

# TELSCOMBE TOWN COUNCIL



Minutes of the Annual Meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 18<sup>th</sup> May 2016** in Telscombe Civic Centre at 7.30 pm.

**PRESENT:-** Cllr T Armour, Cllr W Botting, Cllr D Brindley, Cllr J Harris,  
Cllr G Maskell, Cllr R Maskell, Cllr D Neave, Cllr B Page, Cllr A Smith,  
Cllr J Wilkins

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

## **1082. TO ELECT THE TOWN MAYOR FOR 2016/17 AND RECEIVE HIS/HER DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr G Maskell was nominated as Mayor by Cllr A Smith, seconded by Cllr D Neave and, there being no other nominations, was unanimously elected. Cllr Botting thanked everyone for their support over his 2 terms as Mayor, congratulated Cllr G Maskell on her appointment gave her flowers and then presented her with the Mayor's chain of office. Cllr Botting then thanked the Town Clerk, Nancy Astley and Deputy Town Clerk/RFO, Stella Newman for their hard work and finally his wife Lisa for her support as Mayoress, presenting them all with flowers.

Cllr G Maskell confirmed her declaration as Mayor and signed Acceptance of Office. She then went on to thank Wayne for his work over the last 2 years and hoped that he would continue to fundraise. Cllr G Maskell said it was an honour to be appointed as Mayor and advised that she and her husband, Cllr R Maskell, are the first husband and wife to have been appointed as Mayor of Telscombe. She said she would like to continue to work with the local schools as children are our future Councillors and that she will be nominating a new Freeperson of the Town during her term as Mayor. Cllr Maskell then advised of a charity quiz she will be holding at the Civic Centre for Cancer Relief on 17<sup>th</sup> June and that her daughter and granddaughter will be taking part in a muddy run for charity a couple of weeks later. Cllr G Maskell ended by advising that this year will be one for 'girl power' as Cllr Joanna Wilkins is being nominated for Deputy Mayor.

## **1083. TO ELECT THE DEPUTY MAYOR FOR 2016/17 AND RECEIVE HIS/HER DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr J Wilkins was nominated as Deputy Mayor by Cllr A Smith, seconded by Cllr R Maskell and, there being no other nominations, was unanimously elected. Cllr Wilkins thanked everyone for her nomination and confirmed her declaration as Deputy Mayor and signed her Acceptance of Office. She was presented with her chain of office and given flowers.

The Mayor, Cllr G Maskell, then presented 'the Mayoress' Cllr R Maskell, with his Mayor's Consort badge and adjourned the meeting briefly to have a family photograph.

The meeting resumed and Cllr G Maskell then presented Cllr Botting with his past Mayor's badge and a certificate of thanks and the Town Clerk presented Cllr Botting with a gift from the staff.

## **1084. PUBLIC QUESTION TIME**

None.

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## **1085. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs A Loraine and A Mendoza due to work commitments and Cllr D Wright due to leave and these apologies for absence were accepted.  
Apologies were also received from County Councillor Phil Howson.

## **1086. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

None.

## **1087. TO APPOINT MEMBERS TO COMMITTEES & SUB-COMMITTEES**

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

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

## **1088. TO APPOINT MEMBERS TO OUTSIDE BODIES**

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

- (a) **Age Concern** - J Harris, J Wilkins
- (b) **British Legion** - J Harris
- (c) **Citizens Advice Bureau** - A Loraine
- (d) **Crime Prevention Panel** - J Harris
- (e) **Crimestoppers** - J Harris
- (f) **Emergency Planning Team** - D Brindley, D Neave, D Wright
- (g) **Joint Action Group** – D Wright

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## 1088. Contd. To Appoint Members to Outside Bodies

- (h) Lewes District Association of Local & Parish Councils – T Armour
- (i) Peacehaven & Telscombe Access Group - tba
- (j) Peacehaven & Telscombe Housing Association – A Loraine
- (k) Peacehaven & Telscombe Towns Forum - tba
- (l) Saltdean Residents Association – D Neave, B Page, D Wright
- (m) E. Sussex Association of Local Councils - D Wright
- (n) South Downs Land Management Group - T Armour, D Neave
- (o) Telscombe Residents Association - D Brindley, D Neave, J Wilkins
- (p) Telscombe School - G Maskell

## 1089. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 16<sup>th</sup> March 2016

The Council considered the minutes and it was proposed by Cllr W Botting, seconded by Cllr R Maskell and unanimously

**RESOLVED** that they were a true record of the proceedings and were signed as correct by the Mayor, Cllr G Maskell.

## 1090. MATTERS ARISING FOR NOTING

None.

## 1091. TO RECEIVE MINUTES FROM THE FOLLOWING COMMITTEES:-

- (a) Planning & Highways – 22<sup>nd</sup> February, 14<sup>th</sup> March & 4<sup>th</sup> April 2016

Cllr D Neave requested that the minutes of the meetings on 22<sup>nd</sup> February, 14<sup>th</sup> March and 4<sup>th</sup> April be accepted and the recommendations contained therein be adopted.

**RESOLVED** that the minutes be accepted and recommendations adopted.

## 1092. TO APPROVE PAYMENTS AND RECEIPTS FOR MARCH & APRIL 2016

Payments of £32,260.16 for 1<sup>st</sup>-31<sup>st</sup> March 2016 and £25,155.26 for 1<sup>st</sup>-30<sup>th</sup> April 2016 were proposed as correct by Cllr R Maskell, seconded by Cllr J Wilkins, unanimously agreed and signed as accurate by the Mayor. Receipts of £5,064.84 for 1<sup>st</sup>-31<sup>st</sup> March and £122,623.68 for April were noted.

## 1093. NOTIFICATION OF INCOME & EXPENDITURE TO 31<sup>st</sup> MARCH 2016

Cllr Smith advised it was good to see a healthy balance of reserves and said he looked forward to the Council progressing the 5 year business plan and earmarking of reserves. He then thanked Stella Newman, Deputy Town Clerk & RFO for keeping the books in such good order. The year-end figures at 31<sup>st</sup> March 2016 for all committees and earmarked reserves being expenditure of £269,590 and income of £314,923 were unanimously agreed.

## 1094. TO CONSIDER INTERNAL AUDITOR'S FINAL REPORT FOR YEAR ENDED 31<sup>st</sup> MARCH 2016

Cllr Smith advised it was pleasing to see from the Auditor's Report that all was in order and the favourable comments about the robustness of the Council's procedures.

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## **1095. TO APPROVE AND SIGN COUNCIL'S BALANCE SHEET FOR YEAR ENDING 31<sup>st</sup> MARCH 2016**

Having studied the balance sheet for the financial year ending 31<sup>st</sup> March 2016, members **agreed** with the figures of current assets less current liabilities of £323,824 and that the statement represented fairly the financial position of the Council as at 31<sup>st</sup> March 2016. It was therefore proposed by Cllr W Botting, seconded by Cllr J Harris and unanimously

**RESOLVED** that the balance sheet be signed and the Mayor, Cllr G Maskell and RFO, Stella Newman signed the balance sheet as required.

## **1096. TO REVIEW THE EFFECTIVENESS OF INTERNAL CONTROL**

Councillors noted that it was a requirement to review the effectiveness of the system of internal control prior to preparing the Annual Governance Statement and that this had, in fact, been carried out at the last Council meeting on 16<sup>th</sup> March 2016.

## **1097. TO AGREE COUNCIL'S ANNUAL GOVERNANCE STATEMENT ON THE ANNUAL RETURN FOR YEAR TO 31<sup>st</sup> MARCH 2016**

The Annual Governance Statement had been circulated to Councillors with the agenda for the meeting and all sections had been considered. It was noted that section 9 was not relevant as the Council is not responsible for any Trust Funds. Following discussion regarding numbers 1 to 8, it was proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously

**RESOLVED** that the Annual Governance Statement be approved as it had been complied with and was duly signed by the Mayor and Town Clerk as required.

## **1098. TO AGREE COUNCIL'S ACCOUNTING STATEMENTS ON THE ANNUAL RETURN FOR YEAR TO 31<sup>st</sup> MARCH 2016**

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 therefore proposed by Cllr B Page, seconded by Cllr A Smith and unanimously

**RESOLVED** that the Accounting Statements be approved and were signed by the Mayor, Cllr G Maskell.

## **1099. TO AGREE BANK MANDATE/SIGNATORIES TO COUNCIL'S BANK ACCOUNT**

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 unanimously

**RESOLVED** that the signatories remain unchanged.

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**1099. Contd. To Agree Bank Mandate/Signatories to Council's Bank Account**

Regarding the Mayor's charity account, current signatories are Cllrs Ron Maskell and Brian Page. As Cllr Ron Maskell's wife had just been appointed as Mayor and he is the Mayor's Consort, it was felt there was a conflict of interest so it was proposed by Cllr D Brindley, seconded by Cllr D Neave and

**RESOLVED** that Cllr Brian Page remain as signatory but Cllr Ron Maskell be removed and replaced with Cllr Wayne Botting.

**1100. TO APPROVE DRAFT ANNUAL REPORT 2015/16**

Cllr Brindley advised he felt the Report was very informative and well put together and the Deputy Town Clerk was thanked for compiling this. It was therefore proposed by Cllr R Maskell, seconded by Cllr W Botting and

**RESOLVED** that the Annual Report for 2015/16 be approved.

**1101. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**

None.

The Mayor, Cllr G Maskell, thanked everyone for coming and there being no further business closed the meeting at 8.10pm.

Signed.....  
Mayor, Cllr G Maskell