



Chailey Parish Council
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Minutes

The Annual Meeting of the Full Council was held on Tuesday 16th May 2017 in the Reading Room, Chailey Green, commencing at 7.30pm

Present: Cllr. M Evans (Chairman for item 17/079) and Cllr. K Jordan (Chairman for item 17/080 onwards).
Cllrs. P. Atkins, S. Avery, N. Belcher, M. Lethem, J. Millam, P Olbrich, P.O'Conor.

Public present: none

In attendance: S Treharne (Clerk) and Cllr. J. Sheppard.

17/079 To elect a Chairman and to receive the Chairman's declaration of acceptance of office: Cllr. Evans confirmed that he did not seek re-election as Chairman. He proposed and Cllr. Olbrich seconded a motion that Cllr. Jordan be appointed as Chairman for the coming year. There were no other nominations and the motion was approved unanimously. Cllr. Jordan completed a declaration of acceptance of office as Chairman. Councillors thanked Cllr. Evans for all he had done whilst Chairman of the Council.

17/080 To elect a Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of office: Cllr. Millam proposed and Cllr. Atkins seconded a motion that Cllr. Olbrich be appointed as Vice-Chairman for the coming year. There were no other nominations and the motion was approved unanimously. Cllr. Olbrich completed a declaration of acceptance of office as Vice-Chairman.

17/081 To receive updated member's registers of interests: a number of Councillors submitted updated forms to the Clerk who reminded Councillors of the need to keep registers of interest up to date.

17/082 To welcome Mr Michael Lethem as a Councillor: Councillors welcomed Mr Lethem to the Council. Cllr. Lethem completed a declaration of acceptance of office.

17/083 Apologies for absence: none.

17/084 Declarations of Interest: none.

17/085 To appoint Councillors to Council Committees and to represent the Council on outside bodies and village and other organisations: the schedule of appointments was reviewed and the following changes were agreed:

Appointment	Previous incumbent(s)	Revised incumbent(s)
Planning and Environs Committee – Vice Chairman	Cllr. Olbrich	Cllr. Evans
Chailey Commons Society	None	Cllr. Belcher
Chailey Parish Hall	Cllr. Jordan	Cllr. Lethem
Grantham Trust	None	Cllr. Belcher
Neighbourhood Plan	Cllrs. Evans and Jordan	Cllrs. Avery, Evans, and Jordan
Chailey News Co-ordinator	Cllr. Evans	Cllr. Jordan

Councillors agreed that all other responsibilities and appointments should remain unaltered.

17/086 Questions/comments from members of the public: none.

17/087 Items considered as a matter of urgency: Cllr. O’Conor drew attention to recent news that a case of Alabama Rot (a disease potentially fatal to dogs) had been reported in North Chailey. Councillors agreed that this news should be promulgated via the website and the Clerk was asked to inform the Commons Society.

17/088 To agree the Minutes of the Full Council meeting held on 25th April 2017: the minutes were amended to show that Cllr. Belcher had been present at the meeting referred to in minute 17/066. The minutes were then approved and signed by the Chairman.

17/089 To note the steps taken to co-opt a Councillor to replace Venetia Harrison: the Clerk reported that notices had been published seeking interest from those who wish to be considered. The deadline is 26th May. The Personnel Advisory Committee would then take the matter forward in full compliance with the Council’s procedure.

17/090 To consider and approve the Council’s Risk Management and Assessment schedule: Councillors considered the schedule. The Clerk explained that the schedule had been revised substantially in 2016 and his view was that no further revision was necessary. There remained a few procedures to be implemented, particularly around the collection of evidence of the inspection of Parish/Council assets.

17/091 To receive a report on the Council’s insurance arrangements for 2017/18: the Clerk reported that he had received the renewal papers. He reminded Councillors that a three year arrangement had been entered into last year and the premium was in line with that agreement. The insurance valuation of assets had been increased by the usual factors. After discussion, Councillors approved the insurance arrangements.

17/092 To consider the report of the Internal Auditor for 2016/17: Cllr Evans referred to the report and proposed that it be accepted without modification. Cllr. Olbrich seconded this motion which was agreed.

17/093 To review and if thought fit agree the annual governance statement for 2016/17: the Clerk referred Councillors to the pro forma statement circulated with the agenda. Cllr. Evans informed Councillors that, in his view and also that of the Internal Auditor, the financial records and controls were in good order and he wished to thank the Clerk for his work in achieving this. After further discussion Cllr. Evans proposed and Cllr. Atkins seconded a motion that the annual governance statement should be approved with “yes” being answered to all questions and this was approved unanimously.

17/094: To review and if thought fit approve the accounting statements for 2016/17: the Clerk referred Councillors to the draft receipts and payments account for the years ended 31st March 2017 and to the Accounting Statement, forming part of the Council’s annual return. After discussion, Cllr. Lethem proposed and Cllr. Belcher seconded a motion that the receipts and payments account and the Accounting Statements be approved and this was agreed unanimously.

17/095 To consider and if thought fit approve financial reports for April 2017: Cllr. Jordan referred Councillors to the financial reports circulated with the agenda.

The Clerk reported that in April receipts totalled £39,247, which included half the annual precept and grant from Lewes District Council, £6,126 by way of grant to pay for costs associated with the Neighbourhood Plan and £4,500 under the CIL scheme. Payments for the month were £2,304. Councillors’ attention was drawn to the analysis of receipts and payments by category shown in the financial reports, to the detailed breakdown of the receipts and payments for the month and to the bank reconciliation attached.

Cllr. O’Conor proposed and Cllr. Evans seconded a resolution that the financial reports for April 2017 be approved and this was passed unanimously.

17/096 To review the Council’s policy on Grants and Donations and to agree the timetable for the receipt and consideration of applications for annual small grants in 2017: Councillors reviewed the policy and in particular the wording of paragraph 6. After discussion, Cllr, Olbrich proposed and Cllr. Atkins seconded a motion that the policy be approved with all the words after “organisation” in paragraph 6 being deleted. This motion was agreed.

The Clerk advised Councillors that the cut-off date for applications will be 30th June 2017 and applications would be reviewed by Councillors at the meeting of the Full Council on 18th July 2017.

17/097 To receive a report on the Sports Pavilion: the Clerk advised Councillors that he had only just received an indication of the value of the tenders received. He awaited a full report from the surveyors, following which the planned meeting of those Councillors directly involved would take place. The surveyors had offered to attend this meeting and Councillors agreed that this would be sensible. Cllr. Evans expressed concern that work had still not started and urged that matters should move forward quickly.

17/098 To note risk implications: nothing to note.

17/099 Confidential information – exempt matters: Cllr Jordan advised Councillors that it was not necessary this month to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2). The matter deferred from the April meeting would now be on the agenda for the June meeting.

17/100 Next Full Council meeting: 20th June 2017 at 7.30pm. Next Planning & Environs Committee meeting: 6th June 2017 at 7.30pm

Signed: *Ken Jordan*
Chairman

Date: *20th June 2017*