

MINUTES OF THE ANNUAL MEETING OF FOREST ROW PARISH COUNCIL HELD ON 16th MAY 2023 AT 7.30PM IN THE GARDEN ROOM AT THE COMMUNITY CENTRE

PRESENT: Cllrs. Christie, Cocks, Eichner, 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. Retiring Chairman Dr Josephson & 15 members of public

C48/23 TO ELECT THE CHAIR OF COUNCIL

Dr. Josephson welcomed the new Council and asked for nominations for Chair of Council.

Cllr. T Lewin proposed Cllr. Eichner as Chair of the Council for the coming year. This was seconded by Cllr. A M Waters and AGREED unanimously.

C49/23 APOLOGIES FOR ABSENCE: None

C50/23 TO RECEIVE ANY DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATION: None.

C51/23 TO RESOLVE TO POSTPONE CONSIDERATION OF THE MINUTES OF ANY PREVIOUS MEETING AND CLARIFICATION OF ANY ACTIONS ARISING THEREFROM TO THE NEXT MEETING OF COUNCIL

This was proposed by Cllr. A M Waters, seconded by Cllr. T Lewin and AGREED unanimously.

C52/23 TO ELECT A VICE-CHAIR OF COUNCIL

Cllr. Christie proposed Cllr. Jaffay as Vice-Chair of Council for the coming year. This was seconded by Cllr. Hugo and AGREED unanimously.

C53/23 TO CONFIRM ELIGIBILITY FOR AND ADOPTION OF THE GENERAL POWER OF COMPETENCE

The Clerk confirmed the Council remained eligible for the General Power of Competence.

Cllr. Eichner proposed that the GPC be adopted. This was seconded by Cllr. A J Waters and AGREED unanimously.

C54/23 TO RESOLVE ON A TEMPORARY SCHEME OF DELEGATION TO DEAL WITH URGENT BUSINESS PENDING THE NEXT MEETING OF COUNCIL

A slightly amended temporary Scheme of Delegation** was proposed for acceptance by Cllr. Volkens, seconded by Cllr. La Djoï and AGREED unanimously.

C55/23 TO APPOINT MEMBERS TO A TEMPORARY PLANNING GROUP TO DEAL WITH URGENT BUSINESS PENDING THE NEXT MEETING OF COUNCIL

Cllr. A M Waters proposed the temporary planning group be formed of the following Cllrs:

Cllrs. Eichner, Gilbert, Harvey, Lewin, Scott, Summers, Volkens and A M Waters.

This was seconded by Cllr. Jaffay and AGREED unanimously.

C56/23 TO APPOINT A DESIGNATED SAFEGUARDING OFFICER

Cllr. Summers proposed that the Clerk, David O'Driscoll be appointed the designated safeguarding officer.

This was seconded by Cllr. Eichner and AGREED unanimously.

C57/23 TO APPOINT TEMPORARY BANK SIGNATORIES PENDING THE NEXT MEETING OF COUNCIL

Cllr. A M Waters proposed the following Councillors be bank signatories:

Cllrs. Gilbert, Lewin and A M Waters. This was seconded by Cllr. Lewin and AGREED unanimously.

C58/23 SAVE AS REQUIRED BY THE ABOVE, TO RESOLVE TO SUSPEND ALL NON-STATUTORY STANDING ORDERS, REGULATIONS, AND POLICIES PENDING THE NEXT MEETING OF COUNCIL

This was proposed by Cllr. A J Waters, seconded by Cllr. Lewin and AGREED unanimously.

C59/23 TO RESOLVE TO ADJOURN FOR CONSIDERATION & ACTION TO THE NEXT MEETING OF COUNCIL:

- The structure & membership of committees or other groupings
- in the light of the above, a schedule of meetings for the coming year
- the content and application of non-statutory Standing Orders, regulations and policies
- the appointment of representatives to outside bodies
- the allocation of funds within the revenue budget and the content of the reserves budget
- the appointment of the internal auditor
- the asset register
- the Council’s subscription & direct debit schedules
- the insurance schedule
- the principle & quantum of Members’ allowances
- the mileage allowance
- staff terms & conditions

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

C60/23 TO RESOLVE TO CONVENE THE ANNUAL PARISH MEETING, AND TO DETERMINE ITS DATE AND FORMAT

After discussion, Cllr. A J Waters proposed that the Annual Parish Meeting be held between 24th May and 1st June, with the exact date, time and venue to be confirmed as soon as possible. This was seconded by Cllr. La Djoï and AGREED unanimously.

C61/23 TO ADJOURN THE ANNUAL MEETING OF COUNCIL FORTHWITH TO 6TH JUNE 2023

This was proposed by Cllr. Lewin, seconded by Cllr. Jaffay and AGREED unanimously.

The meeting closed at 8.15 pm.

SIGNED: DATE.....(Chairman)

**Amended text attached of the temporary Scheme of Delegation (as resolved)



FOREST ROW PARISH COUNCIL TEMPORARY SCHEME OF DELEGATION

This Scheme of Delegation has been approved at the first meeting of the Full Council elected on 4th May 2023, to enable the ordinary business of Council to be maintained on a delegated basis until the revised organisational structures are agreed at the adjourned Annual Meeting in June 2023. [References herein to the former Scheme of Delegation (the 'former Scheme') shall be to the numbered paragraphs of the Scheme approved by Council on 5th July 2022].

During the period between the first meeting and the adjourned meeting referred to above ('the interim period') the following provisions shall apply:

1. The Clerk as Proper Officer of the Council and Responsible Financial Officer, or in his absence the Assistant Clerk, shall continue to exercise the specific duties and powers of those offices in accordance with paragraphs 1 & 2 of the former Scheme.
2. All former Standing Committees of the Council shall stand suspended, and no business shall be transacted, nor decisions taken in the name of any purported Committee, PROVIDED THAT in the case of a genuine emergency in a personnel matter, as identified by the Chair of Council and/or the Clerk, the Chair and Vice-chair of Council may co-opt another elected Member to form an *ad hoc* Personnel and Grievance Committee and deal with the identified emergency in accordance with the provisions of para. 5.1.1 of the former Scheme.
3. The temporary Planning Group set up at the first meeting shall continue to meet as required during the interim period, and shall discharge its business on the Council's behalf in accordance with the provisions and powers of para. 5.5 of the former Scheme.
4. Save as aforesaid, all powers and duties conferred on and exercised by the former Standing Committees under the former Scheme shall be vested in and exercisable by Full Council PROVIDED THAT during the interim period:
 - 4.1. All routine business, authorisations, expenditures, supervision, and correspondence within the remit of the Standing Committees under the former Scheme shall be dealt with by the Clerk in accordance with the provisions of para.1.2 of the former Scheme.
 - 4.2. All expenditures within budget where payment is required shall be signed off in the normal way by the temporary bank signatories appointed at the first meeting.
 - 4.3. Any specific non-routine matters where, in the opinion of the Clerk and/or the Chair of the Council action is required and cannot be deferred, shall be treated as 'urgent matters' as defined in para 6 of the former Scheme, and dealt with as set out in therein, save that references to Committees, their members or their activities shall be of no effect and only the Clerk, the Chair and Vice-Chair and members of Full Council shall be involved in any such matters.
5. For the avoidance of doubt:
 - 5.1. The non-statutory provisions of Standing Orders shall have advisory effect only during the interim period, and shall be applied at the discretion of the Chair in consultation with the Clerk where in their opinion the ordinary business of Council requires it.
 - 5.2. This temporary Scheme of Delegation shall continue in force and effect until it is replaced by a resolution of amendment or replacement in Full Council.