

Forest Row Parish Council

Clerk: Mr David o'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Josephson (Chairman), Davies, Hill,
R Lewin, T Lewin, Miller, Moore, Pritchitt,
Rosenboom, Summers, Williams, Withers and
Wogan

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Dear Sir/Madam,

Your attendance is required at the Annual Meeting of the FOREST ROW PARISH COUNCIL to be held on **TUESDAY 14th MAY 2019** in the Rose Room of the Community Centre at **7.30PM**.

Date: 08 May 2019

A handwritten signature in black ink, appearing to read 'David O'Driscoll'.

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

AGENDA

1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)
2. TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE FROM THE CHAIRMAN AND MEMBERS
3. TO CO-OPT ADDITIONAL MEMBERS TO FILL THE POST-ELECTION VACANCIES AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE
4. TO RECEIVE ANY APOLOGIES FOR ABSENCE
5. TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS
6. TO RESOLVE TO POSTPONE CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETING OF FULL COUNCIL
7. TO RESOLVE TO POSTPONE THE CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION
8. TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM LAST MEETING
9. TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR
10. TO CONFIRM THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION
11. TO APPOINT MEMBERS TO THE STANDING COMMITTEES FOR THE COMING YEAR:
 - Property & Assets
 - Amenities & Services
 - Community Services
 - Planning

- Finance & Policy (non-ex *officio* members: postponed until after item 12 & 13 are dealt with)
12. TO APPOINT THE CHAIRMEN OF COMMITTEES
 13. TO APPOINT THE VICE CHAIRMEN OF COMMITTEES
 14. TO APPOINT ANY REQUIRED ADDITIONAL MEMBERS TO THE FINANCE & POLICY COMMITTEE
 15. TO APPOINT THE MEMBERS OF THE PERSONNEL (STANDING OR SUB) COMMITTEE FROM FINANCE & POLICY
 16. TO APPROVE STANDING ORDERS
 17. TO APPROVE FINANCIAL REGULATIONS
 18. TO APPROVE STANDING POLICIES
 19. TO CONFIRM ELIGIBILITY FOR & ADOPTION OF THE GENERAL POWER OF COMPETENCE
 20. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES
 21. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER
 22. TO APPOINT THE INTERNAL AUDITOR
 23. TO APPROVE THE ASSET REGISTER
 24. TO APPROVE THE INSURANCE SCHEDULE
 25. TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR
 26. TO CONFIRM RE ALLOWANCES FOR THE COMING YEAR
 27. TO CONFIRM SUBSCRIPTIONS
 28. TO CONFIRM THE MILEAGE ALLOWANCE
 29. TO CONFIRM BANK ACCOUNT SIGNATORIES
 30. TO NOTE AND ADOPT THE RESERVES BUDGET FOR 2019-20

If relevant:

"Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the committee believes that the public and press be excluded from the meeting on the grounds of the confidential nature of the business to be transacted."

31. TO CONFIRM STAFF TERMS AND CONDITIONS

ANNUAL MEETING OF COUNCIL

BACKING PAPERS FOR 16th MAY 2019

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**COUNCILLORS' BRIEFING FOR THE
ANNUAL MEETING OF THE COUNCIL**

14th MAY 2019

<p>1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)</p>	<p>Local Government Act (LGA) 1972, sect 15</p>
<p>The Chairman must be an elected member. If there is an equality of votes, the person presiding has the casting vote</p>	
<p>2. TO RECEIVE THE DECLARATION OF ACCEPTENCE OF OFFICE FROM THE CHAIRMAN AND MEMBERS.</p>	
<p>The Members may complete their declarations in advance or at the meeting, but the signature must be properly witnessed.</p>	
<p>3. TO CO-OPT ADDITIONAL MEMBERS TO FILL THE POST-ELECTION VACANCIES AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE</p>	<p>Representation of the People Act 1985 s.21</p>
<p>As matters stand, there is <u>one</u> vacancy in Forest Row ward and <u>one</u> vacancy in Charlwood (formerly Weirwood) ward. There are seven candidates for co-option. Each has been asked to provide a short note on their background and motivation for applying; these are attached (in alphabetical order) to the backing papers. Each candidate in turn will be interviewed by the Members. Assuming that no candidate wishes to limit their candidacy to one ward only, the election for the Forest Row ward will take place first, according to the process set out in Standing Order 9. The successful candidate will then sign their Declaration of Office and take their seat. The process will be repeated for the Charlwood ward vacancy (technically, the newly co-opted Member for Forest Row ward has a vote in this).</p>	
<p>4. TO RECEIVE ANY APOLOGIES FOR ABSENCE</p>	
<p>5. TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS</p>	<p>Localism Act 2011, s.30</p>
<p>Members may declare any such interests at the meeting. However, statute provides that Members have 28 days from election or co-option to complete the appropriate form, which will then be lodged with the District Council. A summary from the Code of Conduct of what constitutes 'Members' interests' is attached to the backing papers</p>	
<p>6. TO RESOLVE TO POSTPONE CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETING OF FULL COUNCIL.</p>	
<p>It is suggested consideration be postponed to the next meeting of Full Council scheduled for 21/05/2018</p>	
<p>7. TO RESOLVE TO POSTPONE THE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION</p>	
<p>As per item 6</p>	
<p>8. TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM LAST MEETING</p>	
<p>As per item 6</p>	
<p>9. TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR</p>	
<p>10. TO CONSIDER AND RESOLVE UPON THE CREATION OF A STANDING PERSONNEL COMMITTEE</p>	
<p>Our current Scheme of Delegation (5.1.1) provides for a 'Personnel & Grievance Sub-Committee' of 3 members of the Finance & Policy Committee. SSALC has advised that this ought to be a full Standing Committee.</p>	<p>Standing Orders (S/O) 4(d)</p>

11. (SUBJECT TO 10. ABOVE) TO CONFIRM THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION

S/O 4(d)

A copy of the Scheme of Delegation (as amended at the Annual Meeting of 2018) is attached to the backing papers. Further amendments are required following resolutions of Full Council on 16th April 2019:

- Para 5.4 Committee to be renamed 'Community Services Committee'
- This Committee now to have ten (10) members.
- This Committee now to have five (5) meetings per year.

If item 10 is passed, para 5.1.1 (& consequential section) to be amended accordingly.

Note: a further amendment to the Scheme is proposed by item of this agenda below

12. TO APPOINT MEMBERS TO THE STANDING COMMITTEES FOR THE COMING YEAR:

- Property & Assets: 9 members (to include Council Chairman & Vice-chairman)
- Amenities & Services: 8 members (to include Council Chairman & Vice-chairman)
- Community Services: 10 members (to include Council Chairman & Vice-chairman)
- Planning: 9 members (to include Council Chairman & Vice-chairman)
- Finance & Policy: 10 members – postponed to conclusion of item 9: the Chairs & Vice-chairs of the Council and the other committees are members *ex officio*; if the latter are represented in another capacity then a maximum of two other councillors shall be elected.

13.1 COUNCIL TO APPOINT CHAIRMEN OF COMMITTEES

13.2 TO CONSIDER & RESOLVE UPON A PROPOSAL THAT THE VICE-CHAIRMEN OF COMMITTEES SHOULD BE APPOINTED BY VOTE OF COUNCIL RATHER THAN BY VOTE OF THE RESPECTIVE COMMITTEES

It was resolved in November 2016 that the Committees would appoint their vice-chairs at the APM – see para 4.4 of the Scheme of Delegation. The Chairman has now proposed that it is more appropriate, given the status of vice-chairs of Committee within the Finance & Policy Committee, that this should be voted on by Full Council.

Scheme of Delegation, para.4.4

13.3 VICE-CHAIRMEN OF COMMITTEES TO BE APPOINTED BY VOTE

Either a vote of Full Council or of the Committees following item 13.2 above

14. COUNCIL TO APPOINT ANY REQUIRED ADDITIONAL MEMBER(S) TO FINANCE & POLICY COMMITTEE

in order to complete the constitution of Finance & Policy as per Scheme of Delegation para 5.1.

Scheme of Delegation, para.5.1.1

15. TO APPOINT MEMBERS OF THE PERSONNEL (STANDING OR SUB) COMMITTEE

Three Members from the Finance & Policy Committee

16. TO APPROVE STANDING ORDERS

We amended the Standing Orders in some detail in 2018, following the re-issue of model S/O's by NALC and some necessary updating of our own. No further amendments have been proposed this year, and it is suggested that the current text be simply proposed for re-adoption. The full text is not therefore annexed to the backing papers.

17. TO APPROVE FINANCIAL REGULATIONS

The same applies to Financial Regulations as to Standing Orders, and the current text is proposed for re-adoption. Some minor amendments may be required when the card payment system comes into operation, at which point the amendments will be submitted for Council's approval.

18. TO APPROVE STANDING POLICIES

A major review of Standing Polices took place prior to the Annual Meeting of 2018, and the text was available to Members for some weeks in advance. The ensemble was approved by resolution at that Annual Meeting (AM18/16). Since then, the 'Environmental Policy' is still under discussion, and the 'Grievance Policy' has been found somewhat wanting. Members may have specifics of their own. It is accordingly proposed that the ensemble be re-adopted, subject to those exceptions, which shall be deferred for further consideration at a later meeting.

19. TO AFFIRM THE GENERAL POWER OF COMPETENCE

Forest Row Parish Council enjoys the 'General Power of Competence' under the Localism Act 2011. This is a 'power of first resort' which permits the Council "to do anything that individuals generally may do".

It is subject to three qualifying conditions:

- At least two-thirds of the members of the council have been elected.
- The Clerk holds (at least) a Certificate in Local Council Administration.
- The Council has resolved at a meeting in an election year that it complies with such conditions (and wishes to exercise that power)

The present Council complies with the first two qualifying conditions, and the work of the Council since 2011 has been strongly influenced by and indeed is in some respects dependent on its enjoying the GPC. It is therefore proposed that the Council should pass the necessary resolution at this meeting.

20. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES - current list attached.

21. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER - this has customarily been the Clerk.

22. TO APPOINT THE INTERNAL AUDITOR - Mark Mulberry has now discharged this function for four years and remains extremely effective. I have researched the question and there is no rule of law or regulation that requires a change of auditor after a fixed period. it is therefore proposed that his appointment be confirmed.

Localism Act
2011 s.1
SI 965 The Parish
Councils (General
Power of
Competence)
(Prescribed
Conditions)
Order 2012

Children Act
2004 sect. 11

23. TO APPROVE THE ASSET REGISTER – summary schedule attached: note this incorporates the 2017 revaluation of the estate buildings. Please note also that the new VENUe building is not included as it has not yet been officially handed over by the contractor: the schedule will be amended later in the year.

24. TO APPROVE THE INSURANCE SCHEDULE – current schedule attached. Note that the solar panels & ancillary equipment have been incorporated.

25. TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR
The schedule for the coming year is attached.

26. TO CONFIRM COUNCILLORS' ALLOWANCES FOR THE COMING YEAR
The Remuneration Panel issued its annual report in December 2018 and recommended a 2% increase on the 2018-2019 figure. (Members agreed last year to 'freeze' their allowance at the 2017-2018 level). The report is attached, and elected Members in Forest Row would now qualify for a basic allowance of £403 and the Chairman for £633. For Council to decide on what they wish to do this year.

27. TO CONFIRM SUBSCRIPTIONS – current schedule attached

22. TO CONFIRM THE MILEAGE ALLOWANCE - HMRC continue to fix the non-taxable rate at 45p/mile.

23. TO CONFIRM BANK ACCOUNT SIGNATORIES (current list attached)
Any members of the Finance Committee who are willing to be signatories should be ready to sign the mandates.

24. TO NOTE AND ADOPT THE RESERVES BUDGET FOR 2018-19
As previously noted, the year-end figures for 2018-19 have allowed us to proceed with the draft reserves budget provided to Council in December. The formal schedule is attached, together with the annotated reserves policy, for Council's approval.

25. TO CONFIRM STAFF TERMS & CONDITIONS - A confidential summary will be emailed separately to Members. If this requires any discussion, the confidential exclusion of the public & press will need to be agreed.

SARAH GLYNN-IVES

My reasons for being considered are as follows:

I have:

- worked in the village's Montessori nursery (grossly undermarketed!) on and off since 2009
- worked at and coordinated events for elderly residents at Abbeyfield House before it closed down
- volunteered at the local festival on several occasions and helped organise the BikeFest
- taken part in litter picking initiatives in the village
- supported the fundraising of the Venu (and now am on the 'Friends of the Venu' committee)
- am keen to promote and support community

I am interested in becoming involved with the parish council because Forest Row is a great village, has a wonderful mix of people and stands out (most of the time) as an innovative, responsive and caring community. I'd like to see more people involved with community initiatives and would seek ways to encourage and empower villagers to do so. A parish council gives the best reflection of how a community feels about something - who wouldn't want to be an active party?

JEROEN MARKIES

I have lived in Forest Row from the age of 11 moving here in 1976 .

I have run an Antiques shop and business in the village since 1985 my family have lived and grown up here.

Forest Row and the surrounding area are so very important to me.

I would like to be considered for the vacancy.

MIKE McNALLY

Some brief background. My wife, daughter and I moved to Forest Row just over 5 years ago. I worked in commercial roles in the media and music industries for much of my career and now lecture on strategy, branding and marketing at the University for the Creative Arts (UCA), and at other institutions, run my own music and creative industries consultancy and, as well as being a Parent Governor, also mentor and volunteer for a number of bodies and am a board member of a cultural NGO.

My wife is the Leader of the Forest Row Brownies, a District Commissioner and works for a local charity.

As you can see as a family we are very integrated into the village and have set down roots in a very brief time.

Key to our choosing to move here was the vibrant village life, the sense of community and the creative initiatives we saw already existing and being developed by the Parish Council in conjunction with the community.

I chose not to stand for election as I assumed you would be inundated by far better qualified candidates than myself but would now like to throw my hat in to the ring.

VALERIE OSBON-SAUL

I would like to express an interest in being co-opted on to Forest Row Parish Council.

I lived in Plumstead, S.E. London until 1969 when I moved to Edenbridge, where I brought up my two sons. In 1989, upon the instigation of the deputy town clerk and subsequent Town clerk of Sevenoaks Town Council, I became Clerk to Hever Parish Council. I became familiar with this rural Parish for ten years and enjoyed the experience of my liaison with the Chairman, David Woollett and the rest of the council members. I reluctantly left as I moved to East Grinstead and began working at the then Lingfield Hospital School, where I spent an enjoyable 15 years until being made redundant.

After leaving school I worked at the Oxford University Press and left to move to Edenbridge. I worked in a secretarial capacity for a lot of my working life. However, in the 1990s I began studying with the Open University. I have always been interested in history and politics and the OU gave me this opportunity. I gained a BA Hons (Open) and a BA Hon in the humanities with literature.

Whilst studying, I began worked at East Surry College as a teaching assistant and then gained a city and guilds teaching certificate which enable me to teach post 16-year olds.

I moved for family reasons to Forest Row. Before moving I started a Fine Arts foundation degree under the umbrella of Greenwich University. After 3 years I was able to collect this degree at Greenwich University, which was great as it was where my father grew up and I know well.

Since moving to Forest Row I have become involved in various activities with the Council. I enjoy being a volunteer with the library, helping in the kitchen and also the Thursday club. I also run an art class under the umbrella of the U3A. I currently exhibit my painting in various locations. I am a figurative artist, and mainly portray the female figure, perhaps you can say in a political way.

I have been a volunteer with Standen for 15 years where I am a tour guide. Standen is an Arts and Crafts house and the 19th century is one of my interests. I am currently talking about the house with local schools that visit. My interest in education continues and I have been involved with Imberhorne School also for 15 plus years where initially I went with a non-attending pupil and currently am an invigilator.

I have been working for Mid Sussex Council for the last three years where I help with the electoral registration procedure and pursue those on the register that have not returned their forms in East Grinstead. I will be involved in the poll count on 23 May.

I live on my own in the Hartfield Road so am able to give time to my interests. I was brought up to be socially conscious and aware of the politics of the time. My father and father in law fought in the war and growing up after this period made me aware of a changing society.

Thank you for your consideration.

PATRICIA PATTERSON-VANEGAS

With a background in Economics and Finance, I came to the UK in 1994 to work at senior level in industry, and pursued my dream to read for a doctorate in social policy. I came to the area with my family more than 15 years ago and I have a portfolio career that includes freelance project management, book editing, coaching, mentoring and teaching.

I am value-driven and my work aims to help build a democracy that is ecologically respectful, compassionate, joyful and resilient. I am a founding member of Climate Forest Row, which supports the worldwide campaign for divestment from fossil fuels, and a member of the Forest Row Energy Cooperative. My personal research aims to develop a concept of politics of wellbeing that incorporates political reform, environmental stewardship, social justice, gender equity, personal growth and emotional resilience.

My priorities if I were to be co-opted to the Parish Council would be to support all efforts to strengthen the community projects that the Parish Council is working on. I would also like to work collaboratively to re-open the recycling centre in the village, support strategies to reduce traffic speed on Forest Row's roads and promote projects akin to my values. I am determined to raise awareness of the importance of stewardship of the environment in decisions made at the parish council.

Profile: Enthusiastic and committed family-oriented woman. An excellent team player who is keen to listen and learn. Strategic thinker with strong research, financial analysis, managerial, writing and training skills; with a passion for getting to the heart of issues and capable to express complex realities in ways that a wider audience can understand. Experienced as a researcher, financial and business consultant, employee in private business, founder of a growing publishing business and as a freelance consultant.

Work history: Corporate, research, freelance and entrepreneurial experience. My corporate experience includes financial consultancy to major companies in Latin America and senior appointments in Apple Computers and in the software industry in the UK. I am the founder and former editor-in-chief of Juno (www.junomagazine.com), and an accredited emotional coach (www.thejourney.com). I have consulted for start-up companies such as Soza Health Ltd. (www.sozahealth.com), focusing on operational development and the design and delivery of training programs. Projects I am involved with at the moment include book editing and business consultancy to online businesses (e.g. www.peacefuleating.co.uk).

Qualifications:

PhD Social Policy (2001), Kings' College, University of London, UK

MA Finance (1992), Universidad de los Andes, Colombia

BA Economics (1989), Universidad de los Andes, Colombia (Honours Degree)

Certified Journey Practitioner (emotional coach)

Interests: The aim of my work is to join in the worldwide efforts to create a society that is compassionate, joyful and resilient by promoting projects that raise the level of consciousness from which we live our daily lives. I am a founding member of Climate Forest Row, which supports the worldwide campaign for divestment from fossil fuels.

My personal research aims to develop a concept of wellbeing that spans individual action, institutional strategy and national policy. It incorporates environmental stewardship, personal growth and emotional health.

I enjoy research, reading and writing, teaching, walking, volleyball, yoga and I am starting to develop a taste for gardening.

JACQUELINE ROYALL

As a recently retired architect I have moved onto spending more time writing, painting, gardening at home and at my allotment, walking, cycling and actively getting more involved in local issues. Mother of two and grandma to six, life is interesting. My youngest two granddaughters also live in Forest Row and are a delight and through them I enjoy all that the village has to offer. Our first visit to Forest Row, looking at houses for sale, was some five or six years ago when we attended the Forest Row Festival and felt such a strong sense of community, and met so many interesting people, that we had to live here!

Why I would like to become a Parish Councillor

I think, I hope, I could make a difference. I would certainly try, bringing my years of diverse experience to help bring together locally led solutions to issues impacting and concerning our Parish.

Experience

1988 -2017 As an architect I specialised in the conservation and transformation of old and Historic Buildings and also Environment Conscious new build. I was a late-comer to higher education: a second career I commenced the seven years of study in my early thirties at the School of Architecture, Leicester Polytechnic, now De Montfort University and went on to qualify and start my own practice which I ran for nearly thirty years.

1986 - 1988 After qualifying as an Architect, but before starting my own Practice, I worked for two years for a Leicestershire local authority as their Conservation Officer and Design Officer, also administering Tree Preservation Orders. One body of work was to focus on possible improvements to the environment of the town and local villages and discussing these proposals with various groups and Parish Councils.

1988 - 2000 I served on the Committee of the Leicestershire and Rutland Society of Architects becoming its President from 1995-1997 at the same time serving also on the East Midlands branch of the RIBA; editing and producing an architectural journal for architects in East Midlands and; serving as judge for many years for RIBA Design awards.

1995 - 2003 As a Trustee on the Board of Trustees for the Rural Community Council (Leicestershire and Rutland) I became its Chairman for the latter part of the 90s through to the early 2000. The RCC is a Charity which, at that time, focused on rural community development, helping farmers diversify and working towards the elimination of social exclusion in rural areas. Through my tenure we found funds to transform the existing old RCC office building into a modern efficient workplace for staff and community groups, and converted an old stable block into offices to let, to provide an additional income to the Charity.

1972 - 1976

In the early '70s, with two young children, and living in Donington a relatively isolated Fenland village, I formed a Community Association the first of its kind in the UK, to encourage the 25 odd somewhat divergent community groups to work more closely together, mainly to help improve their 25 odd ramshackle huts. At the time there were some 2,000 residents and housing development was planned to increase this significantly. There was no Parish magazine or 'RH Uncovered' type information flyers so I produced a booklet about the village, its history, schools etc, and all the local clubs and services including contact telephone numbers and addresses (email had not been invented!) - it included also a map showing public rights of way within the Parish. The booklet was distributed free to all existing properties and to each new property, as the new residents arrived, to welcome them to their new home and community in anticipation that they could soon take an active part. The Association went on to raise funds for a shared Community building.

ALEX WATERS

I am the Operations Director at Mid-Sussex Timber and have been working there for the past six and a half years. My family and I live in Forest Row (Hindleap) and have owned a house on Hartfield Road since 2006, so very much consider the village my home.

My Father was born in the village and my Grandmother was on this Parish Council for many years, so my roots are firmly in Forest Row. My previous job was Crewing Manager for Amiri Flight where I lived in Doha, Qatar. This is the private VIP airline for the Royal Family of Qatar where I lived and worked for just over two years managing the crew who operated the 20 plus aircraft used to move the Royal Family and Government around. Prior to that I was the Crew Services Manager at MK Airlines, a Cargo Airline, based in Hartfield, Sussex.

I studied Engineering for 3 years at Nottingham University (2000-2003) & went to Sherborne School, Dorset (1995-2000). During holidays I did some work at Mid-Sussex Timber as well as an Estate Worker at Borde Hill Estate.

I am passionate about my family, especially the new addition our 7 week old son Rufus, our pets and love living an outdoor life walking the dog over Ashdown Forest. I also play Hockey for Haywards Heath and Cricket for Horsted Keynes locally.

I have experience being on Committees and am currently a Council Member for the South of England Agricultural Society as well as being a Trustee for Horsted Keynes Cricket Club.

EXCERPT FROM STANDING ORDERS (VERSION AS ADOPTED MAY 2018)

9. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

Part 2 – Interests

Personal interests

8. – (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

(2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-

(a) the authority may deal with the matter as mentioned in paragraph 1(5) and

(b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).

(3) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest

in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(4) In sub-paragraph (3)(b), a relevant person is—

(a) a member of your family or a close associate; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).

(5) Subject to sub-paragraphs (6) and (7), you have a personal interest which is also a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner have any interest of a description specified as a disclosable pecuniary interest in Regulations made by the Secretary of State pursuant to section 30 of the Localism Act 2011.

[Note - the list of disclosable pecuniary interests will be added to the Code at the end of this paragraph as soon as the Regulations have been made.]”

(6) In sub-paragraph (5), your partner means—

(a) your spouse or civil partner,

(b) a person with whom you are living as husband and wife, or

(c) a person with whom you are living as if you were civil partners,

(7) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

Disclosure of personal interests (See also Part 3)

9. —(1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) If the personal interest is entered on the authority’s register there is no requirement for you to disclose the interest to that meeting, but you should do so if you wish a disclosure to be recorded in the minutes of the meeting.

(3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(4) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority’s register of members’ interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

(5) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(6) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10. —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-

(a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

(b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

Interests arising in relation to overview and scrutiny committees

11. You also have a personal interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12. —(1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority—

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your authority's monitoring officer or standards committee;

(b) you must not exercise executive functions in relation to that matter; and

(c) you must not seek improperly to influence a decision about that matter.

(2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence

relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3 – Registration of Interests

Registration of members' interests

13. —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by the authority; or

(b) your election or appointment to office (where that is later), register in the register of members' interests details of-

(i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and

(ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14. —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in the register of members' interests.

(3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Dispensations

15 - (1) The standards committee, any sub-committee of the standards committee, the monitoring officer Parish Clerk may, on a written request made by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 12(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.

(2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the standards committee, its sub-committee, the monitoring officer or Parish Clerk —

(a) considers that without the dispensation the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) considers that granting the dispensation is in the interests of persons living in the authority's area,

(d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority's executive would be prohibited by paragraph 12 from participating in any particular business to be transacted by the authority's executive; or

(e) considers that it is otherwise appropriate to grant a dispensation.

(2) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

(3) Paragraph 12 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.



FOREST ROW PARISH COUNCIL SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Committees and Sub-committees and Working Groups of the Council to act with delegated authority in the specific circumstances detailed.

1. RESPONSIBLE FINANCIAL OFFICER DUTIES & POWERS

- 1.1 The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- 1.2 The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

2. PROPER OFFICER DUTIES & POWERS

- 2.1 The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - 2.1.1 Receive declarations of acceptance of office;
 - 2.1.2 Receive and record notices disclosing interests at meetings;
 - 2.1.3 Receive and retain plans and documents;
 - 2.1.4 Sign Notices or other documents on behalf of the Council;
 - 2.1.5 Receive copies of By-laws made by another local authority;
 - 2.1.6 Certify copies of By-laws made by the Council;
 - 2.1.7 Sign and issue summonses to attend meetings of the Council.
 - 2.1.8 Keep proper records for all Council Meeting
 - 2.1.9 Notify the Returning Officer of any casual vacancies and liaise with him regarding the conduct of elections
- 2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - 2.2.1 The day to day administration of services, together with routine inspection and control.
 - 2.2.2 Day to day supervision and control of all staff employed by the Council.
 - 2.2.3 Authorisation of routine expenditure within the agreed budget.
 - 2.2.4 As defined by Standing Orders, Emergency expenditure up to £2,500 outside of the agreed budget.

- 2.2.5 The consideration of minor planning applications in consultation with nominated members of the Planning Committee
- 2.2.6 Dealing with all press and public relations on behalf of the Council
- 2.3 Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3. COUNCIL

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- 3.1.1 Setting the Budget & Precept.
- 3.1.2 Borrowing money.
- 3.1.3 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- 3.1.4 Making, amending or revoking By-laws.
- 3.1.5 Making of Orders under any Statutory powers.
- 3.1.6 Matters of principle or policy.
- 3.1.7 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings).
- 3.1.8 Authorising the incurring of expenditure not provided within the approved budget.
- 3.1.9 Approval of the Annual Return (Statement of Accounts).
- 3.1.10 Approval of the year end accounts.
- 3.1.11 Any proposed new undertakings (e.g. community/youth facilities).
- 3.1.12 Prosecution or defence in a court of law;
- 3.1.13 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- 3.1.14 Creation of Committees and membership therein.
- 3.1.15 Consideration of eligibility to use the Power of Well Being or the Power of General Competence as appropriate.
- 3.1.16 Confirming the appointment of the Parish Clerk.
- 3.1.17 Annual appointment of Child Protection Officer.

4. COMMITTEES

- 4.1 Sections 102 & 103 Local Government Act 1972 allows for the discharge of the Council's functions by a Committee, a Sub-Committee or an Officer of the Council.
- 4.2 Committees and Sub Committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation, where applicable, and may only be

exercised where sufficient budgetary provision exists, or can be varied from the approved budget of the Committee. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

- 4.3 Committees, unless the Council otherwise directs, may arrange to devolve any of its functions to one or more Sub-Committees or to Officers of the Council in accordance with Standing Orders.
- 4.4 Standing Committees (not including the Finance & Policy Committee) shall appoint a Vice-Chairman at the Annual Meeting of Council, the Chairman having also been appointed at that Meeting. The Finance & Policy Committee shall be constituted immediately thereafter in accordance with Standing Order 4(d)(vii).
- 4.5 Committees shall meet within the timetable approved by the Council at its Annual Meeting.
- 4.6 Reference should be made to Standing Orders in relation to rescinding decisions of Council
- (a) A resolution shall not be reversed within six months except either by a proposal termed 'a special motion', which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with Standing Order 10, or by a proposal moved in pursuance of the recommendation of a committee or a sub-committee.
 - (b) When a proposal moved pursuant to Standing Order 8(a) has been disposed of, no similar proposal may be moved within a further 6 months.
- 4.7 Meetings shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and press's exclusion:
- 1. Engagement, terms of service, conduct and dismissal of employees;
 - 2. Terms of tenders, proposals and counter-proposals in negotiation for contracts;
 - 3. Preparation for cases in legal proceedings; and
 - 4. Early stages of any dispute.
- 4.8 All members of the Council shall receive agendas, minutes and supporting papers of all Committees (with the exception of Personnel & Grievance Sub-Committee).
- 4.9 Notice of meetings and Agendas of the Committee and Sub-Committee Meetings shall be lodged on the Council's Notice boards and uploaded on to the Council's website.
- 4.10 Minutes of Committee Meetings shall be kept at the Parish Council Office and uploaded onto the Council's website.
- 4.11 Only members of the Committee may vote on agenda items. Non-members of the Committee will be allowed to speak on an agenda item on the approval of the Chairman of that Committee.

5. STANDING COMMITTEES OF THE COUNCIL

Standing Orders states that the Chairman and Vice-Chairman of the Council shall be members of every committee. They are not ex-officio, but full voting members of the Committees.

5.1 FINANCE AND POLICY COMMITTEE

The **Finance & Policy Committee** shall consist of **the Chairmen and Vice Chairmen of the 4 other standing committees plus the Chairman and Vice-Chairman of the Council (if the Chairman and Vice Chairman of the Council are represented on this committee in another capacity then a maximum of two other Members of the Council shall be elected)** with a **Quorum of 4** and be delegated to make decisions on behalf of the Council in the following matters:

- Manage and control the Council's finances including liaison with Internal and External Auditors and any other outside body deemed necessary
- Maintaining a continuous internal audit system
- Administrative affairs of the Council and other Establishment matters
- Prepare the Council's Annual Financial Plan for the purpose of a Precept being agreed by Full Council
- Receiving & considering the reports of the Internal & External Auditor and monitoring the implementation of approved action plans
- Consider the Corporate Governance of the Council e.g.
 - Risk Management
 - Insurance
 - Health & Safety
 - Emergency Planning
- Consider and make recommendations for the amendment of Standing Orders
- Consider and determine the Council's obligations with regard to Government initiatives e.g. Quality Status, Power of Well Being, General Power of Competence, Freedom of Information, Data Protection etc.
- Consider and determine all aspects of wayleaves across Council land
- Policy formulation in respect to finance and develop strategies for the delivery of these policies
- Consideration and approval of any grant applications received
- Authorise any discretionary expenditure within the meaning of s137 Local Government Act 1972 as amended by s36 Local Government & Housing Act 1989
- Liaison with specialist consultants, advisors, professional bodies or associations as required to enable the Council to discharge its functions
- Undertaking any Reviews in relation to the Council's Code of Practice for handling Complaints and Freedom of Information Refusals
- All matters relating to Staff, based on recommendations made by the Personnel Sub-Committee. This Committee may decide that it wishes to refer such matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- Consider and determine ways in which the council can engage with the electorate and public at large e.g. Media, Website, Newsletters and Annual Reports

- Organisation of Events and Competitions
- Any other matter which may be delegated to it by the Council from time to time.

The Committee should appoint portfolio holders if appropriate.

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 4 times per year.

5.1.1 PERSONNEL & GRIEVANCE SUB-COMMITTEE

The Personnel & Grievance Sub-Committee shall consist of 3 Members of the Finance & Policy Committee with a Quorum of 2 and be delegated to make decisions on behalf of the Committee in the following matters:

- Hearings for Grievance and Capability matters in accordance with the Council’s Grievance and Disciplinary Procedure to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- Dealing with any Disciplinary and Capability matters to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- Hearing any complaints in accordance with the Council’s Code of Practice for Handling Complaints and Freedom of Information requests
- Appraisal of the Parish Clerk.
 - Salaries (in association with the Policy Committee);
 - Conditions of Service;
 - Staff levels;
- Consideration of staffing reviews
- Recruitment and selection of staff
- Preparation and maintenance of employment documentation including:
 - Job Descriptions
 - Person Specifications
 - Contracts of Employment
 - Health and Safety Policies and Procedures
- Any other matter which may be delegated to it by the Finance & Policy Committee from time to time

Meetings – as and when required

It is vital that the Personnel & Grievance Committees keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel & Grievance Committees must agree to undertake training in these matters

5.2 AMENITIES & SERVICES

The Amenities and Services Committee shall consist of 8 Members (including the Chairman and Vice-Chairman of the Council) with a Quorum of 3 and be delegated to make decisions on behalf of the Council in the following matters:

- Carry out such things as are deemed necessary and in accordance with approved policies of the Council, to protect, preserve and enhance the local environment and the amenities and interests of the community
 - Forest Row Canal/Stonepark Drive
 - Forester's Link
 - Village Greens and Amenity Land (including trees)
- Determine policy with regard to the Conditions of Hire and Hire Charges in relation to:
 - Village Greens
- Management and control of the Council's allotment sites, including all grounds maintenance/improvement works
- Management and control of the Council's outdoor areas including village greens and amenity land. This to include maintenance and improvement works
- Management and control of the Council's Cemetery, including all grounds maintenance/improvement works
- Oversee the provision and maintenance of the Council's Footway Lighting
- Oversee the provision and maintenance of the Council's recreational areas e.g Play areas & skatepark
- Organise and promote sporting, recreational and leisure activities whether on behalf of the Council or in liaison with other bodies for the benefit of the inhabitants of the Parish, including receiving reports of the Forest Row Sports Ground Association.
- Environmental Matters e.g. Recycling, Litter Promotion and encouragement of sustainable development in the Parish
- Promote and encourage action against all forms of crime and disorder e.g. Community Safety including CCTV
- Any other matter which may be delegated to it by the Council from time to time.

The Committee should appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these assets in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 4 times per year

5.3 PROPERTY & ASSETS COMMITTEE - shall consist of **9 Members (including the Chairman and Vice-Chairman of the Council)** with a **Quorum of 3** and be delegated to make decisions on behalf of the Council in the following matters

- **Oversee the provision and maintenance of the Council’s Notice boards**
- **Oversee the provision and maintenance of the Council’s Litter Bins & Seats**
- **Oversee the provision and maintenance of the Council’s Bus Shelters**
- **Determine policy with regard to the Conditions of Hire and Hire Charges in relation to:**
 - **Community Centre**
- **Maintenance and repair of all the buildings and assets owned by the Council:**
 - **The Community Centre (including Hambro Hall) and gardens**
 - **Jubilee Garden**
 - **War Memorial**
 - **The Venu**
 - **Car Parks – Community Centre and Weirwood**
 - **And any future building/asset that the Council may own/manage.**
- **Any other matter which may be delegated to it by the Council from time to time.**

The Committee should appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these assets in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 3 times per year

5.4 LOCALISM & COMMUNITY SERVICES COMMITTEE - shall consist of **10 Members (including the Chairman and Vice Chairman of the Council)** with a **quorum of 3** and be delegated to make decisions on behalf of the Council in relation to specific projects initiated by the Council for the benefit of the community including but not limited to the following matters:

- To oversee the operation of FOREST ROW COMMUNITY TRANSPORT activities:
 - Forest Row Medical Car Ambulance Scheme
 - Forest Row Community Car Hire Club
 - Forest Row Community Cycle Hire Scheme
- To oversee the management of FOREST ROW VILLAGE MARKET
- To oversee the management of 'GAGES' COMMUNITY LUNCH FACILITY
- To oversee the management of the THURSDAY CLUB
- To oversee the management of the YOUTH SERVICE
- Oversee any capital projects which would be deemed to improve the long-term facilities of the Parish.
- Partnership Working including the Community Liaison Group
- To liaise with the Youth & Community Centre Company
- To initiate works and projects within the Parish that progress the localism agenda such as road safety improvements, establishment of community facilities & infrastructure.
- To interface with other community focused initiatives such as the Annual Spring Clean & the Forest Row Festival.
- And any other initiatives that the Parish Council agrees and directs it to take forward.

The Committee should co-opt members from the Community Transport activities and appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these projects in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings 5 times per year

5.5 PLANNING COMMITTEE

The Planning Committee shall consist of 9 Members of the Council (including the Chairman and Vice-Chairman of the Council) with a Quorum of 3 and shall be delegated to make decisions on behalf of the Council in the following matters:

- Consider and formulate responses to any of the following
 - Applications made to the Planning Authority for planning permission relating to land and property within the Parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Regulation 4, Conservation Area, Advertising Consent and street naming. **All applications of a strategic nature shall be referred to Council**
 - Applications made to the Planning Authority for permission of an environmental nature relating to land and property within the parish e.g. tree felling, tree maintenance, Tree Preservation Orders
 - Development Plans and Revisions and all Statutory and Non-Statutory Plans at national, regional and local level, deemed to have impact on the parish
 - Street Naming
 - Any Local Authority proposals with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish
 - Local Authority Planning Enforcement with respect to breaches in planning control/policy
 - Any Highway Authority proposals with respect to highways and traffic regulation orders.
 - Responses to the Government's Planning Inspectorate and other appropriate bodies either in support of or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate authorise the attendance of members and officers and the engagement of professional representation at Local Inquiries and Hearings into such appeals
 - Licensing Matters
 - To consider the Strategic Planning agenda, if appropriate
 - Affordable Housing and allocation policy
 - Develop design guide for developments in the Parish if appropriate.
 - Any other matter which may be delegated to it by the Council from time to time
 - Simple Plans: Comments to the local planning authority on simple plans with no objections from neighbouring residents can be made by the Clerk, or in the Clerk's absence, the Assistant Clerk, under delegated powers without calling a Planning Committee meeting. Such delegation to be exercised after consultation with the Chairman or Vice-Chairman of the Planning Committee.

The Committee should appoint portfolio holders and co-opted members if appropriate.

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – every three weeks

6 URGENT MATTERS

- 6.1 In the event of any matter arising which requires an urgent decision notwithstanding delegated powers granted by paragraph 2.2.4 above, the Parish Clerk shall forthwith consult with any two of the Chairman and Vice-Chairman of the appropriate Committee (and also with the Chairman and Vice-Chairman of the Finance Committee if the matter involves expenditure not provided for in the annual budget) and those Members so consulted together with the Parish Clerk shall have

delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

- 6.2 Before exercising the delegated powers granted by paragraph 6.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of an Extra-Ordinary Meeting of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 6.3 Before exercising the delegated powers granted by paragraph 6.1 above, the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chairman that an Extra-Ordinary Meeting of the Council should be called.
- 6.4 Whenever such action is taken, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Committee concerned and of the Council.

Each Committee may refer specific matters to the Council for a final decision if it so wishes

7. OTHER COMMITTEES

- 7.1 There are no other Committees but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the Committee is formed by means of a Minute detailing the Terms of Reference.

8. WORKING GROUPS/PARTIES

- 8.1 Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.
- 8.2 Appointment shall be as agreed at the time by elected members

Approved May 2018
Due for review May 2019

PROPOSED RESOLUTION IN RESPECT OF THE GENERAL POWER OF COMPETENCE

“Forest Row Parish Council resolves from 16TH 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”.

FOREST ROW PARISH COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Organisation	Current Representatives
Ashdown Forest Liaison Committee	Cllrs. Hill & T Lewin
Commoner of Ashdown Forest	Chairman of the Council
CPRE	vacant
New Forest Row Business Group	Cllr. Josephson & Sara Smart
Forest Row Flood Network	vacant
Forest Row Sports Ground Assn.	Cllrs. Pritchitt, J Wogan & Summers
North Wealden Community Transport Partnership	vacant
Parish Tree Warden	Jack Maynard
Relief in Sickness & General Benefits Trust	Cllr. Josephson
Sussex Association of Local Councils	Cllr. Pritchitt
Twinning Association	Cllr. Summers
Village Hall Management Committee	Cllr. Josephson
Wealden District Association of Local Councils	vacant
Forest Row Festival Committee	vacant

as at May 2019

FOREST ROW PARISH COUNCIL

SUMMARY OF ASSETS AT 31ST MARCH 2019

During the year the Council purchased:

12 solar panels (at nominal value)

AS AT 31ST MARCH 2018 THE FOLLOWING ASSETS WERE HELD BY THE COUNCIL

ASSETS AT NOMINAL VALUE OF £1			TOTALS
CEMETERY - Priory Road	£	1.00	
ALLOTMENTS - Johnson's Field plus New Field	£	1.00	
TWO VILLAGE GREENS AND VARIOUS AMENITY AREAS	£	1.00	
GILHAM LANE BANK AND SPRING	£	1.00	
NEWLANDS PLACE	£	1.00	
LAND AT STONEPARK DRIVE	£	1.00	
SOLAR PANEL INSTALLATION (CC roof)	£	1.00	£ 7.00
BUILDINGS AND CONTENTS AT PROXY COST - AT 31/3/18			
VENU	£	110,000.00	
COMMUNITY CENTRE	£	1,965,000.00	
CONCRETE/ASBESTOS BUILDING (Huts in Jubilee Garden)	£	10,975.00	
MARKET SHED & GARAGE- Yard, Village Green	£	13,400.00	
HAMBRO HALL	£	350,000.00	£ 2,449,375.00
COMPUTER AND OTHER OFFICE EQUIPMENT -C.CENTRE	£	14,555.18	
FURNITURE, FIXTURES AND FITTINGS - C.CENTRE	£	59,728.00	
STREET FURNITURE	£	93,083.74	
WAR MEMORIAL AND WALL	£	22,771.90	
SAFETY SURFACES - existing surface with £9059.99 worth of coloured inserts	£	28,912.62	
PLAY EQUIPMENT - new in August 2013	£	35,607.94	
GREEN GYM EQUIPMENT	£	5,591.00	
GROUND MAINTENANCE EQUIPMENT	£	11,446.38	
SKATEPARK - extension	£	61,900.00	
GATES AND FENCES	£	18,640.81	£ 352,237.57
TOTAL			£ 2,801,619.57
[Net change (increase in insurance values + solar panels)	£	2,449,376.00	
	£	1,489,986.78	£ 959,389.22



redefining / standards

Date of this letter
28th July 2017

Master policy number
RGBDX6962034

Quote number
1463324

01483 462860
[local.councils@came
andcompany.co.uk](mailto:local.councils@cameandcompany.co.uk)

Your policy schedule

Your Council Commercial Combined Insurance policy

Important Information

- This document contains the schedule and any endorsements which form part of your policy and is based on the information provided to us.
- The policy wording, schedule and endorsements should be read together as they show the cover we are providing.
- Please check the details are correct and that the cover meets your needs.
- If the details are incorrect or the cover does not meet your needs please contact your insurance advisor.
- If any of the information is incorrect we may change the terms and conditions, premium or withdraw cover.

Policyholder details

Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Business description

Parish Council

Population

10000

Your period of insurance

Date this cover starts: 1st August 2017

Date this cover expires: 31st July 2018

Renewal date: 1st August 2018

Your Premium

Premium: £5,805.73

Insurance Premium Tax (IPT) at the current rate: £696.69

Total amount payable: £6,502.42

Your cover summary

Section	
Property Damage	✓ Insured
Business Interruption	✓ Insured
Money and Personal Accident Assault	✓ Insured
Group Personal Accident	✓ Insured
Employers Liability	✓ Insured
Public and Products Liability	✓ Insured
Selected all risks	✓ Not Insured
Officers Liability (Officials Indemnity)	✓ Insured
Council Legal Liability and Legal Expenses (including Employee Dishonesty)	✓ Insured
Terrorism	✓ Not Insured
Equipment Breakdown	✓ Not Insured

Quote covers

Property damage section	Included
Property insured	Sum insured
All risks including theft	
Buildings including subsidence (unless otherwise specified)	£2,284,375.00
General Contents	£67,890.46
Gates & Fences	£21,188.20
Mowers & Machinery	£12,202.72
Natural Surfaces	£0.00
Other Surfaces	£22,565.62
Office Contents	£16,449.80
Outside Equipment	£5,246.11
Playground Equipment	£36,365.10
Sports Equipment	£0.00
Street Furniture	£105,804.26
War Memorials	£25,883.84
Additional covers	
Cover	Limits
Bequeathed property	Buildings 100K/10%. Contents £10k any one item £25k in total
Capital additions	10% of building sum insured or £100K whichever lower
Contents kept at home	£25K or 10% of contents whichever lower
Contract works	10% of the buildings sum insured or £100,000 whichever is the less
Council Equipment kept in the EU	£5,000
Discharge of oil	£10K aggregate
Drains clearance	£5,000
Environmental protection	10% of sum insured
Exhibitions	£25K or 10% of contents whichever is less
Fire extinguishing expenses	£10k
Freezer contents	£5,000
Fund raising cover	£5,000
Fund raising and catering cover	£5,000

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AXA2017v3rml

Further investigation expenses	10% of the sum insured or £100,000 whichever is the less
Inadvertent omission	£500k
Landscaped gardens	£15k
Locks and keys	£10k
Loss reduction expenses	£2.5K aggregate
Metered water or gas	£25k aggregate
Motor vehicles (stationary risk)	Not included
Natural sports surfaces	Included
Outworkers	Not included
Patterns	£2,500 any one claim
Public relations expenses	Not included
Raffle prizes and donations	£1500 total, £500 any one item
Sprinkler upgrade costs	10% of the sum insured any one claim
Theft of building fabric	£2,500 any one claim
Trace and access	£25,000 any one claim
Unauthorised use of electricity, gas, oil and water	£5,000 any one claim
Undamaged stock	£5,000 any one claim
Undamaged tenants improvements	£5,000 any one claim
Underground pipes and services	£5,000 any one claim
Unspecified storage sites	£5,000 any one claim
Contents definition automatically includes	Limits
Personal effects including pedal cycles	£10k
Rare books	£2.5k, item limit £10k total
Outdoor furniture etc	£5,000
Marquees and associated lighting	£10k
Defibrillators	£5,000
Excesses	
Damage by fire, lightning, explosion, aircraft, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances or earthquake	£250
Flood damage	£250
Theft or attempted theft	£250
Theft of building fabric	£250
Subsidence excess	£1000

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Contract works	£250
All other damage	£250

Endorsements that apply to this section

CC01 Floating amount insured (Contents)

The cover under this section applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** for **damage to your contents** however many locations are affected.

CC03 Flat roof condition

Any flat portions of the roof of the **buildings** are to be inspected once every two years by a competent roofing contractor and any recommendations implemented.

CC05 Contents temporarily elsewhere

We will not make any payment when such property is temporarily outside the UK unless it is in **your care**, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.

CC07 Floating amount insured (Buildings)

The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War Memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** however many locations are affected.

Specific section conditions that apply to this section

- 1 Day one average cover
- 2 Stock declaration condition
- 3 Subsidence cover
- 4 Deep fat frying condition
- 5 No smoking
- 6 Hot work permit system condition
- 7 Waste condition
- 8 Alarm condition
- 9 Loss of excess/No Claims Discount

Business interruption section

Included

Cover

Perils as per the Property damage section

Loss of revenue	£84,000 12 months indemnity period
Increase cost of working	£10,000 12 months indemnity period

Additional covers

Cover	Limits
Contract sites	£10,000 any one contract site

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Denial of access		100% of the sum insured
Denial of access non damage		not included
Exhibition		£10,000 any one claim
Exhibition expenses		£10,000 any one claim
Failure of public utilities		Included
	Public electricity supply	8 hours 100% of the sum insured
	Public gas supply	8 hours 100% of the sum insured
	Public water supply	8 hours 100% of the sum insured
	Public telecommunications services	8 hours 100% of the sum insured
Failure of utilities 'terminal ends'		not included
Fines, penalties and damages		£2,500 any one claim
Key person cover		£2,500 any one period of insurance Weekly benefit £250
Loss of attraction		not included
Loss reduction expenses		£2,500 any one period of insurance
Patterns		£10,000 any one claim
Theft of buildings fabric		100% of the sum insured
Transit		£10,000 any one claim
Unspecified customers		£100,000 any one claim
Unspecified suppliers and storage sites		£100,000 any one claim

Endorsements that apply to this section

CC02 Floating amount insured (Business interruption)

The cover under this section applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** however many locations are affected.

Specific section conditions that apply to this section

1 Deposit premium condition

2 Declaration linked cover

3 Subsidence

Money and personal accident assault section

Included

Cover details	Limits
Negotiable money in transit	£2,500
Negotiable money on premises during business hours	£10,000
Locked safe limit	£10,000
Negotiable money on premises and not in a locked safe outside business hours	£2,500
Maximum amount of negotiable money carried by any one person	£2,500

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Maximum amount of negotiable money at the residence of any insured person	£2,500
Non-negotiable money limit	£250,000
Fraudulent use of credit cards limit	£500 per card
Personal accident assault	£15,000
Excess	
Each and every claim	£250
Endorsements that apply to this section	
n/a	
Specific section conditions that apply to this section	
1 Alarm condition	
2 Minimum security standards condition	

Group personal accident section

Included

Insured Person(s)	Employees councillors & volunteers
Operative Time	Whilst undertaking business activities
Benefits	Benefit payable
Injury resulting in;	
1. Death	£100,000
2. Loss of limb	£100,000
4. Permanent total disablement	£100,000
5. Temporary total disablement	£500 payable for up to 104 weeks excluding the first 2 days of disablement
6. Temporary partial disablement	£250 payable for up to 104 weeks excluding the first 2 days of disablement

Additional benefit

Medical expenses

In addition to the benefits specified above, we will refund **medical expenses** paid by the **insured person** due to **injury** and for which a claim is payable under this section. The maximum we will pay is 10% of the amount paid under Items 1, 2, 3 or 4 of the benefits table or 25% of the total amounts paid under Items 5 or 6, whichever is the greater, but subject to a maximum of £10,000.

Special conditions relating to payment of benefit:

Maximum benefit limit

- a) The maximum amount of benefit we will pay in total
for any one **insured person** is £1,000,000
- b) The maximum amount of benefit in total we will pay

in respect of any one accident is

£1,000,000

Employers liability section

Included

Cover details	Limit of indemnity
Employers Liability	£10,000,000 any one occurrence
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000 any one period of insurance
Terrorist Act	£5,000,000 any one occurrence

Endorsements that apply to this section

CC06 Employers Liability Tracing Office (ELTO) – mandatory information required

You must provide us with the following information for each entity insured under this section of the policy:

1. Employer name; and
2. Full address of employer including postcode; and
3. HMRC Employer Reference Number (ERN).

If any insured entity does not have an ERN, you must provide us with one of the following reasons:

- a. The entity has no employees; or
- b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or
- c. The entity is not registered in England, Wales, Scotland or Northern Ireland.

You must inform us immediately of any changes to the above information. This information is required by us to enable compliance with mandatory regulatory requirements for Employers' liability insurance.

Public and products liability section

Included

Cover details	Limit of indemnity
Public Liability	£10,000,000 any one event
Hirers Indemnity	£5,000,000
Libel and slander	£500,000 any one period of insurance
Products Liability	£10,000,000 any one period of insurance
Clean up costs	£100,000 any one period of insurance
Data protection	£250,000 any one period of insurance
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000 any one period of insurance
Terrorist Act	£2,000,000 any one period of insurance
Loss of third-party keys	£2,500

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	any one period of insurance
Unauthorised use of third-party telephones by your employees	£2,500
	any one period of insurance

Excesses

Property damage	£250
Clean up costs	£250
All other claims	£250

Endorsements that apply to this section

n/a

Selected all risks section – cover for specific items

Not Included

Item	Location	Sum insured
n/a	Europe	£NIL
Excess		£250

Endorsements that apply to this section

n/a

Specific section conditions that apply to this section

- 1 Alarm condition
- 2 Minimum security standards condition

Officers liability section (Officials Indemnity)

Included

Section Limit of Liability	Excess
Officers Liability ✓ covered £500,000	£Nil

Council legal liability and legal expenses section (including Employee Dishonesty)

Included

Section Limit of Liability	Excess
Council Legal Liability and Legal Expenses ✓ covered £500,000	£Nil
Internet & email ✓ covered £500,000	
Employee Dishonesty ✓ covered £150,000	£2,500

Endorsements that apply to this section

CC0015 Council legal liability excess amendment

You will not need to pay the Company legal liability **excess** shown on **your** policy schedule other than in respect of Employee Dishonesty cover and Third Party electronic funds transfer cover.

Terrorism section

Not Included

Cover details

As per Property damage and Business interruption section

Equipment breakdown section**Not included**

Cover details	
Equipment	£0.00
Hazardous substances	£5,000 total amount insured across all Property sections combined
Reconstitution of electronic data	£5,000
Expediting expenses	£5,000
Computers	£5,000
Oil and water storage tanks	£5,000

Temporary Cover Note and Certificate of Insurance

Cover Note Number:	ECNMSA-180813-0006 CM	Quote Number:	ASA07/040
Effective From:	19/08/2018 00:01	Reason for Issue:	New Business
Effective To:	18/09/2018 00:01		
Name of Policyholder:	Forest Row Parish Council		
Occupation:	Local Council		
Address:	Hartfield Road, Forest Row, East Sussex, RH18 5DZ, United Kingdom		

This cover note is evidence of provisional insurance for the vehicle(s) described, underwritten by Lloyd's Syndicate 2001, managed by MS Amlin Underwriting Limited through its service company Amlin UK (Authorised Insurers). The insurance is only valid for 30 days and is subject to the Special Conditions indicated. This provisional cover may be terminated by written notice to the policyholder and a premium will be charged for the time the insurance was in force. This cover note is not evidence of an annual contract or that the Underwriters will enter into an annual contract.

Schedule			
Vehicles Covered:	Any Commercial Vehicle in the care custody and control of the Policy holder		
Cover Required:	Comprehensive	Purpose of Use:	Social domestic and pleasure use plus business use of the Policy holder
Excesses:	Own Damage Excess £100, Fire and Theft Excess £100, Windscreen Excess £50		
Persons entitled to drive:	Any Licensed Driver with the permission of the Policy Holder – Excluding drivers Under 25		
Special Conditions:			

Provided that the person driving holds a license to drive the vehicle and is acting in accordance with the terms or limitations of the driving license or has held and is not disqualified for holding or obtaining such a license and providing in each case that the person is driving on the policyholders order or with their permission.

Certificate of Motor Insurance

I hereby certify that the document to which this certificate relates satisfies the requirements of the relevant law applicable in the United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands

Country Manager, P&C Europe - UK

Advice to Third Parties

Nothing contained in this cover note affects your right as a third party to make a claim

Agent	Agency Number	Agent's Name	Date & Time issued
Stackhouse Poland LTD - Surrey	0089	M Alexander	13/08/2018 10:12

Agent for the policyholder but empowered by Underwriters to issue this temporary protection to meet the requirements of the relevant law

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Registered office : The Leadenhall Building, 122 Leadenhall Street, EC3V 4AG

Temporary Cover Note and Certificate of Insurance

Cover Note Number:	ECNMSA-190403-0001 AGR	Policy Number:	TGN 34180972V08
Effective From:	03/04/2019 09:08	Reason for Issue:	Mid Term Adjustment (Substitution of Vehicle)
Effective To:	03/05/2019 09:08		
Name of Policyholder:	Forest Row Parish Council		
Occupation:	Local Council		
Address:	The Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ, United Kingdom		

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Schedule					
Chassis Number:	Make:	Model:	Engine CC: GVW:	Year of Make:	Value (£):
11635	Kubota	F3090		2019	16730
Cover Required:	Comprehensive	Purpose of Use:	Social domestic and pleasure use plus business use of the Policy holder		
Excesses:	Own Damage Excess £100, Fire and Theft Excess £100, Windscreen Excess £50				
Persons entitled to drive:	Any Licensed Driver with the permission of the Policy Holder				
Special Conditions:					

Provided that the person driving holds a license to drive the vehicle and is acting in accordance with the terms or limitations of the driving license or has held and is not disqualified for holding or obtaining such a license and providing in each case that the person is driving on the policyholders order or with their permission.

Certificate of Motor Insurance

I hereby certify that the document to which this certificate relates satisfies the requirements of the relevant law applicable in the United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands



Country Manager, P&C Europe - UK

Advice to Third Parties

Nothing contained in this cover note affects your right as a third party to make a claim

Agent	Agency Number	Agent's Name	Date & Time issued
Stackhouse Poland LTD - Surrey	0089	M Alexander	03/04/2019 09:08

FOREST ROW PARISH COUNCIL

DATES OF MEETINGS 2019/20

All meetings held on Tuesday at 7.30pm except Planning that is normally on Mondays at 7.00pm.

Please ensure that the following dates are in your diaries.

FULL COUNCIL 21 MAY 2019 23 JULY 2019 3 SEPT 2019 26 NOVEMBER 2019 14 JANUARY 2020 24 MARCH 2020	FINANCE & POLICY 9 JULY 2019 1 OCTOBER 2019 7 JANUARY 2020 7 APRIL 2020	AMENITIES & SERVICES 11 JUNE 2019 10 SEPT 2019 10 DECEMBER 2020 10 MARCH 2020	PROPERTY & ASSETS 2 JULY 2019 5 NOVEMBER 2019 3 MARCH 2020	PLANNING 13 MAY 2019 3 & 24 JUNE 2019 15 JULY 2019 5 & 27 AUGUST 2019 16 SEPTEMBER 2019 7 & 28 OCTOBER 2019 18 NOVEMBER 2019 9 DECEMBER 2019 6 & 27 JANUARY 2020 17 FEBRUARY 2020 9 & 30 MARCH 2020 20 APRIL 2020 11 MAY 2020
AUTUMN RECEPTION TBA	COMMUNITY SERVICES 4 JUNE 2019 17 SEPTEMBER 2019 3 DECEMBER 2019 25 FEBRUARY 2020 28 APRIL	ANNUAL GENERAL MEETING 14 MAY 2019 19 MAY 2020	ANNUAL PARISH MEETING TBA 7 MAY 2020	

12TH MAR 2019

Report of the Wealden Parish Remuneration Panel on Town and Parish Councillor Allowances for 2019/2020

Introduction

1. This is the report of the Parish Remuneration Panel for 2019/20. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Summary

2. The Panel recommends:
 - a) That allowances should be paid in accordance with three bands, Levels 1 to 3;
 - b) That there be a 2% increase to all Basic and Chairman's Allowances rounded to the nearest pound.

2019/20	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£163	£403	£1,286
Chairman's Allowance	£281	£633	£1,776

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed;
- d) That the Subsistence Allowances remain unchanged from last year;
- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2019/20. However, Town and Parish Councils can choose what level of allowances to implement; and
- f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Michael Kettell, and Mr Clive Mills.
4. The Panel met on Tuesday 27 November 2018. The Panel subsequently dealt with the preparation of this report through discussion and advice from officers by email.

Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003 as to:
 - a) the amount of parish basic allowance payable to members of such town and parish councils;
 - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;

- c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members; whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable (Chairman's Allowance); and
- d) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined information in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2018/19. The Panel had carried out a review of the level of allowances last year and had recommended a 2% increase.
8. The Clerk to the Panel had invited all Town and Parish Clerks to provide any comments on the allowance scheme. Six Parish/Town Councils had responded and a summary is set out below:
 - The basic allowance is insufficient to cover the costs of undertaking the role of a councillor and would not attract new blood; however most councillors are in that role because of their community spirit – it is not about the remuneration.
 - Better to state that no fee is paid, but that all expenses are reimbursed.
 - Present level covers the costs of ink, paper and travelling costs.
 - Unfair that no allowance is paid to co-opted members.
 - The allowance is too low to cover cost of all expenses, such as telephone calls (particularly at peak time).
 - The categorisation into three levels of Council bears no relation to the time, effort or expertise put in by councillors. Wrong to imply that the Chairman of a town council works harder than the Chairman of a small parish council.
 - Workloads depend upon how a councillor conducts their duties and some are more proactive than others. Perhaps better to have attendance allowance.
 - The Chairman's reimbursement is probably not enough considering the number of functions they have to attend.
 - One councillor felt aggrieved that they could not claim because of their Council's agreement not to adopt the allowances recommended.
9. The Panel notes that the last full election for all Town and Parish Councils was May 2015, but there were a number of Parishes where Councillors had stepped down and further elections had been held. The Panel is aware that it is common practice to co-opt Parish Councillors to vacancies. It noted the request that allowances should be given to co-opted members, but confirmed that this was not allowed under the Regulations.
10. However, the Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.

11. Given the rise in the cost of living, it was agreed that a recommended 2% increase in all the basic allowances for levels 1-3 is appropriate, rounded to the nearest £1. This is in line with the Panel's recommendations for Wealden District Council.
12. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £4,611 per annum for the financial year 2019/20. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

13. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance as recommended by this report is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
14. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
15. The Panel **recommends** an increase to all Chairman's Allowances in Levels 1 to 3 on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

16. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation.
17. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (**AMAP**), and as from 6 April 2011 the following rules apply:
 - Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;
 - Motor Cycle – 24p per mile (all miles);
 - Cycle – 20p per mile (all miles); and
 - A 5 pence per mile per passenger supplement for up to four passengers.
18. The Panel **recommends** that the policy to fix Travelling Allowances in line with AMAP be re-affirmed.

Subsistence Allowance

19. The Panel **recommends** that the current level of subsistence rates remain for 2019/20, as follows:

Breakfast	£6.50	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£8.50	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.

Tea	£4.50	When away from home on approved Parish/ Town Council business between 5 pm and 7 pm.
Evening Meal	£10.50	When away from home on approved Parish/ Town Council after 7 pm.

In addition, subsistence for overnight absence other than London or specified conferences should remain at £85, and for London or specified conferences should be £95.00.

20. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

Co-opted Members

21. As set out above under the relevant legislation, co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

Communication of Allowances

22. On receipt of this report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
23. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.
24. The Panel asks that Parish and Town Clerks ensure that all Parish/Town Councillors are made aware of what level of allowance is available and what other expenses can be claimed.

Other Business

25. The Panel did not consider that it was appropriate to make a recommendation for more than one year.
26. The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

Mr Edward Stone
Chairman

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£163	£403	£1,286	
Chairman's Allowance	£ 281	£633	£ 1,776	
PARISH	No. of Councillors	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	n/a	n/a	n/a	n/a
Little Horsted	n/a	n/a	n/a	n/a
Selmeston	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£163	£281	3.54%
Berwick	7	£163	£281	3.54%
Wartling	7	£163	£281	3.54%
Long Man	7	£163	£281	3.54%
Hooe	7	£163	£281	3.54%
Arlington	7	£163	£281	3.54%
Laughton	7	£163	£281	3.54%
Isfield	7	£163	£281	3.54%
Chiddingly	9	£163	£281	3.54%
Hellingly	15	£163	£281	3.54%
Hadlow Down	7	£163	£281	3.54%
Fletching	9	£163	£281	3.54%
Warbleton	11	£163	£281	3.54%
Frant	11	£163	£281	3.54%
Alfriston	7	£163	£281	3.54%
East Hoathly/Halland	9	£163	£281	3.54%
Chalvington/Ripe	7	£163	£281	3.54%
Horam	11	£163	£281	3.54%
East Dean/Friston	9	£163	£281	3.54%
Framfield	11	£163	£281	3.54%
Hartfield	13	£163	£281	3.54%
Ninfield	9	£163	£281	3.54%
Danehill	9	£163	£281	3.54%
Buxted	15	£163	£281	3.54%
Withyham	13	£163	£281	3.54%
Herstmonceux	11	£163	£281	3.54%
Mayfield/ Five Ashes	15	£163	£281	3.54%
Maresfield	14	£163	£281	3.54%
Rotherfield	13	£163	£281	3.54%
Westham	13	£163	£281	3.54%
Pevensey	13	£163	£281	3.54%
Wadhurst	15	£163	£281	3.54%
<u>Level 2</u>				
Forest Row	15	£403	£633	8.74%
Willingdon/Jevington	19	£403	£633	8.74%
Polegate	15	£403	£633	8.74%
Heathfield/Waldron	21	£403	£633	8.74%
<u>Level 3</u>				
Hailsham	24	£1,286	£1,776	27.89%
Uckfield	15	£1,286	£1,776	27.89%
Crowborough	16	£1,286	£1,776	27.89%

ANNUAL SUBSCRIPTIONS

Action in Rural Sussex (AiRS)

Ashdown Forest Tourist Association (AFTA)

Institute of Cemetery & Crematorium Management (ICCM)

Gatwick Area Conservation Campaign (GACC)

National Association of British Market Authorities (NABMA)

National Association of Local Councils (NALC)

Surrey & Sussex Association of Local Councils (SSALC)

Society of Local Council Clerks (SLCC)

Wealden Association of Local Councils (WealdAC)

BANK ACCOUNT SIGNATORIES AS AT MAY 2019

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. J Josephson
Cllr. R Lewin
Cllr. T Lewin
Cllr. G Pritchitt
Mr D O'Driscoll
Mrs C Coomber

HSBC BANK CHEQUE SIGNATORIES

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

NOTE ON RESERVES BUDGET FOR 2019-2020

(Note: this note does not include the capital reserve, now transferred to the VotG capital account, nor the CIL monies received from District, which are ring-fenced under their own cost codes).

In the 'Final Note on the Budget & Precept' dated 21st December 2018, I noted that a precept of £330,000 would be required to balance the revenue budget. But I also proposed that we should redress the reserves balance, which had to be cut back at the outset of 2018-19, and was also depleted during the year by £4,000 to meet Community Centre repair commitments. I proposed an additional £30,000 be added to the precept to cover this balancing exercise (the details of which are set out on the attached spreadsheet). This was accepted by resolution on 15th January 2019.

We have now had our year-end accounts compiled for 2018-19, and I am pleased to report that the financial discipline which we exercised during the year resulted in a modest overall surplus over forecast, amounting to just under £10,000. The balance sheet (shorn of the capital reserve and the ring-fenced CIL monies) shows reserves of £195,917 against a forecast of £186,000.

This means that we can now implement the reserves budget as drafted, adding in the £30,000 allowed for in the precept request, and assigning the surplus to the general reserve, as follows:

Reserves for 2019-20	planned	actual
General:	160,000	169,917
Nominated:		
Car club	5,000	5,000
Cycle hire	0	0
Playground	10,000	10,000
Highway match	2,000	2,000
Elections	1,000	1,000
Cemetery land	25,000	25,000
CC refurb	3,000	3,000
Votg non-youth	3,000	3,000
Website	2,000	2,000
Devolved services	5,000	5,000
sub-total		
nominated	56,000	56,000
TOTAL	216,000	225,917

Sadly, this does not permit us to go on a 'spending spree' - £10,000 amounts to only 2% of our annual expenditure budget, and doubtless unforeseen contingencies will arise in the course of the coming year. But at least it may serve to demonstrate to our residents that our financial planning is sound and that we are spending their money prudently.

An updated monitoring sheet is also attached, to accompany the reserves policy.

DOD /Parish Clerk-RFO
27th April 2019



FOREST ROW PARISH COUNCIL RESERVES POLICY [ancillary to the FRPC Financial Regulations]

1. INTRODUCTION

The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Section 50 of the Local Government Finance Act 1992 requires local councils to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer (RFO) to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

2. TYPES OF RESERVE

The Council will hold reserves for these three main purposes:

- A working balance – this forms part of the general reserves.
- A contingency fund– this also forms part of general reserves.
- A means of building up funds, sometimes called 'earmarked' but referred to in this policy as nominated reserves, to meet known or predicted requirements.

3. GENERAL RESERVES

3.1 The general reserves are a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short-term problems in the council's cash flow, or to allay the impact of unexpected events or emergencies.

3.2 The general reserves are to be maintained at a level based upon a risk assessment carried out annually by the RFO when setting the budget for the forthcoming year. Any surplus on the general reserves above the required balance may be used to fund capital expenditure, be appropriated to nominated reserves or used to limit any increase in the precept.

3.3 The current protocol with respect to general reserves is that: "The Parish Council should endeavour to maintain its revenue reserve balances at a level of 6 months of net expenditure." The internal auditor has indicated that under the council's current financial arrangements, a general reserve figure of £160,00 is desirable, and the figure should not be less than £150,000.

4. NOMINATED RESERVES

4.1 Nominated reserves represent:

- ring-fenced balances of grant funds or third-party allocations reserved to specific projects in progress;
- amounts generally built up over a period of time which are nominated for specific items of expenditure to meet known or anticipated liabilities or projects, and intended to reduce the impact of meeting the full expenditure in one year.

4.2 Note that it is not the policy of this Council to operate a 'carryover' system whereby unspent reserves are automatically carried forward into the following financial year. Nevertheless, where a nominated reserve is expected to be increased annually towards a projected future total, the amount nominated in any given year will be treated as the starting point for the calculation of an increased figure in a following year.

4.3 The Council, when establishing a nominated reserve, will set out:

- The reason / purpose of the reserve.
- How and when the reserve can be used.
- Procedures for the management and control of the reserve.
- A process and timescale for review of the reserve to ensure continuing relevance and adequacy.

4.4 As part of the calculation of a nominated reserve, consideration must be given as to when the projected expenditure will fall due. If the nominated reserve is to be built up over a period of years, annual increases in the relevant reserve should be on a proportionate incremental rather than a fixed annual basis (ie the sum set aside increases by a set percentage each year), so that the financial liability falls progressively on those taxpayers more likely to benefit from the final implementation of the relevant asset or service.

5. GOVERNANCE ISSUES

5.1 The policy on Reserves will be reviewed annually as part of the review of Financial Regulations and reported to the Council as part of the budget setting process.

5.2 The RFO will consider the likely needs of the general and nominated reserves for the forthcoming financial year as part of the process of setting the revenue budget, having regard to the predicted outturn of the current year income & expenditure. However, the reserves budget as such will be presented for the Council's approval only at the financial year-end when the precise balances are calculated, and at that point the Council will have the opportunity to review the levels of reserves held in accordance with the Council's Financial Regulations and make proposals for the creation of additional nominated reserves as part of the budgeting process.

Policy due for review: May 2019

APPENDIX: NOMINATED RESERVES FOR 2019-2020

Name of reserve	Purpose	How/when used	Management	Review
Car hire club	Ring-fenced operating 'float'	Ongoing operating fund	Monitored by scheme admin	Before each Localism meeting
Cycle hire scheme	No longer required			
'Tesco' grant	No longer required			
Playpark equipment	Play equipment replacement	Playpark renewal in ±2025	Monitored by Clerk/ A&S	Annually – to add incrementally
Highway match fund	Yellow line project contribution	Payment on completion	Not required	Not required
Election fund	Funding for 'ad hoc' by-elections	Payment on demand by WDC	Not required	Annually
Cemetery land purchase	Purchase of extra cemetery land	Payment on completion	Monitored by Clerk	Annually – to add incrementally
Community Centre renewal	CC refurbishment costs	As items fall due	Monitored by Clerk/ P&A	After each spend
VotG 'non-youth'	Equipment etc not assigned to youth budget	Revenue costs as required	Monitored by Clerk	After each spend
Website	To fund replacement website	Payment on completion	Monitored by Clerk	After each spend
Devolved services	Reserve against unfunded costs of devolved services	As items fall due	Monitored by Clerk	After each spend