



Town Council Offices,
18 Fort Road,
Newhaven.
East Sussex.
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12th May 2026.

TO ALL MEMBERS OF THE COUNCIL

Meeting Link for Members of the Public -

<https://teams.microsoft.com/meet/357382358490259?p=ujABzQmTlaNtdZiFny>

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 19th May 2026 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 Additional Meeting of the Town Council held on Tuesday 21st April 2026 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
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)
Hillcrest Centre
Joint Action Group



10. To adopt the Governance and Management Risk Register prepared by the Town Clerk. (attached).
11. To agree the Annual Insurance Premium for the Town Council – Report by the Town Clerk.
12. To agree the payment of the following annual subscriptions – Report by the RFO.
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
13. To confirm that an effective system of internal audit is in place.
 - a) Internal Audit – Final Update Report
 - b) Internal Auditor – AGAR Certificate 2025-26
14. To consider and confirm the appointment of an external company as the Town Council's Internal Auditor for 2026-27 – Report by the RFO
15. To approve Sections 1 and 2 of the Annual Return for the year ended 31st March 2026 and the unaudited Accounts (attached).
16. To review and adopt the following documents – Report by the Executive Officer.
 - Financial Regulations.
 - Standing Orders.
 - Discretionary Grant Policy & Procedure.
 - Event Grant Policy & Application Form.
 - Anti-Harassment and Bullying Policy & Procedure
 - Whistleblowing Policy & Procedure
 - Paternity Leave and Pay Policy & Procedure
17. To consider a Quotation for additional works at the Cemetery Allotments – Report by the RFO.
18. To consider and agree Earmarked Reserves for the Financial Year 2026/27.

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 regarding business not listed on the meeting agenda, please submit this to admin@newhaventowncouncil.gov.uk at least three working days before the meeting (not including the day of submission and day of 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.