

Mid Sussex District Association of Local Councils (MSALC)

Chair: Cllr Douglas Denham St Pinnock (West Hoathly Parish Council)
Clerk: Anna Beams
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Minutes of the AGM of Mid Sussex District Association of Local Councils held at 7.00pm on Tuesday 14th November 2023 at Village Hall, Hurstpierpoint, BN6 9UY and by Zoom.

Present:

IN PERSON:

Cllr Alison Stevenson	Balcombe Parish Council
Cllr Rodney Jackson	Hurstpierpoint & Sayers Common Parish Council
Cllr Caroline Murphy	Twineham Parish Council
Cllr Douglas Denham St Pinnock	West Hoathly Parish Council (Chairman)
Trevor Leggo	West Sussex Association of Local Councils, CEO
Anna Beams	Secretary

BY ZOOM:

Cllr Annabel Moir	Bolney Parish Council
Cllr Peter Williams	Burgess Hill Town Council
Cllr Duncan Pascoe	Haywards Heath Town Council
Cllr Ian Gibson	Turners Hill Parish Council
Cllr Barry Theobald	Turners Hill Parish Council
Cllr Lorraine Carvalho	West Hoathly Parish Council
Cllr Martin Robinson	West Hoathly Parish Council

1. Welcome & Apologies

The current Chair welcomed those present and those joining by Zoom to the meeting. Apologies were received and accepted from Ardingly, Ashurst Wood, Hassocks and Worth Parish Councils and Cllr Celia Forman (Horsted Keynes Parish Council) and Cllr Nicky Hanley (Bolney Parish Council).

Trevor Leggo, CEO WSALC, took the lead on agenda items 2 and 3, Election of Officers of MSALC and election of representatives to the WSALC Board.

2. Election of Officers of MSALC:

- **Chairman** – In the absence of any other nominations, **Cllr Douglas Denham St. Pinnock** was **unanimously elected** Chair.
- **Vice Chair** – In the absence of any other nominations, **Cllr Martin Sheldon** was **unanimously elected** Vice Chair having previously indicated that he was happy to continue. The Secretary to write and inform Cllr Sheldon.
- **Secretary** – **Anna Beams** indicated that she was happy to continue as Secretary and, in the absence of any other interested parties was **unanimously appointed**.

- **Treasurer - Anna Beams** indicated that she was happy to continue as Treasurer and, in the absence of any other interested parties was **unanimously appointed**.

3. **Election of representatives to the WSALC Board**

In the absence of any other interested parties, **Cllrs Douglas Denham St. Pinnock and Martin Sheldon** were **unanimously appointed** as representatives to the WSALC Board.

The Chair of MSALC took the lead for the remainder of the meeting.

4. **Approval of Minutes of the previous meeting held on 18th July 2023**

Cllr Peter Williams (Burgess Hill Town Council) requested an update on the progress of the MSALC Working Group formed to discuss and progress initiatives regarding re-engagement with MSDC (item 4b). Trevor Leggo advised that he will provide an update during his report under item 6 of the agenda.

Pending a name correction, the Minutes were approved as a true and correct record of the meeting held on 18th July 2023.

5. **Finance report:**

- **Financial update:** Anna Beams reported that the current balance held by the association is £2195.37 which includes a £1000 grant received from WSALC. The Chair explained that a sum of £1000 had been approved by the WSALC Board to be paid to each District Association to assist them with facilitating face to face meetings and improved engagement with the County Councils.
- **To agree 3x signatories for the bank account:** Current signatories, **Cllrs Annabel Moir and Rodney Jackson** agreed to remain as signatories and were **unanimously appointed**. **Cllr Duncan Pascoe** was **unanimously appointed** as a third signatory.
- **To agree an annual subscription for 2024:** The Chair proposed that, as the association currently holds sufficient funds, no subscription should be levied until the association can deliver satisfactory results to its members. The proposal was **unanimously supported** and therefore no subscription will be levied for 2024.

6. **To receive an update from Trevor Leggo, CEO of WSALC**

Trevor Leggo provided an update on the following:

- a) **Civility and Respect:** Trevor reminded councillors that they have a duty of care as employers and that poor behaviour is on the increase. He advised that all councils have been invited by NALC to sign the Civility and Respect Pledge to send a clear statement that their council will treat others with respect. A survey is currently being undertaken by the East Sussex Association (ESALC) to establish which councils have signed the pledge and if they have not signed it, why that have not. The survey will shortly be rolled out into West Sussex and Trevor encourages all councils to respond.
- b) **Hybrid meetings:** NALC remain committed to push Government to allow town and parish councils to hold hybrid meetings.
- c) **WSALC offices:** WSALC has been established in the new office at Hurstpierpoint for several months and is very happy with the arrangement.

- d) Functions of WSALC: A list of the functions that WSALC provide was included in the annual report which was circulated to all clerks and is available on the WSALC website.
- e) Civilian and Military Partnership Board: Trevor explained that each District Council may appoint an Armed Forces Champion and support Veterans Breakfast Clubs in their area, this has yet to be established in Mid Sussex. Trevor recently met with the Staton Commander at Haywards Heath Fire Station with a view to establishing a Breakfast Club and has had an approach from a contact in East Grinstead which he is following up on.
- f) Mid Sussex District Council: The Chair and Trevor recently met with Louise Duffield, Director of Resources and Organisational Development, MSDC, with a view to establishing ways to make the relationship between town and parish councils and the District Council more effective. They left the meeting relatively optimistic that things may improve. Trevor explained that he would like to retain the momentum of the meeting and organise a joint conference with the District Council and that this is where the Working Group formed at the previous MSALC meeting will come into play.

The Chair added that he would like to develop a strategy to encourage all district associations to develop and form relationships with the District Councils. He therefore intends to hold the first MSALC Working Group meeting within the next few weeks to discuss the strategy and proposed that the Working Group works directly with MSDC. He further added that if the strategy is to work it will need support from all parishes within Mid Sussex.

The Chair suggested that Cllr Rodney Jackson join the Working Group to assist with the process of re-engagement with MSDC as part of his role of Chairman of MSDC. It was **AGREED** that Cllr Rodney Jackson is appointed to the Working Group.

Trevor Leggo agreed that it is important that all town and parish councils within MSALC and WSALC remain cohesive and that the 3 town councils are an important element. The Chair offered to visit the town councils and attend a meeting.

ACTION: to convene a Working Group meeting before Christmas
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Cllr Ian Gibson (Turners Hill Parish Council) suggested inviting external speakers to MSALC meetings to encourage attendance. Trevor advised that this was discussed when he and the Chair met with Louise Duffield.

Cllr Rodney Jackson (Hurstpierpoint Parish Council) suggested that an update from the South Downs National Park Authority (SDNPA) would be useful for those councils that fall within the SDNP. The Chair advised that a regular update is received by WSALC Board from the West Sussex SDNPA representative which can be shared and is available on the WSALC website. It was suggested that a Q&A session with an SDNPA representative could be held at Hurstpierpoint if there are specific Mid Sussex issues.

7. To consider any items raised by member councils

No items were raised.

8. Date and format of the next meeting

February 2024 – date to be confirmed.

Meeting closed at 19:48

Signed: Douglas Denham St. Pinnock
Douglas Denham St. Pinnock (Apr 23, 2024 10:40 GMT+1)

Date: 23/04/2024

MSALC AGM Minutes 14 Nov 2023






APPROVED

Final Audit Report

2024-04-23

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