

MINUTES OF THE ANNUAL MEETING OF FOREST ROW PARISH COUNCIL HELD ON 10th MAY 2022 at 7:30 PM IN THE GARDEN ROOM AT THE COMMUNITY CENTRE

PRESENT: Cllrs. Davies, Hill, Hopkins, Josephson, R Lewin, T Lewin, Pritchitt, Summers, Waters, Williams and Wogan

APOLOGIES: Cllrs. Moore & Spackman

NOT PRESENT: Cllr. Withers

PRESENT: The Clerk & Asst Clerk

AM1/22 PUBLIC QUESTIONS

None

Cllr. Hill asked that all votes from this evening's meeting be recorded.

AM2/22 TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)

Cllr. Williams proposed Cllr. Josephson as Chairman for the coming year. This was seconded by Cllr. T Lewin. There were no other nominations.

All members AGREED with Cllr. Josephson abstaining.

AGREED

AM3/22 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. Moore due to ill health and Cllr. Spackman due to work commitments.

AM4/22 TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESECT OF DISCLOSABLE PECUNIARY INTERESTS

There were none

AM5/22 TO RESOLVE TO POSTPONE CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETINGS OF FULL COUNCIL

Proposed by Cllr Josephson, seconded by Cllr Williams and

AGREED

AM6/22 TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM LAST MEETING

Proposed by Cllr Josephson, seconded by Cllr T Lewin and

AGREED

AM7/22 TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR

Cllr. Josephson proposed Cllr. Waters as Vice-Chairman for the coming year. This was seconded by Cllr. Hill. There were no other nominations.

All members AGREED with Cllr. Waters abstaining

AGREED

Cllr. Josephson thanked Cllr. R Lewin for his contribution as Vice-Chair of the Parish Council for many years.

AM8/22 TO CONSIDER THE RECOMMENDATIONS OF THE 'COMMITTEE STRUCTURE WORKING GROUP' AND CONFIRM THE COMMITTEE STRUCTURE

Cllr. Josephson proposed that the remit of the Personnel Committee to be discussed at the next Finance & Policy Committee meeting. This was seconded by Cllr. T Lewin and unanimously **AGREED**

Cllr. Josephson proposed that the current Committee structure and remits be retained. This was seconded by Cllr. Williams and **AGREED** with Cllr. Summers abstaining.

Cllr. Josephson proposed that 'Streetlights' be moved from the Amenities & Services Committee to the Property & Assets Committee. This was seconded by Cllr. Williams and unanimously **AGREED**.

Cllr. Josephson proposed that Finance & Policy Committee consist of Chair & Vice Chair of all 3 budget holding Committees & Planning Working Group plus Chair and Vice Chair of Council being a membership of 10. This was seconded by Cllr. Hill and unanimously **AGREED**

Cllr. Josephson proposed that all budget holding Committees and the Planning Working Group consist of 8 members. This was seconded by Cllr. Williams and unanimously **AGREED**

Cllr. R Lewin proposed that the Chairman and Vice-Chairman of Council be entitled to be voting members of Committees but not be required to attend all meetings. This was seconded by Cllr. Hill and unanimously **AGREED**

Cllr. Josephson proposed that the quora of Committees and Working Group to remain the same. This was seconded by Cllr. Williams and unanimously **AGREED**

AM9/22 TO CONFIRM THE SCHEME OF DELEGATION (INCLUDING ANY AMENDMENTS CONSEQUENTIAL ON THE ABOVE)

After discussion, Councillors felt that there had not been enough time to consider the changes that the Clerk had made to the Scheme of Delegation.

Cllr. Josephson proposed that the Scheme of Delegation be accepted as it is at present, have further discussion at the meeting of 28th June and have an extra-ordinary meeting on 5th July to approve changes. This was seconded by Cllr. R Lewin and unanimously **AGREED**.

AM10/22 TO APPOINT MEMBERS TO THE STANDING COMMITTEES & THE PLANNING WORKING GROUP FOR THE COMING YEAR

Members were invited to volunteer for each Committee, (a paper vote to be taken if there were too many or too few volunteers). The Chairman & Vice-Chairman of Council remain on each Committee.

The resultant Committee membership was as follows:

- Property & Assets: Cllrs Hill, R Lewin, Spackman, Summers, Williams, & Wogan
- Amenities & Services: Cllrs Hill, Hopkins, Spackman, Summers, Williams & Wogan
- Community Services: Cllrs. Davies, Hopkins, R Lewin, T Lewin, Moore & Pritchitt
- Planning: Cllrs. Davies, Hopkins, R Lewin, T Lewin, Spackman & Summers

Cllr. Josephson proposed that items 9 & 10 on the agenda should be dealt with together. This was seconded by Cllr. Williams and unanimously **AGREED**

AM11/22 TO APPOINT THE OF CHAIRMEN & VICE CHAIRMAN OF COMMITTEES & THE PLANNING GROUP

- Property & Assets: Cllr Williams was proposed as Chairman by Cllr. Josephson and seconded by Cllr Summers and unanimously **AGREED**
Cllr. Hill was proposed as Vice Chairman by Cllr. Josephson and seconded by Cllr. Summers and unanimously **AGREED**
- Amenities & Services: Cllr Wogan was proposed as Chairman by Cllr Josephson and seconded by Cllr Williams and unanimously **AGREED**
Cllr. Spackman was proposed as Vice Chairman by Cllr. Williams and seconded by Cllr. Pritchitt and unanimously **AGREED**
- Community Services: Cllr T Lewin was proposed as Chairman by Cllr Josephson and seconded by Cllr Pritchitt and unanimously **AGREED**
Cllr. Waters was proposed as Vice Chairman by Cllr. Josephson and seconded by Cllr. Williams and **AGREED**
Cllr. Waters abstained.
- Planning: Cllr Davies was proposed as Chairman by Cllr Josephson and seconded by Cllr Williams and unanimously **AGREED**
Cllr. R Lewin was proposed as Vice Chairman by Cllr. T Lewin and seconded by Cllr. Waters and unanimously **AGREED**

AM12/22 TO APPOINT ANY REQUIRED ADDITIONAL MEMBERS TO THE FINANCE & POLICY COMMITTEE

Cllr. Summers was proposed as a member of the Finance & Planning Committee by Cllr. Wogan and seconded by Cllr. Pritchitt.

Cllr. Hopkins was proposed as a Member of the Finance & Policy Committee by Cllr. T Lewin and seconded by Cllr. Hill.

The counter proposal was voted on – For: Cllrs. Davies, Hill, Hopkins, Josephson, R Lewin, T Lewin & Waters

Against: Cllrs. Pritchitt, Summers & Wogan

Abstention: Cllr. Williams

The members of Finance & Policy Committee accordingly are:

Cllrs: Davies, Hill, Hopkins, Josephson, R Lewin, T Lewin, Spackman, Waters, Williams & Wogan

AM13/22 TO APPOINT THE MEMBERS OF THE PERSONNEL COMMITTEE FROM FINANCE & POLICY COMMITTEE

Cllr. Josephson proposed the current members remain until the next Finance & Policy Committee meeting. Seconded by Cllr. Williams and unanimously **AGREED**

AM14/22 TO APPOINT THE CHAIRMAN OF FINANCE & POLICY COMMITTEE

Cllr. Spackman was proposed by Cllr. Josephson and seconded by Cllr. R Lewin and unanimously **AGREED**

AM15/22 TO APPOINT THE VICE-CHAIRMAN OF FINANCE & POLICY COMMITTEE

Cllr. R Lewin was proposed by Cllr. Josephson and seconded by Cllr. Williams and unanimously **AGREED**

AM16/22 TO APPROVE STANDING ORDERS

Cllr Josephson proposed that Standing Orders be approved as they are at present until after the next meeting. This was seconded by Cllr. Williams and unanimously **AGREED**

AM17/22 TO APPROVE FINANCIAL REGULATIONS INCLUDING THE FINANCIAL RISK ASSESSMENT

Cllr. Josephson proposed that the Financial Regulations be approved as they are at present until after the next meeting. This was seconded by Cllr. Williams and unanimously **AGREED**

AM18/22 TO CONSIDER & RESOLVE ON ADOPTION OF THE NEW MODEL CODE OF CONDUCT

Cllr. Josephson proposed that this be adopted. This was seconded by Cllr. Hill and unanimously **AGREED**

AM19/22 TO APPROVE STANDING POLICIES INCLUDING ALL OTHER STANDING RISK ASSESSMENTS

Cllr. Josephson proposed that the Standing Policies be approved as they are at present until after the next meeting. This was seconded by Cllr. Williams and unanimously **AGREED**

AM20/22 TO RE-AFFIRM THE ADOPTION OF THE GENERAL POWER OF COMPETENCE

Proposed by Cllr. Josephson

Seconded by Cllr Williams and **AGREED** (Cllr. Wogan against)

AM21/22 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

The following agreed to remain or be appointed as representatives:

Ashdown Forest Liaison Committee	Cllrs. Hill & T Lewin
Commoner of Ashdown Forest	Chairman of the Council
CPRE	Cllr. Moore
Forest Row Business Group	Cllrs. Josephson & Sue Young
Forest Row Flood Network	Cllr. T Lewin
Forest Row Sports Ground Assoc	Cllrs. Pritchitt & Williams
North Wealden Community Transport Assocn	Cllr. T Lewin

Parish Tree Warden
East Sussex Asscn of Local Councils
Twinning Asscn
Village Hall Management Cttee
Wealden District Asscn of Local Councils
Forest Row Festival Committee
Wealden DC North Planning Cluster
Ashdown Health Centre

Mr N Raeside
Cllr. Pritchitt
Cllr Summers
Cllr. Josephson
None
Cllrs R & T Lewin
Cllrs R & T Lewin
Cllrs. Davies & Pritchitt

AM22/22 TO CONFIRM THE DESIGNATED SAFEGUARDING OFFICER

Cllr. Josephson proposed that the Clerk be confirmed as the Council's Safeguarding Officer. This was seconded by Cllr. Wogan and unanimously **AGREED.**

AM23/22 TO CONFIRM THE INTERNAL AUDITOR

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

AM24/22 TO APPROVE THE ASSET REGISTER

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

AM25/22 TO APPROVE THE INSURANCE SCHEDULE

This was proposed by Cllr. Josephson, seconded by Cllr. T Lewin and unanimously **AGREED.**

AM26/22 TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR

This was proposed for approval with a few amendments by Cllr. Josephson seconded by Cllr Pritchitt and unanimously **AGREED.**

Cllr. Josephson advised Council that the Annual Parish meeting would take place on Thursday 26th May at the Village Hall – if vacant, or the VENUe on the Green at 7.30pm. A rough draft of the Notice was read out.

Cllr. Josephson proposed that the Notice be accepted for advertising and the office to investigate the venue. This was seconded by Cllr. T Lewin and voted on –

For: Cllrs. Hopkins, Josephson, R Lewin, T Lewin, Pritchitt, Summers, Waters, Williams & Wogan

Against: Cllr. Davies

Abstention: Cllr. Hill

Cllr. Josephson proposed that a vote be taken on the Annual Parish meeting as a matter of urgent business. This was seconded by Cllr. Hill and Cllr. Pritchitt abstained **AGREED**

AM27/22 TO CONFIRM RE MEMBERS' & CHAIRMAN'S ALLOWANCES FOR THE COMING YEAR

Cllr Josephson proposed that allowances should remain at 2021/22 figures. £ 421 for Members and £ 662 for the Chairman. This was seconded by Cllr. Hill

Cllr. Williams counter proposed that allowances should be set at the new allocations. £ 434 for Members and

£ 682 for the Chairman. This was seconded by Cllr. Pritchitt.

Cllrs Williams proposal was voted on –

For: Cllrs. Pritchitt, Summers, Waters & Williams

Against: Cllrs. Hill, Hopkins, Josephson & T Lewin

Abstention: Cllrs Davies, R Lewin and Wogan

The Chairman used her casting vote – against.

NOT RESOLVED

Cllr. Josephson's proposal was voted on –

With 2 against: Cllrs Pritchitt & Summers

AGREED

AM28/22 TO CONFIRM SUBSCRIPTIONS

The list of subscriptions had been previously circulated and was NOTED

AM29/22 TO APPROVE THE SCHEDULE OF DIRECT DEBITS

The list of variable direct debits had been previously circulated and was NOTED

AM30/22 TO CONFIRM THE MILEAGE ALLOWANCE

HMRC continues to fix the mileage allowance at a non-taxable rate of 45p/mile. NOTED

AM31/22 TO CONFIRM THE BANK ACCOUNT SIGNATORIES

The Bank Account Signatories were confirmed as follows:

UNITY TRUST CHEQUE SIGNATORIES

- Cllr. V Hill
- Cllr. J Josephson
- Cllr. R Lewin
- Cllr. T Lewin
- Cllr. J Wogan
- Mr D O'Driscoll
- Mrs C Coomber

Cllr. Josephson proposed that the cheque signatories stay as above. Seconded by Cllr. Waters and AGREED

UNITY TRUST INTERNET BANKING

- Cllr. T Hopkins
- Cllr. R Lewin
- Cllr. T Lewin
- Cllr. Waters
- Mr D O'Driscoll
- Mrs C Coomber

Cllr. Josephson proposed that the internet banking authorisers be as above (remove Cllrs. Hill and Josephson and add Cllr. Hopkins). Seconded by Cllr. T Lewin and unanimously AGREED

AM32/22 TO APPROVE THE RESERVES BUDGET FOR 2022-23

Cllr. Wogan proposed that £7,500 be added to the Community Centre refurbishment reserve. This was seconded by Cllr. Pritchitt and unanimously AGREED

Cllr. Josephson proposed that the Reserves Budget be adopted. This was seconded by Cllr. Williams and unanimously AGREED.

AM33/22 TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

None.

The meeting closed at 9.44 pm.

SIGNED.....DATE.....

CHAIRMAN

