



ANNUAL FULL COUNCIL MEETING

Minutes of the Annual Full Council Meeting of Newhaven Town Council
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday May 14th 2024 at 7.15pm**

PRESENT: Councillors: Julie Carr (Chair & Town Mayor)
Lesley Boniface (Chair of Environment & Amenities)
Lindsey Macleod (Chair of Personnel)
Pinky McLean-Knight (Chair of Planning & Development)
Christoph Von Kurthy (Chair of Audit)
Sean Macleod (Chair of Strategy & Regeneration)
Kim Bishop
Graham Amy
Steve Saunders
Linda Thomas
Shaun Boniface
Krissy Taylor
Mark Wardle
Corina Watts
Jan Woodling

ALSO ATTENDING: Ken Dry, Town Clerk
Alison Campbell, Responsible Finance Officer (RFO)
Steph Georgalakis, Events & Communications Officer
15 members of the public

C001/24 The Chairman opened the meeting and stated that the meeting was being recorded and that the recording would be made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

C002/24 **TO ELECT THE TOWN MAYOR FOR THE ENSUING YEAR AND TO RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE.**

Cllr. S. Macleod,

NOMINATED Cllr. Pinky McLean-Knight to be elected Town Mayor for the ensuing year,
SECONDED by Cllr. Saunders.

As there were no other nominees, it was

RESOLVED unanimously, that Cllr. Pinky McLean-Knight to be elected Town Mayor for the ensuing year.

Cllr. Carr invested Cllr. Pinky McLean-Knight with the Mayoral Chain. Cllr. Pinky McLean-Knight then made her declaration of acceptance of office and presented Cllr Carr with her Past Mayors badge.

C003/24 **TO ELECT THE DEPUTY TOWN MAYOR FOR THE ENSUING YEAR AND TO RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE.**

Cllr. Wardle,

NOMINATED Cllr. Sean Macleod to be elected Deputy Town Mayor for the ensuing year,
SECONDED by Cllr Taylor.

As there were no other nominees, it was

RESOLVED unanimously, that Cllr. S. Macleod to be elected Deputy Town Mayor for the ensuing year

Cllr. Bishop invested Cllr. S. Macleod with the chain of Deputy Town Mayor. Cllr. S. Macleod then made his declaration of acceptance of office.

C004/24 APOLOGIES FOR ABSENCE

None received.

C005/24 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.

Cllr. S. Macleod declared an interest in Item 13 of the Agenda in that he positions on the Boards of ESALC & LDALC

C006/24 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.

RESOLVED:

That these minutes be signed by the Chairman as a true record of the proceedings.

C007/24 PETITIONS AND PUBLIC QUESTIONS.

None received.

C008/24 TO AGREE THE TERMS OF REFERENCE FOR THE COUNCIL'S COMMITTEES.

Cllr. L. Boniface,

PROPOSED that these be acknowledge and adopted, this was
SECONDED by Cllr. Amy.

RESOLVED unanimously.

C009/24 TO AGREE THE MEMBERSHIP OF COMMITTEES AND WORKING GROUPS.

The Town Clerk informed the meeting that the controlling group of the council (Lib Dems) had proposed a list of members for the councils' standing committees which still left a number of 'vacancies' to be filled by the other political groups.

Following discussion and agreement by all individual councillors concerned, it was

RESOLVED unanimously that the standing committee membership would be as follows,

2024-2025	Chairman	Member	Member	Member	Member	Member	Member
Environment & Amenities	Cllr L Boniface	Cllr. Amy	Cllr. L. Macleod	Cllr. Watts	Cllr. Taylor	Cllr. Bishop	Cllr. Woodling
Promotion Partnership & Finance	Cllr. Wardle	Cllr. Carr	Cllr L Boniface	Cllr. L. Macleod	Cllr. S. Boniface	Cllr. Watts	Cllr. Saunders
Strategy & Regeneration	Cllr. S. Macleod	Cllr L Boniface	Cllr. S. Boniface	Cllr. Wardle	Cllr. Taylor	Cllr. Bishop	Cllr Woodling
Audit	Cllr. S. Boniface	Cllr. K. Bishop	Cllr. Taylor	Cllr. Thomas	Cllr G. Amy		
Personnel	Cllr. L. Macleod	Cllr. Bishop	Cllr. Watts	Cllr. Carr	Cllr. Thomas	Cllr. S. Boniface	Cllr. Saunders
Planning & Development	Cllr. McLean-Knight	Cllr. Amy	Cllr. Bishop	Cllr. S. Boniface	Cllr L Boniface	Cllr. Taylor	Cllr. Saunders

The Chairman of the Council and those Chairs of standing Committees cannot be members of the Audit Committee.

C010/24 TO APPOINT COUNCILLORS TO SERVE AS REPRESENTATIVES OF THE TOWN COUNCIL ON THE FOLLOWING BODIES.

Following discussion, it was **RESOLVED** unanimously that the following councillors serve as representatives on these external bodies;

External Bodies	2024-25
Access in Seaford & Newhaven Committee	Cllr. L. Boniface
West Quay Day Centre (formerly Age Concern)	Vacant
Lewes District Citizens Advice	Vacant
South East Community Rail Partnership	Cllr. Saunders
CTLA	Cllr. Saunders
East Sussex Association of Local Councils	Cllr. S. Macleod
	plus 1
Egrets Way Committee	Cllr. L. Boniface
Friends of Riverside Park	Cllr. S. Boniface
Heat Network Board (Defunct?)	N/A
Joint Action Group	Cllr. S. Macleod
Lewes District Association of Local Councils	Cllr. S. Macleod
Newhaven Chamber of Commerce	Cllr. Von Kurthy
Hillcerest Centre	Cllr. Woodling
Parishes of the Lower Ouse	Cllr. L. Macleod
Newhaven Historical Society	Cllr. Amy
Uckfield Railway Parishes Committee	N/A

C011/24 TO AGREE THE MEETING SCHEDULE FOR THE FORTHCOMING CIVIC YEAR.

RESOLVED unanimously to adopt the proposed meeting schedule.

C012/24 TO ADOPT THE GOVERNANCE AND MANAGEMENT RISK REGISTER PREPARED BY THE CLERK.

The Town Clerk summarised the Register. Cllr. Saunders indicated his slight concern regarding item 4 of the Register (Loss of Clerk and/or RFO) particularly given the recent departure of the Deputy Town Clerk and the issues that may arise if the Town Clerk was incapacitated or resigned.

The Town Clerk indicated that there would be a limited initial impact should this indeed arise and that the Councils membership of ESALC, NALC and SLCC would mitigate key legislative and procedural issues and could additionally provide the services of a Locum Clerk until such a staffing issue was resolved.

Cllr. L. Macleod asked if this aspect could be brought before the Personnel Committee for further consideration.

RESOLVED unanimously that this matter be brought before the next Personnel Committee for consideration.

C013/24 TO AGREE THE ANNUAL INSURANCE PREMIUM FOR THE TOWN COUNCIL.

The Town Clerk summarised his report, and following discussion it was,

PROPOSED by Cllr. Saunders that the report recommendation be undertaken,

That the council notes the contents of this report and instructs the Town Clerk to take advantage of the recommendations of its Insurance Broker, James Hallam to achieve a total insurance cost of £18,061.12 for the insurance year 00:01 June 1st 2024 until May 31st 2025.

SECONDED by Cllr. S. Macleod

RESOLVED unanimously,

That the council notes the contents of this report and instructs the Town Clerk to take advantage of the recommendations of its Insurance Broker, James Hallam to achieve a total insurance cost of **£18,061.12** for the insurance year 00:01 June 1st 2024 until May 31st 2025.

C014/24 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

The Town Clerk summarised this report and following discussion, it was

PROPOSED by Cllr. L. Boniface that all subscriptions be maintained until the next review and Annual Full Council Meeting.

SECONDED by Cllr. Taylor

RESOLVED unanimously that all subscriptions be maintained until the next review and Annual Full Council Meeting.

C015/24 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

The Town Clerk drew the council's attention to the final Internal Audit Report and the completed AGAR Annual Internal Audit Report completed by the Internal Auditor, indicating that an effective system of Internal Audit is in place.

Having satisfied themselves of this matter, the council unanimously,

RESOLVED that an effective system of Internal Audit is in place.

C016/24 TO CONSIDER AND CONFIRM THE APPOINTMENT OF AN EXTERNAL COMPANY AS THE TOWN COUNCIL'S INTERNAL AUDITOR FOR 2024-25 – REPORT BY THE CLERK.

The Town Clerk summarised his report, and following discussion, it was,

PROPOSED by Cllr. Amy that Mulberry & Co., be re-appointed as Internal Auditors for the Financial Year 2024-25.

SECONDED by Cllr. Saunders

RESOLVED that Mulberry & Co., be re-appointed as Internal Auditors for the Financial Year 2024-25.

At the request of Cllr. Saunders, the Chair and the council expressed their sincere thanks and appreciation to Mrs. Campbell (RFO) for her continued work in this regard.

C017/24 TO APPROVE SECTIONS 1 AND 2 OF THE ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2024 AND THE UNAUDITED ACCOUNTS.

The Chair requested that councillors take some additional time to read those documents before them and let her have any questions.

No questions were asked regarding the documents at hand, and it was

RESOLVED unanimously, that the council approved both Sections 1 (Annual Governance Statement 2023/24) and 2 (Accounting Statements 2023/24) of the Annual Governance and Accountability Return for 2023/24

C018/24 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.

RESOLVED.

C019/24 CONFIDENTIAL – ROLE RE-EVALUATION AND NEW POST CREATION – RECOMMENDATION(S) BY THE PERSONNEL COMMITTEE - REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report outlining the recommendations of the Personnel Committee from its May 10th 2024 meeting which were additionally supported by Cllr. L. Macleod (Chair of the Personnel Committee).

Following discussion, it was unanimously,

RESOLVED, to authorise and approve,

1. The recommendations of the Personnel Committee following the Job Evaluation exercise, and
2. That any resultant overspend be borne from General Reserves for the current Financial Year (24/25).

There being no further business, the Meeting closed at 20:17Hrs.

Date:

Town Mayor