

MINUTES OF THE ANNUAL MEETING OF FOREST ROW PARISH COUNCIL HELD ON 11th MAY 2021 at 7:30 PM IN THE GARDEN ROOM AT THE COMMUNITY CENTRE

PRESENT: Cllrs. Hill, Josephson, R Lewin, T Lewin, Miller, Moore, Pritchitt, Spackman, Summers, Waters, Williams and Wogan

APOLOGIES: Cllrs. Davies, McNally & Withers

PRESENT: The Clerk & Asst Clerk

AM21/01 PUBLIC QUESTIONS

None

Cllr. Pritchitt had raised the question of whether co-opted members are allowed to be chairmen & vice-chairmen of the Council. The Clerk explained the law and confirmed that they could be.

Cllr. Josephson asked for recorded votes for this meeting.

AM21/02 TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)

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

The vote for the proposal of Cllr Josephson as Chairman for the coming year was taken:
For: Cllrs: Hill, Josephson, T Lewin, R Lewin, Miller, Moore, Spackman, Waters & Williams
Against: Cllrs. Pritchitt & Wogan
Abstained: Cllr. Summers

AGREED

AM21/03 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. Davies, McNally & Withers due to ill health.

AM21/04 TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESECT OF DISCLOSABLE PECUNIARY INTERESTS

There were none

AM21/05 TO RESOLVE TO POSTPONE CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETINGS OF FULL COUNCIL

Proposed by Cllr Josephson, seconded by Cllr R Lewin and

AGREED

AM21/06 TO RESOLVE TO POSTPONE THE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

Proposed by Cllr Josephson, seconded by Cllr T Lewin and

AGREED

AM21/07 TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM LAST MEETING

Proposed by Cllr Josephson, seconded by Cllr Williams and

AGREED

AM21/08 TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR

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

The vote for the proposal of Cllr. R Lewin as Vice-Chairman for the coming year was taken:

For: Cllrs. Hill, Josephson, T Lewin, Miller, Moore, Pritchitt, Spackman, Summers, Waters, Williams and Wogan

Abstained: Cllr. R Lewin

AGREED

AM21/09 TO CONFIRM THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION

Proposed by Cllr. Josephson, subject to any amendments required by decisions made regarding item 14 on the agenda. This was seconded by Cllr. Williams and

unanimously **AGREED**

AM21/10 TO APPOINT MEMBERS TO THE STANDING COMMITTEES FOR THE COMING YEAR

Cllr. Pritchitt proposed that the membership number for all Committees should be 10. There was no seconder for this.

Cllr. Josephson proposed that the membership number for all Committees should be equal. This was seconded by Cllr. R Lewin and

unanimously **AGREED**

Cllr. Summers proposed that the membership number for all Committees should be 9. This was seconded by Cllr. T Lewin.

Cllr. R Lewin counter- proposed that the membership number for all Committees should be 8. This was seconded by Cllr. Hill and a vote was taken.

For: Cllrs. Hill, Josephson, R Lewin, Miller & Waters

Against: Cllrs. T Lewin, Pritchitt, Summers, Spackman, Williams & Wogan

Abstained: Cllr. Moore.

REJECTED

A vote was taken on the proposal by Cllr. Summers.

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

Against: Cllr. Hill Abstained: Cllr. Miller

AGREED

It was NOTED, however, that Finance & Policy Committee would remain at 10 and Personnel Committee would remain at 3.

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, Josephson, R Lewin, Pritchitt, Spackman, Summers, Williams, Withers & Wogan
- Amenities & Services: Cllrs Hill, Josephson, R Lewin, T Lewin, Pritchitt, Spackman, Summers, Williams & Wogan
- Community Services: Cllrs. Davies, Josephson, R Lewin, T Lewin, Miller, Moore, Pritchitt, Waters & Wogan
- Planning: Cllrs. Davies, Josephson, R Lewin, T Lewin, McNally, Moore, Spackman, Summers & Waters

AM21/11 TO APPOINT THE OF CHAIRMEN OF COMMITTEES

- Property & Assets: Cllr Williams was proposed by Cllr. Josephson and seconded by Cllr Hill. unanimously **AGREED**
- Amenities & Services: Cllr Wogan was proposed by Cllr Josephson and seconded by Cllr T Lewin. unanimously **AGREED**
Cllr. Wogan abstained
- Community Services: Cllr T Lewin was proposed by Cllr Josephson and seconded by Cllr Williams. unanimously **AGREED**
- Planning: Cllr Moore was proposed by Cllr Josephson and seconded by Cllr R Lewin. unanimously **AGREED**
Cllr. Moore abstained

AM21/12 TO APPOINT THE VICE-CHAIRMEN OF COMMITTEES

- Property & Assets: Cllr Hill was proposed by Cllr. Josephson and seconded by Cllr Williams.
unanimously **AGREED**
- Amenities & Services: Cllr Spackman was proposed by Cllr Josephson and seconded by Cllr Wogan.
unanimously **AGREED**
- Community Services: Cllr Waters was proposed by Cllr T Lewin and seconded by Cllr Williams.
unanimously **AGREED**
- Planning: Cllr McNally was proposed by Cllr Josephson and seconded by Cllr R Lewin.
unanimously **AGREED**

AM21/13 TO APPOINT ANY REQUIRED ADDITIONAL MEMBERS TO THE FINANCE & POLICY COMMITTEE

None were required (in the absence of 'overlap' under the provisions of paragraph 5.1 of the Scheme of Delegation), The members of Finance & Policy Committee accordingly are:

Cllrs: Hill, Josephson, R Lewin, T Lewin, McNally, Moore, Spackman, Waters, Williams & Wogan

AM21/14 TO APPOINT THE CHAIRMAN OF FINANCE & POLICY COMMITTEE

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

AM21/15 TO APPOINT THE VICE-CHAIRMAN OF FINANCE & POLICY COMMITTEE

Cllr. Spackman was proposed by Cllr. Williams and seconded by Cllr. Pritchitt
unanimously **AGREED**

AM21/16 TO APPOINT THE MEMBERS OF THE PERSONNEL COMMITTEE FROM FINANCE & POLICY COMMITTEE

Cllr. Josephson proposed Cllrs. Hill, McNally & Moore. This was seconded by Cllr. Williams
unanimously **AGREED**

AM21/17 TO CONSIDER & RESOLVE UPON A PROPOSAL FOR THE INTERIM CONDUCT OF COMMITTEE BUSINESS (PENDING FURTHER GOVERNMENT LEGISLATION) AND TO RESOLVE UPON ANY CONSEQUENTIAL AMENDMENTS TO STANDING ORDERS AND THE SCHEME OF DELEGATION

Cllr. Josephson felt that the choice should be given to each Committee to decide on its status.

Cllr. Moore proposed that all meetings should be face to face except Planning Committee which would become a Working Group and hold meetings by Zoom. This was seconded by Cllr. Hill.

Cllr.T Lewin proposed that each Committee in turn should decide. This was seconded by Cllr. Miller and voted upon.

For: Cllrs. R Lewin, T Lewin, Miller, Josephson & Wogan

Against: Cllrs. Hill, Pritchitt, Spackman, Summers, Waters & Williams.

Abstained: Cllr. Moore

REJECTED

A vote was taken on Cllr. Moore's proposal.

For: Cllrs. Hill, Josephson, R Lewin, Moore, Pritchitt, Spackman, Summers, Waters, Williams & Wogan

Against: Cllrs. T Lewin & Miller

AM21/18 TO APPROVE STANDING ORDERS

Cllr. Pritchitt remarked that the inclusion of voting for Committee Vice-chairmen at the Annual meeting of Council was omitted from Standing Orders.

Cllr Josephson proposed that Standing Orders be approved, with the inclusion of the decision taken in 2019 that Committee Vice-Chairmen be elected at the Annual meeting and that Planning meetings be held by Zoom. This was seconded by Cllr. T Lewin and
unanimously **AGREED¹**

¹ The election of Vice-Chairmen at the Annual Meeting of Council is included in the Scheme of Delegation NOT Standing Orders.

AM21/19 TO APPROVE FINANCIAL REGULATIONS INCLUDING THE FINANCIAL RISK ASSESSMENT

Proposed by Cllr R Lewin, seconded by Cllr Williams and unanimously **AGREED**

AM21/20 TO APPROVE STANDING POLICIES INCLUDING ALL OTHER STANDING RISK ASSESSMENTS

Cllr. Josephson proposed the approval of Standing Policies, seconded by Cllr. Williams and unanimously **AGREED**

AM21/21 TO RE-AFFIRM THE ADOPTION OF THE GENERAL POWER OF COMPETENCE

Proposed by Cllr. T Lewin

Seconded by Cllr Williams and

Cllr. Wogan against

AGREED

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 & Sara Smart
Forest Row Flood Network	Cllr. Miller
Forest Row Sports Ground Assoc	Cllrs. Pritchitt & Williams
North Wealden Community Transport Assocn	Cllr. T Lewin
Parish Tree Warden	Mr N Raeside
East Sussex Assocn of Local Councils	Cllr. Pritchitt
Twinning Assocn	Cllr Summers
Village Hall Management Cttee	Cllr. Josephson
Wealden District Assocn of Local Councils	Cllr. T Lewin
Forest Row Festival Committee	Cllrs R & T Lewin, McNally

AM21/23 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. Moore and unanimously **AGREED.**

AM21/24 TO CONFIRM THE INTERNAL AUDITOR

Cllr. Josephson proposed that Mulberry & Co continue to be the Council's Internal Auditor. This was seconded by Cllr. Williams and unanimously **AGREED.**
There was a general consensus that the internal auditor should be reviewed by Finance & Policy Committee.

AM21/25 TO APPROVE THE ASSET REGISTER

Cllr. Williams proposed that the Asset Register be approved. This was seconded by Cllr. R Lewin and unanimously **AGREED.**

AM21/26 TO APPROVE THE INSURANCE SCHEDULE

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

AM21/27 TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR

This was proposed for approval by Cllr. Josephson seconded by Cllr Williams and

unanimously **AGREED.**

AM21/28 TO CONFIRM RE MEMBERS' & CHAIRMAN'S ALLOWANCES FOR THE COMING YEAR

Cllr Williams proposed that allowances should be increased to the 2021/22 figures. £ 421 for Members and £ 662 for the Chairman.

Seconded by Cllr. T Lewin and

Against: Cllr. R Lewin

Abstained: Cllr. Josephson

AGREED

AM21/29 TO CONFIRM SUBSCRIPTIONS

The list of subscriptions had been previously circulated and was

NOTED

AM21/30 TO APPROVE THE SCHEDULE OF DIRECT DEBITS

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

NOTED

AM21/31 TO CONFIRM THE MILEAGE ALLOWANCE

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

NOTED

AM21/32 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. M McNally

Cllr. J Wogan

Mr D O'Driscoll

Mrs C Coomber

UNITY TRUST INTERNET BANKING

Cllr. V Hill

Cllr. Josephson

Cllr. R Lewin

Cllr. T Lewin

Cllr. McNally

Cllr. Waters

Mr D O'Driscoll

Mrs C Coomber

NOTED

AM21/33 TO APPROVE THE RESERVES BUDGET FOR 2021-22

Cllr. Josephson proposed that the Reserves Budget be adopted.

This was seconded by Cllr. Williams and

unanimously **AGREED.**

AM21/34 TO CONFIRM STAFF TERMS AND CONDITIONS

Cllr. Josephson proposed that these be approved,

This was seconded by Cllr. Williams and

unanimously **AGREED.**

AM21/35 TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

Cllr Summers asked that the Committee system be looked at.

The meeting closed at 8.56 pm.

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

CHAIRMAN