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

**Telephone:** 01323 488114

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

***Town mayor*** *Cllr Dan Dunbar: cllr.d.dunbar@polegatetowncouncil.gov.uk*

Minutes of Meeting of the **ANNUAL STATUTORY MEETING** held on 19th May 2025 **in Council Chamber, 49 High Street, Polegate, BN26 6AL 19:00.**

**PRESENT:** Councillors D Dunbar, S Shing, D Murray, Mrs C Berry, D Watts, J Heward, J Keen, D Shing, Mrs M Piper, M Cunningham, A Wood, A O'Kane, W Heasman O'Neill, G Archer **(14)**

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**13779 Item A: Election of the Town Mayor**

**Nominations prior to the meeting are: Cllr J Heward and Cllr D Dunbar**

**It was resolved to elect Cllr D Dunbar as Mayor for the ensuing year. VOTE 9 for 5 against**

**13780 Item 1: To receive the Mayor's declaration of acceptance of office**

The Mayor signed his declaration of acceptance of office which was counter signed by the Town Clerk (Proper Officer)

**13781 Item 2: Election of Deputy Town Mayor and acceptance of office**

**Nominations received prior to the meeting are: Cllr S Shing and Cllr J Heward.**

**It was resolved to elect Cllr S Shing as deputy Mayor VOTE 8 for 7 against. (Chair cast the deciding vote)**

The Deputy Mayor signed his declaration of acceptance of office which was counter signed by the Town Clerk (Proper Officer)

**13782 Item 3: Opportunity for Public Comment**

None

**13783 Item 4: Apologies for absence**

None (all present)

**13784 Item 5: To receive any declarations of interest in any items on the agenda**

D Murray ESALC Member

**13785 Item 6: Minutes of the Full Council of 31st March 2025**

**<u>It was resolved to adopt and approve the minutes of the Full Council Meeting of 31st March 2025. VOTE all in favour.</u>**

**13786 Item 7: Scheme of Delegation (for noting in the 6 – month rule) Adopted in March 2025**

**<u>It was noted that the Scheme of Delegation, adopted in March, falls within the six-month rule and therefore remains unchanged.</u>**

**13787 Item 8: Standing Committees**

a. **Review Terms of Reference for Committee/ Working groups – as per attached schedule:**
    - Appeals Committee
    - Buildings and Land Committee (for noting as adopted by Full Council March 2025)
    - Business Plan Working Group
    - Christmas Lights Committee
    - CIL Working Group
    - Climate Committee
    - Communities and Tourism Committee (for noting as adopted by Full Council March 2025)
    - Finance and Policy Committee (for noting as adopted by Full Council March 2025)
    - Flower Contact Working Group (for noting as adopted by Full Council March 2025)
    - Internal Audit Review and Internal Control Working Group (for noting as by Full Council March 2025)
    - Library Working Group (for noting as adopted by Full Council March 2025)
    - Neighbourhood Plan Working Group
    - Personnel Committee (for noting as adopted by Full Council March 2025)
    - Planning Committee (for noting as adopted by Full Council March 2025)
    - Risk Management Working Group
    - Scheme of Delegation (for noting as adopted by Full Council March 2025)
    - Street Lighting Committee
    - Website Working Group

**<u>It was resolved to approve the Terms of Reference for Committees and Working Groups for 2025 and take note of all the Committees and Working Groups that were for noting.</u>**

b. **Appointment of Members to Committees & appoint of Chairpersons to Standing Committees/ Working Groups as per schedule**
   - 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)
   - CIL Working Group
   - Climate Committee
   - Communities and Tourism Committee (delegated)
   - Finance and Policy Committee (delegated)
   - Flower Contact Working Group (delegated via Clerk)
   - Internal Audit Review and Internal Control Working Group
   - Library Working Group (delegated via Clerk)
   - Neighbourhood Plan Working Group (delegated via Clerk except Financial)
   - Personnel Committee (part delegated)
   - Planning Committee (delegated)
   - Risk Management Working Group
   - Street Lighting Committee
   - Website Working Group (delegated via Clerk)

   **<u>It was resolved to appoint the standing committees above and the terms of references and to add:</u>**

   - **<u>Cllr G Archer to the Finance and Policy Committee</u>**
   - **<u>Cllr J Heward, J Keen, G Archer, W Heasman O'Neill to the Planning Committee</u>**
   - **<u>Cllr G Archer to the Buildings and Land Committee</u>**
   - **<u>Cllr S Shing, J Heward, A O'Kane to Libraries Working Group</u>**

   **<u>VOTE All in Favour</u>**

**13788 Item 9: Adoption of Standing Orders**

**<u>It was noted new model standing orders would result in a change in the near future. It was resolved to adopt the standing orders as presented. VOTE All in favour.</u>**

**13789 Item 10: Adoption of Financial Regulations**

**<u>It was noted that new model of financial regulations would result in a change in the future. It resolved to adopt the current financial regulations as presented. VOTE all in favour.</u>**

**13790 Item 11: To appoint representatives to outside organisations – as per scheduled attached**

**<u>It was resolved to appoint the Representatives to outside organisations and to add:</u>**

- **<u>Cllr D Dunbar to be a representative for Polegate Twinning Association</u>**
- **<u>Cllr A O'Kane to be a representative for Polegate Windmill</u>**
- **<u>Cllr D Watts to be a representative for South Downs National Park</u>**
- **<u>Cllr J Keen and W Heasman O'Neill and Malcolm Cunningham to be a representative for Youth</u>**

**<u>VOTE All in favour</u>**

**13791 Item 12: General Power of Competence**

The criteria are:

a. 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-opted or appointed. If two thirds is not a whole number, then it must be rounded up.
   <u>ALL COUNCILLORS WERE DULY ELECTED</u>
b. Qualified Clerk 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.

**<u>It was resolved 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. VOTE ALL IN FAVOUR.</u>**

**13792 Item 13: Details of Asset Register**

**It noted to accept the Asset Register. VOTE ALL IN FAVOUR.**

**13793 Item 14: Details of Insurance Cover**

**It noted to accept the Insurance Cover. VOTE ALL IN FAVOUR.**

**13793 Item 15: Review of Subscriptions**

**It was resolved to discontinue SurveyMonkey and Campaign to Protect Rural England before the next billing cycle. Vote All in Favour**

**13794 Item 16: Review of Council complaints procedure**

**It was resolved to accept the Councils Complaints procedure.**

**13795 Item 17: Review of Councils policies, procedures, practices of freedom of information and data protection – Adoption of Council Policies/ Procedures – as per attached schedule.**

**It was resolved to change the wording from Policy 23: Co-option Policy and bring it back for agreement and it was resolved to adopt all the other policies/ procedures as presented in attached schedule. VOTE ALL IN FAVOUR.**

**13796 Item 18: Risk Assessment review**

**It was resolved to accept the Risk Assessment review as presented and the contents notes. VOTE ALL IN FAVOUR.**

**13797 Item 19: Adoption of Councillor's code of conduct**

**It was resolved to adopt the Councillors Code of Conduct as presented. VOTE ALL IN FAVOUR.**

**13798 Item 20: Appointment of Internal Auditor – Mulberry Local Authority Services (3-year contract from 2023-24) and review their effectiveness and independence.**

**It was noted Mulberry Local Authority Services (3-year contract from 2023-24.) VOTE ALL IN FAVOUR**

**13799 Item 21: To note and approve bank signatories for bank mandate**

- Cllr M Cunningham
- Cllr S Shing
- Cllr Mrs M Piper
- Cllr D Watts
- Cllr D Dunbar
- Cllr D Murray for noting as appointed February 2025
- Cllr J Keen for noting as appointed February 2025

**<u>It was resolved to approve the bank signatories for the bank mandate and to note Cllr D Murray and J Keen as bank signatories added as it was on the 6 month rule.</u>**

**13800 Item 22: Proposed dates of next cycle of meetings**

Full Council Meeting 30th June 2025

Full Council Meeting 28th July 2025

Full Council Meeting 29th September 2025

Full Council Meeting 27th October 2025

Full Council Meeting 24th November 2025

Full Council Meeting 26th January 2026

Full Council Meeting 23rd February 2026

Full Council Meeting 30th March 2026

**<u>The proposed dates for the next cycle of meetings were approved and noted by all those present.</u>**

The meeting closed at 19:46

Signed Chair of Meeting ____________________________Date_________________________