

**Polegate Town Council, Council Office, 49 High Street,
Polegate BN26 6AL**

Telephone: 01323 488114

Town Clerk Jo Tricker: admin@polegatetowncouncil.gov.uk



1st May 2026

Notice is hereby given of a meeting of the **Annual Statutory Meeting** to be held on **11th May 2026** at **19:00** at **Council Chambers, 49 High Street, Polegate, East Sussex, BN26 6AL**

Jo Tricker

Town Clerk

The press and public have a right and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press, and public has been proposed and voted upon before withdrawing. There is a stairlift available to get to the first floor where the chambers are.

AGENDA

A. Election of Town Mayor (Vote Required)

Nominations received prior to the meeting are: Cllrs J Heward and S Shing

Item 1: To receive the Mayors declaration of acceptance of office (To Note)

Item 2: Election of Deputy Town Mayor and acceptance of office (Vote Required)

Nominations received prior to the meeting are: Cllr D Murray and J Heward

Item 3: Opportunity for Public Comment on items on the agenda (To Note)

Item 4: Apologies for absence (To Note)

Item 5: To receive any Declarations of Interest in respects of items on the agenda (To Note)

Item 6: Minutes of the 30th March 2026 (Vote Required)

Minutes will be available on the day.

To resolve that the minutes of the last meeting as circulated on the agenda be confirmed as a correct record and signed by the Chair.

Item 7: Scheme of Delegation (Vote required)

Item 8: Standing Committees

a. Review Terms of References for committees/ working groups – as per attached schedule (Vote required)

- Appeals Committee
- Buildings and Land Committee
- Business Plan Working Group
- Christmas Lights Committee
- Climate Committee
- Communities and Tourism Committee
- Community Infrastructure Levy (CIL) Working Group
- Devolution Working Group
- Finance and Policy Committee
- Flower Contract Working Group
- Internal Audit Review and Internal Control Working Group
- Jubilee Nature Reserve Working Group
- Libraries Working Group
- Neighbourhood Plan Working Group
- New Land Working Group
- Personnel Committee
- Planning Committee
- Risk Management Working Group
- Street Lighting Working Group
- Website Working Group

To find the background papers for Item 8a, please follow the link to our website where all the relevant documents can be found:

<https://polegatetowncouncil.gov.uk/council/data-transparency/>

The documents will be listed under Terms of Reference

b. Appointment of Members to Committees and appointment of Chairpersons to Standing Committees/ Working Groups as per schedule (Vote required)

- Appeals Committee (Delegated)
- Buildings and Land Committee (Part Delegated via Clerk)
- Business Plan Working Group (Part Delegated via Clerk)
- Christmas Lights Committee (Delegated via Clerk)
- Climate Committee

- Communities and Tourism Committee (Delegated)
- Community Infrastructure Levy (CIL) Working Group
- Devolution Working Group
- Finance and Policy Committee (Delegated)
- Flower Contract Working Group (Delegated via Clerk)
- Internal Audit Review and Internal Control Working Group
- Jubilee Nature Reserve Working Group
- Libraries Working Group (Delegated via Clerk)
- Neighbourhood Plan Working Group (Delegated via Clerk except financial)
- New Land Working Group
- Personnel Committee (Part Delegated)
- Planning Committee (Delegated)
- Risk Management Working Group
- Street Lighting Working Group
- Website Working Group (Delegated via Clerk)

Item 9: Adoption of Standing Order 2026 (Vote required)

Item 10: Adoption of Financial Regulations 2026 (Vote required)

Item 11: To appoint representatives to outside organisations (Vote required)

Item 12: General Power of Competence (Vote required)

Resolution required that Polegate Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk in order to be able to continue to exercise the General Power of Competence.

The criteria are:

i. Electoral Mandate

At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, even if unopposed, rather than co-opter or appointed. If two thirds is not a whole number, then it must be rounded up.

AT LEAST TWO THIRDS OF COUNCILLORS ARE DULY ELECTED

ii. Qualified Clerk

The Clerk must hold the certificate in Local Council Administration, the Certificate of High Education in Local Council Administration or the first level of the founder degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The Clerk must also have complete training in the exercise of this power as part of one of these qualifications or as a separate exercise.

THE CLERK IS QUALIFIED IN CiLCA

The Council meet the above criteria and are therefore able to use the General Power of Competence.

Item 13: Details of Asset Register (To Note)

Item 14: Details of Insurance Cover (To Note)

Item 15: Review of Subscriptions (Vote required)

Item 16: Review of Council Complaints procedure (Vote required)

Item 17: Review of Councils policies, procedures, practices of Freedom of Information and Data Protection – Adoption of Council Policies/ Procedures (Vote required)

To find the background papers for Item 17, please follow the link to our website where all the relevant documents can be found:

<https://polegatetowncouncil.gov.uk/council/data-transparency/>

The documents will be listed under Policies.

Item 18: Risk Assessment Review (Vote required)

Item 19: Adoption of Councillor's Code of Conduct (Vote required)

Item 20: Appointment of Internal Auditor Mulberry LAS on a new 3-year contract (Vote required)

Item 21: To note and approve bank signatories for bank mandate (Vote required)

- i. Cllr M Cunningham
- ii. Cllr Dan Dunbar
- iii. Cllr David Watts
- iv. Cllr Stephen Shing
- v. Cllr Douglas Murray
- vi. Cllr Jamie Keen
- vii. Cllr Graeme Archer
- viii. Cllr James Heward

Item 22: Building and Land Committee minutes and recommendations for Brightling Road fees and charges from 8th May Meeting (Vote required)

Minutes will be available on the day.

Item 23: List of Regular Payments (To Note)

Item 24: Fees and Charges (Vote required)

**Item 25: Motion to adopt the brand new defib at Polegate Community centre as per previous discussion and follow up request form Polegate Community Association.
(Vote required)**

Item 26: Proposed dates of next cycle of meetings (To Note)

- Full Council Meeting 18th May 2026
- Full Council Meeting 29th June 2026
- Full Council Meeting 27th July 2026
- Full Council Meeting 28th September 2026
- Full Council Meeting 26th October 2026
- Full Council Meeting 30th November 2026
- Full Council Meeting 25th January 2027
- Full Council Meeting 22nd February 2027
- Full Council Meeting 29th March 2027