

WESTHAM PARISH COUNCIL

Minutes of the Council Meeting held at 7.40pm on Monday, 22 May 2023

At the Amenity Hall, Stone Cross School, Adur Drive, BN24 5EF

Present:

Cllr D Axell, Cllr P Baldwin, Cllr L Comfort, Cllr F Durling, Cllr M Fairweather, Cllr K Farley, Cllr C Hanson, Cllr J Hayward, Cllr R Mayfield, Cllr P Quanstrom, Cllr A Taylor, Cllr D Upton

In attendance: WDC Cllr C Primett (Polegate Central)

Also at meeting: S. Sanders (Clerk)

Members of the public: None

1. To agree quorate of the Council

It was unanimously agreed that a quorate is present for the meeting to proceed

2. Election of the Chairperson of the Council

Cllr Daniel Upton was proposed and seconded. All Councillors unanimously agreed the proposal

Resolved: that Councillor Daniel Upton is elected Chair of Westham Parish Council for the year 2023 / 24.

3. To receive the Chair's Declaration of Acceptance of Office

Resolved: Cllr Upton signed the Declaration of Acceptance in front of the Full Council and Clerk

4. Election of Deputy Chairperson of the Council

Cllr Fiona Durling was proposed and seconded. All Councillors unanimously agreed the proposal

Resolved: that Councillor Fiona Durling is elected Deputy Chair of Westham Parish Council for the year 2023 / 24

5. Record members present

All members present

- (i) **Declarations of Acceptance signed and received by the Clerk**
- (ii) **Consent for the Summons to Attend Meetings to be transmitted in electronic form.**

RESOLVED: Councillors agreed to consent for the summons to Attend Meetings to be transmitted in electronic form

6. Apologies

None

7. Disclosure of interests in accordance with the Code of Conduct in relation to items on the agenda

Two Councillors declared a personal interest on Item 14 on the Agenda. (Application for grant funding from the Hankham Village Society). Both Councillors spoke but did not vote.

8. Questions from members of the public on matters on the agenda

None

9. Confirmation that the Criteria for the General Power of Competence has been met

Resolved: The Clerk confirmed that as she is a qualified Clerk and over 2/3rds of Councillors are elected that the Council are qualified for the General Power of Competence.

10. Adoption of the Code of Conduct

Resolved: Unanimous agreement that all Westham Parish Councillors would abide by the Code of Conduct

11. Draft Minutes of the Full Council Meeting 17 April 2023 to be agreed

The (unadopted) Minutes for the above meeting had been previously circulated to Councillors

Councillors agreed to approve the draft Minutes of the 17 April 2023

Unanimous Agreement

Resolved: to approve and adopt the draft minutes of the meeting 17 April 2023 as an accurate record of the meeting

12. To agree the Standing Orders and Financial regulations

Unanimous Agreement

Resolved: that the Standing Orders and Financial regulations for 2023 /24 are agreed unanimously

Financial items to be agreed for 2023/24

(i) To agree Bank signatories

A Councillor asked if anyone was willing to become an extra signatory on the Council's Metro Bank account. A name was put forward and was unanimously agreed by Council

(ii) Agreement for Mulberry and Co to be the Council's Internal Auditor for 2023/24

Unanimous agreement

(iii) Renewal of Insurance 2023/24 – the Council is in a 3 year agreement

Unanimous agreement

Resolved: That all the above items are agreed for the Council year 2023/24

13. Election of Chairs for the Finance Committee and the Assets Management Committee

This item is held over to the next Full Council meeting in June.

14. Grant application from Hankham Village Society

An application had been received from the Hankham Village Society asking for funding towards an social / music event called 'Hankhambury' in September.

After a short discussion where the event was explained to Councillors it was decided by a majority vote to agree funding of £750 towards the event.

Majority agreement with one abstention.

Resolved: that £750 be awarded to the Hankham Village Society

15. Butcher Field Agreement 2023/24

A Councillor asked the Council to consider changes to the Butcher Field agreement for the coming year as it was a public space and should be used for the benefit of the community. Details of changes has previously been circulated to Councillors by email.

The various options considered were discussed at length and it was decided that more information on grazing licences should be sought.

It was decided that any changes to the grazing licence should reflect everyone's best interests but more discussion was needed before firm decisions were made.

This item would be included in the June Full Council agenda for discussion and recommendations.

16. Financial Items recommended for approval

(i) Income and Expenditure Reconciliation reports for April 2023

The financial statements were circulated at the meeting for Councillors consideration and approval. These statements in future would be circulated electronically.

Unanimous Agreement

Resolved: that the above Financial Income and Expenditure Reconciliation Reports for April 2023 were approved and signed by the Chair of the Meeting.

(ii) Bank Statements for March 2023

These finance documents were circulated at the meeting to Councillors. In future these statements would be circulated electronically.

Unanimous agreement

Resolved: that the above Bank Statements for April 2023 were approved and signed by the Chair of the Meeting.

17. To resolve to exclude members of the press and public (Public Bodies (Admission to meetings) Act 1960)

There were no confidential items to discuss

The meeting closed at 20.50 hours