

## **EAST GRINSTEAD TOWN COUNCIL**

7<sup>th</sup> May 2024

A meeting of the **EAST GRINSTEAD TOWN COUNCIL** is to be held in the **COUNCIL CHAMBER, EAST COURT** on **MONDAY 13<sup>th</sup> MAY 2024** at **7.00pm**.

The public are welcome to attend in person at East Court or via Zoom. Windows will be open in the Council Chamber and the public are urged to dress appropriately. Facemasks are personal preference. Please do not attend in person if you have any illness symptoms.

A request for the zoom link should be sent via email to [towncouncil@eastgrinstead.gov.uk](mailto:towncouncil@eastgrinstead.gov.uk) before noon on the day of the meeting.

### **AGENDA**

#### **A G E N D A**

- 1 To elect a Town Mayor for the 2024/2025 civic year.  
(The Town Mayor to make a Declaration of Acceptance of Office).
- 2 To appoint a Deputy Town Mayor for the 2024/2025 civic year.  
(The Deputy Town Mayor to make a Declaration of Acceptance of Office).
- 3 Apologies for absence.
- 4 To confirm the minutes of the Town Council meetings held on 4<sup>th</sup> March and 8<sup>th</sup> April 2023.
- 5 To receive a report of Councillor's attendance at meetings of Council and Standing Committees during 2023/2024 civic year.
- 6 To Receive a Report from the Clerk as to the results of the recent By-election
- 7 To confirm that the newly elected Councillor has signed their Declaration of Acceptance of Office prior to the Commencement of this meeting.
- 8 To note that the leader of the opposition will change this year from Cllr Mockford to Cllr Barnett
- 9 To Appoint Members to serve on the following committees for 2024/2025 and following these appointments the Meeting will be adjourned to allow each committee to elect their Chairmen and Vice Chairmen: -
  - a) Environmental & Sustainable Travel Committee (7 members)
  - b) Planning (7 Members consisting, if possible, of at least one Member representing each Ward).
  - c) Public Services (7 Members).
  - d) Amenities & Tourism (7 Members).

- e) Finance & General Purposes Committee. The Committee will be composed of the Chairmen of the three other Standing Committees, plus four other Members, in accordance with Standing Order 26(a).

The Town Mayor and Deputy Town Mayor shall be ex officio Members of all Standing Committees, the composition of which is in accordance with Standing Order 26(a).

#### Adjournment for Standing Committees

### Recommencement of Meeting

- 10 To note that the time of commencement of Council meetings for the year 2024/25 is 7pm and that the period of Public Question Time at the commencement of the ordinary Town Council meetings is half an hour. Members are also asked to note that the dates of meetings are as approved at Finance & General Purposes Committee and Council (Min 240 14.12.23 and Min 62 08.01.24)
- 11 To nominate five Members plus the Town Mayor, to sign cheques on behalf of the Town Council and to sign cheques on the Imprest Account in the absence of the Town Clerk. For information the signatories in 2023/2024 were The Town Mayor Cllr Visser plus Councillors Mrs Belsey, Mrs Farren, Mrs Hughes, Mrs Mockford and Peacock.
- 12 To authorise the Town Clerk (Mrs J W Holden) to sign cheques on the Imprest Account during 2024/2025, subject to a limit of £5,900 in any one month. (NB This represents no increase over the amount that was approved in 2023/2024 of £5,900).
- 13 To appoint representatives to serve on the under mentioned Bodies for the 2024/2025 civic year. (The Members serving at the close of the 2023/2024 civic year are shown in brackets).
1. East Grinstead Town Twinning Assoc:  
(Cllr Scott)
  2. Mid Sussex District Assoc of Parish Councils:  
(Cllrs Mrs Mockford and Whittaker) the representatives are also authorised to vote at the WSALC AGM.
  3. Age UK East Grinstead and District  
(Cllr Hughes)
  4. East Grinstead Music and Arts Festival:  
(Cllr Gibbs)
  5. Disability Access Group (East Grinstead and area)  
(Cllr Barnett)
  6. East Grinstead in Bloom  
(Cllr Reeves)
  7. East Grinstead Business Association Exec comm.  
(Cllr J Belsey)
  8. East Grinstead Fairtrade Town Steering Group  
(Cllr Gibson)
  9. Mid Sussex Assoc of Town Councils: Town Mayor, Leader of the Majority Group, Leader of the Minority Group and one other (Town Mayor, Cllr Farren, Cllr Mockford and Cllr Whittaker)
  10. Greenstede Talking News for the Blind  
(Cllr Peacock)

11. Felbridge Beef and Faggott Trust  
(Cllr Dabell)
12. SANG Steering Group (MSDC)  
(Cllrs Ody and vacant)
13. East Grinstead Sport Council  
(Cllr Ody)
14. East Grinstead Food Bank  
(Cllr Peacock)
15. Friends of the Museum (Cllr Mockford)
16. Community Rail Partnership  
(Cllr Pond)

Chequer Mead Theatre has up to 5 trustees appointed by the Town Council. Currently there are four who are Cllrs Barnett, Farren, Hughes & Mockford, they are appointed for a 4 year term, subject to an overall continuous 12 years of service.

East Grinstead Museum has a trustee appointed by the Council who remains such until they step down or cease to be a councillor.

The Rural Communities Network and The Christmas Shopping Committee are not recommended for appointing a councillor.

Following last year's recommendation not to continue with the subscription to the Rural Communities Network, Cllr M Belsey has reviewed the value of the membership of the Rural Communities membership and recommends that the group do not offer any significant benefit to the Council. No representative is therefore recommended this year.

The Christmas Shopping Committee has disbanded.

- 14 To note that details of the audit of the 2023/2024 accounts will be reported to Finance & General Purposes Committee at the meeting on 20<sup>th</sup> June 2024.

- 15 Result of the Complaint Panel Hearing

Council are aware that a complaint hearing was held on 12<sup>th</sup> April, the panel consisted of Cllrs Hughes and Pond. Following the hearing their decision as follows was issued in writing on 18<sup>th</sup> April:

*Redaction of the You Tube video recording and associated recording transcript of the East Grinstead Town Council meeting of the 8<sup>th</sup> January 2024 was valid based on both Legal and SALC advice but was incorrectly applied.*

*This was due to the entire redaction of public questions from the YouTube video and certain elements from the recording transcript.*

*The redactions should have been specifically in relation to the Legal and SALC advice given, which was relating to the allegation of illegal activity or perceived defamatory content which could be used in legal proceedings.*

*The panel believes that the public questions section of committee meetings and their subsequent recording and uploading of these should continue as these provide valuable engagement with the community and transparency in the work of the committees. It is recognised that through the provision of this the Council needs to ensure that they do not open themselves up to potential legal action or prejudice any*

*criminal or legal proceedings. The redaction of elements of the recording and transcript of these may therefore be required with formal policies and procedures put in place to ensure this is applied correctly.*

*For consistency this should also be applied to the You Tube video recording and recording transcript of the East Grinstead Town Council meeting of the 29<sup>th</sup> January 2024 and any and all future meetings.*

There were other matters raised by the complainant, outside of the scope of the panel, which the panel agreed to feed back to Council.

The Council's officers are currently liaising with the panel to agree the amendments to the redaction for this to be reloaded to the Council YouTube channel. Any recommendations regarding changes to policies or procedures will be referred to the appropriate committee.

**Recommendation:** For the Council to note the outcome of the complaint.

16 Assisting East Grinstead Lions with health screening event

The Council have been approached to assist with a health screening day (blood glucose and blood pressure checks). The day is set to be Saturday 29<sup>th</sup> June and will be held at the Jubilee Centre. The event will be book in (in advance only) and is a replica of the day that was run by Burgess Hill Town Council earlier this year, where approximately 80 people were screened. The event is expected to be funded in full by Mid Sussex District Councils health and wellbeing team (who also funded the Burgess Hill day and an application is being made), the cost is expected to be around £2,600. Due to the timing, this is brought to Council to ask for permission, that subject to the cost of the event being met by Mid Sussex District Councils health & wellbeing team (via the Mid Sussex partnership) that the Town Council Communities and Tourism Team will deliver this event in partnership with the East Grinstead Lions.

**Recommendation:** To approve the health screening event based on the costs being met by funds from Mid Sussex District Councils Health and wellbeing.

The date of the next ordinary meeting of the Town Council is **MONDAY 1<sup>ST</sup> JULY 2024**

EAST GRINSTEAD TOWN COUNCIL

Members' Attendances for the period 15.05.2023 to 12.05.2024.

Report to Council

**Appendix A**

**COUNCILLOR**

P = Possible attendances

A = Actual attendances

Name	Town Meeting	Council	Planning	Public Services	Amenities & Tourism	Finance & General Purposes	E&ST	Total	Additional Attendance 2023/2024
S BARNETT	P1/A1	P8/A8		P6/A5		P6/A5		19	8
J BELSEY	P1/A0	P8/A5			P6/A5	P6/A5	P8/A4	19	1
M BELSEY	P1/A1	P8/A7	P18/A12			P6/A6	P8/A4	30	4
J DABELL*		P6/A5		P5/A3				8	0
H FARREN	P1/A1	P8/A8			P6/A6	P6/A6	P8/A5	26	9
L GIBBS	P1/A1	P8/A7	P18/A17		P6/A6		P8/A7	38	6
I GIBSON	P1/A1	P8/A7		P6/A3		P6/A5		16	4
T HUGHES	P1/A1	P8/A8		P6/A4	P6/A5			18	0
J MOCKFORD	P1/A1	P8/A7	P18/A15		P6/A6		P8/A6	35	2
A PEACOCK	P1/A1	P8/A5	P18/A7		P6/A3			16	3
C POND	P1/A1	P8/A6	P18/A14		P6/A4		P8/A5	30	2
S ODY	P1/A1	P8/A8	P18/A17	P6/A5	P6/A3	P6/A6	P8/A7	47	0
S REEVES	P1/A1	P8/A5		P6/A6				12	5
T SCOTT	P1/A0	P8/A2	P18/A13	P6/A2				17	0
F VISSER	P1/A0	P8/A8	P18/A3	P6/A3	P6/A2	P6/A3	P8/A2	21	0
R WHITTAKER	P1/A1	P8/A7	P18/A16	P6/A6		P6/A5		35	2

Information Notes:-

1. There were a total of 53 meetings, Attendances by Councillors at Committee meetings on which they are not a serving member are recorded under 'Additional Attendances'. Meetings of Working Groups, sub committees and representation on outside bodies are not included in the statistical analysis.
2. Excluding "additional attendances" Members achieved a total of 376 attendances out of a total possible 531 equating to 70.8% compared with the 72.4% recorded in 2022/2023
3. From 15/05/2023 to 12/05/2024 Cllr Visser and Cllr Ody as Town Mayor and Deputy are ex-officio to every standing committee and therefore may attend every meeting

\* Resigned 1<sup>st</sup> March 2024