

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Annual Statutory Meeting held on Monday 10th May 2010 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.

Present: Cllrs T Voyce, M Cunningham, S Barber, Mrs J Voyce, T Wright, J Rogers, G Carter, Mrs M Piper, J Harmer, A Watkins, R Martin and Mrs J Bigsby.

5 Members of the Public

9185 Election of Town Mayor

It was proposed that Cllr T Voyce be elected to the position. This was Seconded and there being no other nominations it was resolved Unanimously to elect Cllr T Voyce as Town Mayor

9186 To received the Mayors declaration of acceptance of Office

The Mayor read out and signed the declaration of acceptance of office of Town Mayor which was countersigned by the Town Clerk.
Cllr T Voyce thanked Cllr S Barber and Mrs S Barber for all their had work over Last two years and presented them with a small token of the Councils Appreciation.

9187 Apologies for absence

Apologies were received and accepted from Cllrs Mrs D Joy and Mrs C Berry – due To ill health

9188 To receive any declarations of interest in any item on the agenda

None

9189 Election of Deputy Town Mayor

The Town Mayor called for nominations for the office of Deputy Town Mayor. It was proposed that Cllr M Cunningham be elected for the ensuing year. This was Seconded and there being no other nominations it was resolved unanimously to Elect Cllr M Cunningham as Deputy Town Mayor.
Cllr M Cunningham thanked Cllr Mrs M Piper for all her hard work and presented Her with a small token of the Councils appreciation.

9190 Public Comment

None

9191 To receive and confirm the minutes of the meeting of the Council held on 26th April 2010

The minutes were approved as a true record and the Mayor was authorised to sign them.

9192 Matters arising from the Minutes of the Council held on 26th April 2010

None

9193 Appointment of Members to Standing Committees

- a) Finance and Policy -
Cllrs G Carter, A Watkins, S Barber, Mrs C Berry, Mrs J Bigsby, J Rogers and Mrs J Voyce.
- b) Environment and Leisure -
Cllrs Mrs J Bigsby, J Harmer, Mrs C Berry, R Martin Mrs M Piper, J Rogers and Mrs J Voyce.
- c) Planning -
Cllrs J Rogers, G Carter, S Barber, Mrs C Berry, R Martin, Mrs M Piper and T Wright.
- d) Personnel -
Cllrs Mrs J Voyce, Mrs J Bigsby, Mrs C Berry, G Carter and A Watkins.

It was resolved and unanimously agreed that the Councillors be elected to the standing Committees
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9194 Appointment of Chairpersons to Standing Committees

- a) Finance and Policy – Cllr G Carter
- b) Environment and Leisure – Cllr Mrs J Bigsby
- c) Planning – Cllr J Rogers
- d) Personnel – Cllr Mrs J Voyce

It was resolved and unanimously agreed that these chairpersons be elected.

9195 Appointment of Lead Councillors and members to Working Groups

- Buildings Working Groups
Cllrs J Harmer, R Martin and G Carter
- Festivities and Town Appearance –
Cllrs Mrs M Piper, Mrs C Berry and J Rogers
- Traffic and Transport Working Group –
Cllrs T Wright, J Harmer, and R Martin
- Youth and Elderly Working Group –
Cllrs Mrs J Bigsby, R Martin and Mrs M Piper.

9196 Appointment of Tree Warden

Mr D Hammond had agreed to the appointment for this year.

9197 To appoint representatives to outside organisations

- Citizens Advice Bureau – Cllr Harmer
- Civil Protection – Cllr Martin and Cunningham
- Children/Playgroups – Cllr Mrs Bigsby
- Community Association – Cllr Rogers and Cllr Mrs Joy
- Community Bus – Cllr Mrs Joy and Cllr Watkins
- Crime Prevention/Neighbourhood Watch – Cllr Mrs Bigsby, Cllr Mrs Berry
- Eastbourne Area Transport Forum – Cllr Martin, Barber and Cunningham
- Polegate Windmill – Cllr Harmer and Cllr Martin
- Press Liaison – Cllr Mrs Bigsby
- South Wealden Ass of Local Councils – Cllr Carter and Wright

9198 Appointment of Internal Auditor

Graham J Parish had agreed to the appointment for this year.

9199 To received statements of Deeds etc held by Council Solicitors, Details of Asset Register and Details of Insurance Cover

These had been circulated and noted by members prior to the meeting. A discussion took place regarding the documents as they will need to be updated. It was agreed that these would appear on the Finance and Policy Agenda in May.

It was resolved that at this present time the details from the Council Solicitors, details of the asset register and the insurance cover would be accepted.

Cllr S Shing entered the Council Chamber at 7.45pm

9200 Adoption of Standing Orders

These had been circulated and noted prior to the meeting. The following amendments were discussed and agreed –

3bi – the word working would be removed.

20b - December would be removed and October would be inserted.

26j – “....provided only the Town Clerk.....”

28b “.....press and/or media, The Town Clerk, Mayor, Chairs of Committees and nominated press officer, or deputies thereof.....”

30ci – this shall be deleted.

31a – “ Any complaint relating to a Councillor’s breach of the Councils adopted Code of Conduct should be referred to the Standards Board Monitoring Officer, Wealden District Council.

It was resolved that with the amendments the Standing Orders be adopted.

Terms of Reference – these had been circulated and noted prior to the meeting.

It was resolved that these would be discussed and agreed at the Standing Committee’s and then resolved at the next Full Council.

Cllr S Shing left the meeting at 8.00

9201 Adoption of Financial Regulations

All members had a copy of the Financial Regulations as revised at February 2009.

It was resolved that the Financial Regulations would be adopted and they would be reviewed by the Finance and Policy Committee.

9202 Complaints Procedure, Freedom of Information and Data Protection

These had been circulated and noted by all members prior to the meeting.

It was resolved that the Complaints Procedure, Freedom of Information and Data Protection would be adopted.

9203 Financial Matters

a) To review the Councils/Employees memberships of other bodies

**It was resolved to accept the following memberships –
SALC, NALC, LCAS, WDALC, SLCC and CPRE.**

b) Accounts of payment

None at this time

9204 Adoption of minutes of the last cycle of meetings
General Purposes 12th April 2010 –

It was resolved that the minutes from General Purposes on 12th April be adopted.

Finance 20th April 2010 –

It was resolved that the minutes from Finance on 20th April be adopted.

Personnel 20th April 2010 –

It was resolved that the minutes from Personnel on 20th April be adopted.

Planning 26th April 2010 –

It was resolved that the minutes from Planning on 26th April be adopted.

9205 Communications from the Town Mayor

The Mayor stated that he had an invitation from the High Sheriff to a reception at Newhaven Fort in July and an invitation from the Lord Lieutenant to an open air Concert at Herstmonceux Castle.

The Mayor reminded members regarding the reception of the Twinning Association on Thursday 15th May at 2.30 in the Council Chambers.

9206 Correspondence for Information/Action

Letter from Diabetes UK thanking the Council for the contribution of £273.78 from The Mayors chosen charity for 2009-2010.

ESCC Steps to action School Travel Plan information for East Sussex Schools.

Action in Rural Sussex

Wealden District Council Business Focus

SALC – Letter from Mr T Leggo, Director enclosing a cheque for the Councils share Of the Safer and Stronger Communities element of the LAA reward grant as a Quality Council. This will be taken to the Finance and Policy to discuss what this Should be spent on. A letter of thanks will be sent.

9207 Proposed dates of next cycle of meetings

Annual Town Assembly – 18th May 7.00pm at Polegate Community Centre

Planning Meeting – 25th May 6.30pm

Finance Meeting – 25th May 7.30pm

Personnel Meeting – 7th June 8.00pm (this will follow Councillors Training)

Environment and Leisure – 14th June 7.30pm

Full Council – 28th June 7.30pm

9208 Resolution to take business into confidential session

It was resolved that due to the confidential nature of the next business to be transacted the press and public be excluded from the rest of the meeting.