

UCKFIELD TOWN COUNCIL



Minutes of the Annual Statutory Meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber, Civic Centre on Monday 8th May 2017 at 7.00 pm.

PRESENT:

Cllr. D. Bennett	Cllr. J. Love
Cllr. M. Dean	Cllr. C. Macve
Cllr. L. Eastwood	Cllr. S. Mayhew
Cllr. K. Everett	Cllr. P. Meakin
Cllr. H. Firth	Cllr. I. Smith
Cllr. D. French	Cllr. P. Sparks
	Cllr. D. Ward

IN ATTENDANCE:

3 members of the public (*one member of the public recorded the meeting*)
2 members of the press (*both members of the press recorded the meeting*)

Holly Goring Town Clerk
Christine Wheatley Assistant Town Clerk and Responsible Financial Officer

Minutes taken by Holly Goring.

1.0 ELECTION OF TOWN MAYOR

Cllr. L. Eastwood was nominated for Town Mayor.

FC.01.05.17 With unanimous support it was **RESOLVED** that Cllr. Louise Eastwood be appointed as Town Mayor.

2.0 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. Eastwood thanked Members for their nomination.

Cllr. Eastwood then signed the declaration of acceptance of office in the presence of the Proper Officer.

3.0 ELECTION OF DEPUTY TOWN MAYOR

FC.02.05.17 Cllr. Duncan Bennett was nominated for Deputy Town Mayor. With unanimous support it was **RESOLVED** that Cllr. Duncan Bennett be appointed as Deputy Town Mayor.

4.0 TO CO-OPT A YOUTH MEMBER TO UCKFIELD TOWN COUNCIL

As part of a new initiative with Uckfield Community Technology College, the Town Council has been inviting students with an interest in politics

to become involved in local decision-making by engaging with the Town Council.

The Mayor, Councillor Eastwood welcomed Mr Manvell to the Full Council meeting and invited him to introduce himself.

Mr Manvell explained that he was a Year 12 student studying at Uckfield Community Technology College Sixth Form. He was currently studying Chemistry, History, Maths and German. He was particularly interested in local government and thought the Town Council would be the best place to learn more. He was very pleased to be given the opportunity and looking forward to the year ahead.

The Mayor asked for members to take a vote by show of hands on the co-option.

FC.03.05.17 With unanimous support, it was **RESOLVED** to co-opt Mr Manvell onto Uckfield Town Council as a Youth Member.

5.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

However, no such declarations were forthcoming.

6.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION

None received.

7.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J. Anderson and J. Beckford.

8.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES

General Purposes - 9 members

FC.04.05.17 It was **RESOLVED** that the nine members of the General Purposes Committee be as follows:-

Cllrs M. Dean, L. Eastwood, K. Everett, H. Firth, J. Love, P. Meakin, I. Smith, P. Sparks and D. Ward.

Environment and Leisure - 9 members

FC.05.05.17 It was **RESOLVED** that the nine members of the Environment and Leisure Committee be as follows:-

Cllrs. J. Beckford, D. Bennett, M. Dean, K. Everett, H. Firth, D. French, S. Mayhew, I. Smith and D. Ward.

Plans - 7 members

FC.06.05.17 It was **RESOLVED** that the seven members of the Plans Committee be as follows:-

Cllrs. J. Anderson, D. Bennett, K. Everett, D. French, J. Love, C. Macve and S. Mayhew.

Prior to adjourning to consider the appointment of Chairmen and Vice-chairmen for the various committees, Members were reminded of the Council's Standing Orders relating to voting on appointments which stated:-

"15.3 - Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."

and

"15.4 - "Neither shall the Mayor or Deputy Mayor be Chairman of a full committee."

GP.01.05.17 In considering the appointment of Chairman of the General Purposes Committee, it was **RESOLVED** that Cllr. D. Ward be appointed as Chairman.

GP.02.05.17 In considering the appointment of Vice-chairman of the General Purposes Committee, it was **RESOLVED** that Cllr. J. Love be appointed as Vice-chairman.

EL.01.05.17 In considering the appointment of Chairman of the Environment and Leisure Committee, it was **RESOLVED** that Cllr. M. Dean be appointed as Chairman.

EL.02.05.17 In considering the appointment of Vice-chairman of the Environment and Leisure Committee, it was **RESOLVED** that Cllr. D. French be appointed as Vice-chairman.

P.01.05.17 In considering the appointment of Chairman of the Plans Committee, it was **RESOLVED** that Cllr. S. Mayhew be appointed as Chairman.

P.02.05.17 In considering the appointment of Vice-chairman of the Plans Committee, it was **RESOLVED** that Cllr. D. French be appointed as Vice-chairman.

9.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE NEWSLETTER EDITORIAL PANEL

In considering the appointment of members to the sub-committees, the Clerk reminded Members of Standing Order No. 19.1.8 which stated that the Chairman of the General Purposes Committee or in their absence the Vice-chairman of the committee shall be members of every sub-committee appointed by it, unless they signified that they did not wish to serve.

The Town Clerk noted that the Chairman of the General Purposes Committee had already expressed an interest in Personnel Sub-Committee.

Personnel - 5 members

(Reporting to the General Purposes Committee)

FC.07.05.17 It was **RESOLVED** that the members of the Personnel Sub-committee be as follows:-

Cllrs. L. Eastwood, H. Firth, P. Meakin, P. Sparks and D. Ward.

Finance – 5 members

(Reporting to the General Purposes Committee)

FC.08.05.17 It was **RESOLVED** that the members of the Finance Sub-committee be as follows:-

Cllrs. J. Beckford, C. Macve, P. Meakin, P. Sparks and D. Ward.

The meeting then adjourned to allow the sub-committees to meet and elect a Chairman and Vice-chairman.

PS.01.05.17 In considering the appointment of Chairman of the Personnel Sub-committee it was **RESOLVED** that Cllr. H. Firth be appointed as Chairman.

PS.02.05.17 In considering the appointment of Vice-chairman of the Personnel Sub-committee it was **RESOLVED** that Cllr. P. Meakin be appointed as Vice-chairman.

FS.01.05.17 In considering the appointment of Chairman of the Finance Sub-committee it was **RESOLVED** that Cllr. P. Sparks be appointed as Chairman.

FS.02.05.17 In considering the appointment of Vice-chairman of the Finance Sub-committee it was **RESOLVED** that Cllr. C. Macve be appointed as Vice-chairman.

Newsletter Editorial Panel - 3 members

The Clerk advised that three Members had put their name down for the Editorial Panel and suggested that all three would therefore have a seat on this panel.

FC.09.05.17 It was subsequently **RESOLVED** that the members of the Newsletter Editorial Panel be as follows:-

Cllrs. D. French, C. Macve and P. Meakin.

10.0 TO APPOINT MEMBERS TO OUTSIDE BODIES

FC.10.05.17 It was **RESOLVED** that the following Members be appointed as the Council's representatives to the following outside bodies:-

FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	Cllr. L. Eastwood Cllr. D. Ward
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	Cllr. D. French Cllr. J. Love
Neighbourhood Plan Steering Group	2	Cllr. P. Sparks Cllr. C. Macve
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	Cllr. C. Macve Cllr. D. Bennett

ENVIRONMENT AND LEISURE COMMITTEE

Uckfield Railway Line Parishes Committee	1	Cllr. C. Macve
West Park L .N. R.	(2) (1 member and 1 substitute)	To be appointed at the first meeting of Environment and Leisure Committee on 30 th May 2017.
Hempstead Meadows L. N. R	(2) (1 member and 1 substitute)	
Uckfield and District Twinning Association (AGM and events only)	1	Cllr. S. Mayhew
Age Concern (AGM only)	1	Cllr. C. Macve Sub – Cllr. J. Love
Luxford Centre Management Committee	1	Cllr. C. Macve
Wealden Bus Alliance	1	Cllr. K. Everett
Active Uckfield	2	Cllr. D. French Cllr. I. Smith

GENERAL PURPOSES COMMITTEE

Uckfield Volunteer Centre	1	Cllr. P. Meakin
Citizens Advice Bureau	1	Cllr. P. Sparks
Ridgewood Village Hall Management Committee	1	Cllr. K. Everett
Uckfield and District Preservation Society - Bridge Cottage Committee (AGM only)	1	Cllr. D. French
Wealden District Association of Local Councils Management Committee	1	Cllr. D. Ward
Wealden District Association of Local Councils Planning Panel	1	Cllr. H. Firth

(East) Sussex Association of Local Councils (Attendance at AGM only)	(2) 1 member and 1 substitute	Cllr. D. Ward Cllr H. Firth (Substitute)
Emergency Planning Co-ordinators	2	Cllr. L. Eastwood Cllr. D. Bennett

11.0 TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP

Members considered a report previously circulated which provided background to the working group and advised a minimum of three members and maximum of five would need to be appointed to the working group for 2017/18.

FC.11.05.17 Following further brief discussion it was **RESOLVED** that the following Members be appointed to the Civic Centre Working Group:-

Cllrs. D. Bennett, H. Firth, D. French, S. Mayhew, and D. Ward.

12.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEED OF GRANT

Two grave certificates had been received and signed by members of Full Council.

FC.12.05.17 It was subsequently **RESOLVED** to sign the grave certificates for the following:
Mrs L. Ireland
Mr. C. Frederick and Ms J. Matthews

13.0 MINUTES

13.1 To resolve that the minutes of the Full Council meeting of the 3rd April 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.13.05.17 It was **RESOLVED** that the minutes of the meeting of the Full Council on the 3rd April 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor.

13.2 To note the minutes of the Annual Town Meeting of the 11th April 2017, previously circulated, and for the Town Council's committees to take forward the issues raised.
Members noted the minutes.

13.3 Action List

Members considered the action list and agreed to remove the following items which had been completed or appeared elsewhere on the agenda:-

FC.92.01.17 - To review update on proposed way forward for youth engagement

FC.116.04.17 – To consider providing a financial contribution to 'Wealden Works' for 2017/18.

FC.117.04.17 – To review the list of Outside Bodies for 2017-18

14.0 COMMITTEE MINUTES

14.1 To note the acts and proceedings of the following committee meetings:-

(a) Environment & Leisure Committee of the 18th April 2017

FC.14.05.17 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 18th April 2017.

(b) Plans Committee of the 10th April and 2nd May 2017

FC.15.05.17 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 10th April and 2nd May 2017.

(c) General Purposes Committee of the 24th April 2017

FC.16.05.17 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 24th April 2017.

15.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN 2018

Members noted the schedule for the completion of Members' Audits for the coming Municipal year.

16.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Members noted the report.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

17.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Uckfield – Events Working Group

Members noted the report.

(ii) Dementia Friendly Working Group

Members noted the report.

(iii) Civic Centre Working Group

Nothing to report at present.

18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

No questions were received by the deadline.

19.0 TO SIGN AND SEAL THE LEASE WITH THE SOURCE (THE HUB)

The Town Clerk advised that this item would need to be deferred as a result of receiving contact from the leaseholder to consider alterations to one of the clauses relating to sub-letting. The lease would therefore need to be presented to General Purposes Committee on 5th June 2017.

20.0 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor spoke of her attendance at the UCTC Mock Election Debate on Friday 5th May 2017 with councillors I. Smith and K. Everett. It was an excellent exercise which saw politics students pose a number of challenging questions to politicians from the various parties and created some really good debates.

The Town Mayor was looking forward to working with the youth members who had recently been co-opted to the Town Council in the next year and listening to their views on issues affecting the town.

21.0 TOWN CLERKS ANNOUNCEMENTS

The Town Clerk wished to echo the comments of the Town Mayor and welcome all three of the youth members (Mr Boyce, Mr Coleman and Mr Manvill) on board, and looked forward to working with them over the course of the year.

The Town Clerk also wished to say a big thank you to all staff and members for their hard work, noting that they had achieved a great deal over the past year, and she was looking forward to working with everyone in the future.

22.0 CONFIDENTIAL BUSINESS

None received

The meeting closed at 7.58pm.