

**MINUTES OF THE ANNUAL MEETING OF FOREST ROW PARISH COUNCIL HELD ON 12<sup>th</sup> MAY 2026 at 7.30 PM HELD IN THE GARDEN ROOM OF THE COMMUNITY CENTRE**

**PRESENT:** Cllrs. Christie, Eichner, Gilbert, Killick, la Djoï, Lewis, Marshall, Matthews, Rainbow, Summers, Volkers & Waters

**APOLOGIES:** Cllrs. Evans & Jaffay

**NOT PRESENT:**

**IN ATTENDANCE:** The Clerk, Deputy Clerk & Asst Clerk

**AM 1/26 TO ELECT THE CHAIR FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)**

Cllr. Killick proposed Cllr. Eichner as Chair for the coming year. This was seconded by Cllr. Matthews and **AGREED**

**AM 2/26 TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR**

Cllr. Summers proposed Cllr. Lewis as vice-chair for the coming year. This was seconded by Cllr. Matthews

Cllr. Rainbow proposed Cllr. Volkers as vice-chair for the coming year. This was seconded by Cllr. Waters

This was voted upon – Cllr. Lewis 3 for and Cllr. Volkers 9 for.

Cllr. Volkers was accordingly elected as vice chair for the coming year.

**AGREED**

**AM 3/26 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs. Evans (family) & Jaffay (prior commitment)

**AM 4/26 TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS**

None

**AM 5/26 TO RESOLVE TO POSTPONE CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETINGS OF FULL COUNCIL**

Proposed by Cllr Matthews, seconded by Cllr Eichner and

**AGREED**

**AM 6/26 TO RESOLVE TO POSTPONE CONSIDERATION OF ACTIONS FROM LAST MEETING**

Proposed by Cllr. Gilbert, seconded by Cllr. Killick and

**AGREED**

**AM 7/26 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT**

The Chair read out each individual assertion and Cllr. Killick proposed that they be approved. This was seconded by Cllr. Waters and **AGREED**

The Chair & Clerk signed the relevant page of the Annual Return

**AM 8/26 TO APPROVE THE ANNUAL FINANCIAL RETURN**

Cllr. Killick proposed that this be approved. This was seconded by Cllr. Waters and

**AGREED**

The Chair & RFO signed the relevant page of the Annual Return

**AM 9/26 TO APPROVE & ADOPT THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION**

Proposed by Cllr. Eichner, seconded by Cllr. Gilbert and

**AGREED**

**AM 10/26 TO CONFIRM THE CURRENT COUNCIL WORKING GROUPS**

Currently: Planning, Comms & Outreach, Village Green, Devolution. Resilience, Square-Community Hub and Grotto.

Proposed by Cllr. Killick, seconded by Cllr. Volkers

**AGREED**

## **AM 11/26 TO APPOINT MEMBERS TO THE STANDING COMMITTEES & THE PLANNING GROUP**

**Finance & Policy;** Cllrs. Eichner, Gilbert, Jaffay, Killick, La Djoï, Summers, Volkers & Waters.

**Personnel :** There was a vote as 5 members had expressed an interest in joining this committee. Cllrs. Evans (10 votes), La Djoï (12 votes), Waters (12 votes), Killick (6 votes) & Gilbert (8 votes). Membership confirmed as Cllrs: Evans, Gilbert, la Djoï & Waters.

**Place:** Cllrs. Gilbert, Killick, Lewis, Marshall, Matthews, Rainbow, Summers & Waters

**People:** Cllrs. Christie, Jaffay, Killick, Lewis, Marshall, Rainbow & Volkers

**Planning:** Cllrs. Eichner, Gilbert, Summers & Waters (Mr Robert Lewin remains a lay co-optee).

Cllr. Eichner proposed the above, seconded by Cllr. Volkers and

**AGREED**

## **AM 12/26 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

Ashdown Forest Liaison Committee – Cllrs. Rainbow & Volkers

Commoner of Ashdown Forest – Cllr. Eichner (Chair)

Council for Protection of Rural England – Cllrs. Jaffay & Rainbow

East Sussex Association of Local Councils – Cllrs. Killick & Volkers

Forest Row Flood Network – Cllrs. Eichner & Christie

Forest Row Festival Committee – Cllrs Gilbert, Marshall & Rainbow

Forest Row Sports Ground Association – Cllr. Waters & Matthews

Forest Row Business Group – Cllrs. Killick & Volkers

NHS Patient Liaison Group – Cllrs. Gilbert & La Djoï

North Wealden Community Transport Partnership – Cllr. Summers

Twinning Association – Cllr. Summers

Village Hall Management Committee – Cllr. Killick

Wealden District Association of Local Councils – Cllrs. Killick & Lewis

Wealden DC North Planning Cluster – Cllrs. Waters

List proposed by Cllr. Eichner, seconded by Cllr. Matthews and

**AGREED**

## **AM 13/26 TO APPOINT A DESIGNATED SAFEGUARDING OFFICER**

Cllr. Eichner proposed that the Clerk be confirmed as the Council's Safeguarding Officer. This was seconded by Cllr. Gilbert and

**AGREED.**

## **AM 14/26 TO APPROVE STANDING ORDERS (2025 VERSION)**

Proposed by Cllr Eichner, seconded by Cllr Killick and

**AGREED**

## **AM 15/26 TO APPROVE FINANCIAL REGULATIONS (2024 VERSION)**

Proposed by Cllr Gilbert, seconded by Cllr Killick and

**AGREED**

## **AM 16/26 TO AFFIRM ADHERENCE TO THE MODEL CODE OF CONDUCT**

Proposed by Cllr. Eichner, seconded by Cllr. la Djoï and

**AGREED**

## **AM 17/26 TO APPROVE STANDING POLICIES**

Proposed by Cllr. Eichner seconded by Cllr. Killick and

**AGREED**

## **AM 18/26 TO APPROVE THE RISK MANAGEMENT SCHEDULE & CURRENT RISK ASSESSMENTS**

Proposed by Cllr. Eichner subject to the addition of a Legionella risk assessment. Seconded by Cllr. Lewis and

**AGREED**

## **AM 19/26 TO RE-AFFIRM THE GENERAL POWER OF COMPETENCE**

Proposed by Cllr. Eichner, seconded by Cllr. Killick and

**AGREED**

## **AM 20/26 TO RE-AFFIRM THE CIVILITY & RESPECT PLEDGE**

Cllr. Eichner proposed this be re-affirmed. Seconded by Cllr. Gilbert and

**AGREED**

**AM 21/26 TO CONFIRM THE INTERNAL AUDITOR**

Cllr. Killick proposed that Mulberry & Co continue to be the Council's Internal Auditors. This was seconded by Cllr. Matthews and **AGREED.**

**AM 22/26 TO APPROVE THE ASSET REGISTER**

Cllr. Eichner proposed that the Asset Register be approved, this was seconded by Cllr. Gilbert and **AGREED.**

**AM 23/26 TO APPROVE THE INSURANCE SCHEDULE**

Cllr. Killick proposed that this be approved Seconded by Cllr. Gilbert and **AGREED**

**AM 24/26 TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR**

Cllr. Waters proposed that this be approved, seconded by Cllr. Eichner and **AGREED.**

**AM 25/26 TO CONFIRM MEMBERS' & CHAIR'S ALLOWANCES FOR THE COMING YEAR**

Cllr Eichner proposed that increased allowances should be paid as follows:

Basic Allowance: £500

Chairs Allowance; £785

Seconded by Cllr. Killick and **AGREED**

Cllr. Eichner proposed that the Council continue the ex-gratia payment to co-opted members '. This was seconded by Cllr. la Djoï and **AGREED**

**AM 26/26 TO APPROVE THE SCHEDULE OF DIRECT DEBITS**

Cllr. Killick proposed, seconded by Cllr. Gilbert and **AGREED**

**AM 27/26 TO CONFIRM SUBSCRIPTIONS**

Cllr Killick proposed that these be approved, seconded by Cllr. la Djoï and **AGREED**

**AM 28/26 TO CONFIRM THE MILEAGE ALLOWANCE**

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

**AM 29/26 TO CONFIRM THE BANK ACCOUNT SIGNATORIES**

This was confirmed as Cllrs. Eichner, Gilbert and Waters **NOTED**

**AM 30/26 TO CONFIRM STAFF TERMS AND CONDITIONS**

Cllr. Eichner proposed that this be approved. Seconded by Cllr. Lewis and **AGREED**

**AM 31/26 ITEMS TO BE REFERRED TO FULL COUNCIL OR COMMITTEE**

Cllr. Killick asked that the matter of transparency of meetings be re-considered.

Cllr. Volkens asked that income generating for the Parish Council be looked into further.

The meeting closed at 9.02pm.

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

CHAIRMAN