



Ashurst Wood

Village Council

MINUTES OF THE ANNUAL MEETING OF ASHURST WOOD VILLAGE COUNCIL held on Tuesday 2nd May 2017, 7.53 pm at the Council Meeting Room.

PRESENT: Cllrs B Phillips (Chairman); R Bright, M Bussell, J Forbes, C Judge, K Lindsay, and J Samways.

IN ATTENDANCE: Caroline Leet (Clerk)

MEMBERS OF THE PUBLIC: 2

The Chairman opened the meeting and welcomed everyone.

444. Elections

Responsibility of

a. Election of Chair for the ensuing year

Cllr Forbes proposed Cllr Phillips continues as Chairman; Cllr Bussell seconded. **Cllr Phillips was unanimously elected as Chairman.**

b. To receive the Chairman's declaration of office

Received.

c Election of Vice-Chairman for the ensuing year

Cllr Phillips nominated Cllr Samways; Cllr Forbes seconded. **Cllr Samways was unanimously elected as Vice-Chairman.**

d To receive the Vice-Chairman's declaration of office

Received.

445. To confirm the Minutes of the meeting of the Village Council held on 4th April 2016

The minutes were **approved and signed by the Chairman as a true and correct account of the meeting.**

446. Apologies for absence

Cllrs Loveday and Wailes apologies were received and **resolved; the reasons were accepted.**

447. To receive the Councillors Declaration of Acceptance of Office for the ensuing year

Received verbally by Members in attendance. It was noted that this was for good practice as Councillors make their declaration formally at or before the first meeting being elected.

448. To receive Declaration of Interests from Members in respect of any matter on the Agenda

Cllr Bussell declared a personal interest with 26a, for mileage expenses.

449. To review and confirm committees, structure, terms of reference and delegated powers

The existing structure, terms of reference and delegated powers for the following committees were approved and adopted:

a Planning

b Finance and Administration

c Public Services

Cllr Forbes said that the terms of reference should be reviewed and updated at some point.



- 450. To elect Chair-person and Vice-Chair for each Committee**
- a **Planning Committee:** Cllr Forbes was unanimously re-elected as Chair; and Cllr Samways was unanimously re-elected as Vice-Chairman.
 - b **Public Services Committee:** Cllr Loveday was unanimously re-elected as Chairman; and Cllr Judge was unanimously re-elected as Vice-Chair.
 - c **Finance and Administration Committee:** Cllr Bussell was unanimously re-elected as Chair; and Cllr Bright was unanimously re-elected as Vice-Chairman.
- 451. To appoint members for each Committee**
- a **Planning Committee:** All Councillors would serve on the Committee.
 - b **Finance and Administration Committee:** Cllrs Bright, Bussell, Forbes, Loveday, Phillips, Samways and Wailes would serve on the Committee.
 - c **Public Services Committee:** All Councillors would serve on the Committee, with the exception of Cllr Wailes who had previously stepped down from this committee.
- 452. To review and confirm the Standing Orders and Financial Regulations**
- It was noted that the Council's current Standing Orders and Financial Regulations were still valid, but they could be reviewed at any time as necessary. Cllr Forbes said that she would be looking at the Standing Orders and presenting to the Financial and Administration Committee in the coming year. The Council agreed and **resolved to adopt the current Standing Orders and Financial Regulations.**
- 453. To approve Council Policies: Financial Risk Assessment / Complaints Policy / Freedom of Information publication scheme / documentation and email retention scheme / grant funding policy / Code of Conduct / Pre application meetings with developers / DBS policy**
- It was noted there had been no changes to the policies since each had been last reviewed. **The Council resolved to continue with the Council policies in their current form.**
- 454. To confirm the list of bank signatories for the Current and Deposits accounts**
- The bank signatories were resolved as Cllrs Bussell, Bright and Forbes.
- 455. General Power of Competence – to note: the Council continues to meet the conditions as resolved at its meeting 12th May 2015**
- Cllr Phillips confirmed that the Council met the eligibility conditions under the Localism Act 2011, s8 and that it holds this for the Council's term. The Council **noted, for good practice, that it continues to meet the conditions of General Power of Competence and that it had been resolved at the first meeting of this Council in May 2015.**
- 456. To review Working Groups and appoint members for each group**
- a **Events Working Group**
- Cllr Loveday was unanimously re-appointed as Chairman; other members included Cllrs Bussell (Sports Day and Christmas Market events), Forbes, Judge, Lindsay and Samways. It was noted that there were also non-council



members on the this Group

b Office Working Group

It was agreed Cllrs Bright, Bussell, Forbes and Phillips would continue to serve on the Office Working Group. It was agreed Don Sinclair would continue as a non-council representative. The Group would continue to function until at least the final contract retention was resolved.

457. To approve list of Council Assets

The Council reviewed the assets list. Members **confirmed the list of Assets.**

458. To review and confirm the insurance schedule; and to confirm the expenditure of up to £950 for the Council's insurance and up to £300 for buildings insurance

The Council noted that it was yet to receive details of its insurance schedule for the coming year, but based on previous insurance schedules with Came and Company, where the Council had a discounted agreement. They confirmed it met the needs and **resolved to approve the expenditure of up to £950.** The Council noted that the Village Centre Trustees organised the building insurances to include the Council facilities and **resolved the expenditure of up to £300 for buildings insurance.**

Clerk

459. Outside Organisations: To elect representatives for each:

a Ashurst Wood Village Centre Management Committee

Cllr Forbes was re-appointed. It was noted that Cllr Bussell was currently a Trustee.

b Ashurst Wood Youth Club Committee

Cllr Lindsay was re-appointed.

c Community Forum (and Neighbourhood Watch)

Cllr Bright was re-appointed. Cllr Bright said that unless the attendance improved, he was not sure how much longer this would group would continue.

d West Sussex County Council Local Committee

It was noted that any councillor could attend these meetings. Cllr Samways had previously attended as a representative of the Council.

e Cluster Group

Cllrs Forbes and Phillips would continue as representatives. It was noted that all Councillors were invited to attend these meetings, but space was limited.

f Mid Sussex District Council Emergency Planning Local Council (EPLG)

Cllr Samways was re-appointed.

g Parish, Town and District Communications Group

Cllr Samways was re-appointed. It was noted that these meetings were held prior to the EPLG meetings and were open to any Councillor and Clerks.

h Mid-Sussex Association of Local Councils (MSALC)

Cllr Forbes said that this was not on the agenda, but as the Council was still being invited to attend Mid-Sussex Association of Local Councils (MSALC) meetings even though it was not a Member of Surrey and Sussex Association of Local Councils (SSALC). Cllr Forbes was re-appointed as a representative of the Council, but any Councillor could attend MSALC meetings.

Clerk

460. To confirm annual subscriptions

a SLCC – Clerk and Assistant Clerk membership – and to approve the



annual expenditure of up to £300

The Council resolved to continue with the subscriptions for the Clerk and Assistant Clerk and the expenditure of up to £300.

461. To confirm contracts, agreements and licenses for new Council with:

- 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 Shopping Bus – Community Transport Sussex**
- e Rialtas Business Solutions (RBS) - ALPHA account software**
- f Moneysoft Payroll management**
- g Wordpress – website software**
- h Easy Space - annual email and web host**
- i ESNET – NOD PC security**
- j Information Commissioners Office (Data Protection Register)**
- k Parish Online (no fee)**
- l Public Sector Licence – Royal Mail mapping (no fee)**
- m MSDC Small Lotteries Licence**
- n MSDC Premises Licence for John Pears Recreation Ground and Pavilion**

The contracts, agreements and licenses were discussed; it was noted that for future reference it would be useful to have the amounts included on the agenda. It was resolved to continue with the above (a-n) existing contracts, agreement and licences.

462. To confirm the schedule and dates of meetings for the ensuing year

The meeting dates for the Council year 2017/18 were agreed.

The Annual Meeting of the Village Council ended at 20:16.

463. County and District Councillors' Reports

- a** Apologies were received from District Councillor John Belsey. It was noted that the County Councillor elections were on 4th May and the new Councillor would be known by the next meeting.

b Public Questions

None.

464. Chairman's Announcements

Cllr Phillips thanked all councillors for their hard work with organising the Annual Village Meeting and to those who gave presentations. 95 people had attended (including the Councillors). Cllr Judge noted that the average age seemed higher this year compared to last year. Cllr Lindsay agreed, but wondered if this had been affected by the already announced extended Planning Committee meeting the following evening. Other members said that the external speakers had all been very interesting and that Richard Speller, West Sussex County Council Highways, had managed questions well.

465. Recorded meetings: to approve deletion of recording for the meeting 7th February 2017



Members resolved to delete the recording of the meeting held on 7th February 2017.

Clerk

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

a Planning Committee

The minutes of the meetings on 4th and 26th April were received and the meeting on 2nd May was noted.

b Youth Club report/update

Cllr Lindsay said that the Youth Club had an exciting programme of activities, there were regular attendees, but numbers had yet to reach a number which could be considered sustainable. Members discussed. It was noted that it was not for lack of trying to run an attractive programme of activities and perhaps an Instagram Youth Club account could be looked into to help broaden the audience of potential members; it was also suggested that the usual barbeque event for the Year 6s to attend should be considered for July. Cllr Lindsay asked for the Youth Club's future to be an agenda item for the next meeting.

Clerk

c Events Working Group – Ashstock 8th July 2017

Cllr Samways mentioned that preparations were going well and the next meeting would be on 8th May. Cllr Forbes said that she had set-up an official Ashstock Facebook page which should help with promoting the event and linking to other pages.

467. Clerk's report

The Clerk's report was received.

a To receive an update on the Annual Village Meeting – 25th April 2017

Covered under Chairman's announcements.

b Reminder of the Annual Litter Pick – Saturday 6th May, 10.00 am to 12 noon, from St Dunstan's Church

Cllr Phillips said St Dunstan's Church were very organised and had street routes arranged; the Council had organised the notices around the village, the collection bins and the Handyman would arrange for the litter picks and be available for any assistance.

468. Finance

a Accounts to pay

The accounts paid from 1st April – 1st May 2017 **were ratified**; the FairFX prepaid debit card accounts payments from 1st April – 2nd May **were ratified**; the accounts payable for 2nd May **were approved by the Council**. The file of invoices was available to be viewed.

Clerk

b To receive the income and expenditure report up to 2nd May

The Alpha income and expenditure report was received. There were no questions. Cllr Bussell noted the payment to the Community Heartbeat Trust for the defibrillator had been made; this was funded by a grant awarded in the previous financial year.

469. Annual Return

a To receive the internal auditor's report

The internal auditor's report was received and noted; there were no issues. However, there were two points which the auditor had raised:



1) To publish financial transactions above £100 on its website was now mandatory following the revised Audit and Transparency Regime in England (Revised April 2017)

2) The insured value of the office facilities had not been recorded separately on the insurance schedule and therefore the valuation did not agree with the figure on the Asset Register. It was noted that the Village Centre Trustees arranged the building insurance, but the advice was to for a Memorandum of Understanding stating the value of the asset (£172,707 as per the Asset Register) as being the sum insured by the payment of the premium.

Clerk

The Clerk said that these two issues would be presented to the Finance and Administration Committee.

b To approve the annual governance statement for 2016/17
The Chairman read aloud each of the annual governance statements. The Council **approved the statements 1-8; statement 9 was not applicable.**

c To resolve the accounting statements for 2016/17

The end-of-year accounting figures were presented to the Council for approval. The Council **approved the accounting statements for 2016/17; and the Chairman signed the end of year return.**

Clerk

470. Village Centre Development

a Update

Cllr Phillips said that the heating to the meeting room was still waiting for the electrician to visit and make some changes to the flow switches. This would increase the air flow to the meeting room and, hopefully, would prevent the meeting room overheat detector tripping. Cllr Bright asked about the retention money and if there was enough to cover these additional costs. Cllr Phillips said that it was likely that the issues with the heating would exceed the retention by a small amount.

471. To receive an update on the Defibrillator project

a To note: the North Mid Sussex County Local Committees has awarded a grant of £2,146.00 to provide a Community Public Access Defibrillator (cPAD)

Cllr Phillips confirmed that the Community Public Access Defibrillator (cPAD) had been ordered through the Community Heartbeat Trust (CHT) and delivery was expected in about two weeks' time.

b To approve the expenditure of approximately £200 for an electrician to install the Defibrillator

Cllr Phillips said that there had been an oversight in the costings and the installation needed to be arranged separately. The advice from the CHT was to budget up to £250, but Cllr Bright had agreed to fit the cPAD and an electrician could do the connections and certify it for a much reduced cost. Members agreed to this option, but in order to cover an unforeseen fitting problems related to the installation they **unanimously resolved expenditure of up to £200.00**

Clerk

472. Consultations

None.

473. To receive reports from Councillors who have attended outside bodies



Ashurst Wood

Village Council

Cllr Wailes had attended a meeting of the Conservators of Ashdown Forest with other Parish and Town Councils; his report was received. Members discussed; it was noted that the Conservators would like to establish a Parish engagement forum. The Clerk was asked to write to the Conservators advising that the Village Council would like to be part of this forum.

Clerk

Cllr Forbes had attended an MSALC meeting on 8th April; the minutes from the meeting were yet to be circulated.

Cllr Bright mentioned the Community Forum had met on 27th April; the two PCSOs had attended otherwise attendance was again low. Main issues reported was theft from vehicles and gardens, and a report where someone had posed as a nurse to gain access to a vulnerable person's home.

474. List on Clerk's report, correspondence previously circulated

a Items of correspondence

Received.

475. Any Items for reporting or inclusion on future agenda

476. Date of next meeting - Tuesday 6th June.

Meeting closed: 20.56

Chairman.....

Date.....