

MINUTES OF THE ANNUAL MEETING OF FOREST ROW PARISH COUNCIL HELD ON 19th MAY 2020 at 1:30 PM HELD VIA ZOOM

PRESENT: Cllrs. Hill, Josephson, R Lewin, T Lewin, McNally, Miller, Moore, Pritchitt, Summers, Withers and Wogan

APOLOGIES: Cllrs. Davies, Rosenboom & Williams

PRESENT: The Clerk & District Cllr. Patterson-Vanegas

AM20/01 PUBLIC QUESTIONS

None

AM20/02 TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND RESOLVE THAT THE DECLARATION OF OFFICE BE SIGNED WITHIN 24 HOURS OF ACCEPTANCE OF OFFICE)

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

The proposal for Cllr Josephson as Chairman for the coming year was taken: **AGREED**
with 1 abstention.

AM20/03 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. Davies due to ill health, and Cllrs. Rosenboom & Williams due to work.

AM20/04 TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESECT OF DISCLOSABLE PECUNIARY INTERESTS

There were none

AM20/05 TO RESOLVE TO POSTPONE CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETINGS OF FULL COUNCIL

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

AM20/06 TO RESOLVE TO POSTPONE THE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

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

AM20/07 TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM LAST MEETING

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

AM20/08 TO RESOLVE THAT IN MATTERS 13-15 & 18-29 INCLUSIVE OF THIS AGENDA, IF ANY SUCH MATTER IS NOT CONFIRMED OR APPROVED, ANY FURTHER RESOLUTION PERTAINING THERETO SHALL BE POSTPONED TO A MEETING DATE TO BE FIXED AND THE CURRENT STATUS QUO SHALL APPLY PENDING SUCH MEETING

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

AM20/09 TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR

Cllr. Josephson proposed that this matter be postponed until a future meeting of Full Council and Cllr. R Lewin continue as Vice-Chairman until such time. This was seconded by Cllr. Pritchitt and **AGREED**.

AM20/10 TO CONFIRM THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION

Proposed by Cllr. Josephson seconded by Cllr. Moore and

AGREED

AM20/11 TO RESOLVE TO POSTPONE THE APPOINTMENT OF THE MEMBERS OF STANDING COMMITTEES FOR THE COMING YEAR

Cllr Josephson proposed that this matter be postponed until the July Full Council meeting unless face to face meetings have been restored prior to that date. seconded by Cllr. McNally and **AGREED**

Cllr. Withers joined the meeting at 1.40pm

AM20/12 TO RESOLVE TO POSTPONE THE APPOINTMENT OF CHAIRMEN OF COMMITTEES

Cllr Josephson proposed that this matter be postponed until the July Full Council meeting unless face to face meetings have been restored prior to that date. seconded by Cllr. Hill and **AGREED**

AM20/13 TO RESOLVE TO POSTPONE THE APPOINTMENT OF VICE-CHAIRMEN OF COMMITTEES

Cllr Josephson proposed that this matter be postponed until the July Full Council meeting unless face to face meetings have been restored prior to that date. seconded by Cllr. Wogan and **AGREED**

AM20/14 TO APPROVE STANDING ORDERS

Proposed by Cllr Josephson, seconded by Cllr T Lewin and

AGREED

AM20/15 TO APPROVE FINANCIAL REGULATIONS

Proposed by Cllr Josephson, seconded by Cllr Wogan and

AGREED

AM20/16 TO APPROVE STANDING POLICIES

Cllr. Wogan proposed that the ratification of the Environmental Policy be deferred until the next Full Council meeting. This was seconded by Cllr. Pritchitt and **AGREED** With 1 against.

Cllr. Josephson proposed the approval of Standing Policies, seconded by Cllr. R Lewin and

AGREED

AM20/17 TO RE-AFFIRM THE ADOPTION OF THE GENERAL POWER OF COMPETENCE

Proposed by Cllr. Josephson

Seconded by Cllr McNally and

AGREED with one abstention

AM20/18 TO RESOLVE TO POSTPONE THE APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Proposed by Cllr. Josephson

Seconded by Cllr. Pritchitt and

AGREED

AM20/19 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. Pritchitt and **AGREED.**

AM20/20 TO CONFIRM THE INTERNAL AUDITOR

Cllr. Josephson proposed that Mark Mulberry continue to be the Council's Internal Auditor. This was seconded by Cllr. Pritchitt and **AGREED.**

AM20/21 TO APPROVE THE ASSET REGISTER

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

AM20/22 TO APPROVE THE INSURANCE SCHEDULE

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

AGREED.

AM20/23 TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR

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

AGREED.

AM20/24 TO CONFIRM RE ALLOWANCES FOR THE COMING YEAR

Cllr McNally proposed that allowances should continue to be paid at the current level.
Seconded by Cllr. Hill and **AGREED**

AM20/25 TO CONFIRM SUBSCRIPTIONS

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

Cllr. Wogan asked the Asst. Clerk to supply a list of the amounts paid.

AM20/26 TO APPROVE THE SCHEDULE OF DIRECT DEBITS

Cllr. Pritchitt proposed, seconded by Cllr. Josephson and **AGREED**

AM20/27 TO CONFIRM THE MILEAGE ALLOWANCE

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

AM20/28 TO CONFIRM THE BANK ACCOUNT SIGNATORIES

The Bank Account Signatories were confirmed as follows:

UNITY TRUST CHEQUE SIGNATORIES

Cllr. E Davies
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. R Lewin
Cllr. T Lewin
Cllr. M McNally
Mr D O'Driscoll
Mrs C Coomber

HSBC BANK CHEQUE SIGNATORIES

Cllr. E Davies
Cllr. T Lewin
Cllr. J Wogan
Mrs C Coomber

Cllr. V Hill
Cllr. M McNally
Mr D O'Driscoll

Cllr. Josephson proposed, seconded by Cllr. Wogan and **AGREED**

AM20/29 TO APPROVE THE RESERVES BUDGET FOR 2020-21

A schedule of reserves had been previously circulated, together with an explanatory note.
Cllr. Pritchitt proposed that the Cemetery Land Acquisition should be monitored by Amenities &
Services Committee in addition to the Clerk, and the new Website should be monitored by Finance &
Policy Committee in addition to the Clerk.
This was seconded by Cllr. Moore and **AGREED with 1 abstention**

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

AM20/30 TO CONFIRM STAFF TERMS AND CONDITIONS

Cllr. Josephson proposed that these be approved,
This was seconded by Cllr. R Lewin and **AGREED.**

AM20/31 TO CONSIDER NOTICES/CONSULTATIONS/CORRESPONDENCE NOT OTHERWISE DEALT WITH

None

AM20/32 TO RESOLVE RE THE DURATION OF VIRTUAL MEETINGS

Cllr. Josephson proposed that virtual meetings be a maximum of 2 hours.

This was seconded by Cllr. Pritchitt and

AGREED

After discussion, Cllr. Josephson proposed that the next virtual meeting be held at 7.30pm on

Tuesday 26th May. This was seconded by Cllr. Moore and

AGREED

AM20/33 TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

Cllr. T Lewin advised that he would give a report on the Visioning Group.

Cllr. R Lewin asked if Committee meetings would be held by Zoom while necessary. This was confirmed.

The meeting closed at 1.25 pm.

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

CHAIRMAN