

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Annual Statutory meeting held on Monday 20th May 2024 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.00pm

Present: Cllrs D Dunbar, D Murray, J Keen, J Heward, D Watts, A O’Kane, M Piper, C Berry, S Shing, D Shing, W Heasman-O’Neill, M Cunningham, W Alexander, N Dunbar, A Wood

Not Present: -

3 members of the public

Minute No.	Subject/Resolution
13553	A. Election of the Town Mayor Nominations received prior to the meeting are: Cllr D Dunbar <u>It was resolved to elected Cllr D Dunbar as Mayor for the ensuing year. VOTE All in favour</u> The Mayor thanked everyone for being re-elected and stated that in his previous year he had attended around 77 civic functions and enhanced the relationship with the press where many articles were now being published. He updated council on the twinning event and the presentation of a medal which was shown to all present.
13554	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)
13555	Apologies for absence None (all present)
13556	To receive any declarations of interest in any items on the agenda Cllrs D Murray, D Watts M Piper declared interest (non prejudicial as directors of the PWMRG CIC.
13557	Election of Deputy Town Mayor and acceptance of office Nominations received prior to the meeting are: Cllr S Shing and Cllr J Heward <u>A closed vote was taken. Cllr S Shing was elected as Deputy Mayor for the ensuing year. VOTE 9 For 6 against</u> The Deputy Mayor thanked everyone present and in particular the former Deputy Cllr J Heward.
13558	Opportunity for Public Comment A resident stated that he had now read the annual town assembly booklet and weas impressed by how much had been achieved and in progress. He also thanked the council for being supportive of the refurbishment of the Wannock pavilion which was now being managed by the CIC.
13559	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 Committee (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 - xviii. Street lighting Committee b. Review Terms of References for committees/working groups - as per attached schedule <u>It was resolved to appoint the standing committees above and the terms of references and to add Cllr Heasman-O'Neill to planning committee VOTE All in favour.</u>
13560	Adoption of Standing Orders <u>It was resolved to adopt the standing orders as presented. VOTE All in favour.</u>
13561	Adoption of Financial Regulations <u>It was resolved to adopt the current financial regulations as presented and noted that new ones based on the new NALC model would be presented later in the year. VOTE All in favour.</u>
13562	Risk assessment review <u>It was resolved to accept the risk review as presented and the contents noted. VOTE All in favour</u>
13563	Adoption of Councillor's code of conduct <u>It was resolved to adopt the Councillors code of conduct VOTE All in favour</u>
13564	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) Assets-Schedule-2023-2024-v3-ls-update150324.pdf (polegatetowncouncil.gov.uk) c. Details of Insurance Cover (full policy PDF available on request) <u>It was resolved to accept the asset register and insurances VOTE all in favour.</u>
13565	To appoint representatives to outside organisations - as per schedule attached <u>It was resolved to appoint the representatives of outside bodies as presented. VOTE All in favour.</u>
13566	Appointment of Internal Auditor – Mulberry Local Authority Services (3-year contract from 2023-24) <u>It was resolved to appoint Mulberry Local Authority Services (3 year contract from 2023-24 VOTE All in favour</u>
13567	Adoption of Council Policies/Procedures - as per attached schedule <u>It was resolved to adopt the policies/procedures as presented in attached schedule. VOTE All in favour</u>
13568	Financial matters a) Barclay card statements for noting for April 2024 b) Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves (April) c) Fees & Charges – review/approve (see attached schedule, may be reviewed during the year) <u>It was resolved to note the Barclaycard statement, bank reconciliations income and</u>

	<u>expenditure reports, trial balances, ear marked reserves (April) and to approve the fees and charges as per schedule. VOTE All in favour.</u>
13569	To note and approve bank signatories for bank mandate i. Cllr M Cunningham ii. Cllr S Shing iii. Cllr Mrs M Piper iv. Cllr D Watts v. Cllr D Dunbar <u>It was resolved to approve the bank signatories for the bank mandate and noted by all present. VOTE All in favour</u>
13570	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. <u>ALL COUNCILLORS WERE DULY ELECTED</u> 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. <u>It was resolved that the 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>
13571	Proposed dates of next cycle of meetings 29th July 2024 30th September 2024 28th October 2024 25th November 2024 6th January 2025 (Precept and budget setting) 27th January 2025 24th February 2025 31st March 2025 <u>The proposed dates for the next cycle of meetings were approved and noted with the addition of 24th June 2024.</u>

The meeting closed at 19:14pm

Signed Mayor of Polegate _____

Date _____