

Minutes of the **ANNUAL STATUTORY MEETING** of **CROWBOROUGH TOWN COUNCIL** held at the Council Offices, Pine Grove, Crowborough on Tuesday 14th May 2024 at 7.30pm

Present	Councillors	Alison Arthur	(also WDC)
		Peter Bucklitsch	
		Jane Clark	(also WDC)
		Suzanne Dixon	
		Martyn Everitt	(also WDC)
		Martyn Garrett	
		Paul Goddard	
		David Hedges	
		Richard Jury	
		Kay Moss	
		Beverly Pashley	
		Simon Ryder	
		Matthew Street	
		Neil Waller	
Natalie Whittle			
Also present		Caroline Miles	Town Clerk
		Tracie White	Minute Taking Administrator

One member of public in the council chamber

*Denotes non attendance

ELECTION OF TOWN MAYOR

The Council received one proposed and seconded nomination for Town Mayor, Cllr Matthew Street

10507 RESOLVED to elect Cllr Matthew Street as Town Mayor.

Declaration of acceptance of office of Town Mayor

Cllr Street read the Declaration of Acceptance of Office and it was signed in the presence of the Town Clerk.

Cllr Street thanked the council for its support and pledged to serve to the best of his ability during the upcoming year.

ELECTION OF DEPUTY TOWN MAYOR

The Council received one proposed and seconded nomination for Deputy Town Mayor, Cllr Natalie Whittle.

10508 RESOLVED to elect Cllr Natalie Whittle as Deputy Town Mayor.

Declaration of acceptance of office of Deputy Town Mayor

Cllr Whittle read the Declaration of Acceptance of Office and it was signed in the presence of the Town Clerk.

The Deputy Mayor thanked the council for its support.

PRAYER

The Mayor opened the meeting with a prayer

APOLOGIES

Cllr. Johanna Howell (ESCC)

DECLARATIONS OF INTEREST

Cllr Kay Moss declared an interest in Item 24.1 as a trustee of Clued Up.

Cllr Martyn Everitt declared an interest in Item 20 as a tenant of Basepoint and 24.1 as a trustee of Clued Up.

MINUTES

Minutes of the meeting held on 14th March 2023

10509 RESOLVED that the minutes of the meeting held on 23rd April 2024 as confirmed be ratified by the Chairman.

STANDING ORDERS

To review and adopt Standing Orders (attached to agenda)

Members reviewed the Standing Orders. The following amendments were noted:

Section 3i, Page 6: Remove the wording 'Stand when speaking (except when a person has a disability or is likely to suffer discomfort)'

Section 5c, Page 8: A question was raised about amending the meeting time from 6pm to 7:30pm. The Clerk will liaise with NALC regarding this as items in bold print are legislative.

Section 18a, Page 17: A question was raised about the increase in tender value to £30K (incl) The clerk advised that this had been raised in-line with NALC recommendations.

10510 RESOLVED to adopt the Standing Orders with the amendments discussed.

CIVILITY AND RESPECT PLEDGE

The council had previously resolved to adopt the Civility and Respect pledge, renewing it annually at the Annual Statutory Meeting. The Mayor read out each of the statements of the pledge for the council’s considerations.

10511 RESOLVED to adopt the Civility and Respect Pledge for the year 2024-25.

COMMITTEES

To agree Delegation Arrangements and Terms of Reference for Committees

A member enquired whether the land at Canada Green could be moved to the remit of the Environment Committee and be designated a wildflower area. Discussions took place regarding the current upkeep of the area, particularly in relation to the upcoming Canadian service of remembrance that is to be held in July commemorating 80 years since Canadian servicemen lost their lives. This has to date been an annual event, but it is anticipated that this year will be the last service due to the age and mobility of those attending. Options for the land are to be considered going forward.

The Communication and Events terms of reference was noted. It was recommended that the Summer Fair/Crowfest and the Remembrance events be added, and that the Carnival event be removed.

It was suggested that the Personnel Committee terms of reference be revised to state that the committee formulate the process of the appointment of the new Town Clerk and make recommendations to Full Council on that process.

It was recommended that the Allotments & Cemeteries terms of reference be adjusted to refer to cemeteries due to the upcoming opening of Summersales Cemetery.

10512 RESOLVED to accept the Delegation Arrangements and Terms of Reference for Committees with the amendments as noted.

To agree the membership of committees

10513 RESOLVED to agree the membership of committees as follows:

Allotments and Cemeteries

Peter Bucklitsch	Martyn Everitt	Paul Goddard	Kay Moss	Matthew Street
Natalie Whittle				

Communications and Events

Alison Arthur	Suzanne Dixon	Martyn Everitt	Martyn Garrett	Paul Goddard
David Hedges	Kay Moss	Beverly Pashley	Simon Ryder	Matthew Street
Neil Waller	Natalie Whittle			

Environment

Alison Arthur	Jane Clark	Martyn Everitt	Martyn Garrett	Paul Goddard
David Hedges	Richard Jury	Kay Moss	Simon Ryder	Matthew Street
Natalie Whittle				

Finance and General Purposes

Peter Bucklitsch	Suzanne Dixon	Martyn Everitt	Martyn Garrett	David Hedges
Kay Moss	Matthew Street	Neil Waller	Natalie Whittle	

Personnel

Alison Arthur	Peter Bucklitsch	David Hedges	Kay Moss	Neil Waller
Natalie Whittle				

Planning and Development

Suzanne Dixon	Martyn Everitt	Martyn Garrett	Richard Jury	Matthew Street
Natalie Whittle				

Sport and Recreation

Jane Clark	Martyn Everitt	Martyn Garrett	Paul Goddard	David Hedges
Richard Jury	Kay Moss	Beverly Pashley	Simon Ryder	Matthew Street
Natalie Whittle				

Standing Orders were suspended.

The Annual Statutory Meeting was adjourned for the election of Chairman and Deputy Chairman of each of the Standing Committees and membership of associated working groups.

Standing Orders were reinstated.

WORKING GROUPS

To agree membership and terms of reference for the Business Plan Working Group

10514 RESOLVED to agree the Business Plan Working Group membership as follows: Cllrs Peter Bucklitsch, Suzanne Dixon, Martyn Everitt, Kay Moss, Matthew Street, Neil Waller and Natalie Whittle.

To agree membership and terms of reference for the Vision Document Working Group

10515 RESOLVED to agree the Vision Document Working Group membership as follows: Cllrs Alison Arthur, Jane Clark, Suzanne Dixon, Martyn Everitt, Kay Moss, Matthew Street, Natalie Whittle and, members of the public, Mr George Moss, Ms. Louise Harrington and Mr Mike Coyne. The vision document working group to have delegated powers to invite people with specific knowledge to attend meetings on a one-off basis.

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE ORGANISATIONS

To appoint representatives to Outside Organisations for 2024/54

10516 RESOLVED to appoint representatives to outside organisations as follows:

ORGANISATION	No. OF CTC MEMBERS	2023/24 REPRESENTATIVES
Ashdown Forest Liaison Panel	1	Martyn Everitt
Citizens Advice Bureau	1	Jane Clark
Clued-Up Info	2	Paul Goddard Beverly Pashley
Crowborough and District Chamber of Commerce	1	Paul Goddard
Crowborough Community Association	1	Jane Clark
Crowborough Community Forum	1	Natalie Whittle
East Sussex ALC Ltd	2	Martyn Garrett Suzanne Dixon
Crowborough Fair Trade	3	Alison Arthur Martyn Everitt Kay Moss
Green Transition Crowborough	2	Alison Arthur Martyn Everitt
Jarvis Brook Community Association	2	David Hedges Beverly Pashley
Parish Planning Panel	1	Richard Jury
Sir Henry Fermor School Trustees (3-year appointment from 2022)	2	Martyn Garrett David Hedges
Smith and Fermor	1	Peter Bucklitsch
Strengthening Local Relationships	3	Martyn Everitt Natalie Whittle Kay Moss
Tackling anti-social behaviour in Crowborough	1	Kay Moss
Uckfield Railway Line Parishes Committee	1	Martyn Everitt
Wealden District Association of Local Councils	2	Martyn Garrett Kay Moss
Wealden Dementia Alliance	1	Kay Moss
Wealdlink	1	Paul Goddard

TO RECEIVE SUCH COMMUNICATIONS AS THE TOWN MAYOR MAY WISH TO LAY BEFORE THE COUNCIL

The Town Mayor's engagements

The engagements were noted.

The Mayor attended the ESALC chairperson's forum in April in which the civility and respect campaign was discussed. ESALC provides training on adhering to the civility and respect pledge. Members were disappointed to note that Crowborough was one of only 37 councils in East Sussex that had agreed to sign up to the pledge.

COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings

The following committee minutes as listed below were noted:

Allotments & Cemeteries – 6th February 2024

Communications & Events – 14th November 2023 & 20th February 2024

Environment – 4th March & 16th April 2024

Finance & General Purposes – 30th January and 5th March 2024

Personnel – 16th January 2024

Planning & Development – 18th March and 8th April 2024

Sport & Recreation – 23rd January & 20th February 2023

TO ANSWER QUESTIONS FROM COUNCILLORS

None

TO RECEIVE REPORTS FROM CTC COUNCILLORS ON OUTSIDE BODIES

A member enquired whether the town council should consider applying to WDC to purchase Adam Field in light of the discussion item in the WDALC report regarding land transfers. Members discussed the matter and agreed that the purchase of both Adam Field and Jarvis Brook Recreation Grounds by the council would protect the spaces for residents.

10517 RESOLVED that the Clerk approach WDC with a view to acquire by purchase the land at Adam Field and Jarvis Brook Recreation Ground.

A member notified the new council representatives of Clued Up that the next meeting was scheduled for Thursday 16th May at 12:30pm.

TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

The reports were noted. A member asked WDC representatives what new projects were going to be put forward and how the town council could support these.

A district councillor advised that some of the legacy projects had been too expensive to fulfil so some of the more achievable ones had been honoured. Future projects will be allocated in response to project requests made from representative groups in the community.

A member expressed disappointment that the project to add a training pool at Freedom Leisure was not moving forward as learning to swim is a life saver and a life skill.

Cllr Owen Williams agreed at the last Full Council meeting to confirm how the 10% of Wealden Lottery fund money was due to be allocated. The report is still outstanding and there is concern that local groups could be missing out. Cllr Everitt agreed to chase the information.

A member requested that the town council be actively included in the Wealden Review due to take place at the end of the year.

Members discussed the number of amendments to planning conditions being sought in reference to developers trying to avoid building affordable housing. WDC are aware of this and actively try to challenge wherever possible.

A member asked whether the ESCC scheme to help people from urban areas access the South Downs would be offered to Crowborough residents.

GENERAL POWER OF COMPETENCE

10518 RESOLVED that Crowborough Town Council meets the eligibility criteria to exercise the General Power of Competence.

FINANCE

To note the Income & Expenditure Reports against budget and the Earmarked Reserves (EMR) position

The Income and Expenditure reports and Earmarked Reserves were noted.

To note the payments made in March and April 2024

The payments were noted.

To approve the bank reconciliation as of 31st March 2024

10519 RESOLVED to approve the bank reconciliation as of 31st March 2024.

To approve the Asset Register as of 31st March 2024

A member raised an enquiry regarding the insurance value for Pine Grove and whether the figure has been backed by an insurance assessor. Members asked the RFO to provide clarity regarding this and the cost of insurance going forward.

10520 RESOLVED to approve the Asset Register as of 31st March 2024.

To approve Section 1 and 2 of the draft Annual Governance and Accountability Return 23/24

The Finance and General Purposes Committee had reviewed Sections 1 and 2 of the draft Annual Governance and Accountability Return and recommended it to Full Council for approval.

10521 RESOLVED that the statements in section 1 of the AGAR had been complied with and approves both section 1 and section 2 of the draft Annual Governance and Accountability Return for 23/24.

To note the latest report from Basepoint

The report was noted.

To agree the suggestion regarding payment authorisation

10522 RESOLVED that all Councillors with the exception of Richard Jury and Neil Waller become signatories to allow them to authorise payments as noted in the RFO's report.

To approve the Risk Management Policy and Register

10523 RESOLVED to approve the Risk Management Policy and Register as presented.

TO AUTHORISE THE SEALING OF DOCUMENTS

Grants of Exclusive Right of Burial

10524 RESOLVED to authorise the following Grants of Exclusive Right of Burial:

CERTIFICATE	NAME	GRAVE SPACE
Q1195	Derek Day	GRW20
Q1196	Mark McEvoy	GRW19
Q1197	Margaret Bains, Robert Bains & Michael Bains	GRH1 & GRH2
Q1198	Tracey Harman	4048
Q1199	Tracey Harman	4049

PINE GROVE

To note the report on Pine Grove

The report was noted.

10525 RESOLVED to give delegated authority to the Operations Manager to spend up to £24,999 to have the staircase windows repaired as outlined in the officer's report.

10526 RESOLVED to approve the production of a tender pack for the refurbishment of the Town Council toilet facilities at Pine Grove.

The Clerk provided members with a verbal update on the sewage works currently taking place at Pine Grove. Unfortunately, the builders have experienced a substantial issue with an unexpected depth of concrete to be excavated which has caused a delay to the works. Pine Grove offices will remain closed until Monday 17th June 2024. There will be an increase in costs which will be up to £5000.

ASHDOWN RADIO

To note the report and agree any action

The report was noted.

10527 RESOLVED that Cllr Martyn Garrett represent the Town Council on 13th June at an interview with Ashdown Radio.

DRAFT SPONSORSHIP POLICY

To consider the draft Sponsorship Policy and Sponsorship Table and agree further action.

It was noted that the sponsorship amounts for the Christmas Cracker had been omitted from the report. Gold is £1000 and Silver is £500.

10528 RESOLVED to accept the policy and table and to review it again once Mini - Crowfest has taken place in 2025.

CLUED-UP

To note the bi-annual monitoring report from Clued-Up

The report was noted.

WEALDEN CITIZENS ADVICE

To note the bi-annual report on CAB Crowborough

The report was noted.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

None.

The meeting closed at 9:25pm