

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Annual Statutory Meeting held on Monday 18th May 2015 in the Council Chambers 49 High Street, Polegate at 7.30 p.m.

Present: Cllrs D Watts (Mayor), D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, Mrs M Piper, Mrs S Dobson, M Falkner, D Murray, T Bennett, B Goodwin, D Dunbar

Not Present: Cllr S Shing

Also present: Mr M Clewett outgoing Mayor, Mrs S Godfrey Admin assistant, Mr C Hale Admin assistant
15 Members of the Public

11323 Election of Town Mayor

It was proposed Cllr D Watts be elected to the position. The motion was Seconded. No further nominations were received.

The outgoing Mayor presented the chain of office to the Mayor Cllr David Watts. The outgoing Mayor was thanked for his commitment over the last year and for representing the town so well and was given a gift by the newly elected Mayor.

It was resolved to elect Cllr D Watts as Town Mayor a vote was taken All in favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar

11324 To receive the Mayors declaration of acceptance of Office

The Mayor signed the declaration of acceptance of office of Town Mayor which was countersigned by the Town Clerk.

11325 Apologies for absence

Apologies were received from Cllr S Shing, Cllr D Murray would be late

11326 To receive any declarations of interest in any item on the agenda

None

11327 Election of Deputy Town Mayor

The Town Mayor called for nominations for the office of Deputy Town Mayor.

It was proposed that Cllr Mrs M Piper be elected for the ensuing year. This was Seconded there were no other nominations.

It was resolved to elect Cllr Mrs M Piper as Deputy Town Mayor. VOTE All in favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar

The Mayor stated that he knew Maggie was very passionate about the town and was pleased that she would be continuing in the role as it was felt she had done a very good job. The Deputy Mayor thanked the Mayor and commented that

there was such a big change and the council was made up of members from all different walks of life and political parties and that she hoped everyone would all work as a team and work for the town they all loved and make it a nicer place for everyone to live in.

11328 Opportunity for public comment

The Mayor invited the public to comment and reminded them that most of the councillors were new and may not necessarily be able to answer all questions.

Standing Orders suspended

No one wished to speak

Standing order reinstated

11329 To receive and confirm the minutes of the meeting of the council held on 27th April 2015.

The minutes of the meeting were agreed as correct and signed by the Mayor.

11330 Standing Committees

a. Appointment of Members to Standing Committees

The Mayor commented that all councillors had been given the opportunity to submit their names for membership of committees and that this was to give the Council an opportunity to get up and running with a committee structure, but this may be reviewed and assessed for their worth and merit in the following months as business progresses. The background papers reflected most of the responses from councillors.

Cllr Mrs M Piper asked to be removed from the list for the Risk Management Working Group.

Cllr R Shing asked to be added to the age gym committee.

A resolution for all members (as provided in the background papers with the amendments above and a VOTE was taken en bloc.

It was resolved to adopt the committees as shown and to appoint the following councillors to committees as shown below with a view to reviewing the committees and membership over the coming 6 months
VOTE All in favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar

Finance & Policy Committee <i>at least once per year prior to budgets</i> Delegated Authority	Chair Vice Chair 2 ex officio	Douglas Murray Stephen Shing Ed Board Martin Falkner Bernie Goodwin (D Watts ex officio) (M Piper ex officio) 7
Personnel Committee <i>(as and when)</i>	Chair Vice Chair 2 ex officio	Cherie Berry Angela Snell Maggie Piper

No Delegated Authority		Martin Falkner Tony Bennett Sandra Dobson Bernie Goodwin Daniel Shing (D Watts ex officio) 9
Planning Committee <i>(as and when)</i> Delegated Authority	Chair Vice Chair 2 ex officio	Wendy Alexander Maggie Piper Martin Falkner Tony Bennett Bernie Goodwin (D Watts ex officio) 6
Business Plan & Buildings and Land Committee (Quarterly) No Delegated Authority	Chair Vice chair 2 ex officio	Douglas Murray David Watts Ed Board Dan Dunbar Maggie Piper Tony Bennett Sandra Dobson 7
Internal Audit Review and Internal Control Committee	Chair Vice chair 2 ex officio	Douglas Murray (D Watts ex officio) (M Piper ex officio) 3
Flower Contract Committee (delegated)	Chair Vice chair	Angela Snell David Watts Mrs M Piper Dan Dunbar Sandra Dobson 5
Age Gym Committee (some delegated responsibilities)	Chair Vice Chair	Angela Snell Maggie Piper Tony Bennett Sandra Dobson Martin Falkner Bernie Goodwin Raymond Shing 7
High Street Toilet Refurbishment Committee (some delegated)	Chair Vice chair	David Watts Angela Snell Dan Dunbar Stephen Shing Maggie Piper Tony Bennett Bernie Goodwin Martin Falkner 8
Risk Management Working Group		(D Watts ex officio) (M Piper ex officio) 2
Financial Regulations working Group	Chair	Douglas Murray (D Watts ex officio) (M Piper ex officio) 3

Cllr D Murray arrived at 7.46pm

b. Review Terms of references for Committees

A motion to vote en bloc was proposed subject to review

It was resolved to accept the Terms of references for committees as presented with a view to reviewing the committees and Terms of references over the coming 6 months. VOTE All in favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

c. Appointment of Chairpersons to Standing Committees

A motion to vote en bloc was proposed subject to review.

a) It was resolved to appoint Cllr D Murray as chair of Finance & Policy Committee; Cllr Mrs C Berry as chair of Personnel Committee; Cllr Mrs W Alexander as chair of Planning Committee; Cllr D Murray as chair of Business Plan & Buildings and Land Committee; Cllr D Murray as chair of Internal Audit Review and Internal Control Committee; Cllr Ms A Snell as chair of Flower Contract Committee; Cllr Ms A Snell as chair of Age Gym Committee; Cllr D Watts as chair of High Street Toilet refurbishment Committee; Cllr D Murray as chair of the Financial regulations Working Group VOTE All in favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11331 Adoption of Standing Orders

It was resolved to adopt the new Standing orders as presented VOTE All in Favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11332 Adoption of Financial Regulations

It was resolved to adopt the financial regulations as presented VOTE All in favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11333 To receive statements of:

a) Deeds etc held by solicitors

The deeds were noted and accepted by all present. A councillor queried the lease at Spurway Park. The clerk clarified that the Town Council used to lease a parcel of land to a resident, but this permission has since been removed and the land reinstated to its former state. Therefore the lease referred to in the deeds held was no longer in use.

A councillor queried the High Street Toilets, the clerk confirmed that the Council had the deeds and these were being forwarded to the solicitor and therefore were not yet on the list.

A councillor queried that the deeds stated "in the boundary of Willingdon and Jevington" the clerk stated that was the wording on the originals and that the land had now been transferred to Polegate Town Council.

b) Details of Asset Register

The register was noted and accepted by all present.

c) Details of Insurance Cover

The insurances were noted and accepted by all present. A paper and electronic copy had been made available to councillors.

11334 Appointment of representatives of outside organisations

A motion to vote en bloc was proposed with a view to review over time.

Organisation	Councillor:
Allotments (proposed new rep)	Tony Bennett Dan Dunbar
Citizens Advice Bureau	Angela Snell Tony Bennett
Civil Protection	Dan Dunbar Tony Bennett
Community Association	Angela Snell Maggie Piper
Cuckmere Community Bus	Tony Bennett
Crime Prevention/Neighbourhood Watch/Police Liaison	Dan Dunbar Martin Falkner
Eastbourne Area Transport Forum	Tony Bennett
Bus Group	Tony Bennett
NALC	Angela Snell
Polegate School Governors	Martin Falkner

Polegate Twinning Association	Tony Bennett
Polegate Windmill	Tony Bennett
Press Liaison & Newsletter	David Watts Dan Dunbar
South Wealden Association of Local Councils (WDALC)	Bernie Goodwin
Sports – Cricket/Football/Stoolball	Tony Bennett
Tree Warden	Henk Duinhoven
Wealden Planning Panel	Douglas Murray
Youth	Dan Dunbar Martin Falkner Bernie Goodwin
Elderly	Martin Falkner Maggie Piper Tony Bennett David Watts Sandra Dobson
East Sussex ALC (SSALC)	David Watts

It was resolved to appoint the representatives as presented in the above table VOTE All in favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11335 Tree warden – Mr Henk Duinhoven

It was resolved to appoint Mr Henk Duinhoven as the tree warden VOTE All in favour Cllrs D Shing, R Shing, Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

Cllrs R Shing & D Shing left at 8.03pm

11336 Appointment of Internal Auditor – M Mulberry

It was resolved to appoint M Mulberry as internal auditor. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11337 Adoption of Council Policies/Procedures

A councillor queried the complaints procedure stage 1,2 and 3. The clerk confirmed that a complaints panel would need to be created (ideally independent of the complaint) and selected in order to deal with any complaint

that may arise and that the person would be allowed to represent themselves or have a representative present at that meeting.

A councillor queried the wording on Statement of Community Involvement page 2 of 4 bullet point 3 "All local voluntary organisations, clubs and societies" and requested that the wording be amended to "All local and some national voluntary organisations, clubs and societies"

A councillor queried the wording of The Social Media Policy page 3 of 4 section 6. It was agreed that the wording would be looked at and the policy changed from named person to "Named Person". It was agreed that the policy was designed to prevent council employees and councillors from making political statements which may be assumed to *represent the council*, but not to restrict councillors or staff from having their own political views and should allow both to engage in political debate/exhibiting political partisanship but not for or on behalf of the Council.

A motion to vote en bloc was proposed with the above amendments/planned review.

- a. Statement of Community Involvement
- b. Disciplinary Code & Procedure
- c. Equal Opportunities – Airs Manual (staff)
- d. Grievance Procedure (staff)
- e. IT Policy
- f. Bee Keeping on allotments Policy
- g. CCTV Policy
- h. Local Government Pension Scheme – staff entrance to scheme Policy
- i. Grants to Organisations Policy
- j. Press/Media Policy
- k. Smoke Free Policy
- l. Public Right to speak at meetings
- m. Document Retention Policy
- n. Stress Policy
- o. Health & Safety Policy
- p. Risk Management Policy
- q. Complaints Procedure
- r. Recruitment of ex-offenders policy
- s. Freedom of Information/Data Protection/Publication Scheme
- t. Storage of CRB disclosures Policy
- u. Street Lighting Policy (adopted in principle only being rewritten following resolutions)
- v. Bullying/harassment (external) Policy
- w. Airs manual for Staffing Policies (including some health & safety issues)

It was resolved to adopt the above policies and procedures with amendments as stated above for the Statement of Community Involvement wording to be changed page 2 of 4 bullet point 3 "All local voluntary organisations, clubs and societies" and requested that the wording be amended to "All local and some national voluntary organisations, clubs and societies" and to adopt the social media policy but to review section 6 of the Social media Policy over the coming months

and bring any amendments back to full council. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11338 Financial Matters

a. Accounts for Payment

It was resolved to accept the accounts for payment to the value of £24,588.33 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

b. Bank Reconciliation

Noted by all present and signed by a member present.

c. Barclaycard statement

It was resolved to note and accept the payment for £526.78 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

d. Income & Expenditure List including budgets

Noted by all present

e. Fees & Charges review

<u>Allotment Rents</u> Cophall – per rod (includes Water) Gosford Way – per rod Deposits (refundable at termination) Provided terms of agreement adhered to)	£3.00 £3.00 £50.00	May 2013
<u>Polegate War Memorial Recreation Ground</u> Cricket – per match (includes use of pavilion) Football – per match (includes use of pavilion) Stoolball – per match (includes use of pavilion for changing only) Other ad hoc rentals	£30.00 £30.00 £10.00 £30.00 per session	
<u>Brightling Road Pleasure Ground</u> Model Engineering Club – per annum	£120.00	
<u>Council Office</u> Chamber – hourly rate		Min two hours

including Kitchen Key holder charge (if required)	£10.00	
	£10.00	
<u>Wannock Centre</u> Ad hoc rentals	£15 per hour	Was £10000pa Annual income from rental of old Council Office to PCT Electricity recharged 67% each quarter billed Insurance recharged 50% of building insurance annually (£728.26 approx) Hirer to ensure that all windows doors and shutters are closed and that the area has been left clean and tidy after use.
<u>51 High Street Polegate</u>	£10 per hour	(Was £5000pa)

It was resolved to accept the above fees and charges for 2015/16 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

f. VAT Return

Noted by all present

g. Formally agreed budget from general reserves for the High Street Toilets expenditure.

It was resolved to set aside £9740 for a committed budget for the High Street toilets ongoing expenses and to include the sum in the budget figures in October (zero budget start)

h. To approve the annual accounts for 2014/15

It was resolved to accept the audited (internal) annual accounts for 2014/15 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

i. To agree and approve the annual return and annual governance statement

It was resolved that the council has approved the accounting statements in accordance with the requirements of the Accounts and Audit regulations and proper practices; that it has maintained an adequate system of internal control and reviewed its effectiveness by reviewing the Internal audit and Internal control procedures; the Council has taken steps to address concerns in previous internal and external audit reports and ensured as best as possible that there are no matters of non compliance with laws regulations and proper practices and any identified have been considered and managed/eliminated; has provided proper opportunity during the year for the exercise of electors' rights in accordance with the Accounts and Audit regulations; risk assessments have been carried out reviewed and assessed with a system of ongoing

risk assessment and the Council has taken appropriate steps to manage those risks (including further internal control systems to manage risks); the Council has considered those transactions/liabilities/commitments which have a financial implication on the Council and these have been included in the accounting statements; the Council does not have any trust funds. The Council agrees that the annual return is correct and has been signed and dated by the chairman (Mayor) and Proper Officer (Town Clerk). VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

- j. To receive and approve the internal audit report and propose any amendments /actions required arising from that report.

The clerk commented that it had been noted that the report included some elements from a neighbouring parish and that the council was not a trustee and this part of the report was not accurate and should be excluded from the report and would be recirculated once a new report had been received.

It was resolved to note and accept the auditors report with the exception of the trustee section which was inaccurate and the accurate report would be circulated as soon as received. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

- k. To Nominate and approve new additional bank signatories for the bank mandate

Cllrs D Dunbar, A Snell and D watts volunteered to be additional signatories alongside Cllrs S Shing and M Piper.

It was resolved to add Cllrs A Snell, D Dunbar and D Watts to the bank mandate as new additional signatories. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11339 General Power Of Competence

It was resolved that Polegate Town Council has assessed and met the criteria for eligibility to continue to exercise the General Power of Competence having had all councillors elected and a suitably qualified clerk VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11340 Communications from the Town Mayor

The Mayor stated that as he was new to the position he had not yet attended any events.

11341 Adoption of Minutes and recommendations from last cycle of Meetings a. Finance & Policy Committee Meeting Minutes 16th April 2015

It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee meeting minutes of the 16th April 2015. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11342 Correspondence for Information only

a. Letter of thanks from Wealden Citizens Advice Bureau

Noted by all present.

b. Letter of thanks from Cuckmere Community Bus

Noted by all present

11343 Correspondence for Action

a. Parish member appointment to the National park Authority 2015

It was resolved to appoint Cllr Wendy Alexander as representative to South Downs National Park Authority. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

b. CPRE (Campaign for Protection of Rural England) Subscription

Council discussed the potential conflicts of interest of being a member of CPRE but at this point in time, that it would subscribe to CPRE and review the subscription on any national review. (In particular with regards to A27/road building)

It was resolved to subscribe to CPRE with a donation subscription of £30 with the caveat that this would be reviewed on any national review on road building (A27 in particular) VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11344 Councillor Training

The Mayor commented that all councillors had been in receipt of the available councillor training, particularly for new councillors. He highly recommended that councillors did the training. He asked the clerk to clarify the budget and the amount for the course. The clerk stated that the main course was £50 and only three councillors had signed up so far. She stated there was a £1500 budget so that all councillors could attend should they wish to.

A councillor asked if the councillors themselves had to register their interest. The clerk stated that Sue in the office would take the bookings and then submit to SSALC (and keep the budget). A councillor asked if the District councillors would be duplicating training if they attended. The District Councillors Ms A Snell and D Murray (District Councillor for another authority) stated that the training was different and bespoke to their roles as District Councillors (for instance planning portfolio/membership roles and what might be out of the remit of the District Council and the role of the District Council itself, what it does and what its policies are.) The clerk confirmed that the SSALC training related to their roles as Town Councillors as the rules differ between the two authorities. A councillor asked about some bespoke training that had been offered and some areas that she had a particular interest in. The clerk stated that she had made enquiries about the new councillor course and it had been confirmed that those areas were to be covered in the new

councillor training course and therefore additional training for that would not be required.

It was resolved that any councillor who wished to attend the training would be able to attend and to be paid for from the councillor training budget and for councillors to let Sue know in order that they may be booked onto the course. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs W Alexander, E Board, D Watts, Mrs M Piper, Mrs S Dobson, M Falkner, T Bennett, B Goodwin, D Dunbar, D Murray

11345 Visioning for Business Plan (free) to agree for Trevor Leggo of SSALC to facilitate a visioning process for the Town Council to enable the Council to formulate a new business plan.

A councillor asked for clarification from the clerk on what the process was and what it would cover. The clerk stated that the idea was that all councillors attend and without influence, state their ideas (anonymously) for what they wished to achieve during their term as councillor. The ideas would then be discussed and prepared in such a way that it could become part of an overall Town Council business plan and strategy that could/would be developed with budgets, costs and timescales, in order to take things forward in a methodical and productive way. The Mayor asked if councillors were able to contact Trevor Leggo privately. The clerk stated that the councillors could do this and she would forward the details to the councillors.

It was agreed to ask Trevor Leggo to come and facilitate the process.

Post meeting update the date has been set as 24th August 2015.

11346 Proposed dates of next cycle of Meetings

Full Council 29th June 2015

(Buildings & Land and Business Plan 29/6/15 provisional)

Full Council 27th July 2015

No meetings in August

Full Council 28th September 2015

Full Council 26th October 2015

Additional budget meetings to be announced

Planning; Personnel; Finance November 2015

Full Council 30th November 2015

Full Council 14th December 2015

It was agreed to work to the above dates and these would be recirculated for information.

The Mayor asked that any holidays and expected absences to be notified to the Town Clerk as soon as practicably possible.

The Mayor thanked everyone for coming.

The meeting closed at 8.58pm