

**MINUTES OF THE MEETING OF FOREST ROW PARISH COUNCIL HELD ON 6th JUNE 2023 AT 7.30PM
IN THE GARDEN ROOM AT THE COMMUNITY CENTRE**

PRESENT: Cllrs. Eichner, Christie, Cocks, Evans, Gilbert, Harvey, Hugo, Jaffay, La Djoï, Lewin, Scott, Summers, Volkens, A J Waters & A M Waters

APOLOGIES: None

NOT PRESENT: N/A

IN ATTENDANCE: The Clerk, Asst. Clerk. County Cllr. Taylor, District Cllr. Patterson-Vanegas, and 3 members of public

C62/23 PUBLIC PARTICIPATION

Mrs Pritchitt said that she was at the meeting to support Cllr. Summers, and as a former tutor and trainer, she was fascinated as to how the new Council would work.

Cllr. Lewin said how sorry he was to hear of the death of James Adler – the CEO of Ashdown Forest. The Council asked that a statement of support & condolence be sent to the Forest authorities.

C63/23 DECLARATION WITH RESPECT TO THE ANNUAL MEETING OF COUNCIL OF 16TH MAY 2023

In accordance with the agenda of 16th May, the Annual meeting was 'adjourned'. The legal obligations had been discharged, and other business usually dealt with at the Annual Meeting had been transferred to this meeting. Therefore, the Annual Meeting should be formally declared as closed.

This was proposed by Cllr. Eichner, seconded by Cllr. Lewin and AGREED.

C64/23 APOLOGIES FOR ABSENCE: None

C65/23 RECORDS OF PREVIOUS MEETINGS

Meetings of 4th April and 16th May 2023. Cllr. Lewin proposed that these be accepted. This was seconded by Cllr. Eichner and AGREED. There were no objections to the deletion of the digital transcripts.

Cllr. La Djoï asked that the matter of producing minutes for the blind or partially sighted be considered.

C66/23 CLARIFICATION OF ACTIONS FROM THE LAST MEETINGS.

None

C67/23 CTO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW None.

C68/23 COUNCIL TO APPROVE & ADOPT THE COMMITTEE STRUCTURE

Cllr. Eichner proposed that there be 4 Committees – Finance & Policy, Personnel & Grievance, Community Services and Facilities (an amalgamation of Property & Assets and Amenities & Services). This was seconded by Cllr. A J Waters and AGREED.

Cllr. Eichner proposed that the Committee titles remain the same for the present. This was seconded by Cllr. Lewin and AGREED.

Councillors were asked to state which Standing Committees they wanted to stand on.

Personnel & Grievance: Cllrs. Evans, La Djoï, Lewin and Waters (A M)

Cllr. A J Waters proposed that the above be a free standing committee comprising of the above. This was seconded by Cllr. Lewin and AGREED.

Facilities: Cllrs. Cocks, Gilbert, Harvey, Hugo, Scott, Summers, A J Waters & A M Waters

Community Services: Cllrs. Christie, Cocks, Jaffay, La Djoï, Lewin, Scott, Volkens & A J Waters

Cllr. Christie proposed that Finance & Policy Committee be freestanding (as opposed to being formed from Committee Chairs & Vice-Chairs. This was seconded by Cllr. Scott and AGREED.

Finance & Policy: Cllrs. Eichner, Gilbert, Harvey, Hugo, Jaffay, La Djoï, Lewin and A M Waters

Cllr. Eichner proposed that the Standing Committee membership be confirmed as above. This was seconded by Cllr. Lewin and AGREED. It was noted that the provision in Standing Orders that the Chair & Vice-Chair of Council are entitled but not obliged to attend any Committee would remain in force.

Cllr. Eichner proposed that the temporary **Planning Group** which consists of the following – Cllrs: Eichner, Gilbert, Harvey, Lewin, Scott, Summers, Volkens & A M Waters be confirmed. This was seconded by Cllr. Lewin and AGREED

Cllr. Eichner proposed that all Standing Committees have delegated authority to make decisions within their budget with any larger or contentious decisions being forwarded to Full Council. This to be reviewed in 6 months.

This was seconded by Cllr. Hugo and AGREED.

C69/23 COUNCIL TO APPOINT CHAIRS AND VICE-CHAIRS OF COMMITTEES

A J Waters proposed that Committees choose their Chairs and Vice- Chairs at their first meeting. This was seconded by Cllr. La Djoï and AGREED.

C70/23 COUNCIL TO APPOINT ANY REQUIRED ADDITIONAL MEMBERS(S) TO FINANCE & POLICY

Not now required

C71/23 TO AUTHORISE ANY NECESSARY AMENDMENTS TO THE 2022 SCHEME OF DELEGATION

Cllr. Eichner proposed that any necessary amendments to the 2022 Scheme of Delegation be made. This was seconded by Cllr. Lewin and AGREED

C72/23 TO APPROVE STANDING ORDERS SUBJECT TO ANY NECESSARY AMENDMENTS. TO APPROVE THE FINANCIAL REGULATIONS SUBJECT TO ANY NECESSARY AMENDMENTS. TO APPROVE THE 2022 CODE OF CONDUCT. TO APPROVE THE STANDING POLICIES AND RISK ASSESSMENTS

Cllr. Eichner proposed that Standing Order 3 – Public Participation, be approved as per the circulated amendment. This was seconded by Cllr. A M Waters and AGREED

Cllr. Summers proposed the following: ‘The Clerk should have delegated authority to redraft the Standing Orders, Financial Regulations and Scheme of Delegation (amended) to reflect decisions made by Council; such amendments to be ratified by Full Council in due course.’ This was seconded by Cllr. Volkens and AGREED.

C73/23 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

Ashdown Forest Liaison Committee – Cllrs. Harvey, Lewin and Volkens

Commoner of Ashdown Forest – Cllr. Eichner (Chairman)

Council for Protection of Rural England – vacant

East Sussex Association of Local Councils – Cllr. La Djoï

Forest Row Flood Network – Cllrs. Eichner and A M Waters

Forest Row Festival Committee – Cllrs; Harvey, Hugo and A J Waters

Forest Row Sports Ground Association – Cllrs. Harvey, A J Waters and A M Waters

New Forest Row Business Group – Cllrs. Gilbert, La Djoï, Scott and A M Waters

NHS Patient Liaison Group – Cllrs. Gilbert and Jaffay

North Wealden Community Transport Partnership – Cllr. Summers

Twining Association – Cllrs. Eichner and Summers

Village Hall Management Committee – Cllr. Christie

Wealden District Association of Local Councils – Cllr. A J Waters

Wealden DC North Planning Cluster – Cllrs. Gilbert and Lewin

Cllr. Eichner proposed the above representatives on outside bodies. This was seconded by Cllr. Lewin and AGREED.

C74/23 TO APPOINT THE INTERNAL AUDITOR

Cllr. Eichner proposed that this remain as Mulberry & Co. This was seconded by Cllr. La Djoï and AGREED.

C75/23 TO CONSIDER REVISION OF THE ASSET REGISTER

Cllr. Gilbert proposed that how this was to be done should be discussed at Finance and Policy . This was seconded by Cllr. Scott and AGREED.

C76/23 TO APPROVE THE SCHEDULE OF THE COUNCIL'S SUBSCRIPTIONS. TO APPROVE THE SCHEDULE OF THE COUNCIL'S DIRECT DEBITS. TO APPROVE THE INSURANCE SCHEDULE

Cllr. Eichner proposed that the above be approved. This was seconded by Cllr. A J Waters and AGREED.

C77/23 TO CONSIDER THE ISSUE OF THE MEMBERS ALLOWANCES

Cllr. Eichner proposed that Members apply to the office if they wish to take their allowance. This was seconded by Cllr. Volkers and AGREED

C78/23 TO APPROVE THE MILEAGE ALLOWANCE

Cllr. Gilbert proposed that this be approved. This was seconded by Cllr. La Djoï and AGREED

C79/23 TO CONFIRM THE BANK ACCOUNT SIGNATORIES

This was confirmed as Cllr. Gilbert, Lewin and A M Waters (no changes)

C80/23 TO NOTE THE REVENUE BUDGET FOR THE COMING YEAR

NOTED

C81/23 TO CONSIDER THE RESERVES BUDGET

Cllr. A J Waters proposed that any variations should be considered by Finance & Policy Committee. This was seconded by Cllr. La Djoï and AGREED.

C82/23 TO DEFER CONSIDERATION OF STAFF TERMS AND CONDITIONS TO A FUTURE MEETING

Cllr. Eichner proposed that this matter be deferred. This was seconded by Cllr. Summers and AGREED.

C83/23 TO NOTE & APPROVE THE ANNUAL GOVERNANCE STATEMENT

The propositions of the Annual Governance Statement and the internal auditor's comments thereon had been previously circulated to the Members to satisfy themselves as to compliance. Cllr. Eichner proposed that the Statement be approved. This was seconded by Cllr. Gilbert and AGREED.

The document was signed by the Chair and Clerk

C84/23 TO NOTE AND APPROVE THE ANNUAL FINANCIAL RETURN

Cllr. Lewin proposed that this be approved. This was seconded by Cllr. La Djoï and AGREED

The document was signed off by the Chair

C85/23 TO NOTE THE DATES FOR PUBLIC INSPECTION

The accounts have to be available for inspection by the public for 30 working days which include the first 10 days of July. The period this year will begin on 12th June and finish on 21st July. NOTED

C86/23 TO CONSIDER TWO DEFERRED GRANT APPLICATIONS

The Frow Show – Cllr. A J Waters proposed that they be awarded a grant of £ 650 plus subsidised Venue hire. This was seconded by Cllr. Evans and AGREED.

Wildhart Radio – Cllr. Eichner proposed that this grant application be deferred in its present form due to lack of sufficient financial information, and Wildhart Radio would be invited to engage with the Council about other means of support.

This was seconded by Cllr. Scott and AGREED.

C87/23 THE PUBLIC LIBRARY LEASE.

East Sussex Library Service wish to renew their lease of their two rooms in the Community Centre. They are proposing a 7-year lease. There was some discussion over the term of the lease and whether there was flexibility in its provisions

Cllr. A M Waters proposed that this matter be deferred to the next Full Council meeting. This was seconded by Cllr. Jaffay and AGREED.

C88/23 TO CONSIDER A REQUEST FROM FOREST ROW FESTIVAL

A request for use of the Venue as a 'safe place' had been received. Cllr. Hugo proposed that the use of the Venue be offered to the Festival committee – organisers (specifically 'the duty manager') to have control of the key – from Thursday 15th June to Sunday 18th June. This was seconded by Cllr. Eichner and AGREED.

C89/23 NOTICES, CONSULTATIONS & CORRESPONDENCE

None – other than already advised in Councillors Reading.

C90/23 ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

Cllr. Eichner said that he was aware of a homeless person using the old Catholic Church site. He wondered if there were any way the Council could help.

Cllr. Lewin said that there were 2 Council stalls at events coming up and asked that they be manned.

Cllr. Summers asked that the role of the Community Warden be considered at the next meeting.

Cllr. Scott asked if the cost of gov.uk email addresses could be found out.

Cllr. A M Waters commented on the action being needed on the future of the football pitch container, and the antisocial behaviour taking place at the old Rydons building.

Cllr. La Djoi asked that the Council consider the net zero proposals and that she would acquire details of a proposal from Children's Forest.

Cllr. Jaffay advised that the minutes from the '2&Frow' working group meeting would be circulated.

The meeting closed at 9.55 pm.

SIGNED:

DATE.....(Chairman)