

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Civic Award Committee meeting held on Monday 15th July 2013 in the Council Chamber, 49 High Street Polegate at 7.30pm

Present: J Harmer **JH**, Mrs M Piper **MP**, Mrs C Berry **CB**, M Cunningham **MC (4)**

Not Present: Cllr Mrs J Voyce (1)

No members of the public

Minute No.	Subject/Resolution	Action
10684	Election of vice chair It was resolved to elect Cllr Mrs C Berry as vice chair VOTE 3 for 1 abstention (Cllr Mrs C Berry)	
10685	Approve Terms of reference for the Civic Award Committee It was resolved to accept the Terms Of Reference as presented. VOTE All in favour	
10686	Apologies for absence Cllrs Mrs J Voyce (personal)	-
10687	Declarations of interest in any items on the agenda None	
10688	Opportunity for Public comment None present	
10689	To agree date and Time for the Civic Award presentation evening It was resolved that the presentation evening would take place on Monday 9th September 2013 at 7.30 pm VOTE All in favour	
10690	To agree the format of the Civic Award presentation evening within budget The committee agreed that cheese would be provided with red wine and white wine and soft drinks and dry roasted peanuts, grapes and small savoury snacks. Serviettes and paper plates were required. A councillor questioned whether the wine glasses were sufficient; the committee agreed that they were. The budget for the presentation party was confirmed as £100. It was resolved that the Civic Award presentation evening would coincide with the Best garden and Best allotment presentation. It was resolved that the format would be cheese and wine and the clerk would purchase the supplies with the assistance of Cllr Mrs Berry VOTE All in favour	
10691	To agree the format of the award and certificate A discussion took place on the style of the award. Items considered were glass bowl, shield with Polegate Town Council coat of arms (crest), a certificate in a frame, a civic award winners' board. The clerk was asked to get prices for these ideas for the following year and report back to the members once these were obtained. It was agreed that the prices could not be obtained in time for the awards presentation. The costs of the bowl and the presentation box were discussed. It was resolved that the award should be the glass bowl and box as shown on the estimate presented and engraved with the winners name and Civic Award 2013 wording and Polegate Town Council as per previous years	

	and would be purchased by the clerk within the budget of £250. VOTE 3 for 1 against (Cllr J Harmer) It was resolved that the remainder of the budget following the presentation evening would be placed in an earmarked reserve for use next year. VOTE All in favour	
10692	<i>The chair brought forward the agenda item at the request of the committee.</i> Decision whether to keep the winner(s) names secret or public It was discussed if the winner(s) names and nominees would be kept as a surprise. It was agreed that this was the preferred option. The committee agreed to discuss the nominations in confidential session. The chair asked the committee to consider in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. It was resolved to consider the following matters in confidential session, as the name of the winner are to be kept as a surprise . VOTE All in favour. There were no members of the public present and the meeting continued in confidential session.	
10693	Nominations for Civic Award winner It was agreed that nominations would be kept confidential as the nominees may be selected for future years presentations. VOTE All in favour.	
10694	Decision on Winner It was resolved that the minutes containing the winner would not be released until after the presentation evening, as the Civic Award Committee has delegated authority. VOTE All in favour It was resolved that the winner of the Civic Award 2013 is Mr John Dobson, also known as "Dobbo" locally. VOTE All in favour	

The meeting closed at 8.15 pm