

Minutes of the Extra-ordinary Meeting Held Monday 18 June 2018 8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present	Councillors Dawson (ID, Chair), Stoner (JS, Vice-Chair), van Bochove (MvB), Pascoe (EP) and Haffenden (IH). Liz Gander (Clerk).	
Open Forum	No members of the public were present to require an open forum.	
1	Apologies for Absence None received as all were present.	
2	Declarations of Members' Interests	None noted.
a	To receive declarations of interest from Councillors on items on the agenda	
b	To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests	
3	Financial Matters	
a	<u>To note the findings of the year end internal audit</u> – the Council acknowledged the findings of the internal audit and thanked the Clerk for her work with the finances.	
b	<u>To review and sign the year end bank reconciliation</u> – the bank rec was reviewed by all councillors and signed by the Chair.	Bank rec accepted.
c	<u>To review and sign the year end accounting statements for the 2017/18 financial year</u> – the Council's year end accounts were approved by the Council and signed by the Chair.	Accounting statements agreed.
d	<u>To review and complete the Annual Governance statement</u> – the Council agreed that a 'yes' response should be given to all the statements. The Chairman completed the form and signed accordingly.	Annual Governance Statement completed.
e	<u>To agree and sign Part 2 of the Annual Return – Accounting Statements</u> – the Council approved the Accounting Statements section of the Annual Return which was signed by the Chairman.	Accounting Statements section approved.
4	Other Matters	
a	<u>To note the resolution of the Village Hall Management Committee (made at the meeting of 12 June 2018) of its approval of a final set of plans to go forward for planning</u> – significant debate took place about the recent Management Committee meeting attended by the Clerk and Councillors Stoner and van Bochove, as well as the way in which the Committee has been handling consultation about the plans. The Council was disappointed that the Committee had been reluctant to schedule a meeting to discuss proposals for the kitchen with regular users, and that the meeting planned for half an hour before the last Management Committee meeting had been abandoned at the last minute. The Council was also concerned to hear about the hostility with which Council representatives had been met when trying to put forward its views. Members of the Council were aware of at least two former representatives on the Committee that now refuse to attend owing to the attitude of certain members and difficulty of raising issues without being shot down. This was felt to be of concern as it is vital that groups are properly represented on the Committee and that those attending to represent their groups feel able to speak freely and without judgement. It was agreed that, following this meeting, the Clerk will step down as Village Hall representative and that Councillor Haffenden will take her place, both on	Councillor Haffenden to take the Clerk's place on the

	<p>b</p> <p>c</p>	<p>the Management Committee and the Hall Improvement Team (HIT). <u>To confirm the Council's support for these plans and its commitment to pay for submission of the plans to the Local Planning Authority.</u> The Council agreed that it would support submission of the outline plans as agreed at the Committee meeting of 12 June on the proviso that (as a key provider of funds for the project):</p> <ul style="list-style-type: none"> • All regular hirers will be actively involved in the detailed planning, by being asked to submit details of what their group would like to see in the Hall • That confirmation will be sought from all regular hirers that they accept and support the final version of the plans • The Hall Committee (and HIT) work co-operatively with the Parish Council • The Committee draws up an appropriate Code of Conduct by which all members are bound when acting as a part of the Committee • The Management Committee confirms which version of the Constitution is lodged with the Charity Commission. <p><u>To note the response from Highways regarding the trees on Eastern Road and to discuss the way forward</u> – East Sussex Highways had confirmed that the trees are on Village Hall land and are therefore not Highways' responsibility. The Council agreed that, owing to the outlay that is going to be required this year to get the trees to the way they should be, (taking on board the arboriculturalist's advice as detailed in the minutes of the last meeting), it would be willing to cover the cost of the tree works, on the understanding that:</p> <ul style="list-style-type: none"> • It will withhold this year's £600 outdoor maintenance grant to put towards the cost of the work • The contractors engaged to do the work must have £10m public liability cover and must suitably cordon off the car park when doing the work • The Management Committee will engage a qualified tree specialist to undertake an annual review going forwards and will pay for any resulting work that may be required. The Parish Council will expect to see evidence of this review and its payment of the outdoor maintenance grant will be dependent upon it. 	<p>Management Committee and HIT.</p> <p>As a key provider of funds for the project, the Council supports submission of the outline planning application subject to certain conditions.</p> <p>The Council agreed to pay for the initial work to the trees at the perimeter of the car park, provided that the Management Committee take on responsibility for them going forwards (as detailed).</p>
5	a	<p>Correspondence <u>Letter from the Ouse and Adur Rivers Trust, requesting a meeting with the Parish Council to find out about localised flooding</u> – it was agreed to invite a representative to attend for half an hour before one of the autumn Parish Council meetings.</p>	<p>Representative to be invited to attend one of the autumn meetings.</p>
6	a	<p>Date of Next Meeting Parish Council Meeting – Monday 2 July 2018</p>	

The meeting closed at 9.07pm.