



ANNUAL MEETING

Minutes of the Annual Meeting of the Newhaven Town Council
held in Meeching Hall, Fort Road, Newhaven,
on **Tuesday 14th May 2019** at **7.30pm**

PRESENT: Councillors Graham Amy
Marlene Amy
Kim Bishop
Phil Boorman
Paul Boswell
Charlie Carr
June Dyer
Joe Emery
Bill Giles
James MacCleary
Heather Pinky McLean
Steve Saunders
George Taylor
Christoph Von Kurthy
Paula Woolven

ALSO ATTENDING: Jacky Main, Clerk to the Council
Susie Mullins, Head of Strategic Development
Ruth Durrant, Responsible Finance Officer
2 members of staff
Jason Ede, Town Crier
3 members of the public

Before the meeting began, the outgoing Town Mayor, Councillor Paul Boswell presented a cheque to CTLA which has been the charity he supported during his year of office.

C001/19 ELECTION OF TOWN MAYOR

The outgoing Mayor, Councillor Paul Boswell thanked members and staff for their support during the year.

Councillor Paul Boswell proposed that Councillor Graham Amy be elected to the office of Town Mayor for the municipal year 2019/20. The proposal of Councillor Boswell having been duly seconded by Councillor Steve Saunders and there being no other nominations, it was unanimously

RESOLVED:

That Councillor Graham Amy be appointed as Town Mayor for the ensuing Civic Year.

C001/19 ELECTION OF TOWN MAYOR (continued...)

Councillor Amy made the declaration of acceptance of office. The newly elected Mayor thanked the Council for electing him and declared that his consort for the year would be his wife, Councillor Marlene Amy.

The Town Crier, Jason Ede, performed a cry welcoming the new Mayor.

C002/19 ELECTION OF DEPUTY TOWN MAYOR

Councillor Charlie Carr proposed that Councillor Lesley Boniface be elected to the office of Deputy Town Mayor for the municipal year 2019/20. The proposal of Councillor Carr was seconded by Councillor Paul Boswell.

Councillor Paula Woolven proposed that Councillor Steve Saunders be elected to the office of Deputy Town Mayor for the municipal year 2019/20. The proposal of Councillor Woolven was seconded by Councillor Heather Pinky McLean.

There being 8 votes for Councillor Boniface and 5 votes for Councillor Saunders, it was

RESOLVED:

That Councillor Lesley Boniface be appointed as Deputy Town Mayor for the ensuing Civic Year. Councillor Boniface was not present at the meeting to make her declaration of acceptance of office.

C003/19 DECLARATIONS OF ACCEPTANCE OF OFFICE

The Clerk reported that all councillors had already signed their declarations of acceptance of office, with the exception of Councillor Diane Hall. Councillor Lesley Boniface had signed her declaration of acceptance of office as a councillor but not as Deputy Mayor.

RESOLVED:

That Councillors Hall and Boniface should sign their declarations of acceptance of office as soon as possible, and before attending a meeting of the Council or its committees.

C004/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lesley Boniface and Angela Simmons.

C005/19 DECLARATIONS OF INTEREST

There were none.

C006/19 PETITIONS AND PUBLIC QUESTIONS

There were none.

C007/19 **REPORTS FROM COMMITTEES**

The Council noted and adopted the acts and proceedings of the following committees.

Planning & Development Committee	9 th April 2019 30 th April 2019
Audit Committee	16 th April 2019

C008/19 **TERMS OF REFERENCE FOR COUNCIL AND COMMITTEES**

RESOLVED:
To approve the amended terms of reference as drafted.

C009/19 **MEETINGS SCHEDULE**

RESOLVED:
To confirm approval of the meetings schedule.

C010/19 **COMMITTEES' MEMBERSHIP**

RESOLVED:
To appoint standing committees as follows:

Promotion, Partnership & Finance Committee

Chair: Angela Simmons
Vice Chair: Christoph von Kurthy

Members: George Taylor
 June Dyer
 Paul Boswell
 Paula Woolven
 Bill Giles

Substitute: Graham Amy

Regeneration & Strategic Development Committee

Chair: Paul Boswell
Vice Chair: Charlie Carr

Members: Angela Simmons
 George Taylor
 Lesley Boniface
 Heather Pinky McLean
 Bill Giles

Environment & Amenities Committee

Chair: Graham Amy
Vice Chair: June Dyer

Members: Lesley Boniface
Angela Simmons
Diane Hall
Heather Pinky McLean
Steve Saunders

Substitute: Kim Bishop

Planning & Development Committee

Chair: Steve Saunders
Vice Chair: Graham Amy

Members: George Taylor
Angela Simmons
Joe Emery
Kim Bishop
Phil Boorman

Substitute: Heather Pinky McLean

Audit Committee

Chair: Bill Giles
Vice Chair: Angela Simmons

Members: Marlene Amy
Joe Emery
Kim Bishop

Personnel Committee

Chair: Marlene Amy
Vice Chair: Graham Amy

Members: Diane Hall
Paul Boswell
Angela Simmons

C011/19 **REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED:

To appoint representatives on outside bodies as follows:

Access in Seaford and Newhaven Committee	Heather Pinky McLean
Age Concern Day Club	Angela Simmons
Citizens Advice Bureau	Bill Giles
Community Rail Partnership	James MacCleary
CTLA	June Dyer
East Sussex Association of Local Councils	Phil Boorman and Paula Woolven
Egrets Way Committee	Angela Simmons (Lesley Boniface sub)
Friends of Riverside Park	Lesley Boniface
Heat Network Board	Diane Hall and Graham Amy
Lewes District Association of Local Councils	James MacCleary
Newhaven Chamber of Commerce	Paul Boswell
Parishes of the Lower Ouse (POLO)	Angela Simmons
Uckfield Railway Parishes Committee	James MacCleary

C014/19 **CHEQUE SIGNATORIES**

RESOLVED:

That the cheque signatories for the town council's bank account should be Councillors Paul Boswell, Graham Amy, Angela Simmons and Paula Woolven, together with the Clerk, Jacqueline Main and the Responsible Finance Officer, Ruth Durrant.

C015/19 **INSURANCE COVER**

The Council considered the report from the Clerk

RESOLVED:

To accept the quotation from WPS for a further three year agreement for the provision of Council Guard insurance from 1st June 2019.

C016/19 **HUMAN RESOURCES & HEALTH & SAFETY ADVICE**

The Council considered the report from the Clerk

Following discussion, it was

RESOLVED:

To accept the proposal from Ellis Whittam for a 3 year contract for the provision of this service.

C017/19

FINANCIAL RISK

RESOLVED:

To adopt the financial risk assessments prepared by the Responsible Finance Officer.

C018/19

ANNUAL SUBSCRIPTIONS

RESOLVED:

To renew the following subscriptions for 2019/20

Lewes District Association of Local and Parish Councils
Newhaven Chamber of Commerce
Society of Local Council Clerks
Sussex Associations of Local Councils
LCR Magazine subscription

C019/19

GENERAL POWER OF COMPETENCE

The Council considered the report of the Clerk to the Council.

RESOLVED:

That Newhaven Town Council remains eligible to use the General Power of Competence.

C020/19

MEMBERS' ALLOWANCES

The Council considered the report of the Clerk to the Council.

Following discussion, it was

RESOLVED:

- Not to pay the parish basic allowance to members of Newhaven Town Council
- To pay travel and subsistence allowances for members of Newhaven Town Council for attending duties outside the town's boundaries only
- To bring this issue back to each year's Annual Meeting for reconsideration

C021/19

INTERNAL AUDITOR

Following discussion, it was

RESOLVED:

- To confirm that an effective system of internal audit is in place; and
- To confirm the appointment of Auditing Solutions Ltd as the town council's internal auditor for 2019/20; and
- To ask the Responsible Finance Officer to obtain competitive quotations for 2020/21

C022/19

LISTS OF PAYMENTS MADE DURING APRIL 2019

The Council considered the list of payments made for April 2019.

Councillors asked for clarification about the payments for PAYE, the Public Works Loan Board and Newhaven Matters which was given. It was suggested that the Clerk should attend a future breakfast meeting of the Chamber of Commerce.

RESOLVED:

To approve the lists of payments as drafted.

C023/19

ANNUAL RETURN AND GOVERNANCE STATEMENT 2018/19 AND ANNUAL ACCOUNTS

RESOLVED:

- To approve the annual accounts for the year ending 31st March 2019
- To authorise the signature of the annual return and governance statement

There being no further business, the Meeting closed at 9.10pm.

Date:
Town Mayor