



MINUTES of the **ANNUAL MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **Tuesday 1 MAY 2018**

Present: Jacqui Landriani Town Mayor
Chris Cherry Deputy Town Mayor

Wendy Agate
Andrew Barrett-Miles
Cherry Catharine
Richard Cherry
Claire Fussell*
Steve Hansford
Diane Heckels
Janice Henwood*
Colin Holden
Anne Jones MBE
John Merrill
Pru Moore*
Kirsty Page
Chris Thomas-Atkin
Mandy Thomas-Atkin*
Julian Thorpe

* *Denotes non-attendance.*

(19.00 hours)

Jacqui Landriani thanked the Council and community for the opportunity to serve as the Town Mayor for the past two years.

288. ELECTION OF THE TOWN MAYOR

Nominations were invited for the office of Town Mayor of the Council for the ensuing year and it was great to meet so many groups and people in Burgess Hill.

RESOLVED that:

Chris Cherry be appointed Town Mayor for the year 2018/19.

289. **DECLARATION OF ACCEPTANCE**

The Town Mayor signed the formal declaration of office. Chris Cherry thanked the Council for electing her as Town Mayor of Burgess Hill and said she felt greatly honoured.

The Deputy Leader thanked the outgoing Town Mayor for her 2 years' service and for all she had done to expand the civic role in that time.

290. **OPEN FORUM**

There were 3 members of the public present.

291. **CHAIRMAN'S ANNOUNCEMENTS**

There were none.

292. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Pru Moore, Claire Fussell, Mandy Thomas-Atkin and Janice Henwood.

293. **DECLARATIONS OF INTEREST**

There were none.

294. **ELECTION OF THE DEPUTY TOWN MAYOR**

Nominations were invited for the office of Deputy Town Mayor of the Council for the ensuing year and it was

RESOLVED that:

Colin Holden be appointed Deputy Town Mayor of the Council for the year 2018/19.

295. **ELECTION OF THE LEADER OF THE COUNCIL**

Nominations were invited for the office of Leader of the Council for the ensuing year and it was

RESOLVED that:

Pru Moore be appointed Leader of the Council for the year 2018/19.

296. **ELECTION OF THE DEPUTY LEADER OF THE COUNCIL**

Nominations were invited for the office of Leader of the Council for the ensuing year and it was

RESOLVED that:

Chris Thomas-Atkin be appointed Deputy Leader of the Council for the year 2018/19.

297. **ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE**

Nominations were invited for the office of Chairman of the Planning Committee for the ensuing year and it was

RESOLVED that:

Steve Hansford be appointed Chairman of the Planning Committee for the year 2018/19.

298. **APPOINTMENT OF THE PLANNING COMMITTEE**

It was **RESOLVED** that the Members of the Planning Committee would consist of the Chairman of the Committee plus six other Members, comprising one representing each Ward as follows:

Diane Heckels	Leylands Ward
Wendy Agate	Dunstall Ward
Chris Thomas- Atkin	Victoria Ward
Richard Cherry	Meeds Ward
Chris Cherry	St Andrew's Ward
Julian Thorpe	Franklands Ward

299. **APPOINTMENT OF THE KEY AREA GROUPS**

The appointment of Members to the Key Area Groups was considered.

APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

It was **RESOLVED** that the members of the Community Engagement Key Area Group would be as follows:

Cherry Catharine, Anne Jones, Claire Fussell, Diane Heckels, Kirsty Page, Mandy Thomas-Atkin and Janice Henwood.

ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

Nominations were invited for the office of Chairman of the Community Engagement Key Area Group for the ensuing year and it was

RESOLVED that:

Diane Heckels be appointed Chairman of the Community Engagement Key Area Group for the year 2018/19.

APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

It was **RESOLVED** that the members of the Customer Services Key Area Group would be as follows:

Wendy Agate, Mandy Thomas-Atkin, Chris Cherry, Cherry Catharine, Jacqui Landriani and John Merrill.

ELECTION OF THE CHAIRMAN OF THE CUSTOMER SERVICES KEY AREA GROUP

Nominations were invited for the office of Chairman of the Customer Services Key Area Group for the ensuing year and it was **RESOLVED** that:

Wendy Agate be appointed Chairman of the Customer Services Key Area Group for the year 2018/19.

APPOINTMENT OF THE FINANCE KEY AREA GROUP

It was **RESOLVED** that the members of the Finance Key Area Group would be as follows:

Chris Thomas-Atkin, Richard Cherry, Colin Holden, John Merrill, Julian Thorpe, Andrew Barrett-Miles and Graham Fairbairn.

ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP

Nominations were invited for the office of Chairman of the Finance Key Area Group for the ensuing year and it was

RESOLVED that:

Chris Thomas-Atkin be appointed Chairman of the Finance Key Area Group for the year 2018/19.

APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

It was **RESOLVED** that the members of the Staff and Member Key Area Group would be as follows:

Jacqui Landriani, Chris Cherry, Anne Jones, Claire Fussell and Cherry Catharine.

ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

Nominations were invited for the office of Chairman of the Staff And Member Development Key Area Group for the ensuing year and it was

RESOLVED that:

Anne Jones be appointed Chairman of the Staff And Member Development Key Area Group for the year 2018/19.

APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

It was **RESOLVED** that the members of the Strategic Development Key Area Group would be as follows:

Andrew Barrett-Miles, Steve Hansford, Colin Holden, Chris Thomas-Atkin, Janice Henwood and Richard Cherry.

ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP for the ensuing year.

Nominations were invited for the office of Chairman of the Strategic Development Key Area Group for the ensuing year and it was

RESOLVED that:

Richard Cherry be appointed Chairman of the Strategic Development Key Area Group for the year 2018/19.

300. **APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE AND KEY AREA GROUPS** for the ensuing year.

Council agreed that all Councillors who were not members of the Planning Committee or Key Area Groups respectively may attend all Key Area Group Meetings in a substitute capacity.

301. **APPOINTMENT OF PARTNERSHIP GROUPS**

BURGESS HILL BUSINESS PARKS ASSOCIATION

2 Representatives (meets quarterly at 16.00 hours).

Chief Executive Officer or his representative and the Chairman of the Strategic Development Key Area Group

Richard Cherry and Steve Cridland.

BUS FORUM

3 Representatives comprising 3 Councillors, the Operations Section Head plus West Sussex County Council Public Transport Manager and representatives of the Bus Companies (meeting 3 times a year during the day).

Chris Cherry, Colin Holden, Jacqui Landriani and Liz Clark.

CULTURAL QUARTER STEERING GROUP 7 Councillor Representatives and Community Representatives.

Richard Cherry, Andrew Barrett-Miles, Wendy Agate, Janice Henwood, Colin Holden, Pru Moore and Chris Thomas-Atkin.

All other matters relating to the composition of the above committee would be brought up at the next full Council Meeting.

MID SUSSEX ASSOCIATION OF TOWN COUNCILS

4 Representatives (Town Mayor, Deputy Town Mayor, Majority Group Leader and Minority Group Leader - Substitutes will be allowed) and the CEO (meeting quarterly during the evening).

Chris Cherry, Colin Holden, Pru Moore, Janice Henwood and Steve Cridland.

PUBWATCH

1 Representative and the Operations Section Head (meets monthly during the day).

Pru Moore and Liz Clark.

SHOPWATCH

1 Representative and the Operations Section Head (meets the first Thursday of each month at 18.10 hours).

Colin Holden and Liz Clark.

302. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

BURGESS HILL BONFIRE SOCIETY

1 Representative

Chris Thomas-Atkin

BURGESS HILL YOUTH

1 Representative (meets quarterly during the evening).

Steve Hansford

CYPRUS HALL COMMUNITY ASSOCIATION

2 Representatives (meeting bi-monthly during Tuesday afternoons).

Anne Jones and Chris Thomas-Atkin

FAIRTRADE TOWN GROUP

1 Representative

Janice Henwood

BURGESS HILL HORTICULTURAL SOCIETY

1 Representative (meeting bi-monthly during the evening).

Pru Moore

GREEN CIRCLE STEERING GROUP

1 Representative (meeting twice yearly during the evening).

Janice Henwood

SIDNEY WEST CENTRE CHARITY TRUSTEES

2 Trustees (Charity Trustees stand down on a rolling 3 year basis. Julian Thorpe is up for review in July 2019) (meets quarterly, early evening)

Chris Thomas-Atkin and Julian Thorpe

SIGNPOSTS

1 Representative (meets quarterly during the afternoon)

Jacqui Landriani

SUMMERHAVEN

1 Representative (meets Sunday and Wednesday in the afternoon)

Janice Henwood

THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

1 Representative (meeting quarterly during the evening)

Steve Hansford

TOWN TWINNING ASSOCIATION

1 Representative (meeting monthly during the evening).

Anne Jones

SUSSEX ASSOCIATION OF LOCAL COUNCILS

2 Representatives and the CEO

Anne Jones, Colin Holden and Steve Cridland

303. COUNCIL MINUTES

The Minutes of the Ordinary Meeting of Council held on Monday 19 March 2018, having been previously circulated, were **AGREED** and signed by the Chairman as a correct record.

304. PLANNING COMMITTEE MINUTES

The Minutes of the meetings of the Planning Committee held on Monday 26 March 2018 and Monday 16 April 2018 were **AGREED**.

305. RISK REGISTER

Council considered the Risk Register as set out at Agenda Item 18, dated 1 May 2018.

Colin Holden noted that the construction of the sand pit was a closed item on the report, however it would be returning this year and so should be listed as an open item.

RESOLVED that:

the contents of the report be noted.

306. DIARY DATES

Council received a schedule of forthcoming events, as set out in Agenda Item 19 dated 1 May 2018.

Chris Thomas-Atkin drew attention to the dates for the Summer Festival and asked Councillors to contact Judy Pointing if they were able to help with any of the events. He thanked all the Town Council staff that were involved with the upcoming Festival and all other events planned for the rest of the year.

RESOLVED that:

the contents of the report be noted.

307. Meeting terminated at 19.31 hours.