



Chailey Parish Council
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Minutes

The Annual Meeting of the Full Council was held on Tuesday 15th May 2018 in the Reading Room, Chailey Green, commencing at 7.30pm

Present: Cllr. M. Evans (Chairman for item 18/074) and Cllr. K Jordan (Chairman for items 18/075 onwards).
Cllrs. P. Atkins, S. Avery, N. Belcher, Mrs E. Berry, M. Cornwall, M. Lethem, J. Millam and P Olbrich.

Public present: none

In attendance: S Treharne (Clerk) and Cllr. J. Sheppard.

18/074.To elect a Chairman and to receive the Chairman's declaration of acceptance of office: Cllr. Evans proposed and Cllr. Olbrich seconded a motion that Cllr. Jordan be appointed as Chairman for the coming year. There were no other nominations and the motion was approved unanimously. Cllr. Jordan completed a declaration of acceptance of office as Chairman and thanked Councillors for electing him.

18/075.To elect a Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of office: Cllr. Evans proposed and Cllr. Cornwall seconded a motion that Cllr. Olbrich be appointed as Vice-Chairman for the coming year. There were no other nominations and the motion was approved unanimously. Cllr. Olbrich completed a declaration of acceptance of office as Vice-Chairman.

18/076.To receive updated members' registers of interests: a number of Councillors submitted updated forms to the Clerk who reminded Councillors of the need to keep registers of interest up to date.

18/077.Apologies for absence: none.

18/078.Declarations of interest: none.

18/079.To appoint Councillors to Council Committees and to represent the Council on outside bodies and village and other organisations: the schedule of appointments and responsibilities was reviewed and the following changes were discussed:

Appointment/responsibility	Previous incumbent(s)	Revised incumbent(s)
Chailey Windmill Advisory Committee – Chair	Mr J. Smith	Mr. C Fisher
Chailey Windmill Advisory Committee – other member	Cllr. Avery	Cllr. Evans
Chailey Sports Club	Cllrs. Barnard and Cornwall	Cllrs. Atkins and Cornwall
SLR/ESCC Highways	Cllrs. Evans and Jordan	Cllr. Evans, Berry, Cornwall and Jordan
Provision for Young People	Cllrs. Olbrich and O’Conor	Cllrs. Cornwall and Olbrich
Liaison with emergency services	Cllr. O’Conor	Cllr. Berry
Inspection of physical assets	N/A	Cllr. Cornwall

Cllr. Belcher proposed and Cllr. Olbrich seconded a motion that the changes as discussed be formally adopted and this was agreed.

18/080. Questions/comments from members of the public: Cllr Sheppard updated the Council on developments with the County Council, including some matters which are under review due to budgetary constraints.

18/081. Items considered as a matter of urgency: Cllr. Jordan reported that the Council had just heard that its application for a grant to meet the costs of continuing the development of the Neighbourhood Plan had been successful.

18/082. To agree the Minutes of the Full Council meeting held on 24th April 2018: the minutes were approved and signed by the Chairman.

18/083. To note the resignation of Roger Barnard and the steps taken to identify his replacement: the Clerk reported that notices had been published giving electors the opportunity to call for an election. The deadline for so doing is 29th May. If no election is called, notices will be posted seeking interest from those wishing to be considered for co-option.

18/084. To review and if thought appropriate revise the Council’s Standing Orders: the Clerk explained that the Standing Orders should be reviewed at each Annual Meeting of the Council. The present Standing Orders mirror the Model Standing Orders which are reissued from time to time. A new version had very recently been issued and it made sense to defer consideration of the Council’s Standing Orders until such time as they could be amended to reflect the most up to date standard. This was agreed. Cllr. Avery suggested that the revised Standing Orders should be written in gender neutral language and the Clerk agreed to look into this.

18/085.To review and if thought appropriate revise the Council's Financial Regulations: Cllr. Avery proposed and Cllr. Berry seconded a motion that the two references to the Clerk in paragraph 3.4 be changed to references to the Responsible Financial Officer, that the word "of" in the second line of paragraph 11.8 be replaced by the word "by" and the word "thereof" in the first line of paragraph 14.5 be deleted. This was agreed.

18/086.To review and if thought appropriate revise the terms of reference for the Personnel Advisory and Planning & Environs Committees: Cllr. Evans suggested that paragraph 13 of the Terms of Reference for the Personnel Advisory Committee be expanded to refer to the Committee's specific functions under the Council's Procedure for the co-option of Councillors. Cllr. Jordan suggested that paragraph 15 of the same document should now make reference to the GDPR. Cllr. Olbrich proposed and Cllr. Belcher seconded a motion that these changes be made and this was agreed. No changes were proposed to the terms of reference for the Planning & Environs Committee.

18/087.To consider and approve the Council's Risk Management and Assessment schedule: Councillors reviewed the schedule and some possible changes and updates were identified. It was agreed that, in view of the length of the agenda, detailed consideration of amendments should be deferred.

18/088.To receive a report on the Council's insurance arrangements for 2018/19: the Clerk reported that he had received the renewal papers. He reminded Councillors that a three year arrangement had been entered into and the premium was in line with that agreement. The insurance valuation of assets had been increased by the usual factors. After consideration, Councillors approved the insurance arrangements, but the Clerk was asked to clarify three points with the insurers.

18/089.To consider the report of the Internal Auditor for 2017/18: the Clerk outlined the principal points in the report. In summary, the Internal Auditor had confirmed (1) that his checks had shown that matters are being dealt with in a professional way, and (2) the project to refurbish the Sports Pavilion has been properly funded and the risks properly assessed. There were no matters which needed to be drawn to the attention of the Council.

18/090.To review and if thought fit agree the annual governance statement for 2017/18: the Clerk referred Councillors to the pro forma statement circulated with the agenda. Cllr. Evans proposed and Cllr. Lethem seconded a motion that the annual governance statement should be approved with "yes" being answered to all questions and this was approved unanimously.

18/091.To review and if thought fit approve the Council's published receipts and payments account for 2017/18: the Clerk referred Councillors to the draft receipts and payments account for the year ended 31st March 2018. Cllr. Avery proposed and Cllr. Cornwall seconded a motion that the account be approved and this was agreed.

18/092.To review and if thought fit approve the accounting statements for 2017/18: the Clerk referred to the accounting statements which would form part of the Council's Annual Governance and Accountability Return. Cllr. Olbrich proposed and Cllr. Cornwall seconded a motion that the accounting statements be approved and this was agreed.

18/093.To review the levels of the Council's earmarked reserves and to agree any transfers thought appropriate: the Clerk explained the reasons for each earmarked reserve and his recommendations for the transfers which should take place in order to maintain the reserves at appropriate levels. Cllr. Evans proposed and Cllr. Avery seconded a motion that the reserves as set out in the paper produced by the Clerk be approved and this was agreed.

18/094.To consider and if thought fit approve financial reports for April 2018: the Clerk reported that in April receipts totalled £32,167, which amount included half the annual precept and grant from Lewes District Council (£29,571) and VAT reclaimed (£2,184). Payments for the month were £19,789, which included the second payment due to the contractor working on the Sports Pavilion refurbishment (£17,074). Councillors' attention was drawn to the analysis of receipts and payments by category shown in the financial reports, to the detailed breakdown of the receipts and payments for the month and to the bank reconciliation attached. Cllr. Belcher proposed and Cllr. Lethem seconded a resolution that the financial reports be approved and this was agreed.

18/095.To receive a report on the Sports Pavilion: Councillors considered an estimate received from Chris Hibling for the cost of completing the electrical works started by him prior to the refurbishment project. The cost at £1,285 could be met from the existing budget. Cllr. Evans proposed and Cllr. Atkins seconded a motion that the estimate be approved and this was agreed. The Clerk reported that it had not been possible to find a purchaser for the used roofing tiles that would return funds to the project. The best offer received would, in effect, enable the tiles to be disposed of at no cost to the Council. This was agreed. Councillors discussed a letter received from the contractor seeking an extension of the contract until 31st May. Councillors were sympathetic to the request, in large part because of the adverse weather experienced early in the contract and to the additional roofing works carried out. It was agreed that the extension sought should be agreed to without invoking the penalty clause included in the contract but that any request for a further time extension was unwarranted.

18/096.To note risk implications: none.

18/097.Confidential information: Cllr. Belcher proposed and Cllr. Avery seconded a motion to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2). This was agreed. Councillors discussed the unauthorised works on the Council's land at South Chailey.

18/098.Next Full Council meeting: Tuesday 19th June 2018 at 7.30pm in the Reading Room, Chailey Green

**Signed:
Chairman**

Date:

Initials:

Date: