

**MINUTES OF THE ANNUAL MEETING OF FOREST ROW PARISH COUNCIL HELD ON 22nd  
MAY 2018 at 8 PM IN THE ROSE ROOM OF THE COMMUNITY CENTRE**

**PRESENT:** Cllrs. Davies, Farrar, Hill, Hindler, Josephson, R Lewin, T Lewin, Melson, Miller, Moore, Pritchitt, Summers, Williams and Wogan

**APOLOGIES:** Cllr. McKinney

**PRESENT:** The Clerk and Assistant Clerk

**AM18/01 PUBLIC QUESTIONS**

None

**AM18/02 TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGNING OF  
DECLARATION OF ACCEPTANCE OF OFFICE)**

Cllr. Hill proposed Cllr. Josephson as Chairman for the ensuing year. This was seconded by Cllr. Hindler.

Cllr. Pritchitt proposed Cllr. Farrar as Chairman for the ensuing year. This was seconded by Cllr. Wogan. This was voted upon: 4 for and 6 against.

The proposal for Cllr Josephson to continue as Chairman for the ensuing year was taken:

6 for, 3 against and 2 abstentions.

Accordingly, Cllr. Josephson was elected as Chairman and signed the Declaration of Office.

RESOLVED

**AM18/03 TO ELECT THE VICE CHAIRMAN FOR THE COMING YEAR**

Cllr. Josephson proposed R Lewin as Vice Chairman for the ensuing year. This was seconded by Cllr. Hill.

Cllr. Pritchitt proposed Cllr. Farrar as Vice Chairman for the ensuing year. This was seconded by Cllr. Wogan. This was voted upon: 4 for, 4 against and 4 abstentions.

The proposal for Cllr. R Lewin as Vice Chairman for the ensuing year was taken:

7 for, 2 against and 3 abstentions.

RESOLVED

**AM18/04 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr. McKinney due to family commitments.

**AM18/05 TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR  
DISCLOSABLE PECUNIARY INTEREST DISPENSATION**

None

**AM18/06 MINUTES OF PREVIOUS MEETING OF FULL COUNCIL**

Cllr. Josephson proposed that these be considered at the next Full Council meeting. This was seconded by Cllr. T Lewin and AGREED unanimously.

**AM18/07 MATTERS ARISING FROM PREVIOUS FULL COUNCIL MEETING**

Cllr. Josephson proposed these be dealt with at the next Full Council meeting. This was seconded by Cllr. Hill and AGREED unanimously.

## **AM18/08 TO APPROVE AND ADOPT THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION**

Cllr. Wogan thanked the Clerk for his hard work on this. This was agreed.

Cllr. Melson joined the meeting at 8.15pm.

Cllr. Josephson proposed that the minor amendments be accepted. This was seconded by Cllr. T Lewin and AGREED.

Cllr. Josephson proposed that the Committee Structure and Scheme of Delegation be approved and adopted. This was seconded by Cllr. Hill and AGREED unanimously.

## **AM18/09 TO APPOINT MEMBERS TO THE STANDING COMMITTEES FOR THE COMING YEAR**

Cllr. Moore joined the meeting at 8.20pm.

Cllr. Josephson proposed that as this was the final year before elections, the Committee membership should continue as at present. Cllr. Farrar resigned from the Localism & Community Services Committee.

Cllr. Pritchitt proposed that she join the Localism & Community Services Committee. This was seconded by Cllr. Farrar and AGREED.

Cllr. Josephson proposed that the Committee membership be accepted with the one amendment. This was seconded by Cllr. Hill and AGREED.

Therefore the Committee memberships stand as follows:

- Amenities & Services: Cllrs Hill, Josephson, R Lewin, McKinney, Pritchitt, Summers, Williams and Wogan
- Planning: Cllrs. Davies, Hindler, Josephson, R Lewin, T Lewin, McKinney, Melson, Miller and Moore
- Property & Assets: Cllrs. Davies, Farrar, Hill, Hindler, Josephson, R Lewin, Summers, Williams and Wogan.
- Localism & Community Services: Cllrs. Davies, Josephson, R Lewin, T Lewin, McKinney, Melson, Miller, Moore and Pritchitt.
- Finance and Policy: Membership to be agreed after the following item.

## **AM18/10 COUNCIL TO APPOINT CHAIRMAN OF COMMITTEES**

1. Property & Assets:
  - Cllr. Josephson proposed Cllr. Williams as Chairman, this was seconded by Cllr. R Lewin and AGREED.
2. Amenities & Services:
  - Cllr. Josephson proposed Cllr. Wogan as Chairman, this was seconded by Cllr. Hill and AGREED.
3. Localism & Community Services:
  - Cllr. Josephson proposed Cllr. T Lewin as Chairman, this was seconded by Cllr. Moore and AGREED.
4. Planning:
  - Cllr. Josephson proposed Cllr. Hindler as Chairman, this was seconded by Cllr. Moore and AGREED.

## **AM18/11 COMMITTEES TO APPOINT THEIR RESPECTIVE VICE-CHAIRMEN**

1. Property & Assets:
  - Cllr. Hindler proposed Cllr. Farrar as Vice-Chairman, this was seconded by Cllr. R Lewin and AGREED.
2. Amenities & Services:
  - Cllr. Summers proposed Cllr. Pritchitt as Vice-Chairman, this was seconded by Cllr. Wogan and AGREED.
3. Localism & Community Services:
  - Cllr. Josephson proposed Cllr. Moore as Vice-Chairman, this was seconded by Cllr. T Lewin and AGREED.
4. Planning:
  - Cllr. Hindler proposed Cllr. Moore as Vice-Chairman, this was seconded by Cllr. Josephson and AGREED.
5. Finance & Policy:
  - Membership confirmed as Cllrs. Farrar, Hindler, Josephson, R Lewin, T Lewin, Moore, Pritchitt, Williams and Wogan. In accordance with Standing Orders this left 1 vacancy on this Committee.
    - Cllr. Josephson proposed Cllr. Hill, this was seconded by Cllr. Moore and AGREED.
    - Membership of Finance & Policy Committee was confirmed as Cllrs. Farrar, Hill, Hindler, Josephson, R Lewin, T Lewin, Moore, Pritchitt, Williams and Wogan.

## **AM18/12 COUNCIL TO APPOINT CHAIRMAN OF FINANCE & POLICY COMMITTEE**

Cllr. Josephson proposed Cllr. R Lewin as Chairman, this was seconded by Cllr. Hindler.

Cllr. Pritchitt proposed Cllr. Farrar as Chairman. This was seconded by Cllr. Summers and voted upon: 4 for and 5 against.

The vote for the proposal for Cllr. R Lewin to be Chairman of Finance & Policy Committee for the ensuing year was taken: 9 for, 3 against and 2 abstentions.

## **AM18/13 FINANCE & POLICY COMMITTEE TO APPOINT VICE CHAIRMAN**

Cllr. Josephson proposed Cllr. Farrar as Vice-Chairman, this was seconded by Cllr. R Lewin and AGREED.

## **AM18/14 TO APPROVE AND ADOPT STANDING ORDERS**

Cllr. Josephson proposed a minor amendment to Standing Order 18.c. This was seconded by Cllr. Hill and AGREED.

Cllr. R Lewin proposed that the wording below the heading of Standing Order 22. be changed to 'As required by the relevant legislation but specifically'. This was seconded by Cllr. Hill and AGREED.

Cllr. Pritchitt made other comments but was asked to bring to a future meeting for consideration so Members had time to consider their merits.

Cllr. Josephson proposed that Standing Orders be approved and adopted with the above minor amendment and that any amendments/alterations be submitted to the Clerk before the next Finance & Policy Committee meeting. This was seconded by Cllr. Hill and AGREED.

## **AM18/15 TO APPROVE AND ADOPT FINANCIAL REGULATIONS**

Cllr. Josephson proposed that the Financial Regulations be approved and adopted. This was seconded by Cllr. Hindler and AGREED.

### **AM18/16 TO APPROVE STANDING POLICIES**

Cllr. Josephson proposed that the Standing Policies be approved. This was seconded by Cllr. Hill and AGREED with 1 abstention.

### **AM18/17 TO REAFFIRM THE GENERAL POWER OF COMPETENCE**

Cllr. Josephson proposed that the General Power of Competence be reaffirmed. This was seconded by Cllr. T Lewin and AGREED with 13 for and 1 against.

### **AM18/18 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

Ashdown Forest Liaison Committee	Cllrs. Hill & T Lewin
Commoner of Ashdown Forest	Chairman of the Council
CPRE	Cllr. R Lewin
Forest Row Business Forum	Cllrs. Pritchitt & Williams
Forest Row Flood Network	Cllr. Hindler
Forest Row Sports Ground Assocn	Cllrs. Pritchitt & Williams
North Wealden Community Transport Assocn	Vacated
Parish Tree Warden	Vacant
Relief in Sickness & General Benefits Trust	Cllr. Josephson
Sussex Assocn of Local Councils	Cllr. Pritchitt
Twinning Assocn	Cllrs. Farrar & Summers
Village Hall Management Cttee	Cllr. Josephson
Wealden District Assocn of Local Councils	Vacated
Forest Row Festival Committee	Community Warden & The Clerk

### **AM18/19 TO APPOINT A DESIGNATED SAFEGUARDING OFFICER**

Cllr. Josephson proposed that the Clerk be confirmed as the Council's Safeguarding Officer. This was seconded by Cllr. T Lewin and AGREED.

### **AM18/20 TO APPOINT THE INTERNAL AUDITOR**

Cllr. Josephson proposed that Mark Mulberry continue to be the Council's Internal Auditor. This was seconded by Cllr. T Lewin and AGREED.

### **AM18/21 TO APPROVE THE ASSET REGISTER**

Cllr. Josephson proposed that the Asset Register be approved. This was seconded by Cllr. Wogan and AGREED.

### **AM18/22 TO APPROVE THE INSURANCE SCHEDULE**

This was proposed by Cllr. Josephson, seconded by Cllr. R Lewin and AGREED.

### **AM18/23 TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR**

This had been previously circulated and was proposed for approval by Cllr. Josephson, seconded by Cllr. T Lewin and AGREED.

**AM18/24 TO CONFIRM DECISION NO. C15/18 RE ALLOWANCES FOR THE COMING YEAR**

Cllr. Josephson proposed that Minute No. 15/18 be re-confirmed. This was seconded by Cllr. Moore and AGREED.

**AM18/25 TO CONFIRM SUBSCRIPTIONS**

Cllr. Josephson proposed that these be approved. This was seconded by Cllr. Wogan and AGREED

**AM18/26 TO CONFIRM THE MILEAGE ALLOWANCE**

HMRC continues to fix the mileage allowance at a non-taxable rate of 45p/mile. Cllr. Josephson proposed that this be accepted. This was seconded by Cllr. Farrar and AGREED.

**AM18/27 TO CONFIRM BANK ACCOUNT SIGNATORIES**

The Bank Account Signatories were confirmed as follow:

**UNITY TRUST CHEQUE SIGNATORIES**

Cllr. K Farrar

Cllr. V Hill

Cllr. J Josephson

Cllr. R Lewin

Cllr. T Lewin

Cllr. G Pritchitt

Cllr. J Wogan

Mr D O'Driscoll

Mrs C Coomber

**UNITY TRUST INTERNET BANKING**

Cllr. K Farrar

Cllr. V Hill

Cllr. M Hindler

Cllr. J Josephson

Cllr. R Lewin

Cllr. T Lewin

Cllr. G Pritchitt

Mr D O'Driscoll

Mrs C Coomber

HSBC BANK CHEQUE SIGNATORIES

Cllr. K Farrar

Cllr. V Hill

Cllr. T Lewin

Cllr. G Pritchitt

Cllr. J Wogan

Mr D O'Driscoll

Mrs C Coomber

**AM18/28 TO NOTE & ADOPT THE RESERVES BUDGET FOR 2018-19**

Cllr. Josephson proposed that the Reserves Budget be adopted. This was seconded by Cllr. T Lewin and AGREED with 4 against.

**AM18/29 TO CONFIRM STAFF TERMS AND CONDITIONS**

Cllr. Josephson proposed that these be approved. This was seconded by Cllr. Moore and AGREED.

The meeting closed at 9.38pm.

SIGNED.....

DATE.....  
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CHAIRMAN