

## Minutes of the Annual Meeting of Framfield Parish Council held at the Village Hall, Blackboys, on Tuesday, 29 May 2018 at 7.30 pm

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**Present** Keith Brandon (Chairman) Noel Mansley  
Selina Allen (Vice Chairman) Sam Sharples  
Danny Gallagher

**In attendance** Ann Newton - Clerk Members of the Public – none.  
Members of the Press – none.

### 1. To Elect a Chairman and Receive the Declaration of Office

Selina Allen proposed that Keith Brandon be re-elected as Chairman; this was seconded by Sam Sharples and agreed by all. There were no other nominations and Keith stated that he was willing to stand. Keith signed the Declaration of Office.

### 2. To Elect a Vice Chairman

Keith Brandon proposed that Selina Allen be re-elected as Vice-Chair, this was seconded by Sam Sharples and agreed by all. There were no other nominations.

### 3. Apologies

Councillors Peter Friend, Maria Naylor and Rob Newton. Councillor Chris Dowling (ESCD).

### 4. Declarations of Interest

*Councillors to give notice of declarations of personal and prejudicial interests in respect of items on the agenda.* There were none.

### 5. To Elect Committees and Representatives

Following discussion the meeting proposed that the membership of committees and representatives be adopted on bloc, as detailed below (SA/KB). The Committees were asked to elect a Chairman/Vice Chairman at their first meeting.

#### Committees

- Finance and General Purposes (Chairman, Vice Chairman, PF, NM, MN and RN).
- Planning (KB (Chairman), PF (Vice Chairman), MN and SS with SA as a substitute).

#### Appointments/Representatives

- School Governor Representatives (St Thomas a Becket Church of England Federation (Blackboys and Framfield CEP Schools) (KB). Keith advised the meeting that the position would be vacant from July.
- WDALC/SALC/Wealden Planning Panel (Clerk)
- Emergency Planning Co-ordinator (KB/SS).
- Internal Audit (Keith Robertson)

### 6. Approval of the last minutes – 27 March 2018.

It was resolved to accept the minutes of the meeting held on 27 March 2018, having been circulated, as a true and accurate record of the meeting. The minutes were signed by the Chairman as proposed by Selina Allen and seconded by Noel Mansley. Any matters arising would be dealt at the next meeting.

### 7. Review of the Council's Internal Audit Effectiveness – all were in receipt of the report from the Internal Auditor.

Councillors discussed the findings of the report as detailed above and were happy with the comments. An FGP meeting would be set up in due course to go through the report and action any points.

### 8. Review and adoption of the Governance Statement as detailed in the Annual Return (AR) – a copy of the AR had been circulated.

Members of the Council, having read Section 1 of the Annual Return (Annual Governance Statement 2017/18) agreed the points 1-9 detailed and the Chairman and Clerk duly signed the statement. As proposed by Keith Brandon and seconded by Danny Gallagher.

**9. Formal approval of the Accounts for the year ending 31 March 2018.**

The Council formally approved the Accounts as proposed by Keith Brandon, seconded by Danny Gallagher and the Chairman signed the declaration in Section 2. Noel Mansley voted against their adoption citing that the details pertaining to the income/outgoings of the Parish Magazine should be included. The Clerk agreed to look into this for the following year. The Clerk would carry out the appropriate advertising in the normal way and put the document on the website.

**10. Adoption of the Parish Council Risk Assessment.**

The document was adopted as read with no changes.

**11. Adoption of the Financial Regulations.**

No changes were made and the document was subsequently adopted as read.

**12. Adoption of the Standing Orders.**

No changes were made and the document was subsequently adopted as read.

**13. To resolve payment of two standing direct debits each year, namely British Telecom plc (quarterly telephone/internet) and the Public Works Loan Board (bi-annual – play area loan re-payment). All payments to be detailed on the finance sheet.**

This was agreed by all as proposed by Selina Allen and seconded by Noel Mansley.

**14. To resolve payment of staff salaries by BACS each month and any other payments which require BACS payment in advance of a Parish Council meeting (the latter to be with the authorisation of the Chair/Vice Chair). All payments to be detailed on the finance sheet.**

This was agreed by all as proposed by Noel Mansley and seconded by Sam Sharples.

**15. Date of the next full Parish Council meeting – 26 June 2018.**

*The meeting closed at 7.55 pm.*

**Chairman**.....

**Date** .....