

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Annual Statutory Meeting held on Monday 23rd May 2016 in the Council Chambers, 49 High Street, Polegate at 7.30 p.m.

Present: Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing (11)

Not Present: Cllrs E Board, S Shing, D Shing, T Bennett (4)

No members of the Public

A Election of the Town Mayor

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

11732. The Mayor duly signed the declaration of acceptance of office and this was countersigned by the Town Clerk (proper officer)

11733. Apologies for absence

Cllrs S Shing, D Shing

11734. Declarations of interest

None

11735. Election of Deputy Mayor

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

11736. Opportunity for public comment

NONE PRESENT

11737. To receive and confirm the minutes of the full council meeting of 25th April 2016

It was resolved that the minutes were accurate and signed by the chair
VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson,
Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11738. Standing Committees

a) Appointment of Members to Committees as follows

- i. *Finance and Policy Committee*
- ii. *Planning Committee*
- iii. *Personnel Committee*
- iv. *Flower Contract Committee*
- v. *Age Gym Committee*
- vi. *Buildings & Land working group*
- vii. *Business Plan working group*
- viii. *Internal Audit Review and Internal Control working group*
- ix. *High Street toilet working group*
- x. *Parking review working group*
- xi. *Bins working group*
- xii. *Website working group*
- xiii. *Electoral boundary review working group*
- xiv. *Queens 90th birthday working group*
- xv. *Risk assessment working group*

It was resolved to appoint members to the committees as per the schedule in the background papers. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11739.

b) review terms of references for committees

- i. *Finance and Policy Committee*
- ii. *Planning Committee*
- iii. *Personnel Committee*
- iv. *Flower Contract Committee*
- v. *Age Gym Committee*
- vi. *Buildings & Land working group*
- vii. *Business Plan working group*
- viii. *Internal Audit Review and Internal Control working group*
- ix. *High Street toilet working group*
- x. *Parking review working group*
- xi. *Bins working group*
- xii. *Website working group*
- xiii. *Electoral boundary review working group*
- xiv. *Queens 90th birthday working group*
- xv. *Risk assessment working group*

It was resolved to adopt the terms and references of the committees and working groups as per the background papers VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11740.

c) Appointment of Chairpersons to Standing Committees/Working groups

- i. *Finance and Policy Committee*
- ii. *Planning Committee*
- iii. *Personnel Committee*
- iv. *Flower Contract Committee*
- v. *Age Gym Committee*
- vi. *Buildings & Land working group*
- vii. *Business Plan working group*
- viii. *Internal Audit Review and Internal Control working group*
- ix. *High Street toilet working group*
- x. *Parking review working group*
- xi. *Bins working group*
- xii. *Website working group*
- xiii. *Electoral boundary review working group*
- xiv. *Queens 90th birthday working group*
- xv. *Risk assessment working group*

It was resolved to appoint the chair persons as per the background papers VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11741. Adoption of Standing Orders

It was resolved to adopt the reviewed and revised standing orders. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11742. Adoption of Financial Regulations (Periodic Review)

It was resolved to adopt the reviewed and revised Financial Regulations VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11743. To receive statements of –

- a. Deeds etc held by Council Solicitors

These had not yet been received. The letter will be circulated to all councillors when it arrived and added to the next agenda.

- b. Details of Asset Register
Noted by all present
- c. Details of Insurance Cover (PDF available on request)
Noted by all present

11744. To appoint representatives to outside organisations

- a. Airs
- b. Allotments
- c. CCTV Liaison
- d. Citizens Advice Bureau
- e. Civil Protection
- f. Community Association
- g. Cuckmere Community Bus
- h. Crime prevention/Neighbourhood Watch/Police Liaison
- i. Eastbourne Area Transport Forum
- j. Bus Group
- k. Hailsham Area Action Plan
- l. NALC
- m. Polegate School Governors
- n. Polegate Twinning Association
- o. Polegate Windmill
- p. Press Liaison
- q. South Downs National park
- r. South Wealden Association of Local Councils
- s. Sports
- t. SSALC
- u. Wealden Planning Panel
- v. Youth
- w. Elderly
- x. East Sussex ALC Ltd

It was resolved to adopt the representatives as per the schedule in the background papers with the addition of Cllr MS A Snell to the Elderly section VOTE All in favour favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11745. Appointment of Tree Warden
The mayor spoke kindly about the town's tree warden Mr. Henk Duinhoven who had passed away in February. The post will be advertised shortly.

11746. Appointment of Internal Auditor - Mr M Mulberry

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

11747. Adoption of Council Policies/Procedures

- a. Statement of Community Involvement
- b. Disciplinary Code & Procedure
- c. Airs manual for Staffing Policies (including some health & safety issues and equal opportunities) available to view in office only
- d. Airs Manual (staff) – available to view in office only
- e. Grievance Procedure (staff)
- f. IT Policy
- g. Bee Keeping on allotments Policy
- h. CCTV Policy
- i. Local Government Pension Scheme – staff entrance to scheme Policy
- j. Grants to Organisations Policy
- k. Press/Media Policy
- l. Smoke Free Policy
- m. Public Right to speak at meetings
- n. Document Retention Policy
- o. Stress Policy
- p. Health & Safety Policy
- q. Risk Management Policy
- r. Complaints Procedure
- s. Freedom of Information/Data Protection/Publication Scheme
- t. Recruitment of ex-offenders policy
- u. Storage of CRB disclosures Policy
- v. Street Lighting Policy - new
- w. Bullying/harassment (external) Policy
- x. Co-option Policy
- y. Pensions discretions Policy
- z. Social Media Policy
- aa. General Emergency Policy
- bb. Occupational Health Policy
- cc. Dignity at work Policy
- dd. Honorary Freeman Policy
- ee. Unreasonably Persistent or vexatious complaints Policy

It was resolved to adopt the above policies. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11748. Financial matters

a. Accounts for payment

It was resolved to approve the accounts for payment as presented to the value of £17,460.44 VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

b. Bank reconciliation, Income & Expenditure Reports, Reserves reports & Trial Balance – for information only bank reconciliation to be signed by member present.

It was resolved to accept the accounts as presented. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

c. Barclaycard statement – to note and accept the expenditure paid under delegated authority

It was resolved to note and accept the payments made on Barclaycard under delegated authority. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

d. Fees & Charges – review and approve

It was resolved to accept the fees and charges schedule as presented VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

e. VAT return – for information only

Noted by all present

f. To agree and approve the annual return and annual governance statement (MUST BE APPROVED BEFORE THE ACCOUNTING STATEMENTS)

- i. The Council has put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.
- ii. The council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
- iii. The council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances
- iv. The council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations
- v. The council carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introductions of internal controls and/or external insurance where required
- vi. The council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems
- vii. The council took appropriate action on all matters raised in reports from internal and external audit
- viii. The council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the authority and where appropriate have included them in the accounting statements
- ix. This council does not have any trust funds including charitable.

Each item of Governance was considered by the Council. It was resolved that the Council has put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. It has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. The council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances. The council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. The council carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introductions of internal controls and/or external insurance where required. The council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems and took appropriate action on all matters raised in reports from internal and external audit. The council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a

financial impact on the authority and where appropriate have included them in the accounting statements. This council does not have any trust funds including charitable. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

- g. To approve the annual accounting statements for 2015/16 and annual return (MUST BE APPROVED SEPARATELY AFTER THE ANNUAL GOVERNANCE)

It was resolved to approve the annual accounting statements for 2015/16 and the annual return. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

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

The Internal Audit report was noted by all present and it was resolved to approve the report and take action on any amendments/actions recommended in the report (there were none). VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

- i. To nominate/amend and approve new bank signatories for bank mandate

- a. Cllr Ms A Snell
- b. Cllr S Shing
- c. Cllr Mrs M Piper
- d. Cllr D Watts
- e. Cllr D Dunbar

It was resolved that Cllrs Ms A Snell, S Shing, Mrs M Piper, D Watts and D Dunbar would remain as signatories. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

- j. NEST scheme - To consider the type of contributions to be included in the pension scheme (full details included)

It was resolved to select tier 1 (of the NEST scheme) based on the normal annual salary of the employee. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11749. 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) 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.

ALL COUNCILLORS WERE ELECTED

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

THE CLERK IS QUALIFIED IN CiLCA

The council meet the above criteria and are therefore able to use the General Power of Competence.

The Mayor read out the requirements. It was resolved that the council met the above criteria and were eligible to use the General Power of Competence. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11750. Communications from the Town Mayor (verbal)

The Mayor thanked everyone for voting him into the position of Mayor for the second year. He thanked all councillors for their hard work and dedication and stated that he was so pleased that the Council worked so well together and following the visioning sessions hoped that a lot could be achieved by the council and there would be a lot of public engagement over

the coming years. He thanked Cllr Mrs Piper for all her hard work as Deputy Mayor.

A councillor commented that he had been told that Polegate Town Council was a "hands on Council".

The Deputy Mayor thanked the Mayor for his hard work in promoting both Polegate and the Town Council.

11751. Clerks Report

The report was circulated prior to the meeting and noted by all.

11752. Adoption of Minutes and recommendations from last cycle of meetings

- a. Finance & Policy Committee Minutes of 15th April 2016
- b. Planning Committee Minutes 18th April 2016
- c. Planning Committee Minutes 3rd May 2016

It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee of 15th April 2016, the minutes of the Planning Committee of 18th April 2016 and the minutes of the Planning Committee of 3rd May 2016. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11753. Correspondence for action

- a.** New request for representative to Fields In Trust – council to nominate one councillor

It was resolved to appoint Cllr B Goodwin to represent the council at Fields in Trust. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

- b.** Request for the Town Council to have a small group of councillors at the Willingdon Community School community fair (see attached email)

It was resolved that Cllrs D Watts & Mrs C Berry would attend the morning session and Cllrs B Goodwin and Mrs S Dobson would attend the afternoon session. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, Mrs S Dobson, Mrs W Alexander, Mrs C Berry, D Murray, M Falkner, B Goodwin, D Dunbar, R Shing

11754. Proposed dates of next cycle of meetings

Full Council 27th June 2016
Full Council 25th July 2016
Full Council 26th September 2016
Full Council 31st October 2016
Budget Meetings Mondays during November TBA
Full Council Budget preliminary 12th December 2016
Full Council precept and budget setting 9th January 2017
Full Council 30th January 2017
Full Council 27th February 2017
Full Council 27th March 2017

The meeting closed at 8.38pm

Signature _____ DATE _____