



MINUTES OF THE ANNUAL MEETING OF THE VILLAGE COUNCIL
held on Tuesday, 3rd May 2022, 7.00 pm in the Council Meeting Room

PRESENT: Cllrs Forbes (Chair), Draper, Haite, Loveday, Owen, Spoor and Tyrrell

IN ATTENDANCE: Rebecca Roberts (Clerk) and Sam Booker (RFO) & Mid Sussex District Cllr John Belsey,
MEMBERS OF THE PUBLIC: 0

ABSENT: Cllrs Lee & Phillips

The chair opened the meeting and welcomed everyone.

1 Elections

- a. Election of Chair for the ensuing year – Cllr Haite nominated Cllr Forbes, Cllr Tyrrell seconded. Cllr Forbes was unanimously elected as Chair.
- b. To receive the Chair's Declaration of Acceptance of Office - **Received**
- c. Election of Vice-Chair for the ensuing year – Cllr Tyrrell nominated Cllr Loveday, Cllr Owen seconded. Cllr Loveday was unanimously elected as Vice-Chair.

2 a. County and District Councillors' Reports

County Councillor Russell sent her apologies, but informed members that she has a meeting with Richard Speller on 16th May where she intends to get more information on highways issues, including road markings on Phoenix Lane.

District Councillor Belsey reported that 30 new fast electric vehicle charging points are being installed in the area. These will be in the District Council's public car parks and should be in situ by the end of May. The cost to users will be 30pence per kilo watt hour.

Mid Sussex District Council approved the Economic Strategy at Council last week – this is the journey to net zero with 14 objectives including; maintaining the increasing employment rate, reducing pay inequality, gender inequality, improving the social and economic wellbeing of residents, reaching carbon net zero, improving bio-diversity, sustainable infrastructure, reducing carbon emissions and town centres being greener.

Cllr Belsey also reported that as part of the Platinum Jubilee Celebrations, Mid Sussex District Council is holding a competition for children to design a woodland seat. This is for children aged up to 16 years.

b. Public Questions – None

3 Apologies for absence - Cllrs Lee & Phillips; apologies were received and **resolved; the reasons were accepted**

4 To confirm the Minutes of the Meeting of the Village Council held on 5th April 2022 – the minutes were **approved** and will be signed by the Chair as a true and correct account of the meeting.

5 To receive Declaration of Interests from Members in respect of any matter on the Agenda
None

6 Chairman's Announcements – Cllr Forbes reminded members that the Annual Village Meeting will be held on Thursday, 12th May and that a run-through is required beforehand. Cllr Forbes also asked

if anyone was available to collect wine glasses, wine and nibbles. There were no volunteers – Cllr Forbes will organise.

- 7 **To review and confirm committees, structure, terms of reference and delegated powers -**
- Planning
 - Finance & Administration

It was agreed to continue and confirm the committees, structure, terms of reference and delegated powers as well as the existing membership.

- 8 **To appoint members for each Committee**

Resolved: committee membership agreed as follows:

- Planning Committee – whole Council
- Finance & Administration Committee – Cllrs Philips, Forbes, Draper, Haite, Spoor and Tyrrell

- 9 **To elect Chair and Vice-Chair for each Committee**

- Planning – Cllr Forbes nominated Cllr Tyrrell as Chair, seconded by Cllr Loveday – **resolved**, Cllr Tyrrell was unanimously elected as Chair.
Cllr Forbes nominated Cllr Spoor as Vice-Chair, seconded by Cllr Haite; **resolved**, Cllr Spoor was unanimously elected as Vice- Chair
- Finance & Administration – Cllr Philips was nominated as Chair by Cllr Forbes and seconded by Cllr Loveday – **resolved**, Cllr Phillips was unanimously elected as Chair.
Cllr Forbes nominated Cllr Draper as Vice-Chair, seconded by Cllr Haite; **resolved**, Cllr Draper was unanimously elected as Vice-Chair.

- 10 **To review and confirm Working Groups**

- Events Working Group
- Allotments Working Group

Resolved; members agreed to continue with the above working groups, which will meet as necessary

- 11 **To review and confirm Standing Orders and Financial Regulations**

Resolved; the Standing Orders and Financial Regulations were reviewed and confirmed

- 12 **To confirm the Council's current policies:** Financial Risk Assessment / General Risk Assessment / Complaints Policy / Freedom of Information publication scheme / Documentation and email retention scheme / Grant Funding Policy / Local Government Association Code of Conduct / Pre application meetings with developers / DBS Policy / Equal Opportunities policy / Privacy Notice GDPR / Mourning Protocol – **Resolved;** the Council confirmed the Council's Policies

- 13 **To confirm the bank signatories for the Current and Deposit accounts** (to be members of the Finance and Administration Committee) – Members resolved to continue with the same bank signatories as last year; Cllrs Draper, Forbes and Phillips

- 14 **To approve list of Council Assets** – the Council reviewed and approved the list of assets

- 15 **Council Insurance** – to agree to continue with BHIB until 2023 as approved in May 2020 – **Resolved;** members agreed

- 16 **To appoint representatives to outside bodies –**

- Ashurst Wood Village Centre Management Committee – Cllr Forbes was appointed
- Ashurst Wood Youth Club Management Committee – Cllr Tyrrell was appointed
- West Sussex County Council Local Committee (CLC) – all Council members appointed
- Parishes Cluster Group – Cllrs Forbes and Phillips were appointed
- Parish, Town and District Communications Group – Cllr Lee was appointed
- Mid Sussex Association of Local Councils (MSALC) – Cllr Forbes and Tyrrell were appointed
- West Sussex Association of Local Councils (WSALC) – Cllrs Forbes and Tyrrell were appointed

- h. Parish Liaison Panel of the Ashdown Forest Conservators – Cllrs Phillips and Tyrrell were appointed.
- i. Rotary Councillors Forum – Cllrs Lee and Haite were appointed

17 To confirm Annual Subscriptions

- a. Society of Local Council Clerks (SLCC) membership for the Clerk and RFO – to approve the annual membership and expenditure of up to £340 – The Council **approved** the annual membership and the expenditure of up to £340
- b. Association of Local Council Clerks (ALLC) membership for the Clerk & RFO – to approve the annual membership and expenditure of up to £90 – The Council **approved** the membership and expenditure
- c. West Sussex Association of Local Councils (WSALC) and the National Association of Local Councils (NALC) annual membership and the expenditure of £566.54 (£465.52 for WSALC and £101.02 for NALC) – The Council **approved** the expenditure.
- d. Mid Sussex Association of Local Councils (MSALC) approximately £10 per annum – The Council **approved** the expenditure

18 To confirm contracts, agreements and licences (amounts are based on previous year and may change slightly at renewal)

- a. MSDC Rural Management Agreement for John Pears Recreation Ground
- b. British Telecom: Telephone and Broadband (direct debit)
- c. KCS: Photocopier and stationery (direct debit)
- d. Rialtas Business Solutions (RBS) - ALPHA account software – (5 user £172)
- e. Rialtas Asset Register support & maintenance - £165
- f. Moneysoft Payroll management (£90)
- g. 2Commune webhosting, support and annual licence - £400
- h. 2Commune – maintain and support the ashurstwood¹-vc.gov.uk domain name - £150 (renewable every 2 years – next due 21st December 2023)
- i. 2Commune – manage 11 email accounts – total £385
- j. ESNET – NOD PC security (£16)
- k. Information Commissioners Office (Data Protection Register) (up to £45)
- l. Parish Online (65% discount obtained via WSALC – £70)
- m. Public Sector Licence – Royal Mail mapping (no fee)
- n. MSDC Premises Licence for John Pears Recreation Ground and Pavilion (£75)
- o. MSDC trustees– lease for John Pears Recreation Ground for the Street Snooker MUGA Wall (£200 fixed lease agreement)
- p. Utilities and grounds maintenance paid to Village Centre Management Trustees (approximately £950)
- q. Internal Auditor (up to £400)
- r. Community Heartbeat Trust (Defibrillator Service £135 per unit – total £405)
- s. Street Lighting Maintenance & energy supply (£2,325)
- t. Sensible Solutions online backup service (£75)
- u. Burial Fees payable to Forest Row Parish Council towards cemetery maintenance (£400)
- v. Public Works Loan Board - £4,682 (paid twice yearly totalling £9,364)

Members **resolved to continue with existing contracts (a to v)**

19 To confirm the schedule and dates of meetings for the ensuing year – Members agreed to the schedule, but noted that the dates for the annual meeting of the Village Council and the Annual Village Meeting dates will change due to elections in 2023.

20 To receive the minutes of Committees and reports from working groups and to consider any recommendations arising:

- a. **Planning Committee** – the minutes from the meetings held on 5th and 13th April 2022 were confirmed as received
- b. **Finance & Administration Committee** – no minutes to receive and nothing to report

- c. **Youth Club** – attendance numbers continue to do well
- d. **Platinum Jubilee Event Update** – It was reported that the event has received a grant for £1,000 from Mid Sussex District Council as the Council was able to demonstrate that it is working with other organisations that will benefit from the celebrations. The Council has also been granted a discount on the cost of the Music Licence for the event. Lamppost plaques of the Jubilee logo have been ordered from the Royal British Legion Industries and will be placed around the Village. Estate Agent boards advertising the event have also been arranged. Cllr Forbes reported that she is still waiting for a quote on security. There are currently 5 stallholders and a selfie stand. Members agreed to hold a further events meeting on 24th May at 6pm.

21 **Clerk's Report** – the Clerk's report was received and noted.

22 **Finance**

- a. Accounts to pay and approve from 1st April – 30th April 2022 totalling £6,063.28 were **ratified and approved by the Council**
- b. The RBS income and expenditure report up to 30th April were received and noted
- c. The bank reconciliations for April 2022 were received and noted
- d. The accounts for the year ended 31st March 2022 were approved

23 **Annual Governance and Accountability Return (AGAR)** – it was noted that Council had not yet had its Internal Audit and therefore there is no report. The audit is due 10th May 2022. It was agreed that approval of the Annual Governance Statement and the Accounting Statements for 2021/22 will be deferred to the June Council meeting.

24 **Consultations** - None

25 **To receive reports from Councillors who have attended outside bodies** - Cllr Forbes, Phillips and the Clerk attended a Parish Cluster meeting – there was nothing of note to report. Cllrs Philips and Tyrell attended a meeting of the Ashdown Forest Parish Liaison Panel. A report has been circulated.

26 **Items of correspondence** – previously circulated

27 **Items for reporting or inclusion on future agenda** – Gym Equipment & Road Safety Survey results

28 **Date of next meeting** – 7th June 2022

Meeting closed: 7.55pm

Chairman.....

Date.....