

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Annual Statutory meeting held on Monday 22nd May 2022 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.00pm

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

Not Present: -

10 members of the public

Minute No.	Subject/Resolution
13272	Election of the Town Mayor Cllr D Dunbar and Cllr D Murray were proposed and seconded. Standing orders were suspended to have a ballot vote. <i>Standing orders reinstated</i> <u>It was resolved to elect Cllr D Dunbar as mayor of Polegate VOTE All in favour</u>
13273	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
13274	Apologies for absence None
13275	To receive any declarations of interest in any items on the agenda Cllrs D Murray, D Watts, M Piper directors of Polegate War Memorial Recreation ground CIC.
13276	Election of Deputy Town Mayor and acceptance of office Cllr M Piper, S Shing and Cllr J Heward were proposed and seconded Standing orders were suspended for a ballot vote <i>Standing orders reinstated</i> <u>It was resolved to elect Cllr J Heward as Deputy Mayor of Polegate. VOTE All in favour.</u>
13277	Opportunity for Public Comment <i>Standing orders suspended</i> A director of the CIC spoke about the plans minute 13291 and was asked questions by some councillors. <i>Standing orders reinstated</i> <i>(This item was brought forward in the meeting)</i>
13278	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 - xviii. Nature land working group (fully delegated with own funding) <u>It was resolved to appoint the above committees and working groups with memberships, chairs and vice chairs as shown in the schedule with the caveat that some working groups may be converted into committees within 6 months. VOTE All in favour</u> 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 - xviii. Nature land working group (fully delegated through clerk) <u>It was resolved to adopt the terms of references for the committees and working groups as shown on the schedule, with the caveat that some working groups may be converted into committees within 6 months. VOTE All in favour</u>
13279	Adoption of Standing Orders <u>It was resolved to adopt the Standing orders. VOTE All in favour.</u>
13280	Adoption of Financial Regulations (Periodic Review) <u>It was resolved to adopt the Financial Regulations VOTE All in favour</u>
13281	Risk Assessment review <u>The risk assessment was noted and resolved to adopt the risk assessment for the year as presented. VOTE All in favour.</u>
13282	Adoption of Councillor's code of conduct <u>It was resolved to adopt the councillors code of conduct as presented. VOTE All in favour</u>

13283	To receive statements of – a. Deeds etc held by Council Solicitors (if received before the meeting) Noted by all present b. Details of Asset Register (PDF available on request available online) Noted by all present c. Details of Insurance Cover (full policy PDF available on request) Noted by all present <u>It was resolved to receive the statements as presented. VOTE All in favour</u>
13284	To appoint representatives to outside organisations <u>It was resolved to appoint councillors to as representatives of outside bodies as per the schedule. VOTE All in favour.</u>
13285	Appointment of Tree Warden – Mr Tim Saunders It was resolved to appoint the tree warden VOTE All in favour.
13286	Appointment of Internal Auditor – Mulberry & Co It was resolved to appoint Mulberry & Co as the internal. VOTE All in favour
13287	Adoption of Council Policies/Procedures It was resolved to adopt the policies and procedures as presented. VOTE All in favour
13288	Financial matters a. 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.
13289	To note and approve bank signatories for bank mandate i. Cllr S Shing ii. Cllr Mrs M Piper iii. Cllr D Watts iv. Cllr D Dunbar <u>It was resolved to appoint Cllr s Shing, M Piper, D Watts, D Dunbar and M Cunningham as bank signatories. VOTE All in favour</u>
13290	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. i) The criteria are <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 except one of the Councillors were elected. One Councillor has been co-opted since the last resolution – The Town Council is still eligible. 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 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</u>
	Motion for Council to consider a decision in principle to allow the CIC to carry out refurbishment works i) Plan A on the pavilion and office areas with funding to potentially come from CIL. ii) Plan B to consider allowing a modular outside toilet unit to be located next to the new changing places unit to allow the internal publicly accessible toilet (outside) to be removed if that complies with building regulations and to allow the CIC to apply for building regs and planning permission if required to carry out the works. It was resolved to accept Plan A /B in principle and to pay for funding for the fees/professional services etc to be paid by the council from general reserves up to £3000. VOTE All in favour
	Proposed dates of next cycle of meetings 26th June 2023 Full Council 31st July 2023 Full Council 25th September 2023 Full Council

The meeting closed at 19:46pm

Signed Mayor of Polegate _____

Date _____