



FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council
held at Meeching Hall, Fort Road, Newhaven
on **Tuesday September 17th 2024 at 7.15pm**

PRESENT: Councillors: Pinky McLean-Knight (Chair & Town Mayor)
Lesley Boniface (Chair of Environment & Amenities)
Mark Wardle (Chair of Promotion Partnership & Finance)
Lindsey Macleod (Chair of Personnel)
Shaun Boniface (Chair of Audit)
Kim Bishop
Christoph Von Kurthy
Steve Saunders
Krissy Taylor
Jan Woodling
Madeleine Cook
Julie Carr

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Alison Campbell, Responsible Finance Officer (RFO) (Online)
PCSO J. Nicholson
PCSO J. Canning
Ms. Jessa Chapman
Mr. Christopher O'Connor
X1 Member of the Public

C047/24 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.

C048/24 **APOLOGIES FOR ABSENCE**

Cllrs Amy and Watts

Absent: Cllrs Thomas and Browne

C049/24 **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.**

None declared.

C050/24 **TO CONSIDER WHETHER THE MINUTES OF THE ADDITIONAL FULL COUNCIL HELD ON TUESDAY JULY 16TH 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

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

C051/24 PETITIONS AND PUBLIC QUESTIONS.

None received.

The Chair noticed that PCSO's J. Nicholson and J. Canning (Sussex Police) were in attendance and invited them to provide an update regarding their current work.

PCSO Nicholson informed the meeting that they were no working to increase awareness surrounding 'scams', particularly on the approach of Christmas and additional 'Romance Scams' and stated that they would be happy to provide information talks to community groups on these matters as part of 'Operation Signature'.

She also informed the meeting of an increased spate of 'shoplifting' across the town and that they (Sussex Police) had been actively focusing their resources on particular 'hotspots' to great effect.

PCSO Nicholson then informed the meeting that there had been a spate of Motorcycle thefts, and that one recently recovered had been sent away for forensic analysis.

She then went on to remind the meeting of the importance of securing your homes when leaving them, even for just a few minutes, as there had been some recent burglaries.

The Town Clerk agreed to make 'Sussex Police Briefing' a standing item on future Full Council Agendas.

C052/24 TO MEET AND RECEIVE INTRODUCTIONS FROM CANDIDATES FOR THE ROLE OF CO-OPTED TOWN COUNCILLOR IN RESPECT OF THE CASUAL VACANCY CREATED BY THE RESIGNATION OF CLLR. BRIAN NOON. (5 MINS MAX PER CANDIDATE).

Candidates:- a) Ms. Jessa Chapman
b) Mr. Christopher O'Connor

The Chair made both candidates at ease and informed them that following their introductions the council would then vote for their preferred candidate under a confidential part of the agenda, with their choice being communicated to both candidates in the coming days.

Mr. O'Connor left the meeting room temporarily whilst Ms. Chapman introduced herself to the council and provided a brief personal background to herself and her reasons for wishing to be co-opted to the Town Council.

Ms. Chapman left the meeting and Mr. O'Connor returned to introduce himself to the council and provide details on his personal background and reasons for wishing to be co-opted to the Town Council. Mr. O'Connor then left the meeting.

C053/24 TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:

Planning & Development	25 th June 2024 30 th July 2024 27 th August 2024
Regeneration & Strategic Development	27 th August 2024

All noted.

C054/24 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.

COUNTY COUNCIL

Nothing reported.

DISTRICT COUNCIL

Cllr L. Boniface stated that she was at a committee meeting regarding Egrets Way wherein they noted that they were still having discussions with the Highways Agency regarding signage from the boat to Egrets Way.

C055/24 REPRESENTATIVES ON OUTSIDE BODIES – TO RECEIVE UPDATES FROM MEMBERS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES AS REPRESENTATIVES OF THE TOWN COUNCIL SINCE THE LAST MEETING OF THE COUNCIL ON 11TH JUNE 2024.

Cllr Steve Saunders spoke regarding CTLA who will be asking for an injection of cash for their Dial-A-Ride service to try and get back to the position they were in before the Pandemic. The organising committee needed to balance serving the community against their financial assets. They are now in receipt of four new Flexi-Busses.

C056/24 TO NOTE A PREVIOUS 'EMERGENCY DECISION' REGARDING AN EVENT APPLICATION IN SUPPORT OF SEAHAVEN PRIDE 2024.

The Clerk summarised his report, and following discussion, it was duly noted.

C057/24 TO CONSIDER AND AGREE FEES & CHARGES FOR THE FINANCIAL YEAR 2025-26.

The Responsible Finance Officer summarised her report and as a result of discussion,

It was unanimously,

RESOLVED that the Fees & Charges for Newhaven Cemetery detailed within the RFO's report are implemented on April 1st 2025, together with a new fee of £50 for the Transfer of Exclusive Rights of Burial.

During the discussion surrounding Social Hall Rental rates, the RFO informed the meeting that the flat rate for Children & Adults Parties (4hrs) should read a proposed £90. Then following discussion of these matters, it was

PROPOSED by Cllr Saunders that all current regular and casual user rental fees be increased by 5% on April 1st 2025 with an additional 5% increase in October 2025 and that the flat rate Children's/Adults party rate be set at £90.

SECONDED by Cllr. L. Boniface. Following a vote by show of hands, it was

RESOLVED that the current Social Centre/Hall rental rates be increased by 5% on April 1st 2025 with an additional 5% increase in October 2025 and that the flat rate Children's/Adults party rate be set at £90.

On the matter of Allotment Charges, and following discussions, it was,

PROPOSED by Cllr Saunders, that the current FY fees for both garden/plot allotment sizes be increased by 10% for the FY 2025-26.

SECONDED by Cllr. S. Boniface, after which it was unanimously,

RESOLVED that the current FY fees for both garden/plot allotment sizes be increased by 10% for the FY 2025-26.

Following discussion on the matter of the proposed introduction of proposed Photocopying & Printing charges, it was,

PROPOSED by Cllr. Taylor that the proposed fees as per Table 3 of the report be implemented on April 1st 2025.

SECONDED by Cllr. Wardle, after which it was,

RESOLVED that the proposed fees as per Table 3 of the report be implemented on April 1st 2025.

C058/24 NOTICE OF MOTION BY CLLR. SHAUN BONIFACE.

THAT THE COUNCIL FULLY CONSIDERS AND NOTES THE CURRENT PROVISION OF ALLOTMENT GARDENS FOR ITS RESIDENTS AND DETERMINES WHETHER THIS IS SUFFICIENT OR OTHERWISE?

WHERE CURRENT PROVISION IS RESOLVED AS 'INSUFFICIENT', THAT THIS COUNCIL IDENTIFIES SUFFICIENT FUNDING FROM ITS RESERVES THAT WOULD FACILITATE ALL EXPEDIENCY IN PURCHASING AVAILABLE LAND EITHER WITHIN OR WITHOUT THE CURRENT TOWN BOUNDARIES.

Following its introduction by Cllr. S. Boniface, the Town Clerk and RFO appraised the meeting of the current status of both the Newhaven Cemetery and Eastside Allotments in terms of overall tenancy numbers and current numbers of bona fide residents on the current (closed) waiting lists for each.

Give this information, the council determined that current provision was insufficient, and unanimately,

RESOLVED that sufficient funding be identified from within its reserves to facilitate the expedient purchase of land either within or without the Town Boundaries for this purpose.

C059/24 TO EXECUTE TWO AGREEMENTS CONCERNING THE ROLE OF THE TOWN COUNCIL AS 'INFORMATION PROCESSOR' IN ITS PARTNERSHIP WITH SUSSEX POLICE AND CCTV PROVISION IN THE TOWN – REPORT BY THE TOWN CLERK.

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

RESOLVED unanimously that the council formally executes both the 'Information Sharing Agreement'(ISA) and 'Personal Data Processing Agreement' with its partner Sussex Police.

C060/24 TO CONSIDER AND AUTHORISE AMENDMENTS TO FINANCIAL REGULATIONS AND STANDING ORDERS – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report. Following discussion, it was unanimously,

RESOLVED that the council adopts both the reviewed Financial Regulations and Standing Orders as proposed.

C061/24 TO CONSIDER AND AGREE A TIMETABLE FOR A REVIEW OF THE EXISTING POLICY DOCUMENTS OF THE TOWN COUNCIL – REPORT BY THE TOWN CLERK.

The Town Clerk summarised his report indicating that the proposed timelines for review were indicative and that lot hinged upon complexity, size and officer capacity. Following discussion, it was unanimously,

RESOLVED that the council adopts this timetable and process for existing policy review and into the future.

C062/24 FINANCIAL REPORTS

- Bank Reconciliation for 1st June to 31st August 2024
- Lists of Payments made for 1st June to 31st August 2024
- List of NTC Credit Card transactions for 1st June to 31st August 2024
- Income and expenditure by committee headings up to 31st August 2024

All noted and adopted.

C063/24 EXCLUSION OF PRESS & 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 MATTERS TO BE DISCUSSED.

RESOLVED, That the press and public be excluded from the remainder of the meeting.

C064/24 CONFIDENTIAL – TO DISCUSS AND VOTE FOR ONE OF THE CANDIDATES FOR CO-OPTION TO BECOME A TOWN COUNCILLOR (PREVIOUS AGENDA ITEM 6)

Following discussion regarding both candidates Ms. Jessa Chapman and Mr. Christopher O'Connor, it was

PROPOSED by Cllr. L. Boniface that Ms. Chapman be co-opted as a councillor to Newhaven Town Council.

SECONDED by Cllr. Macleod, and following a majority vote, it was

RESOLVED that Ms. Jessa Chapman be co-opted to Newhaven Town Council.

The council requested the Town Clerk to encourage Mr. O'Connor to apply for the recent casual vacancy created through the resignation of Cllr. Sean Macleod, and which is currently being advertised.

There being no further business, the Meeting closed at 21:20Hrs.

Date:

Town Mayor