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Friday 3 May 2019

To: **MEMBERS OF BURGESS HILL TOWN COUNCIL**

The **ANNUAL MEETING** of the **COUNCIL** will be held in the Council Chamber on **MONDAY 13 MAY 2019 at 19.00 hours**, when your attendance is required.

Steve Cridland
Chief Executive Officer

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded.

If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

A G E N D A

1. **ELECTION OF THE TOWN MAYOR** for the ensuing year.

2. **DECLARATION OF ACCEPTANCE**

To receive the Town Mayor's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.

3. **OPEN FORUM**

Members of the public are invited to put questions or to draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to fifteen minutes and shall be limited to three minutes per person.

4. CHAIRMAN'S ANNOUNCEMENTS
5. APOLOGIES FOR ABSENCE
6. DECLARATIONS OF INTEREST in respect of any item on the Agenda.
7. ELECTION OF THE DEPUTY TOWN MAYOR for the ensuing year.
8. ELECTION OF THE LEADER OF THE COUNCIL for the ensuing year.
9. ELECTION OF THE DEPUTY LEADER OF THE COUNCIL for the ensuing year.
10. ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE for the ensuing year.
11. APPOINTMENT OF THE PLANNING COMMITTEE

Consideration of the appointment of Councillors of the Planning Committee, which will consist of the Chairman of the Committee plus six other Councillors. It is proposed that for Planning Committee purposes the wards are as follows:

St Andrew's
Franklands
Leylands
Meeds, St John's and Norman
Dunstall and Gatehouse
Victoria and Hammonds

12. APPOINTMENT OF THE KEY AREA GROUPS

- 12.1 Consideration of the appointment of Members of the Key Area Groups.

APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

7 Members.

ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

6 Members.

ELECTION OF THE CHAIRMAN OF THE CUSTOMER SERVICES KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE FINANCE KEY AREA GROUP

6 Members and the Responsible Finance Officer in a non-voting capacity.

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

APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

5 Members.

ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP for the ensuing year.

THE STRATEGIC DEVELOPMENT KEY AREA GROUP

6 Members.

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

13. [APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE AND KEY AREA GROUPS](#) for the ensuing year.

14. [APPOINTMENT OF PARTNERSHIP GROUPS](#)

14.1 Nominations are required for the following organisations.

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

TRANSPORT WORKING GROUP

7 Representatives comprising the Chairman of the Bus Forum, 2 councillors and 4 members of the public.

BUS FORUM

3 Representatives comprising Chairman of the Customer Services Key Area Group and 2 Councillors, the Operations Services Manager plus West Sussex County Council Public Transport Manager and representatives of the Bus Companies (meeting 3 times a year during the day).

CULTURAL QUARTER STEERING GROUP 6 Councillor Representatives and 5 Community Representatives.

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 Chief Executive Officer (meeting quarterly during the evening).

PUBWATCH

1 Representative and the Operations Section Head

SHOPWATCH

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

TOWN CENTRE PARTNERSHIP GROUP

2 Representatives (Leader of the Council and the Chief Executive Officer) (meets as and when necessary).

14.2 **RECOMMENDATION**

Nominations are sought.

15. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATION**

15.1 Nominations are required for the following organisations and members are reminded to produce a report for Council when they have attended a meeting of their organisation.

BURGESS HILL BONFIRE SOCIETY

1 Representative

BURGESS HILL YOUTH

1 Representative (meets quarterly during the evening).

CYPRUS HALL COMMUNITY ASSOCIATION

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

FAIRTRADE TOWN GROUP

1 Representative

BURGESS HILL HORTICULTURAL SOCIETY

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

GREEN CIRCLE STEERING GROUP

1 Representative (meeting twice yearly in the evening).

MID SUSSEX SUSTAINABILITY PARTNERSHIP

1 Representative

First Monday of each month at 14.00 hours.

SIDNEY WEST CENTRE CHARITY TRUSTEES

1 Trustee (Charity Trustees stand down on a rolling 3 year basis.) (meets quarterly, early evening).

SIGNPOSTS

1 Representative (meets quarterly during the afternoon)

SUMMERHAVEN

1 Representative

THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

1 Representative (meeting quarterly in the evening).

TOWN TWINNING ASSOCIATION

1 Representative (meeting monthly in the evening).

SUSSEX ASSOCIATION OF LOCAL COUNCILS

2 Representatives and the Chief Executive Officer

15.2 RECOMMENDATION

Nominations are sought.

16. COUNCIL MINUTES

To consider the Minutes of the Ordinary Meeting of the Council held on Monday 11 March 2019 (copy herewith).

17. PLANNING COMMITTEE MINUTES

To consider the Minutes of the meetings of the Planning Committee held on Monday 25 March 2019, Monday 15 April 2019 and Monday 29 April 2019 (copies already circulated and on website).

65 applications for planning permission under the Town and Country Planning Act 1990 have been considered. Decisions and recommendations within the terms of reference of the committee are set out in the Minutes.

Chairman of the Planning Committee

18. RISK REGISTER

18.1 The purpose of this report is to update Councillors on a range of risks faced by the Council. The Summary Risk Register (attached at Appendix 1) covers risks encountered by the Town Council which have been considered through the Council's Key Area Groups and do not fall within normal operational policies and procedures. The register includes only current open and/or items that were open when Council previously reviewed the register (May 2018). The detail of any risk item reported on the summary can be reviewed through the respective Key Area Group agendas and meeting notes.

18.2 RECOMMENDATION

Council is recommended to note the contents of the report.

19. BURGESS HILL COMMUNITY PARTNERSHIP COMMUNITY INTEREST COMPANY – DIRECTORS AND CEO

19.1 Council is asked to consider the appointment of Directors, a Secretary and a CEO to the Burgess Hill Community Partnership Community Interest Company (CIC).

19.2 The CIC was established on 28 February 2012 and its objects were, “to carry on activities which benefit the community and in particular (without limitation) to deliver, and assist in the delivery of, community benefits and associated infrastructure arising from the Burgess Hill Town Wide Strategy and related planning documents, in the interests of the Town of Burgess Hill (and the surrounding locality) and its inhabitants.”

19.3 The arrangements for the CIC were established by resolution at a series of meetings, namely Council 26 September 2011 (Minute 62 refers); 13 October 2011 Strategic Planning Key Area Group meeting (Minute 7 refers) and 28 November 2011 Council (Minute 83 refers). The Agendas and Minutes are available at <http://www.burgesshill.gov.uk/meetingsagendasminutes> As a result the following appointments were made

- Interim Chair of the CIC Town Mayor (Chris Thomas-Atkin)
- Directors 9 Councillors. These were made up of the Chair of the Finance, Strategic Planning, Community Development and Customer Services Key Area Groups plus a Councillor representative from the remaining wards. The 9 Councillor representatives were politically balanced and at the time this resulted in 8 Conservatives and 1 Liberal Democrat.

The Directors elected in 2015 were Chris Thomas-Atkin, Andrew Barrett-Miles, Julian Thorpe, Jacqui Landriani, Cherry Catharine, Anne Jones MBE, Kirsty Page, Steve Hansford, Diane Heckels and Chris Cherry.

- Secretary CEO Burgess Hill Town Council
- CEO CEO Burgess Hill Town Council

19.4 Article 24h of the Articles of Association states that, “Town Council elections are held every 4 years. Directors who are also Town Councillors will cease to be Directors on the date of the Annual Meeting of Council following an election.” A copy of the Articles is attached at Appendix 2.

19.5 Article 30 states that, “The Directors may appoint a Secretary.”

19.6 The Articles are silent on the appointment of a Chief Executive Officer, but the Council Resolution at Minute 83 referred to in paragraph 19.3 above appoints the Town Clerk to this role.

19.7 While the CIC has been dormant, there is a possibility that it will be revived or changed to a CIO to run the proposed Community Centre and fundraise.

19.8 **RECOMMENDATION**

Council are recommended to:

A) Appoint 9 Directors to the CIC,

B) Confirm the CEO, Steve Cridland, as the CEO of the CIC; and,

C) Confirm the CEO (Town Clerk) Steve Cridland as the Secretary of the CIC.

20. **GENERAL POWER OF COMPETENCE**

20.1 The purpose of this report is to update Councillors on the general power of competence for local authorities and what the Town Council has to do to exercise it.

20.2 The general power of competence is a power available to local authorities in England that allows them to do “anything that individuals generally may do”. It was provided for in the *Localism Act 2011* and replaced the power of well-being in the *Local Government Act 2000*.

20.3 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 confirms that a parish council is eligible to exercise the general power of competence if it resolves that it has a qualified clerk who has also completed relevant training, and at least two thirds of the council’s members have been elected. The Chief Executive Officer has received training and has passed section 7 of his Certificate in Local Council Administration and is therefore a qualified clerk.

20.4 In order to assume the General Power of Competence the Town Council must now pass a resolution that “it meets the criteria of having a qualified Clerk, who has been trained and passed Section 7 of the CiLCA, and has two thirds of its Councillors who were elected at the last election and wishes to exercise the Power of General Competence”.

20.5 **RECOMMENDATION**

To agree the resolution that Council qualify to exercise the General Power of Competence.

21. **LICENCE FOR INTERPRETATION BOARD**

21.1 The Town Council was approached by Lesley Urbach seeking permission to place an interpretation board in the Marle Place park to commemorate Wyberlye House and its connection with her mother and the other 49 young ladies who were homed there as part of the Kindertransport project during the second World War.

21.2 The park belongs to Mid Sussex District Council, therefore it was necessary to apply for a licence to place the board there. MSDC has agreed to the placement of the board and has issued the attached licence (Appendix 3) for the Town Council to approve and sign

RECOMMENDED

That the licence provided by Mid Sussex District Council to place an interpretation board at Marle Place to commemorate Wyberlye Ladies Convalescent Home: Sanctuary to refugee Jewish Girls during World War II be approved and the CEO authorised to sign it on behalf of the Town Council.

22. DIARY DATES

- (A) **TUESDAY 28 MAY 2019** – Planning meeting 18.30 hours in the Council Chamber. Briefing to be held at 18.30 hours and meeting will commence at 19.00 hours.
- (B) **SATURDAY 1 JUNE - SUNDAY 9 JUNE 2019**– Burgess Hill Festival.
- (C) **MONDAY 17 JUNE 2019** – Planning meeting 19.00 hours in the Council Chamber.
- (D) **TUESDAY 25 JUNE 2019** – Finance Key Area Group meeting 18.00 hours in the Council Chamber. Briefing to be held at 18.00 hours and meeting will commence at 18.45 hours.
- (E) **MONDAY 8 JULY 2019** – Planning meeting 19.00 hours in the Council Chamber.
- (F) **MONDAY 15 JULY 2019** – Council meeting 19.00 hours in the Council Chamber.
- (G) **MONDAY 29 JULY 2019** – Planning meeting 19.00 hours in the Council Chamber.