

**MINUTES OF THE ANNUAL MEETING OF FOREST ROW PARISH COUNCIL HELD ON 14<sup>th</sup> MAY 2019 at 7:30 PM IN THE ROSE ROOM OF THE COMMUNITY CENTRE**

**PRESENT:** (Elected Members) Cllrs. Davies. Hill, Josephson, R Lewin, T Lewin, Miller, Moore, Rosenboom, Summers, Williams, Withers and Wogan  
(After co-option) Cllrs McNally and Royall

**APOLOGIES:** Cllr. Pritchitt

**PRESENT:** The Clerk

**AM19/01 PUBLIC QUESTIONS**

None

**AM19/02 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. Williams. There were no other nominations.

The proposal for Cllr Josephson as Chairman for the coming year was taken: 11 in favour with 2 abstentions. Accordingly, Cllr. Josephson was elected as Chairman and signed the Declaration of Office.

**RESOLVED**

**AM19/03 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE FROM THE CHAIRMAN & MEMBERS**

The Declarations were received from the Chairman and all elected Members

[Cllr Moore joined the meeting at 7:39 pm.]

**AM19/04 TO CO-OPT ADDITIONAL MEMBERS TO FILL THE POST-ELECTION VANCIES AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE**

The following candidates attended:

Mike McNally, Valerie Osbon-Saul, Patricia Patterson-Vanegas, Jaqueline Royall, Alex Waters.

Each candidate was interviewed in turn by the Members. A vote was then taken for each vacancy in accordance with the protocol in Standing Order no. 9.

Mike McNally was chosen by for the Forest Row ward vacancy.

Jacqueline Royall was chosen for the Charwood ward vacancy.

Both signed and delivered their Declarations of Acceptance of Office and took their seats

The unsuccessful candidates were thanked for their attendance

**AM19/05 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr. Pritchitt due to ill health.

**AM19/06 TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESECT OF DISCLOSABLE PECUNIARY INTERESTS**

There were none

**AM19/07 TO RESOLVE TO POSTPONE CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETING OF FULL COUNCIL**

Proposed by Cllr Josephson, seconded by Cllr Williams and

**AGREED**

[It had been noted that the approved Minutes of the Annual Meeting of 2018 had (by oversight) not

been signed. Cllr Josephson accordingly made good this omission.]

#### **AM19/08 TO RESOLVE TO POSTPONE THE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**

Proposed by Cllr Josephson, seconded by Cllr Moore and **AGREED**

#### **AM19/09 TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM LAST MEETING**

Proposed by Cllr Josephson, seconded by Cllr Wogan and **AGREED**

#### **AM19/10 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 proposal for Cllr R Lewin as Vice-Chairman for the coming year was taken: 14 in favour with 1 abstention. Accordingly, Cllr. R Lewin was elected as Vice-Chairman

**RESOLVED**

The Clerk stated that due to a mix-up over the version of the Agenda which had been officially published, two preliminary issues had not been explicitly included:

- a) as to whether the Personnel group should be a Standing Committee (as advised by SSALC) or a Sub-Committee (as currently set out in the Scheme of Delegation).
- b) as to whether Vice-chairs of Committees should be elected by Council or (as at present) by the Committees themselves.

The Clerk's view was that these were important points which needed to be dealt with, and which could properly be considered under items 10 & 13 of the published agenda. Cllr Josephson proposed that Council should proceed accordingly. Seconded by Cllr Hill and **AGREED**

#### **AM19/11 TO CONFIRM THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION**

Cllr R Lewin proposed that the Personnel group should be a full Standing Committee. Seconded by Cllr Wogan and **AGREED**

Cllr Wogan proposed that the Personnel Committee should consist of 3 members drawn from the Finance & Policy Committee, should receive appropriate training and meet at least twice a year.

Seconded by Cllr Moore and **AGREED**

Cllr R Lewin proposed that the word 'salaries' should be deleted from the terms of reference of the Personnel Committee in Scheme of Delegation para. 5.1.1. Seconded by Cllr Davies and **AGREED**

Cllr Josephson proposed that subject to incorporation of the changes decided in this meeting the Committee Structure & Scheme of Delegation be confirmed. Seconded by Cllr T Lewin & **AGREED**

#### **AM19/12 TO APPOINT MEMBERS TO THE STANDING COMMITTEES FOR THE COMING YEAR**

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

The resultant Committee membership was as follows:

- Property & Assets: Cllrs Davies, Hill, Josephson, R Lewin, Miller, Pritchitt, Summers, Williams & Wogan
- Amenities & Services (after paper vote): Cllrs Hill, Josephson, R Lewin, McNally, Royall, Summers, Williams & Wogan
- Community Services: Davies, Josephson, R Lewin, T Lewin, Miller, Moore, Rosenboom, Williams & Withers
- Planning: Davies, Josephson, R Lewin, T Lewin, McNally, Miller, Moore, Royall, & Withers.

#### **AM19/13 TO APPOINT THE CHAIRMEN OF COMMITTEES**

- Property & Assets: Cllr Williams was proposed by Cllr Josephson, seconded by Cllr Wogan

- No other nominations. **AGREED**
- Amenities & Services: Cllr Wogan was proposed by Cllr Josephson, seconded by Cllr Williams  
No other nominations. **AGREED**
- Community Services: Cllr T Lewin was proposed by Cllr Josephson, seconded by Cllr Williams.  
No other nominations. **AGREED**
- Planning: Cllr Moore was proposed by Cllr Josephson, seconded by Cllr Williams.  
No other nominations. **AGREED**

**AM19/14 TO RESOLVE WHETHER VICE-CHAIRMEN OF COMMITTEES SHOULD BE APPOINTED BY COUNCIL OR BY THEIR RESPECTIVE COMMITTEES (preliminary issue - see note above)**

Cllr Josephson proposed that Vice-Chairmen of Committees should be elected by Council, (and the provisions of the Scheme of Delegation should be amended accordingly). Seconded by Cllr Hill and **AGREED** with 2 abstentions

**AM19/15 TO APPOINT THE VICE-CHAIRMEN OF COMMITTEES**

- Property & Assets: Cllr Hill was proposed by Cllr. Josephson and seconded by Cllr T Lewin. Cllr Summers was proposed by Cllr Wogan and seconded by Cllr Williams. Cllr Hill received 8 votes, Cllr Summers received 6 votes. Cllr Hill was accordingly **AGREED**
- Amenities & Services: Cllr Royall, was proposed by Cllr Moore and seconded by Cllr Withers. Cllr Summers was proposed by Cllr Wogan and seconded by Cllr Williams. Cllr Royall received 8 votes. Cllr Summers received 4 votes. Cllr Royall was accordingly **AGREED**
- Community Services: Cllr Moore was proposed by Cllr Miller and seconded by Cllr Josephson. Cllr Davies was proposed by Cllr Wogan and seconded by Cllr Williams. Cllr Davies received 9 votes. Cllr Moore withdrew. Cllr Davies was accordingly **AGREED**
- Planning: Cllr McNally was proposed by Cllr Josephson and seconded by Cllr Williams. Cllr R Lewin was proposed by Cllr Moore, and seconded by Cllr Davies. Cllr Lewin received 1 vote, Cllr McNally received 11 votes. Cllr McNally was accordingly **AGREED**

**AM19/16 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 Davies, Hill, Josephson, R Lewin, T Lewin, McNally, Moore, Royall, Williams & Wogan

**AM19/17 TO APPOINT THE CHAIRMAN & VICE-CHAIRMAN OF THE FINANCE AND POLICY COMMITTEE**

Chairman: Cllr R Lewin was proposed by Cllr Josephson, seconded by Cllr Williams  
No other nominations. **AGREED**

Vice-Chairman: Cllr Moore was proposed by Cllr T Lewin, seconded by Cllr Williams  
No other nominations. **AGREED**

**AM19/18 TO APPOINT THE MEMBERS OF THE PERSONNEL COMMITTEE**

Cllr Josephson recused herself in view of her potential role in any appeal. Cllr R Lewin declined to stand. Cllrs Hill, McNally & Moore volunteered to form the Committee and in the absence of other nominations were **AGREED**

**AM19/19 TO APPROVE STANDING ORDERS**

Proposed by Cllr Wogan, seconded by Cllr Hill and **AGREED**

#### **AM19/20 TO APPROVE FINANCIAL REGULATIONS**

Proposed by Cllr Josephson, seconded by Cllr Moore and

**AGREED**

#### **AM19/21 TO APPROVE STANDING POLICIES**

Proposed by Cllr Josephson, seconded by Cllr T Lewin and

**AGREED**

#### **AM19/22 TO CONFIRM ELIGIBILITY FOR & ADOPTION OF THE GENERAL POWER OF COMPETENCE**

Cllr Josephson proposed the following motion:

*“Forest Row Parish Council resolves from 14<sup>th</sup> May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.*

Seconded by Cllr McNally and

**AGREED** with one abstention

#### **AM19/23 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

After some discussion, 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 Assocn	Cllrs. Pritchitt & Williams
North Wealden Community Transport Assocn	vacant
Parish Tree Warden	Mr Jack Maynard
Relief in Sickness & General Benefits Trust	Cllr. Josephson
Sussex Assocn of Local Councils	Cllr. Pritchitt
Twinning Assocn	Cllr Summers
Village Hall Management Cttee	Cllr. Josephson
Wealden District Assocn of Local Councils	vacant
Forest Row Festival Committee	Cllrs R & T Lewin, McNally

#### **AM19/24 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. Hill and

**AGREED.**

#### **AM19/25 TO APPOINT THE INTERNAL AUDITOR**

Cllr. Moore proposed that Mark Mulberry continue to be the Council's Internal Auditor. This was seconded by Cllr. Wogan and

**AGREED.**

#### **AM19/26 TO APPROVE THE ASSET REGISTER**

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

**AGREED.**

#### **AM19/27 TO APPROVE THE INSURANCE SCHEDULE**

This was proposed by Cllr. Josephson, seconded by Cllr. Williams and

**AGREED.**

### **AM19/28 TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR**

Subject to the addition of the Personnel Committee, this was proposed for approval by Cllr. Josephson, seconded by Cllr Wogan and **AGREED.**

### **AM19/29 TO CONFIRM RE ALLOWANCES FOR THE COMING YEAR**

After some discussion, there were the following proposals:

Cllr Hill proposed that allowances should continue to be paid at the 2017-2018 level of £387. Seconded by a Member (unrecorded)

Cllr R Lewin proposed that payments should be limited to specific expenses only. Seconded by Cllr Davies,

Cllr Josephson counter-proposed that the allowances be paid, not simply expenses. Seconded by Cllr McNally **AGREED** with 2 abstentions

(Cllr R Lewin's proposal therefore failed by default)

Cllr Hill's proposal was then voted on **AGREED** with 3 against

### **AM19/30 POINT OF ORDER**

Cllr Josephson proposed that the Council should sit until 10:15 pm at the latest in order to discharge the final agenda items. Seconded by Cllr R Lewin and **AGREED**

### **AM19/31 TO CONFIRM SUBSCRIPTIONS**

A revised itemised list had been circulated. Cllr Josephson proposed that these be approved. This was seconded by Cllr. Hill and **AGREED**

### **AM19/32 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 McNally and **AGREED**

### **AM19/33 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. G Pritchitt  
Cllr. J Wogan  
Mr D O'Driscoll  
Mrs C Coomber

#### UNITY TRUST INTERNET BANKING

Cllr. V Hill  
Cllr. R Lewin  
Cllr. T Lewin  
Cllr. G Pritchitt  
Mr D O'Driscoll  
Mrs C Coomber

HSBC BANK CHEQUE SIGNATORIES

Cllr. V Hill

Cllr. J Wogan

Cllr. T Lewin

Mr D O'Driscoll

Cllr. G Pritchitt

Mrs C Coomber

**AM19/34 TO NOTE & ADOPT THE RESERVES BUDGET FOR 2019-20**

A schedule of reserves had been previously circulated, together with an explanatory note. Cllr. Josephson proposed that the Reserves Budget be adopted. This was seconded by Cllr. R Lewin and **AGREED.**

**AM19/35 TO CONFIRM STAFF TERMS AND CONDITIONS**

Cllr. Josephson proposed that these be approved, subject to the correction of two typographical errors. This was seconded by Cllr. T Lewin and **AGREED.**

The meeting closed at 10:07 pm.

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

CHAIRMAN