



# ANNUAL FULL COUNCIL MEETING

Minutes of the Annual Full Council Meeting of Newhaven Town Council  
held at Meeching Hall, 2 Fort Road, Newhaven  
on **Tuesday 13<sup>th</sup> May 2025**, at **7.15pm**

**PRESENT:** Councillors: Pinky McLean-Knight (Chair & Town Mayor)  
Kim Bishop (Vice Chair)  
Lesley Boniface (Chair of Environment & Amenities)  
Mark Wardle (Chair of Promotion Partnership & Finance)  
Shaun Boniface (Chair of Strategy & Regeneration)  
Steve Saunders  
Jessa Chapman  
Jan Woodling  
Julie Carr  
James Harrison  
Corina Watts  
Jo Pettitt

**ALSO ATTENDING:** Ken Dry, Town Clerk  
Stephen Honey, Executive Officer  
Alison Campbell, RFO  
X4 Members of the Public

**C001/25** The Chair 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.

**C002/25** **TO ELECT THE TOWN MAYOR FOR THE ENSUING YEAR AND TO RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE.**

Cllr. L. Boniface,

**NOMINATED** Cllr. Bishop for the role of Town Mayor, which was

**SECONDED** by Cllr. Saunders, and following a unanimous vote,

Cllr. Bishop was **ELECTED** as Town Mayor and Chair of Newhaven Town Council for the ensuing year. Cllr. Bishop made her declaration of acceptance of office to the meeting, and was invested with the Mayoral Chain by Cllr. McLean-Knight.

Cllr. McLean-Knight was then presented with a Past Mayors Jewel by Cllr. Bishop who then took the Chair of the meeting.

**C003/25** **TO ELECT THE DEPUTY TOWN MAYOR FOR THE ENSUING YEAR AND TO RECEIVE THEIR DECLARATION OF ACCEPTANCE OF OFFICE.**

Cllr. S. Boniface,

**NOMINATED** Cllr. Wardle for the role of Deputy Town Mayor, which was

**SECONDED** by Cllr. Woodling, and following a unanimous vote,

Cllr. Wardle was **ELECTED** as Deputy Town Mayor and Deputy Chair of Newhaven Town Council for the ensuing year. Cllr. Wardle made his declaration of acceptance of office to the meeting, and was invested with the Deputy Mayoral Chain by Cllr. Bishop.

**19:27Hrs** Cllr. Watts joins the meeting.

**C004/25 APOLOGIES FOR ABSENCE**

Cllrs, Macleod, Taylor & Cook

Absent: Cllrs. Amy & Thomas.

**C005/25 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.**

No declarations made.

**C006/25 TO CONSIDER WHETHER THE MINUTES OF THE FULL COUNCIL HELD ON TUESDAY APRIL 8<sup>TH</sup> 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

**RESOLVED:**

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

**C007/25 PETITIONS AND PUBLIC QUESTIONS.**

None received.

**C008/25 TO MEET AND RECEIVE INTRODUCTIONS FROM CANDIDATES FOR THE ROLE OF CO-OPTED TOWN COUNCILLOR IN RESPECT OF THE CASUAL VACANCY CREATED THROUGH THE RESIGNATION OF CLLR. CHRISTOPH VON KURTHY. (5 MINS MAX PER CANDIDATE).**

Candidates: -  
a) Mr. Michael Young  
b) Mr. Paul Boswell, and  
c) Mr. Tai Ray-Jones

Mr. Paul Boswell was absent from this meeting and had not previously informed the Town Clerk of his attendance or otherwise.

Both Mr. Young and Ray-Jones introduced themselves individually to the council and provided a brief resume of their respective circumstances.

The Chair and councillors thanked them both for their attendance and introductions and indicated that they were welcome to stay for the remainder of the meeting until the 'confidential' section.

**C009/25 TO AGREE THE TERMS OF REFERENCE FOR THE COUNCIL'S COMMITTEES – REPORT BY THE TOWN CLERK.**

The Town Clerk summarised his report. Cllr. L. Boniface then

**PROPOSED** that the reviewed Committee Terms of Reference be adopted, which was **SECONDED** by Cllr. McLean-Knight. Following a unanimous vote it was, **RESOLVED** that the council adopt the amended Committee Terms of Reference.

**C010/25 TO AGREE THE TERMS OF REFERENCE FOR THE COUNCIL'S COMMITTEES – REPORT BY THE TOWN CLERK.**

Following discussion, the membership of the councils' committees was agreed by general consensus and on the basis that the Town Clerk would circulate Table 1 to all Councillors seeking the agreement or otherwise from those councillors not present at this meeting.

2025-26	Member	Member	Member	Member	Member	Member	Member
Environment & Amenities	Cllr. L. Boniface	Cllr. K. Bishop	Cllr. K. Taylor	Cllr. G. Amy	Cllr. L. Macleod	Cllr. Jo Pettitt	Cllr. J. Woodling
Promotion Partnership & Finance	Cllr. M. Wardle	Cllr. S. Boniface	Cllr. J. Carr	Cllr. J. Chapman	Cllr. J. Harrison	Cllr. S. Saunders	Cllr. L. Macleod
Strategy & Regeneration	Cllr. S. Boniface	Cllr. M. Wardle	Cllr. L. Boniface	Cllr. K. Taylor	Cllr. K. Bishop	Cllr. J. Harrison	Cllr. J. Woodling
Audit	Cllr. Watts	Cllr. McLean Knight.	Cllr. G. Amy	Cllr. J. Chapman	Cllr. L. Thomas		
Personnel	Cllr. L. Macleod	Cllr. S. Saunders	Cllr. C. Watts	Cllr. J. Carr	Cllr. S. Boniface	Cllr. Jo Pettitt	Cllr. L. Thomas
Planning & Development	Cllr. McLean-Knight	Cllr. S. Saunders	Cllr. K. Taylor	Cllr. L. Boniface	Cllr. K. Bishop	Cllr. G. Amy	Cllr. J. Chapman

Table 1.

**C011/25 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
- Friends of Riverside Park
- Lewes District Association of Local Councils (x2)
- Newhaven Chamber of Commerce
- Parishes of the Lower Ouse (POLO)
- Newhaven Historical Society
- West Quay Day Centre (formerly Age Concern)

Following discussion, the representatives were agreed by general consensus as at Table 2.

2025-26	2025-26
<b>External Bodies</b>	
<b>Access in Seaford &amp; Newhaven Committee</b>	Cllr Chapman
<b>West Quay Day Centre (formerly Age Concern)</b>	Cllr. Bishop
<b>Lewes District Citizens Advice</b>	Cllr. Woodling
<b>South East Community Rail Partnership</b>	Vacant
<b>CTLA</b>	Cllr. Saunders & McLean-Knight
<b>East Sussex Association of Local Councils</b>	Cllr. J. Carr
<b>plus 1</b>	Vacant
<b>Egrets Way Committee</b>	Cllr. L. Boniface
<b>Friends of Riverside Park</b>	Cllr. Jo. Pettitt
<b>Joint Action Group</b>	Cllr. K. Bishop
<b>Lewes District Association of Local Councils</b>	Vacant
<b>Newhaven Chamber of Commerce</b>	Rota
<b>Parishes of the Lower Ouse</b>	Cllr. Harrison
<b>Newhaven Historical Society</b>	Cllr. Harrison
<b>Hillcrest Centre</b>	Cllr. Woodling

Table 2.

**C012/25 TO AGREE THE MEETING SCHEDULE FOR THE FORTHCOMING CIVIC YEAR.**

Cllr. L. Boniface suggested that the Annual Full Council on May 5<sup>th</sup> 2026 be swapped with the Town Meeting scheduled for May 19<sup>th</sup> 2026 in order to provide the new Mayor/Chair the opportunity of presiding at the Town Meeting prior to her tenure as Mayor.

The Town Clerk confirmed that there was no problem with this and that the necessary amendment would be made.

It was then unanimously,

**RESOLVED** that the schedule be adopted with this alteration.

**C013/25 TO ADOPT THE GOVERNANCE AND MANAGEMENT RISK REGISTER PREPARED BY THE TOWN CLERK.**

The Town Clerk summarised the purpose of the Governance & Management Risk Register, and following discussion, it was,

**RESOLVED** unanimously to note the councils' position as satisfactory in this regard.

**C014/25 TO AGREE THE ANNUAL INSURANCE PREMIUM FOR THE TOWN COUNCIL.**

The Town Clerk informed the meeting that overall, the insurance premium had decreased slightly. The RFO then clarified that the insurance premium for the NTC Electric Van has been budgeted for under a separate heading, and that the budget provided for the general insurance had not been overspent regardless of the council having to pay Insurance Premium Tax.

It was then, unanimously,

**RESOLVED** that the council instructs the Town Clerk to accept the renewal quotation of £19,388.78 for the insurance year 00:01 June 1st 2025 until May 31st 2026.

**C015/25 TO AGREE THE PAYMENT OF THE FOLLOWING ANNUAL SUBSCRIPTIONS – REPORT BY THE TOWN CLERK.**

Sussex Associations of Local Councils (includes National Association of Local Councils)  
Lewes District Association of Local and Parish Councils  
Newhaven Chamber of Commerce  
Institute of Cemetery & Crematorium Management  
Society of Local Council Clerks

The Town Clerk summarised his report and explained the differing subscriptions and their purpose/benefits.

Following discussion, it was unanimously,

**RESOLVED** that these subscriptions be maintained until the next review and Annual Full Council meeting.

**C016/25 TO CONFIRM THAT AN EFFECTIVE SYSTEM OF INTERNAL AUDIT IS IN PLACE.**

- a) Internal Audit – Final Update Report
- b) Internal Auditor – AGAR Certificate 2024-25

The Town Clerk informed the meeting, that due to the hard work and diligence of the RFO, the Final Internal Audit Report was without recommendation/qualification and had enabled the Internal Auditor to complete and certify the AGAR Certificate for 2024/25.

The Chair, on behalf of the council, thanked the RFO for her hard work and dedication in achieving this, and this was echoed by the councillors there present.

It was then unanimously,

**RESOLVED**, that the council was satisfied that an effective system of internal audit is in place.

**C017/25 TO CONSIDER AND CONFIRM THE APPOINTMENT OF AN EXTERNAL COMPANY AS THE TOWN COUNCIL'S INTERNAL AUDITOR FOR 2025-26 – REPORT BY THE TOWN CLERK.**

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

**PROPOSED** by Cllr. S. Boniface that Mulberry & Co. be appointed to provide Internal Audit services at a cost of **£409**.

**SECONDED** by Cllr. Saunders, and following a unanimous vote, it was,

**RESOLVED** that Mulberry & Co. be appointed to provide Internal Audit services at a cost of **£409**.

**C018/25 TO APPROVE SECTIONS 1 AND 2 OF THE ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2025 AND THE UNAUDITED ACCOUNTS.**

Following discussion, it was,

**RESOLVED** unanimously that these documents be approved.

**C019/25 TO REVIEW AND ADOPT THE FOLLOWING DOCUMENTS:**

Financial Regulations.  
Standing Orders.  
Reserves Policy.

The Town Clerk summarised his report indicating that the primary driver behind NALC revising its model Financial Regulations and Standing Orders was the introduction of legislative regulation following 'Brexit'.

Following a number of clarifications and discussions, Cllr Saunders,

**PROPOSED** that these reviewed documents be adopted, which was,

**SECONDED** by Cllr. S. Boniface Following a unanimous vote, it was,

**RESOLVED** that these three reviewed documents be adopted.

**C020/25 TO APPROVE AND ADOPT THE NEWHAVEN TOWN COUNCIL BUSINESS PLAN 2025-2030.**

The Town Clerk informed the meeting that since April 8<sup>th</sup> 2025 the draft had been publicly available with invited commentary from Newhaven residents. However, no commentary had been received.

Cllr. Saunders informed the meeting that he felt that the description of the Town in the last paragraph of page 1 of the Business Plan was inaccurate, in that the vast majority of the key companies in the Town do have specific linkages to its function as a Port e.g. F.M. Conway and Brett Aggregates. This was supported by Cllr. S. Boniface.

The Town Clerk indicated that he was happy to rewrite this paragraphs to reflect this.

Following discussion, it was unanimously,

**RESOLVED** to adopt this Business Plan, with the aforementioned amendment by the Town Clerk, with progress on objectives and actions being reported to each Annual Full Council thereafter.

**C021/25** **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 MATTERS TO BE DISCUSSED.**

**RESOLVED.**

**C022/25** **CONFIDENTIAL - TO DISCUSS AND VOTE FOR ONE OF THE CANDIDATES FOR CO-OPTION AS A TOWN COUNCILLOR. (PREVIOUS AGENDA ITEM 7.)**

Following discussion, it was,

**PROPOSED** by Cllr. L. Boniface that Mr. Michael Young be co-opted to the Town Council as a Councillor for Central Ward, this was

**SECONDED** by Cllr. Chapman.

It was then,

**PROPOSED** by Cllr. McLean-Knight that Mr. Kai Ray-Jones be co-opted to the Town Council as a Councillor for Central Ward, this was

**SECONDED** by Cllr. Woodling.

A vote by hands was taken, resulting in

8 votes in favour of Mr. Michael Young, and

3 votes in favour of Mr. Kai Ray-Jones.

As a result, it was therefore **RESEOLVED** that Mr. Michael Young be co-opted to Newhaven Town Council. As the council considered that both candidates were appointable, but there being only one casual vacancy, the Chair requested that the Town Clerk inform Mr. Ray-Jones accordingly.

**RESOLVED**, that Mr. Michael Young be co-opted to the Town Council as a Councillor for Central Ward.

There being no further business, the Meeting closed at 8:39pm.

Date: .....

Town Mayor