



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

in
The Council Chamber, Civic Centre
on
Monday 2nd March 2020 at 7.00pm

AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

1.0 DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

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

3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Full Council on 20th January 2020 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-
- | | | |
|-----|-----------------------------------|--|
| (a) | Plans Committees | 3 rd and 24 th February 2020 |
| (b) | Environment and Leisure Committee | 17 th February 2020 |
| (c) | General Purposes Committee | 27 th January 2020 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(nothing to report at this time)
- (ii) Neighbourhood Plan Steering Group
(nothing to report at this time)
- (iii) Gatwick Airport Consultation Group
(nothing to report at this time)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(to be considered under confidential business)
- (ii) Uckfield – Events Working Group
(Attached)
- (iii) Uckfield Dementia Forum
(Attached)

9.0 TO CONSIDER AMENDMENTS TO THE TOWN COUNCIL'S CODE OF CONDUCT POLICY

(Attached)

10.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

(Attached)

11.0 TO NOTE THE MAYOR'S ENGAGEMENTS

(Attached)

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

13.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

14.0 TOWN CLERK'S ANNOUNCEMENTS

15.0 CHAIRMAN'S ANNOUNCEMENTS

16.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

- 16.1 To receive an update from the Civic Centre Working Group
(Attached)
- 16.2 To receive an update on Heathfield & Waldron Parish Council's Town Centre
CCTV connection
(Attached)



Town Clerk
25th February 2020

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>The Council will be advertising its intention to apply for confirmation shortly. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.</p>
<p><u>FC115.04.19</u></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>The question has been asked once again of Sussex Police.</p>
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>

<u>FC.89.01.20</u>	<p><u>11.0 To consider providing a financial contribution to the Conservators of Ashdown Forest</u> Members RESOLVED to request that a letter be written to the Conservators of the Ashdown Forest, to advise that with regret due to the timing of their request, it was not possible to provide financial support for 2020/21, but Uckfield Town Council did however wish to work with the Conservators to convene a partnership meeting of all of the relevant authorities and parishes, to provide a long-term solution to funding the Ashdown Forest Conservators and the work that they do.</p>	20.01.20	HG	Will be progressed shortly.
<u>FC.93.01.20</u>	<p><u>15.0 To formally adopt the Asset Management Plan for 2020/21</u> Members considered a statement by Councillor K. Bedwell and Chair of Ridgewood Village Hall and RESOLVED to request that the statement be presented to the next meeting of General Purposes Committee and adopt the Asset Management Plan for 2020/25.</p>	20.01.20	HG	The matter was taken to General Purposes Committee on 27 th January. Please refer to General Purposes Committee action list for work identified. NFA for Full Council at present.
<u>FC.96.01.20</u>	<p><u>21.0 Questions by members previously notified</u> Members RESOLVED to request that the Town Clerk investigate the matters detailed in the letter from Uckfield Community Hospital to Wealden District Council.</p>	20.01.20	HG	In progress.

Meeting of Full Council

Monday 2nd March 2020

Agenda Item 8.0 (ii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'EVENTS WORKING GROUP – CELEBRATE'

A meeting of the working group took place on Monday 3rd February with representatives also in attendance from Food Rocks and Uckfield FM.

Attendees were informed that preparations were already underway for this year's Weald on the Field event, which was due to take place on **Saturday 1st August 2020, on Luxford Field** between the hours of 11.00am and 7.00pm.

Attendees discussed the costs and funds required to run the event in 2019, and felt that similar approaches would be required in 2020, such as offering business sponsorship opportunities. Wealden District Council had previously supported the Town Council, but after supporting the event for three years, would now be stepping back to support other initiatives elsewhere in the district, which was perfectly understandable. The Town Clerk would be submitting applications for grant funding, and would inform the group of her progress with this in due course.

Attendees felt that the advertising and communication methods used previously had worked well, and a similar plan would be followed for 2020.

The group discussed finer details with regards to the music line-up, and entertainment, facilities such as staging, seating, generators and portaloos and matters relating to health and safety.

Initial promotion of the event would commence shortly, with 'save the date' messages on social media and the websites of the Town Council and Food Rocks.

Councillor D. French

Meeting of Full Council

Monday 2nd March 2020

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM

The most recent meeting of the Uckfield Dementia Forum, took place on Wednesday 12th February 2020.

A representative from Wealden District Council provided an update on the work of the Wealden Dementia Action Alliance and the forums across the district.

Forum members were informed that a draft Constitution had been prepared for the Uckfield Dementia Forum and had been shared with 3VA for advice on the required next steps, and accompanying policies.

The group discussed potential activities which would be taking place or could be arranged during National Dementia Action Week – 11th to 17th May 2020. Information on the activities taking place, needed to be passed to Wealden District Council by early March, to enable the range of activities to be advertised in a brochure across the district.

The group were also advised that the Wealden Dementia Action Alliance were arranging a conference early July, and had invited Uckfield Dementia Forum to provide a presentation on the work of the forum and their achievements, alongside all of the other dementia forums across the district.

Forum members had started to map the businesses and organisations within the town of Uckfield who had undertaken dementia awareness sessions and when, to start a programme of business engagement.

In summary, it was a useful and productive meeting. The next meeting of the Uckfield Dementia Forum would be taking place on Thursday 23rd April 2020 at 1.30pm in the Civic Centre.

Councillor P. Sparks

Meeting of Full Council

Monday 2nd March 2020

Agenda Item No. 9.0

TO CONSIDER AMENDMENTS TO THE TOWN COUNCIL'S CODE OF CONDUCT POLICY

1.0 Summary

- 1.1 At the Full Council meeting of East Sussex County Council on 14 May 2019, it was agreed to amend their Code of Conduct, as recommended by the Committee on Standards in Public Life. ESCC recommended at that time, that all other councils within the County did the same to ensure consistency across East Sussex and reflect best practice.
- 1.2 Wealden District Council made contact with all parishes before Christmas to advise that they had also considered and approved the amendments at Wealden's Full Council meeting in December 2019 (a copy of the full report can be found on this link): <http://council.wealden.gov.uk/ieListDocuments.aspx?CId=299&MId=4652&Ver=4>
- 1.3 The amendments made by both Wealden District Council and East Sussex County Council to their code of conduct policies, have been reflected in Uckfield Town Council's Code of Conduct Policy and placed in red to highlight the proposed changes. A copy of the amended Code of Conduct Policy can be found in appendix A, and an annex to the policy can be found in appendix B of this report which provides non exhaustive examples of bullying and harassment.

2.0 Recommendations

- 2.1 Members are asked to consider the proposed amendments in the Town Council's Code of Conduct Policy, in line with best practice and recent changes to the policies of Wealden District Council and East Sussex County Council, and advise the Clerk accordingly.

Contact Officer: Holly Goring

Appendices: Appendix A: Code of Conduct Policy with amendments
Appendix B: Non exhaustive examples of bullying and harassment

UCKFIELD TOWN COUNCIL



CODE OF CONDUCT POLICY

Policy Number 43		
Issue No.	Date completed	Details of amendments
1	May 2007	FC.011.05.07
2.	28.04.08	FC.092.04.08
3.	09.07.12	FC.25.07.12 – Complete revision of the Code
4.	13.01.14	FC.70.01.14 - Revisions as suggested by WDC
5.	03.10.15	GP – for noting following review of Standing Orders at Full Council.
6	02.03.20	Full Council - consideration of amendments

CODE OF CONDUCT FOR MEMBERS

As a Member or co-opted Member of Uckfield Town Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this Council.

The Seven Principles of Public Life

1. Selflessness
Holders of public office should act solely in terms of the public interest.
2. Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. Honesty
Holders of public office should be truthful.
7. Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

On their election or co-option to Uckfield Town Council, Members are required to sign an undertaking to comply with the Council's Code of Conduct.

This Code of Conduct, adopted by the Council on the 13th January 2014 is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require Members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.

PART 1 – GENERAL PROVISIONS

Introduction and interpretation

1. (1) This Code applies to **you** as a member of the Council when acting in that capacity.
- (2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.
- (3) If you need guidance on any matter under this Code you should seek it from the Council's Proper Officer, the authority's Monitoring Officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (4) It is a criminal offence to fail to notify the Council's Proper Officer or the authority's Monitoring Officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have a disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the Council's Proper Officer or the authority's Monitoring Officer.
- (5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the Monitoring Officer and District Council's Standards Committee under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the Monitoring Officer and Standards Committee have the right to have regard to this failure in deciding -
 - (a) whether to take action in relation to you; and
 - (b) what action to take.
- (6) Councillors are required to comply with any request regarding the provision of information in relation to a complaint alleging a breach of the Code of Conduct and must comply with any formal standards investigation.
- (7) Councillors should not seek to misuse the standards process, for example, by making trivial or malicious allegations against another councillor for the purposes of political gain.
- (8) In this Code —

“Authority” means Wealden District Council.

“Code” means this Code of Conduct.

“Co-opted Member” means a person who is not a member of the Council but who -

- (a) is a member of any committee, sub-committee, working group or steering group of the Council, or
- (b) is a member of, and represents the Council on, any joint committee or joint sub-committee of the Council,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee, sub-committee working group or steering group.

"Council" means Uckfield Town Council.

"Meeting" means any meeting of —

- (a) the Council;
- (b) any of the Council's committees, sub-committees, working groups or steering groups.

"Member" includes a co-opted Member.

"Monitoring Officer" for the authority means the Monitoring Officer who is the Monitoring Officer for Wealden District Council and all Parish and Town Councils in the District Council area.

"Register of Members' Interests" means the Council's Register of Members' Pecuniary and other Interests established and maintained by the authority's Monitoring Officer under section 29 of the Localism Act 2011.

Scope

2. (1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you -
- (a) conduct the business of your Council (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your Council,
- and references to your official capacity are construed accordingly.
- (2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) Where you act as a representative of your Council –
- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your Council's Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. (1) You must treat others with respect

(2) You must not -

(a) do anything which may cause your Council to breach any of its equality duties (in particular as set out in the Equality Act 2010);

(b) bully or harass any person;

(Note: Bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Harassment may be characterised as unwanted conduct which has the purpose or effect of violating and individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.)

For examples of conduct that constitute bullying or harassment see Annex A.

(c) intimidate or improperly influence or attempt to intimidate or improperly influence any person who is or is likely to be -

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her Council's Code of Conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your Council.

4. You must not -

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where -

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is -

(a) reasonable and in the public interest; and

(b) made in good faith and in compliance with the reasonable requirements of the Council;

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Council into disrepute.

6. You -
 - (a) must not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
 - (b) must, when using or authorising the use by others of the resources of your Council -
 - (i) act in accordance with your Council's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by -
 - (a) your Council's Proper Officer; or
 - (b) your Council's Responsible Finance Officer,
 where that officer is acting pursuant to his or her statutory duties.
 - (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your Council.

PART 2 – INTERESTS

Personal interests

8. (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

- (2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests -
 - (a) the authority may deal with the matter as mentioned in paragraph 1(5) and
 - (b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).

- (3) You have a personal interest in any business of your Council where either -
 - (a) it relates to or is likely to affect -

- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your Council;
 - (ii) any body -
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
 of which you are a member or in a position of general control or management;
 - (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of Councils with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;
- (4) In sub-paragraph (3)(b), a relevant person is -
- (a) a member of your family or a close associate; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).
- (5) Subject to sub-paragraph (6), you have a personal interest which is also a disclosable pecuniary interest as defined by Section 30 of the Localism Act 2011 in any business of your Council where:
- (i) you or
 - (ii) your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) have any interest within the following descriptions:-

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant Council) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant Council for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant Council; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Interest	Description
Securities	<p>Any beneficial interest in securities of a body where –</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant Council; and</p> <p>(b) either –</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class</p>

- (6) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

Disclosure of personal interests (See also Part 3)

8. (1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your Council and you attend a meeting of your Council at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) If the personal interest is entered on the Council's register there is no requirement for you to disclose the interest to that meeting, but you should do so if you wish a disclosure to be recorded in the minutes of the meeting.
- (3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- (4) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your Council's register of Members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

Prejudicial interest generally

9. (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your Council you also have a prejudicial interest in that business where either -
- (a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

- (b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the Council where that business -
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your Council in respect of -
 - (i) housing, where you are a tenant of your Council provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to Members;
 - (v) any ceremonial honour given to Members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Effect of prejudicial interests on participation

10. (1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your Council -
- (a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held -
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your Council's Proper Officer or the authority's Monitoring Officer;
 - (b) you must not exercise executive functions in relation to that matter; and

- (c) you must not seek improperly to influence a decision about that matter.
- (2) Where you have a prejudicial interest in any business of your Council which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your Council or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- (3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

PART 3 – REGISTRATION OF INTERESTS

Registration of Members' interests

- 11.** (1) Subject to paragraph 12, you must, within 28 days of -
- (a) this Code being adopted by the Council; or
 - (b) your election or appointment to office (where that is later), register in the register of Members' interests details of -
 - (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
 - (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)
- by providing written notification to your Council's Proper Officer.
- (2) Subject to paragraph 12, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your Council's Proper Officer.

Sensitive information

- 12.** (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's Monitoring Officer agrees, the Monitoring Officer shall not include details of the interest on any copies of the register of Members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's Monitoring

Officer asking that the information be included in the register of Members' interests.

- (3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Dispensations

- 15** (1) The District Council's Standards Committee, Monitoring Officer or the Council's Proper Officer may, on a written request made by a Member, grant a dispensation relieving the Member from either or both of the restrictions in paragraph 10(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the District Council's Standards Committee, Monitoring Officer or the Council's Proper Officer -
- (a) considers that without the dispensation the number of persons prohibited by paragraph 10 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
 - (b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
 - (c) considers that granting the dispensation is in the interests of persons living in the Council's area,
 - (d) considers that it is otherwise appropriate to grant a dispensation.
- (2) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (3) Paragraph 10 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Non-exhaustive Examples of Bullying and Harassment

With reference to paragraph 3(2)(b) of this Code –

(1) Examples of bullying behaviour include, without limitation:

- spreading malicious rumours, or insulting someone by word or behaviour
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close,
- display of offensive materials, asking for sexual favours, making decision on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading or constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- invading someone's personal space
- speaking to someone in an overbearing manner
- using aggressive body language
- undermining or belittling someone

(2) Examples of harassment include, without limitation:

- making abusive, derogatory, patronising, suggestive or sexualised comments or sounds
- making offensive jokes or insulting gestures or facial expressions
- ridicule
- offensive e-mails, tweets or comments on social networking sites
- trolling via social networking sites
- threats of aggression or intimidation
- making false and malicious assertions
- intrusive questioning about private matters
- display of offensive material
- unwanted comments on dress or appearance

Definition of 'improperly influence'

- To induce another person through the use of, for example, threats or bribery to give consideration to or to act on any basis other than the merits of the matter.
- To bring undue pressure upon a person to try to get them to do something that they wouldn't normally do.

Meeting of Full Council

Monday 2nd March 2020

Agenda Item No. 10.0

TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

1.0 Summary

- 1.1 The Town Council were approached before Christmas by Uckfield Phab – who support and inspire children and adults with and without disabilities.
- 1.2 Uckfield Phab moved to a new venue at the end of January 2020, and re-located to Ridgewood Village Hall as a result of building works taking place in the Youth Centre and future plans alongside the Uckfield College development. However as a result of having to move venue, they have incurred storage costs for their equipment. These costs had not been budgeted for, and the Town Council was advised that they did not have the funds to cover the costs for 2020.
- 1.3 The Town Council was advised that a local storage company had assisted Uckfield Phab in providing suitable storage space, and a price had been agreed which would equate to £1120.99 per annum.
- 1.4 The Town Council advised Uckfield Phab that the request for support had been received outside of the annual Community Grants programme, but in these circumstances they would see if there was another way that support could be provided.
- 1.5 On liaising with the Urgent Consultation Panel, it was suggested that a contribution could be made towards the storage costs, through fundraising at an upcoming event. Preparations are therefore underway to arrange an event, possibly in April 2020. More information will follow in due course.

2.0 Recommendations

- 2.1 Members are asked to note the decision of the Urgent Consultation Panel.

Contact Officer: Holly Goring

Meeting of Full Council

Monday 2nd March 2020

Agenda Item 11.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor.

TO NOTE THE MAYOR'S ENGAGEMENTS

27th March 2020 Sussex Music VIP Event

27th March 2020 Mumpreneur Networking

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

25th January 2020 Uckfield Phab Saturday Session at Ridgewood Village Hall

13th February 2020 Formal opening of Cottage Hospice, Mayfield
(Hospice in the Weald)