



WEST SUSSEX ALC LIMITED

2nd Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ
Company No. 08500937 Registered in England

**Minutes of the Annual General Meeting of the
West Sussex Association of Local Councils Limited
held on Friday 25th November 2022 at 10:20am
Billingshurst Community Centre, Roman Way, Billingshurst,
West Sussex RH14 9QW**

Attendance:

Guest:

Lady Emma Barnard, Lord Lieutenant

Presidents:

Dr John Godfrey DL

The Rt. Hon. Earl of Lytton DL

Directors:

Cllr Douglas Denham St. Pinnock (Chairman)

Cllr Alison Cooper

Cllr Tim Russell

Cllr Donald Mahon

Cllr Martin Sheldon

Cllr Michael Tu

Officers:

Trevor Leggo: CEO

Anna Beams: Clerk to the Board

Members – There were 48 representatives present and 40 appointed voting representatives (including 5 proxy) - full list available on request

Before the business of the AGM commenced, Lady Emma Barnard, Lord Lieutenant, began by opening the morning's proceedings. She personally thanked Town and Parish Councils in West Sussex for the valuable work that they undertake on behalf of their communities and added that she was delighted to have been invited to attend the meeting.

Dr John Godfrey, Joint President of WSALC, thanked Lady Emma for attending to speak to member Councils. He briefed members on the Queen's Green Canopy and Peers of the Public Realm Campaigns and encouraged them to take part. He shared a map of the areas where trees have been planted so far in West Sussex for the Queen's Green Canopy ([appendix A](#))

1(a) Election of Joint Presidents

Cllr Denham St. Pinnock took the Chair and opened the meeting by explaining that under the WSALC Articles of Association the AGM should be chaired by one of the two joint Presidents; he then proposed the re-election of the two Presidents.

The motion was **CARRIED BY ACCLAMATION** and the Rt. Hon. Earl of Lytton DL duly took the Chair.

1(b) Welcome by the Joint Presidents

The Chairman welcomed members to the meeting, he added that he was delighted to see so many Council representatives in attendance.

2. Apologies for absence

Received and accepted from Amberley Parish Council, Ashurst Wood Village Council, Barnham & Eastergate Parish Council, Bersted Parish Council, Chidham & Hambrook Parish Council, Clapham Parish Council, Hunston Parish Council, Northchapel Parish Council, Pagham Parish Council, Parham Parish Council, Turners Hill Parish Council, West Itchenor Parish Council, Yapton Parish Council, Charles Britton (Director), Malcolm Eastwood (Director), Mike Mendoza (Director), Mark Mulberry (Company Secretary)

3. Minutes of the Annual General Meeting held on 29th October 2021

The Minutes were proposed for approval by Cllr Donald Mahon (North Horsham Parish Council and Director WSALC) and seconded by Cllr Alison Cooper (Rustington Parish Council and Director WSALC).

The minutes were **APPROVED** as a true record of the previous meeting.

Total votes: for – 39; against – 0; abstain – 1 (Cllr Philip Baxter, Shipley Parish Council)

4. Report from the Chairman of West Sussex ALC Limited on the Annual Report for 2021/2022.

Cllr Denham St, Pinnock, Chairman of WSALC, presented a verbal report to members ([appendix B](#))

5. To Adopt the Accounts for the Year Ended 31 March 2022.

In the absence of the Company Secretary, Cllr Denham St. Pinnock presented the accounts and moved that they be accepted. The Chairman requested that a full set of accounts is included in future reports for member councils to view before the AGM.

The adoption of the accounts was proposed by Cllr Tim Russell (North Mundham Parish Council and Director WSALC) and seconded by Cllr Andrew Shaxson (Harting Parish Council).

The accounts were **APPROVED** and **ADOPTED**.

Total votes: for – 40; against – 0; abstain - 0)

6. To note the current Directors appointed by the District Associations.

The Chairman referred to the list of WSALC Directors, circulated with the agenda and noted that the current Directors are:

Mike Mendoza	Adur District Association
Alison Cooper	Arun District Association
Michael Tu	Arun District Association
Tim Russell	Chichester District Association
Charles Britton	Chichester District Association
Malcolm Eastwood	Horsham District Association
Donald Mahon	Horsham District Association
Douglas Denham St Pinnock	Mid Sussex District Association
Martin Sheldon	Mid Sussex District Association

8. Election of Representatives to the National Association (NALC) for 2022/2023

Cllr Douglas Denham St. Pinnock, Cllr Malcolm Eastwood and Trevor Leggo were proposed as representatives to NALC by Cllr Donald Mahon (North Horsham Parish Council and Director WSALC) and seconded by Cllr Martin Sheldon (Cuckfield Parish Council and Director WSALC).

Cllr Douglas Denham St. Pinnock, Cllr Malcolm Eastwood and Trevor Leggo were duly **ELECTED** as representatives to the NALC for 2022/2023.

Total votes: for – 40; against – 0; abstain – 0

9. Special Resolution: Proposal to amend Paragraph 18(1)(e) of the WSALC Articles of Association from:

18.-(1) The directors shall **comprise**

(e) not less than 1 or more than 2 elected by the Chichester District Association,

to now read:

18.-(1) The directors shall **comprise**

(e) not less than 2 or more than 3 elected by the Chichester District Association one of whom must represent a parish wholly or partly in the South Downs National Park.

Cllr Denham St. Pinnock explained that, as the Chichester district is geographically larger than all other districts within the county, the proposal to increase the CDALC representation on the WSALC Board from 2 to 3 Members will allow them more flexibility and give the Board a better overview of the district.

The Resolution was proposed by Cllr Michael Tu (Arundel Town Council and Director WSALC) and seconded by Cllr Andrew Shaxson (Harting Parish Council), and the Special Resolution was duly **APPROVED** and **PASSED**.

Total votes: for – 39; against – 0; abstain – 1 by proxy

10. Any other matters

No other matters raised.

10:42 meeting closed.

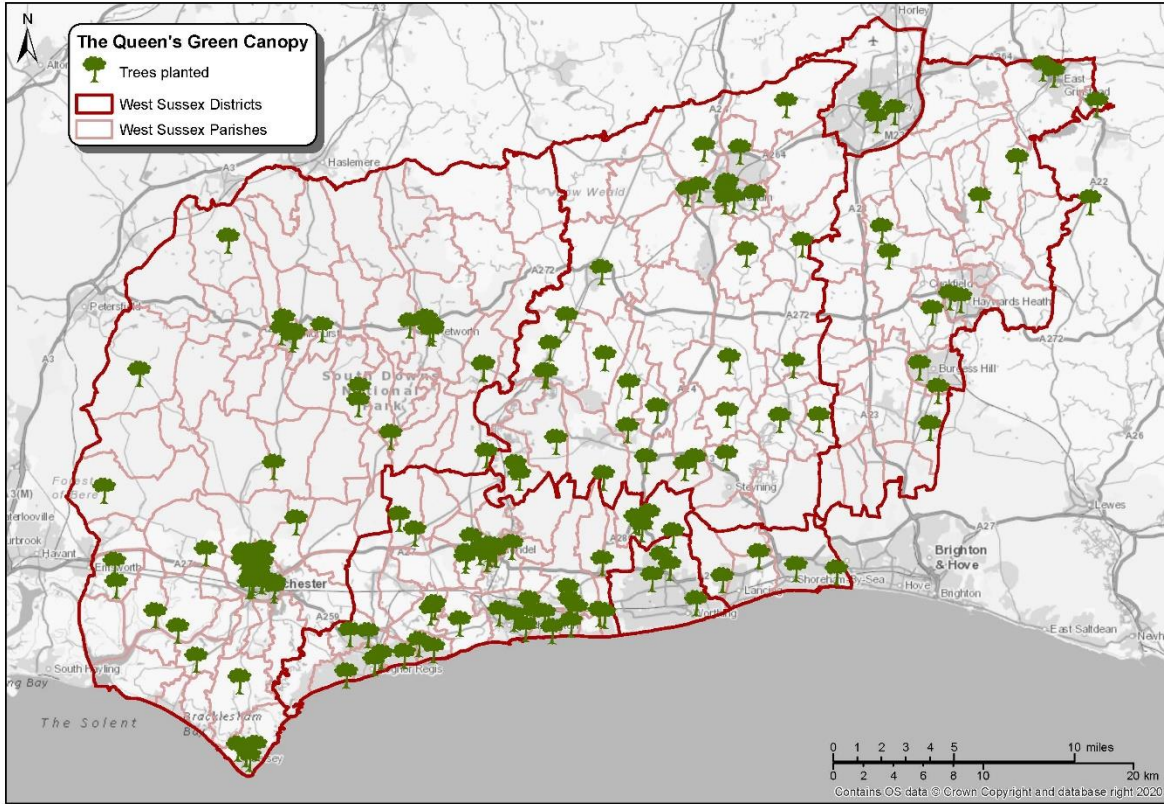
Signed: *John Lytton*

Name: *Lord John Lytton DL*

Date: *20 October 2023*

The meeting was followed by a presentation from Michelle Hulme, Head of Local Highways Operations, WSCC. (Appendix C)

Appendix A



Appendix B

Report by WSALC Chairman

Trevor has submitted a brief annual report accompanied by a very full synopsis of all the services and training offered by WSALC. I think we can all agree that this is an astonishingly long and very broad reflection on what is currently a professional and responsive service to Town & Parish Councils across West Sussex. Trevor acts in a similar capacity for the Town and Parish Councils across East Sussex and I am pleased to say I will attend the East Sussex AGM next week in the spirit of many shared interests.

Since I was elected Chair of the WSALC Board about 20 months ago we have seen further changes to the Board. Our Vice Chair, Martin Beaton, from Arun Association, has moved to Mid Wales. I would like to record my thanks to Martin for all the support he gave to WSALC during the more than a year he served. Tony Nicklen from Adur Association and John Millbanks from Mid Sussex Association both stood down from the Board and thanks are due to them too. In addition I see that two former members of the Board, Terry Oliver and Phil Baxter are in attendance; to them our thanks are also due.

On behalf of the County Association it has been a pleasure to meet so many people running or representing so many organisations across both West and East Sussex. The purpose always being to spread the word about what the Association actually does and to support member Towns and Parishes. The response has been enormously encouraging. We are now fully engaged with the Lieutenancy, first with Dame Susan Pyper and now with her successor, the charming Lady Emma Barnard; also with the Vice Lieutenant, Sir Richard Kleinwort and several Deputy Lieutenants. I have supported Parishes alongside the Lieutenancy in the tree planting programme that was established by the late Queen, the Queen's Green Canopy, run in West Sussex by one of our Presidents, Dr John Godfrey. As you have heard this has been a great success and I am donning my green wellies once again on Saturday and Sunday, with John, at Findon and then Steyning.

The County Council, where the Chief Executive, Becky Shaw, is also Chief Executive for East Sussex, is fully engaged with the Association and it is a pleasure to welcome two County Officers here today. The Police, through both the Chief Constable, Jo Shiner and the Police and Crime Commissioner, Katy Bourne have attended meetings with us and Trevor and I, accompanied by members of Town and Parish Councils, have attended many briefings on topics from rural crime to road traffic policing. West and East Sussex Associations jointly, were runners up in the National Associations Awards for Project of the Year for Trevor's work with both the Police and the PCC. This is a great compliment to the hard work done by Trevor across both Counties.

The Association is also now fully engaged with Armed services representatives across the County, through SERFCA and I have twice attended the awards to cadets and their senior training officers at Christs Hospital.

The Association has also engaged with several of our MPs, in particular Sir Peter Bottomley, Andrew Griffith and Tim Loughton. The only disappointment to report is that so many MPs simply didn't attend the Association's annual lobby day – perhaps because it was on Zoom or more probably because in the

circumstances prevailing at the time they were simply too dazed and confused with what was going on in central government to consider the two most important issues – the freedom to conduct meetings remotely and the fact that there are now no sanctions for monitoring officers to discipline unruly or bullying councillors.

Three of the four District Associations have been revived with new Chairs and a common Secretariat cum Treasurer in the form of Anna Beams. Horsham, Arun and Chichester are now engaged with their respective District Councils, especially on Planning and running well with good attendance from Towns and Parishes. Mid Sussex is being revived. I have temporarily been elected Chair and am working with Trevor to engage with the District. Those of you in Mid Sussex, I appeal to you to support these efforts and to attend the Mid Sussex meetings, Zoom or in person.

Those of you who know me understand the importance and respect with which I regard our Clerks. I would like to name two in particular, Steve Trice at Haywards Heath who was extremely supportive as I became involved with the Association and is currently Chair of The Society of Local Council Clerks nationally. Also Julie Holden from East Grinstead who, at my invitation, attends the Association's Board meetings to ensure involvement of the most important people in our sector. My thanks to you both.

To conclude I would simply say that my rather unexpected elevation to this position has brought me much knowledge and enjoyment and I am very grateful to everybody who has engaged with the Association in the greater interest of improving services, the environment and the quality of life in our great County.

