.

**1227. TO APPROVE CONFIDENTIAL MINUTES FROM THE AMENITIES & CIVIC CENTRE COMMITTEE MEETING ON 27<sup>th</sup> MARCH 2017**

Minute 956, p 2605 – Cllr Botting asked if there is a cost involved and he was advised it is 10% of the project. Cllr Neave asked if we used Chris Bibb last time. Cllr Smith advised yes and we can use his expertise this time and he will help to get extra funding.

Minute 957, p 2605 – Cllr B Page asked what the present position is. The Town Clerk advised she had subsequently had a meeting with the tenant, put a revised proposal together and was awaiting a response to her email from Councillors that it was in order to put the proposal to the tenant. Cllr Smith advised he will check his emails and respond.

Cllr Smith requested that the confidential minutes of the meeting on 27<sup>th</sup> March be accepted and the recommendation for minute 956 be adopted, seconded by Cllr B Page and **RESOLVED** that the minutes be accepted and recommendation for minute 956 be adopted. The recommendation for minute 957 is to be altered and taken back to the next meeting for discussion and agreement.

There being no further business the meeting closed at 9.01 pm.

Signed.....  
Mayor, Cllr J Wilkins