

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Annual Statutory meeting held on Monday 5th May 2021 by remote Teams meeting (live stream to public) at 7pm

Present: Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant (15)

Not Present: -
6 members of the public

Minute No.	Subject/Resolution
12858	Election of the Town Mayor It was resolved to elect Cllr D Murray as Mayor of Polegate. VOTE all in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant The outgoing Mayor wished the new Mayor good luck and thanked council for being so supportive during his time as mayor including during COVID, especially Cllr Mrs Piper as his Deputy Mayor. The new Mayor thanked the outgoing Mayor for all his hard work and mentioned that he might do a small presentation when covid restrictions allowed to meet in person again.
12859	To receive the Mayor's declaration of acceptance of office The Mayor signed the declaration and it was countersigned by the proper office/town clerk
12860	Apologies for absence None
12861	To receive any declarations of interest in any items on the agenda <i>Cllrs D Watts, A Snell, D Shing, S Shing as District Councillors; D Shing S Shing as County Councillors; D Murray as member of the Pevensey & Cuckmere Water Level Management Board, Mrs M Piper, D Watts, D Murray, Ms A Snell Directors of the PWMRG CIC.</i>
12862	Election of Deputy Town Mayor and acceptance of office It was resolved to elect Cllr D Dunbar as Deputy Mayor of Polegate. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant The new Deputy Mayor thanked Cllr Mrs Piper for all her hard work and the lovely comments they had made during voting.
12863	Opportunity for Public Comment (via email) None
12864	To receive and confirm the minutes of the meeting of the Council held on 26th April 2021 It was resolved to accept the minutes of the full council meeting on 26th April 2021 as an accurate record of the meeting and the minutes were signed by the Mayor. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12865	Standing Committees

a. Appointment of Members to Committees & appointment of Chairpersons to Standing Committees/Working groups as per schedule

- i. Finance and Policy Committee (delegated)
- ii. Personnel Committee (part delegated)
- iii. Planning Committee (delegated)
- iv. Appeals committee (delegated)
- v. Flower Contract working group (delegated via clerk)
- vi. Buildings & Land working group (part delegated via clerk)
- vii. Business Plan working group (part delegated via clerk)
- viii. Internal Audit Review and Internal Control working group
- ix. Communities and Tourism Working Group
- x. Website working group (delegated via clerk)
- xi. Principles of development/**Neighbourhood Plan** working group (delegated via clerk except financial)
- xii. Christmas Lights working group (delegated via clerk)
- xiii. Risk Management working group
- xiv. Libraries working group (delegated via clerk)
- xv. CIL working group
- xvi. Shepham wind farm working group (fully delegated to clerk) - non council funds
- xvii. Climate committee

b. Review Terms of References for committees/working groups

- i. Finance and Policy Committee (delegated)
- ii. Personnel Committee (part delegated)
- iii. Planning Committee (delegated)
- iv. Appeals committee (delegated)
- v. Flower Contract working group (delegated via clerk)
- vi. Buildings & Land working group (part delegated via clerk)
- vii. Business Plan working group (part delegated via clerk)
- viii. Internal Audit Review and Internal Control working group
- ix. Communities and Tourism Working Group
- x. Website working group (delegated via clerk)
- xi. Principles of development/**Neighbourhood Plan** working group (delegated via clerk except financial)
- xii. Christmas Lights working group (delegated)
- xiii. Risk Management working group
- xiv. Libraries working group (delegated via clerk)
- xv. CIL working group
- xvi. Shepham wind farm working group (fully delegated to clerk) - non council funds
- xvii. Climate committee

A councillor queried the Shepham, the clerk stated that this was under the council umbrella but the agreement with the funder required it to be delegated to Mrs J Ognjanovic and Mrs S Godfrey to manage and distribute the fund.

A councillor asked about the library working group. The clerk replied that the library project was not finished and the working group would potentially be required.

A councillor asked about the website group. The clerk stated that she was delegated but she consulted that group for issues on social media etc. (bans in particular)

It was resolved to Appointment of Members to Committees & appointment of

	Chairpersons to Standing Committees/Working groups as per above and background papers VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12866	Adoption of Standing Orders It was resolved to adopt the model standing orders as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12867	Adoption of Financial Regulations (Periodic Review) It was resolved to adopt the financial regulations as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12868	Risk assessment Review It was resolved to accept/adopt the risk assessment as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12869	Adoption of Councillor's code of conduct The code of conduct had been circulated to all councillors prior to the meeting and taken as read and accepted by all. It was resolved to adopt the councillors code of conduct as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12870	To receive statements of – a. Deeds etc held by Council Solicitors (if received before the meeting) b. Details of Asset Register (PDF available on request available online) c. Details of Insurance Cover (full policy PDF available on request) These were noted by all present.
12871	To appoint representatives to outside organisations - As per schedule attached It was resolved to appoint the representatives to outside bodies as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12872	Appointment of Tree Warden – Mr Tim Saunders It was resolved to appoint Mr Tim Saunders as tree warden for Polegate. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12873	Appointment of Internal Auditor – Mulberry & Co It was noted that Mulberry & Co send different auditors to carry out the audits as recommended. It was resolved to appoint Mulberry & Co as internal auditors. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant

12874	Adoption of Council Policies/Procedures <i>See attached list – to be adopted as presented with the caveat that many of these will be reviewed</i> It was resolved to adopt the policies and procedures as presented (amended policies included) and noted that many would be reviewed shortly by finance & policy committee alongside new policies. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12875	Financial matters a. Accounts for payment – <i>resolution required</i> None b. Fees & Charges – review/approve (see attached schedule, may be reviewed during the year) It was resolved to adopt the fees and charges as presented VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12876	To note and approve bank signatories for bank mandate i. Cllr Ms A Snell ii. Cllr S Shing iii. Cllr Mrs M Piper iv. Cllr D Watts v. Cllr D Dunbar It was resolved to approve the bank signatories as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12877	General Power of Competence 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) <u>Electoral Mandate</u> 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-opted or appointed. If two thirds is not a whole number, then it must be rounded up. ALL COUNCILLORS WERE ELECTED ii) <u>Qualified Clerk</u> The clerk must hold the certificate in local Council Administration, the Certificate of Higher 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 completed training in the exercise of this power as part of one of these qualifications or as separate exercise <u>THE CLERK IS QUALIFIED IN CILCA</u> The council meet the above criteria and are therefore able to use the General Power of Competence.

	It was noted that despite an uncontested election all 15 councillors had been duly elected. <i>(NB there were 15 for 15 seats at the last election and this is counted as duly elected.)</i> It was resolved that the Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk and is able to continue to exercise the General Power of Competence VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12878	To adopt the minutes and recommendations of the planning committee meeting of 23rd April 2021. It was resolved to adopt the minutes and recommendations of the planning committee meeting of 23rd April 2021 VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, R Shing, Mrs L Sergeant
12879	Proposed dates of next cycle of meetings Dates had not been set due to covid meeting rules and the change in legislation for remote meetings. It was discussed that once everyone had had their second vaccination it would be reviewed. The clerk mentioned that there had to be meetings in Sept onwards as budgets and the external audit review would need to be considered by full council and could not be delegated. In the meantime, any larger decisions would be circulated and ways to involve the public to enable them to make comments. The Mayor thanked everyone for attending and looked forward to working with Cllr Dunbar as his Deputy.

The meeting closed at 19:22pm

Signed Mayor of Polegate _____

Date _____