



Town Council Offices,
18 Fort Road,
Newhaven.
East Sussex.
BN9 9QE.

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Email admin@newhaventowncouncil.gov.uk

7th May 2024

TO ALL MEMBERS OF THE COUNCIL

Meeting Link for Members of the Public - https://teams.microsoft.com//meetup-join/19%3ameeting_MzgxZmFiMGYtMDA3ZS00N2Y2LWI1NjYtMzBINTc0NmE5Yzq5%40thread.v2/0?context=%7b%22Tid%22%3a%221afd6a06-a9ac-45a1-9a6f-82629bb752bb%22%2c%22Oid%22%3a%2257bc2912-6006-4595-a67c-a898670f9763%22%7d

Dear Sir/Madam,

You are hereby summoned to attend the Annual Meeting of the Newhaven Town Council to be held at Meeching Hall, Fort Road, Newhaven on **Tuesday 14th May 2024 at 7.15pm.**

Please Note:

This meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

Yours faithfully,

Ken Dry
Town Clerk



AGENDA

Chair to inform all in attendance that;

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1. To elect the Town Mayor for the ensuing year and to receive their Declaration of Acceptance of Office.
2. To elect the Deputy Town Mayor for the ensuing year and to receive their Declaration of Acceptance of Office.
3. Apologies for absence.
4. 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.
5. To consider whether the Minutes of the Meeting of the Town Council held on Tuesday 19th March 2024 are an accurate record of the meeting.
6. Petitions and Public Questions.
7. To agree the terms of reference for the Council's committees (attached).
8. To agree the membership of committees and working groups (attached).
9. To appoint Councillors to serve as representatives of the Town Council on the following bodies:

Access in Seaford and Newhaven Committee
Lewes District Citizens Advice
South East Community Rail Partnership
CTLA
East Sussex Association of Local Councils (x2)
Egrets Way Committee (x2)
Friends of Riverside Park
Lewes District Association of Local Councils (x2)
Newhaven Chamber of Commerce
Parishes of the Lower Ouse (POLO)
Newhaven Historical Society
Uckfield Railway Parishes Committee
West Quay Day Centre (formerly Age Concern)



10. To agree the Meeting Schedule for the forthcoming Civic Year.
11. To adopt the Governance and Management Risk Register prepared by the Clerk (attached).
12. To agree the Annual Insurance Premium for the Town Council.
13. To agree the payment of the following annual subscriptions – Report by the Clerk
Sussex Associations of Local Councils (includes National Association of Local Councils)
LCR Magazine subscription
Lewes District Association of Local and Parish Councils
Newhaven Chamber of Commerce
Society of Local Council Clerks
14. To confirm that an effective system of internal audit is in place.
 - a) Internal Audit – Final Update Report
 - b) Internal Auditor – AGAR Certificate 2023-24
15. To consider and confirm the appointment of an external company as the town council's Internal Auditor for 2024-25 – Report by the Clerk
16. To approve Sections 1 and 2 of the Annual Return for the year ended 31st March 2024 and the unaudited Accounts (attached).
17. Exclusion of Press and Public - to resolve that the press and public be excluded from the remainder of the meeting in accordance with the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, in view of the confidential nature of the personnel matters to be discussed.
18. **CONFIDENTIAL** – Role Re-evaluation and New Post Creation – Recommendation(s) by the Personnel Committee - Report by the Town Clerk.

PLEASE NOTE:

All members of the public are welcome to attend on-line and physical Meetings of the Town Council and its Committees.

***Item 6** - 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. Should you wish to present a petition or a specific question to the meeting, please submit this to admin@newhaventowncouncil.gov.uk at least three days before 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.*