



## RODMELL PARISH COUNCIL

### Minutes of the Annual General Meeting held On 21<sup>st</sup> May 2024 at 7pm at Rodmell Village Hall

**Present:** Councillors – Claire Dishington (Chair) (CD), Georgina Hickey (GH), Oliver Rathbone (OR), Chrissie Toye (CT), Fred Wettern (FW)  
Lynette Kemp (LK) Parish Clerk  
Two members of the public were in attendance.

#### 1. Apologies and Declarations of Interest

Apologies were received from East Sussex County Councillor Sarah Osborne. There were no Declarations of Interest.

#### 2. Confidential items for exclusion of the press and public

Councillors **resolved** that agenda item 18 was a confidential item.

#### 3. Election of Chairman for the forthcoming year

Proposed by Cllr Oliver Rathbone and seconded by Cllr Fred Wettern it was unanimously agreed that **Cllr Claire Dishington** be elected Chairman for the forthcoming year. Cllr Dishington duly accepted and signed the Acceptance of Office.

#### 4. Election of Vice Chairman for the forthcoming year

Proposed by Cllr Chrissie Toye and seconded by Cllr Fred Wettern it was unanimously agreed that **Cllr Oliver Rathbone** be elected Vice Chairman for the forthcoming year. Cllr Rathbone duly accepted and signed the Acceptance of Office.

#### Public Questions

A member of the public wanted to thank the owner of the Old School for work carried out in tidying up the fencing abutting the playground.

#### 5. Updates from County and District Councillors

East Sussex County Councillor Sarah Osborne's report was circulated before the meeting.

#### 6. Minutes of the Full Council Meeting held on 19<sup>th</sup> March 2024

The minutes were circulated and taken as read, it was **resolved** to accept the minutes as a true and accurate record and were duly signed by the Chair.

#### 7. Councillor Resignations

Councillors noted the resignation of Sue Carroll and Nicki Myers. It was **resolved** to thank Sue and Nicki for their hard work as Parish Councillors.

Rodmell Parish Council: Claire Dishington (*Chairman*), Oliver Rathbone (*Vice Chair*),  
Georgina Hickey, Chrissie Toye, Fred Wettern,

## 8. Councillor Lead Roles

The following lead roles were agreed:

Planning	FW, OR	Tree Warden	OR
Website and Council emails	CD	Countryside & agriculture	FW
Allotments	CD	The Street	CD
Sportsfield, mowing, hedge trimming	FW	Playground	CD, GH
The Dicklands	CT	Village Maintenance	All
Communications with Northease	GH	Village Hall committee	OR
Emergency Plan	CD	Defibrillator	CT
Roads, paths, transport	All	Village Illustrative Map	CD, OR
The Pavilion	CD, LK		

## 9. Councillor Representation on outside bodies

Safer C7 - CT

SDNP – OR

ESALC – CD

POLO – CD

## 10. Playground

It was **resolved** to organise a consultation with residents to be undertaken by CD and GH, the consultation to be held towards the end of June. It was agreed that fund raising will be needed.

## 11. Maintenance Reviews

- 11.1 Defibrillator Report – CT confirmed that regular monthly checks was carried out.
- 11.2 General Village Maintenance – The gate at the playground is broken, a quotation was received, Councillors **resolved** that the work be carried out.
- 11.3 Maintenance issues identified during the Asset Inspection – following review of the quotations received; it was **resolved** to accept the quotation of D H Property Services.

## 12. Clerk's and/or Councillors' reports

Nothing to report.

## 13. Finance Report

13.1 It was **resolved** to approve the following payments:

Date	To Whom	Description	Amount
01.04.24	L Bureau	Printing	£ 60.00
31.03.24	Team 4	Payroll	£ 12.00
14.04.24	Charley	Printing Reimbursement	£ 196.00
19.04.24	L Kemp	Clerk Salary	£ 397.80
19.04.25	Rodmell Parochial	Donation	£ 210.00
02.05.24	Claire Dishington	Parish Assembly Reimb.	£ 72.24
30.04.24	Team 4	Payroll	£ 12.00
01.09.24	Lewes DC	Dog Bins	£ 93.60
02.04.24	ESCC	Grass Cutting	£ 186.00
20.04.24	Village Hall	Hall Hire	£ 112.00
01.05.24	L Smart Reimburse	Wildflower Patch	£ 94.33
01.05.24	Gallaghers	Insurance	£ 1,272.30
12.04.24	Lewes DC	Election Expenses	£ 139.97
19.03.24	Business Stream	Waste Water	£ 9.59
08.05.24	Countrymans	Mowing	£ 132.00
31.05.24	L Kemp	Clerk's Salary	£ 397.80
21.05.24	L Kemp	Clerk's Exps	£ 33.21
			<u>£ 3,430.84</u>

**Rodmell Parish Council:** Claire Dishington (*Chairman*), Oliver Rathbone (*Vice Chair*),

Georgina Hickey, Chrissie Toye, Fred Wettern,

13.2 It was **resolved** to approve the bank reconciliation.

#### **14. Completion of Audit**

It was **resolved** to approve and sign the following documents:

- a) Certificate of Exemption AGAR 2023/2024
- b) Section one – Annual Governance Statement
- c) Section two – Accounting Statement
- d) Internal audit report

#### **15. Statutory Documents**

It was **resolved** to approve the following documents:

- a) Standing Orders 2024
- b) Financial Regulations 2024
- c) Code of Conduct
- d) Financial Risk Assessment 2024

#### **16. Parish Priority Statement**

Following the excellent work of Sue Carroll and Nicki Myers, and the presentation at the Parish Assembly, the follow up meeting was due to take place on 5<sup>th</sup> June 2024. Following discussion, it was **resolved** that the meeting be postponed to 19<sup>th</sup> June 2024. An informal meeting to plan the evening will be arranged.

#### **17. Other updates from Councillors**

There were no updates.

The Clerk left the meeting room.

#### **18. Clerk's Employment Terms**

It was **resolved** that the Clerk be paid L28 on the NALC scale, there will be no increase in contracted hours, the Clerk declined the training contribution.

There being no other business the meeting closed at 7.45pm.

**The next Full Council Meeting will be held on Tuesday 16<sup>th</sup> July 2024, items for the Agenda to the Clerk by Friday 5<sup>th</sup> July 2024 please.**