



**Minutes of the Annual Meeting of the Parish Council held on Thursday 3<sup>rd</sup> May 2018 in the Small Hall, the Village Hall, East Dean commencing at 6.30 pm.**

**Councillors present:** Cllr M Keller (Chair), Cllr T Bryant, Cllr K Godden, Cllr B Greenwell, Cllr P Hill, and Cllr P Seeley

**In attendance:** K Larkin, Parish Clerk.

*There were no members of the public present*

#### **C.546 Election of the Chair of the Council**

Councillor Hill proposed and Councillor Seeley seconded the motion that Councillor Keller be appointed as the Chair of the Council for the forthcoming year.

**RESOLVED - The motion was put to the meeting and declared carried unanimously.**

Following the election of the Chair, and pursuant to the provisions of Section 83 of the Local Government Act 1972, Councillor Keller made a Declaration of Acceptance of Office in the prescribed form before the Parish Clerk.

#### **C.547 Election of the Vice-Chair of the Council**

Councillor Bryant proposed and Councillor Seeley seconded the motion that Councillor Greenwell be appointed as the Vice-Chair of the Council for the forthcoming year.

**RESOLVED - The motion was put to the meeting and declared carried unanimously.**

Following the election of the Vice-Chair, and pursuant to the provisions of Section 83 of the Local Government Act 1972, Councillor Greenwell made a Declaration of Acceptance of Office in the prescribed form before the Parish Clerk.

**C.548 Apologies for Absence:** - Cllr D Clarke, Cllr A Hookham; District Cllr J Wilton

**C.549 Declarations of Interests:** - None

#### **C.550 Delegation Arrangements and Committee Terms of Reference**

- a) Planning Committee Terms of Reference - Cllr Keller proposed an amendment to add the following to para 4.1: *Should an application be received after the Committee meeting agenda is published, but the planning authority require a decision before the next Committee meeting, then the committee can make a non-binding recommendation to be ratified by the full council.*

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RESOLVED – The motion was put to the meeting and carried unanimously. The Terms of Reference of the Planning Committee were confirmed as amended.

- b) Chair and Members of the Planning Committee – the Chair proposed that Cllr Bryant be appointed as Chair of Planning and that all councillors should be members of the committee.

RESOLVED – That Cllr Bryant be appointed as Chair of Planning and that all councillors be members of the committee.

- c) Lead Members – the Chair proposed that all the current Lead Members should continue in their roles.

RESOLVED – That Cllr K Godden be the Lead Member for Finance; Cllr Seeley be the Lead Member for Rights of Way; Cllr Greenwell be the Lead Member for the Recreation Ground; and Cllr Hookham be the Lead Member for Communications.

### **C.551 Other appointments**

- a) Council Representatives on external bodies - The following appointments were discussed and nominations were proposed. The outcomes were as follows:
- Village Hall Trust – the Chair, *ex officio*
  - East Sussex Association of Local Councils - no permanent appointment; the clerk could attend the AGM if appropriate
  - Wealden District Association of Local Councils – no permanent appointment
  - East Dean Responders – Cllr P Hill
  - Cuckmere Buses Stakeholders Forum – no permanent appointment, but the council would appreciate seeing minutes of meetings.
- b) Parish Emergency Response Team – all councillors, as designated in the Emergency Plan last issued in September 2015
- c) Pavilion Caretaker – Mrs Jan Smith
- d) Hon. Solicitor – Mr David George
- e) Tree Warden – Mr Peter Williamson
- f) Custodian of flags – Mr C Hirschfield

RESOLVED - That the above appointments be confirmed

### **C.552 Standing Orders, Financial Regulations, Codes of Conduct for Members and Employees**

Members reviewed these regulatory documents and the following changes were proposed:

- a) Standing Orders – It was noted that new model standing orders had been published by the National Association of Local Councils and the clerk was instructed to revise

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the local standing orders on this basis for consideration at a future meeting.

**ACTION: KL**

- b) Financial Regulations – Cllr Godden proposed that there should be an explicit requirement that there should be a financial aspect to any report brought before council (especially for procurement), and that the legal implications of any proposal should also be specified. The Clerk was instructed to revise the financial regulations and any other appropriate regulatory documents on this basis for consideration at a future meeting. **ACTION: KL**
- c) Codes of Conduct for Members and Employees – no changes were required.

RESOLVED – That the Code of Conduct for Members and the Code of Conduct for Employees be re-adopted for the coming year.

**C.553 Freedom of Information Act 2000; Data Protection Act 1998; General Data Protection Regulation**

- a) Freedom of Information - Members reviewed the council's procedures for handling requests made under the Freedom of Information Act 2000. It was proposed that these procedures be re-adopted.

RESOLVED - The proposal was put to the meeting and declared carried.

- b) Data Protection - It was noted that the council had an appropriate and up to date registration under the Data Protection Act 1998. The Act was about to be repealed and replaced by GDPR with effect from 25<sup>th</sup> May 2018.
- c) General Data Protection Regulation - It was also noted that preparations for the introduction of GDPR were ongoing and a full report was included in the ordinary May council agenda.

**C.554 Communications and Complaints Procedure; Press and Media Policy; Social Media Policy**

Members reviewed these policy documents and no changes were proposed

RESOLVED - That these policy documents be re-adopted for the coming year

**C.555 Council's Bankers and Signatories**

- a) It was proposed that Cllr K Godden, Cllr M Keller and Cllr B Greenwell be appointed as signatories of cheques and of orders for payment to be implemented by the clerk. **ACTION: KL to request a Mandate change**
- b) It was proposed that the clerk be re-appointed as the sole signatory for making payments online from the council's bank account

- c) It was proposed by Cllr Godden that the Financial Regulations be reviewed with special reference to the procurements and payments procedures, and this was agreed. **ACTION: KL**

RESOLVED - These proposals were put to the meeting and declared carried.

**C.556 Appointment of Internal and External Auditors**

- a) Internal Auditor - It was proposed that Mr Peter Frost be reappointed as Internal Auditor for the financial year 2018/19

RESOLVED – That Mr Peter Frost be appointed internal auditor for the financial year 2018/19

- b) External Auditor – it was reported that PKF Littlejohn LLP had been appointed by the SAAA Ltd as the council’s External Auditor for a five year period commencing 1<sup>st</sup> April 2017. The council took note.

**C.557 Pensions Auto Enrolment**

Members noted that the council had completed a declaration of compliance. There were no employees to enrol, and no changes were required.

**C.558 Charity of the Year**

Members considered several possible charities to be the Charity of the Year 2018/19, and reviewed previous choices. It was proposed that the Eastbourne Branch of the Royal National Lifeboat Institution be the chosen charity, to receive the proceeds of any firework event, or a donation of £500 plus the proceeds from the council’s stall at the Village Fete 2018.

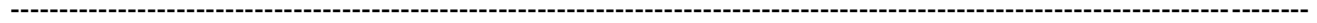
RESOLVED – That the Eastbourne branch of the RNLI be the council’s Charity of the Year 2017/18

**C.559 Dates, Times and Place of Council Meetings**

The dates, times and places of ordinary meetings for the forthcoming year were noted. I was agreed that a meeting should be held on 2<sup>nd</sup> August 2018 (in contrast to previous practice) and that no meeting should be held in September which had become the holiday month. **ACTION: KL to amend the Timetable accordingly.**

*The meeting closed at 7.05 pm*

Signed..... (Chair)



Dated.....