

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 25th September 2017
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, D Shing, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips (co-opted) (13)

Not Present: Cllrs D Murray, R Shing(2)
3 members of the public

Minute No.	Subject/Resolution
12156	<i>Cllrs S Shing, A Bennett arrived at 7.32 Cllr D Shing arrived at 7.33</i> Opportunity for public comment <i>Standing orders suspended</i> The two candidates present had previously submitted their reasons for suitability. The two candidates presented themselves to council and explained why they felt they were a suitable candidate. <i>Standing orders reinstated</i>
12157	Apologies for absence Cllr D Murray, R Shing
12158	Declarations of interest in any items on the agenda Cllrs D Shing, S Shing minute 12166 non prejudicial (county councillors)
12159	Co Option of member following resignation of councillor E Board <i>It was resolved to suspend standing order r</i> A first vote took place: M Cunningham 4 votes, J Harmer 1 vote, Mrs M Phillips 7 votes M Cunningham and Mrs M Phillips went through to the second vote and J Harmer was eliminated at this stage with the lowest votes. A second vote took place: M Cunningham 5 votes Mrs M Phillips 7 votes. Mrs M Phillips had the highest number of votes. Council then voted to co-opt Mrs M Phillips onto the council. VOTE All in favour Mrs M Phillips was then asked to sign the declarations of acceptance of office, this was counter signed and dated by the town clerk (proper officer) The Mayor welcomed Cllr M Phillips to the council and passed on her commiserations to Mr Harmer who was present at the meeting. <i>Cllr D Shing left the meeting at 7.39pm</i>
12160	Minutes of Full Council of 31st July 2017 It was resolved to accept the minutes of full council of 31st July 2017 as accurate. VOTE All in favour Cllrs Ms A Snell, D

	Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips
12161	Minutes and Recommendations of Committees and Standing Committees and working groups a) Finance & Policy Committee minutes 4th August 2017 and 25th August 2017 It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee minutes 4th August 2017 and 25th August 2017 VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips b) Planning Committee minutes of 20th March 2017 and 3rd July 2017 It was resolved to adopt the minutes and recommendations of the Planning Committee minutes 4th August 2017 and 25th August 2017 VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips
12162	Reports from representatives for outside bodies a) Wealden Parish Planning Panel Notes were circulated to all present and noted by all. b) Wealden Citizen's Advice annual report The report was circulated to all prior to the meeting and noted by all.
12163	Mayors report – verbal The mayor informed council that Mrs Beverley Pullinger had now started in the finance assistant post. The Mayor had been to a number of events including the Wannock Artists, St Wilfrid's tour and the 200th celebration of the Polegate Windmill. She said that the garden and allotment presentation evening had gone well and the Mayors cup had been presented to the worthy winners the Polegate drama group. She said she had been invited to do the official opening of the new flower shop at 2pm on 5th October and also the opening of the new You Raise me Up shop on 6th October.
12164	Financial Update a) Approval of payments as presented It was resolved to approve the accounts for payments as presented to the value of £13,936.59 VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, D Shing, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips b) Barclaycard Statements – already authorised for noting £1259.19 and £177.43 It was agreed to accept the Barclaycard statements.

	c) Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, journals The accounts were noted and it was agreed to accept the variations in the accounts as presented. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, D Shing, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips d) Periodical Electrical inspection (5 years) two quotes received. To delegate to the building and land working group to select the appropriate contractor and for the cost to come from general reserves expected to be around £2500 (for all circuits all council owned buildings) It was resolved to delegate to the building and land working group to select a contractor to carry out the electrical testing of all of the council building to come from general reserves VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, D Shing, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips
12165	Appointment of Internal Auditor Mulberry & Co It was resolved to appointment the Internal Auditor Mulberry & Co as per the new letter of appointment. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, D Shing, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips
12166	Closing of Polegate library by East Sussex County Council a) Motion to write a letter to East Sussex County Council regarding the proposed closure of Polegate library, potential running of the service (costs involved) and asset of community value. The council discussed the potential closure and all councillors expressed their concerns. This included many reasons why the library should not close. The county councillor mentioned that any comments should ideally be sent with evidence. It was resolved that the clerk write to ESCC in liaison with Cllr D Shing (as the relevant county councillor) expressing the council's concerns over the threat of closure of the Polegate library and to include the many reasons commented upon. The clerk would also request full running costs information. VOTE 11 for Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips 2 abstentions (Cllrs D Shing, S Shing)
12167	Personnel (non-confidential) a) Additional budget and agreement for Litter Picker and Maintenance person to attend a working on or near the Highways course. Approximate cost £1500 to be paid from

	general reserves. It was resolved to pay for the litter picker and maintenance person to attend a working on your highways course at an approximate cost of £1500 to be paid for from general reserves. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, D Shing, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips
12168	Additional training on the finance software for the new Finance Assistant (approx. costs £500 to be paid from general reserves) It was resolved that the new finance assistant would be trained on the finance software at an approximate cost of £500 to come from general reserves. VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, D Shing, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips
12167	Additional cost of office 2016 software required for new finance assistant approximate cost £350 to be paid from general reserves It was resolved to purchase an additional copy of office 2016 software required for new finance assistant approximate cost £350 to be paid from general reserves VOTE All in favour Cllrs Ms A Snell, D Watts, Mrs M Piper, Mrs C Berry, B Goodwin, M Falkner, Mrs W Alexander, D Shing, S Shing, Mrs S Dobson, T Bennett, D Dunbar, Mrs M Phillips
12168	Proposed dates of next cycle of meetings (for approval and noting) Preliminary budget meetings October TBA Full Council 30th October 2017 Full Council 27th November 2017 (initial budgets) Full council 11th December 2017 Budget and precept agreements Full Council 8th January 2018 precept and budget 2018/19 final

The meeting closed at 8.43 pm

Signed Mayor of Polegate _____

Date _____