

Arun District Association of Local Councils

Chair: Cllr Michael Tu, Arundel Town Council
Secretary: Anna Beams, Mulberry & Co, 9 Pound Lane, Godalming, GU7 1BX
Treasurer: Gillian Yeates, Bersted Parish Council
Tel: 03303 450597
Email: admin@wsalc.co.uk

Minutes of the Annual Meeting of Arun District Association of Local Councils held on Thursday 27th October 2022 commencing at 7pm via Zoom.

Present:

Cllr Michael Warden	Aldingbourne Parish Council
Cllr Alison Reigate	Angmering Parish Council
Cllr Michael Tu	Arundel Town Council (Chairman)
Cllr Patrick Hastings	Bersted Parish Council
Cllr Sandra Daniells	Bognor Regis Town Council
Cllr Colin Humphris	Clymping Parish Council
Cllr Steve Toney	East Preston Parish Council
Cllr Dave Smart	Felpham Parish Council
Cllr Stephen Abbott	Ferring Parish Council
Cllr Roger Wetherell	Kingston Parish Council
Cllr June Hamilton	Pagham Parish Council
Cllr Alison Cooper	Rustington Parish Council
Cllr Jan Rees	Slindon Parish Council
Cllr Andrew Ratcliffe	Walberton Parish Council
Cllr Andy Vawer	Walberton Parish Council
Cllr Stephen Haymes	Yapton Parish Council

Trevor Leggo (CEO, WSALC)
Anna Beams (Secretary)

1. Welcome and introduction

The Chairman welcomed those present.

2. Apologies for absence

Received and accepted from Cllrs Nikki Hamilton-Street (Angmering PC), Jill Long (Littlehampton TC) and Peter Herbert (Littlehampton TC), Sarah Lindfield (Clerk to Clapham and Slinfold PCs) and Cllr Gillian Yeates (Bersted PC and ADALC Treasurer).

3. Election of Officers of ADALC

- a. Chairman – as there were no nominations, and as Cllr Michael Tu agreed to continue, it was **AGREED** that Cllr Michael Tu is re-appointed as Chairman.
- b. Vice-chair – as there were no nominations the item was **DEFERRED** pending a decision at the next Management Committee meeting.

- c. Secretary and Treasurer – as there were no volunteers for the position and as the current Secretary and Treasurer agreed to continue, it was **AGREED** that Anna Beams is appointed as Secretary and Cllr Gillian Yeates is appointed as Treasurer.

4. Approval of Minutes from previous meeting

It was queried whether the minutes from the previous annual meeting held in 2021 should be approved at this annual meeting. It was **AGREED** that the matter would be investigated, and the minutes approved at the next meeting if necessary.

The minutes of the previous meeting held on 17th May 2022 were **APPROVED** as a true record and signed by the Chairman.

5. Election to outside bodies

- a. WSALC Board (x2 representatives)

It was **AGREED** that Cllrs Alison Cooper and Michael Tu would be the ADALC representatives on the WSALC Board for the next year.

6. Finances

a. Treasurers report

Anna Beams delivered the report on behalf of the Treasurer in her absence.

The ADALC bank account is currently frozen due to inactivity but holds funds of £726.20. WSALC grants of £1,000 are outstanding until the account is active, therefore total funds available will be £1,726.20.

Invoices of approximately £300 are owed which will be paid once the account is active.

The Treasurer is hoping to complete the re-activation of the account very soon.

b. To set the subscription rate for 2022-23

The Chairman explained that, although there has been activity on the Management Committee since the last ADALC meeting, a subscription proposal has not yet been drafted.

It was **AGREED** that the matter would be included on the next Management Committee meeting agenda as a matter of priority and a proposal brought to the next ADALC meeting.

ACTION: Include as Management Committee agenda item – Subscription Proposal
--

Additional item:

c. Appoint 3x signatories

To enable a swift handover when the bank account has been re-activated it was suggested that signatories should be appointed at this meeting.

It was **AGREED** that:

Cllr Michael Tu is appointed as a signatory.

The Chairman to contact Cllr Trevor Ford regarding continuing as a signatory.

Cllr Alison Cooper offered to be appointed as a signatory should there be no other volunteers

It was **AGREED** that the item would be included on the next Management Committee meeting agenda.

ACTION: include as Management Committee agenda item – Appoint Signatories
--

7. Management Committee Update

The Chairman reported that the Committee has held two meetings with James Hassett, Chief Executive of Arun District Council, since the last ADALC meeting. The meetings have focussed on improving the relationship and communications between ADC and the parishes. ADC have acknowledged that staffing is an issue, and that recruitment of Officers is challenging. They recognise that they need to focus on the key areas of housing, climate, economy and the environment.

Trevor Leggo added that there has been a large decline in staffing at ADC and that parishes could offer assistance by working in conjunction with ADC to take on some functions.

James Hassett has indicated that he would like to meet representatives from the parishes in person and has agreed to attend a conference hosted by ADALC in the new year. The conference will be held at Arundel Town Hall on a date in February/March to be confirmed and key speakers from ADC will be invited to attend. Members indicated that they would prefer the conference to be held during the day.

Cllrs Michael Warden and Colin Humphris expressed an interest to serve on the Management Committee and were duly **APPOINTED** and welcomed by the Chairman.

8. ADALC Communications

The Chairman explained that, along with Anna Beams, he has explored various communication forums. He suggested that the two most suitable are groups.io and WhatsApp, with groups.io being the preferred option.

The forums will be tested by the Management Committee and a proposal brought to the next meeting.

ACTION: Management Committee to test groups.io and WhatsApp and bring proposal to next meeting

9. Energy crisis and increasing cost of living

Trevor suggested that parishes should consider ways in which they can help vulnerable members of their communities by providing warm hubs or other forms of assistance. He asked members for examples:

Angmering: The local sports centre is opening as a warm hub and churches have been contacted regarding assistance they may be offering. They have convened a meeting of stakeholders to ensure support is coordinated.

Bersted: the Parish Council are working with the local Church to run a coffee afternoon, the Parish Council are also signposting members of the community to places they can go for assistance.

Arundel: a Monday Elevenses Club formed during the Covid pandemic has continued to provide support and social contact.

Trevor added that member councils are encouraged to produce a resilience plan, or to ensure that current plans are regularly updated. Dee Thornton is available to assist parishes with their plans at a cost and can be contacted through Trevor.

10. Proposal of shared planning consultant

Trevor advised that a planning consultant, Steve Tilbury MSc AssocRTPI, is currently used by WSALC as well as delivering training to WSALC member councils. He was Head of Planning at Waverley Borough Council and Director of Planning at Winchester City Council and now runs his own consultancy.

The Chairman added that the purpose of appointing a consultant would be to enable member parishes to have an on-call response at a reasonable rate. It is unlikely that a retainer would be necessary.

It was **AGREED** that Steve Tilbury would be invited to the next Management Committee meeting and the ADALC conference in the new year to introduce himself and explain what he can offer. If agreed, a proposal will then be drafted to take to Steve.

ACTION: invite Steve Tilbury to Management Committee meeting and ADALC conference.

11. Any other matters

Trevor advised that the next Arun Police Focus Group will take place by Teams on Wednesday 16th November at 2.30pm. Clerks have been informed but please contact Trevor if you wish to be included.

In a response to a query by Cllr Alison Cooper, Trevor advised that he is not aware of any parishes being allocated funds from the Shared Prosperity Fund.

Cllr Patrick Hastings advised that Asda have cost of living grants available, applications can be made by contacting the Community Champion at local stores.

12. Date of next meeting

Monday 21st November @ 6.30pm - Management Committee (Zoom) – Mgt Committee members

Thursday 2nd March (exact timings tbc) – ADALC / ADC Conference

The meeting closed at 8.19 pm

Signed:

Dated:

DRAFT