

Minutes of the Annual Meeting of Framfield Parish Council **held at the Village Hall, Blackboys, on Tuesday, 27 May 2025 at 6 pm.**

Present: Councillors - Keith Brandon (Chairman)
Trishia Blewitt
David Jenner (Vice Chairman)
Maria Naylor.

In attendance Ann Newton - Clerk
Marie Owen (RFO)
Members of the Public – one.
Members of the Press – none.
Councillor Ann Newton (WDC)

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

The Clerk asked for nominations for the position of Chairman. Maria Naylor proposed that Keith Brandon be re-elected as Chairman; this was seconded by Trishia Blewitt and agreed by all. There were no other nominations and Keith stated that he was willing to continue with the role. Keith signed the Declaration of Office.

2. Apologies

Councillor Linda Jenner.

3. Declarations of Interest

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

4. To Elect a Vice Chairman

Maria Naylor proposed that David Jenner be re-elected as Vice-Chairman, this was seconded by Keith Brandon and agreed by all. There were no other nominations and David confirmed that he was willing to continue with the role.

5. To Elect Committees and Representatives

The meeting proposed that the membership of committees and representatives be formed previously as detailed below.

Committees

- Finance and General Purposes (Chairman, Vice Chairman, plus a minimum of 3 other members). The meeting agreed that the entire Council would sit on the FGP Committee at the current time. (Chairman (Chairman of the Committee by default), Vice Chairman (Vice-Chairman of the Committee by default)).
- Planning (Maximum of 6 members). Due to the current Chairman's personal commitments, Trishia Blewitt offered to take over the role as proposed by Maria Naylor, seconded by Keith Brandon and agreed by all.

Appointments/Representatives – (agreed on-bloc)

- WDALC/SALC (Clerk)
- Wealden Cluster meeting (KB/Clerk)
- Emergency Planning Co-ordinator (KB)
- Internal Audit (Mulberry & Co). The meeting agreed that they would be happy for Mulberry & Co to conduct the next internal audit.

6. Approval of the last minutes – 25 March 2025

It was resolved to accept the minutes of the meeting held on 25 March 2025, having been circulated, as a true and accurate record of the meeting. Any matters arising would be dealt with at the next full Council meeting.

7. Adoption of the Parish Council Asset List.

No changes were made and the document was subsequently adopted as read (KB/TB).

8. Adoption of the Parish Council Risk Assessment.

No changes were made and the document was subsequently adopted as read (DJ/KB).

9. Adoption of the Financial Regulations.

The RFO advised that very minor alterations had been line in line with the legislation around procurement and the EU. The document was adopted as read (TB/KB).

10. Adoption of the Standing Orders.

The Clerk advised that very minor alterations had been line in line with procurement legislation (above) plus the section on the Code of Conduct reduced. The document was adopted as read (TB/KB).

11. Review and agreement to the Reserves.

All Councillors had been given a list within their finance pack which was agreed as read (MN/KB).

12. Review of the Council's Internal Audit Effectiveness.

All Councillors were in receipt of a copy of the report. The contents were discussed noted. Once again there had been no adverse comments on the quality of the accounts and the RFO was praised for her aptitude in presenting them.

13. Review and adoption of the Governance Statement as detailed in the Annual Return (AR). Councillors to agree points 1-9 as detailed.

The Chairman read out the points which were unanimously agreed by all present as proposed - KB/MN. The Chairman duly signed the AGAR where appropriate and the Clerk stated that it would be sent off to the External Auditor in line with the regulations and the formal of Notice of the Exercise of Public Rights would also be advertised at the appropriate time.

14. Formal approval of the Accounts for the year ending 31 March 2025.

The Council formally approved the Accounts unanimously as proposed - KB/MN. The Chairman signed the declaration in Section 2. The Clerk would minute it appropriately and send it off in line with the regulations and advertised on the Council website.

15. To resolve payment of two standing direct debits each year, namely British Telecommunications Group 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 present. The Chairman commented that potentially with a change to the telephone/internet system, the direct debit to BT plc may well not still stand this time next year.

16. 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 signatories). All payments to be detailed on the finance sheet.

This was agreed by all present.

17. Date of the next full Parish Council meeting – 29 July 2025.

The meeting closed at 6.25 pm.

Chairman.....

Date