



Newhaven Town Council



8th May 2019

Town Council Offices
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TO ALL MEMBERS OF THE COUNCIL

Email: admin@newhaventowncouncil.gov.uk

You are hereby summoned to attend the Annual Meeting of the Newhaven Town Council to be held in the Meeching Hall, Fort Road, Newhaven, on **Tuesday 14th May 2019 at 7.30pm**.

Yours faithfully,

Jacky Main
Clerk to the Council

Please note that before the meeting begins, the outgoing Town Mayor, Councillor Paul Boswell will present a cheque to CTLA.

AGENDA

- 1) To elect the Town Mayor for the ensuing year and to receive his or her Declaration of Acceptance of Office.
- 2) To elect the Deputy Town Mayor for the ensuing year and to receive his or her Declaration of Acceptance of Office.
- 3) Delivery by councillors of their Declarations of Acceptance of Office and arrangements for any absent councillors to sign.
- 4) Apologies for absence.
- 5) Declarations of Interest - disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 6) To consider whether the Minutes of the Meeting of the Town Council held on Tuesday 9th April 2019 are an accurate record of the meeting (copy enclosed).
- 7) Petitions and Public Questions.
- 8) To note the acts and proceedings of the following Committee meetings:

Planning & Development Committee

9th April 2019
30th April 2019

Audit Committee

16th April 2019

- 9) To review the terms of reference for the Council's committees (attached).
- 10) To confirm approval of the Meetings Schedule for 2019-20 (attached).
- 11) To agree the membership of committees and working groups.
- 12) To appoint Councillors to serve as representatives of the Town Council on the following bodies:
 - Access in Seaford and Newhaven Committee
 - Age Concern Day Club
 - Citizens Advice Bureau
 - Community Rail Partnership
 - Community Transport for the Lewes Area (CTLA)
 - East Sussex Association of Local Councils (2 representatives)
 - Egrets Way Committee
 - Friends of Riverside Park
 - Heat Network Board
 - Lewes District Association of Local Councils
 - Lewes District Foyer
 - Meridian Mature Citizens Forum
 - Newhaven Chamber of Commerce
 - Parishes of the Lower Ouse (POLO)
 - Uckfield Railway Parishes Committee
- And to agree arrangements for reporting back to the Council (report attached).
- 13) To appoint bank signatories for the town council's bank account (report attached).
- 14) To agree the arrangements for insurance cover in respect of all insured risks (report attached).
- 15) To agree the arrangements for the provision of Health and Safety advice and Human Resources advice (report attached).
- 16) To adopt the financial risk assessments prepared by the Responsible Finance Officer (attached).
- 17) To agree the payment of the following annual subscriptions (report attached):
 - Lewes District Association of Local and Parish Councils
 - Newhaven Chamber of Commerce
 - Open Spaces Society
 - Society of Local Council Clerks
 - Sussex Associations of Local Councils (includes National Association of Local Councils)
 - LCR Magazine subscription
- 18) To confirm that the Council remains eligible to use the General Power of Competence (report attached).
- 19) To consider whether the Council wishes to pay its members an allowance (report attached).
- 20) To confirm that an effective system of internal audit is in place and confirm the appointment of Auditing Solutions Ltd as the town council's internal auditor for 2019-20.
- 21) To consider the List of Payments made for April 2019 (attached).

- 22) To approve Sections 1 and 2 of the Annual Return for the year ended 31st March 2019 and the unaudited Accounts (attached).

PLEASE NOTE:

All members of the public are welcome to attend Meetings of the Town Council and its Committees.
Item 7 - a period of 15 minutes will be set aside for the receipt of petitions (minimum 10 signatures) and public questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session.
Where this arises, these items will be considered at the end of the Agenda.