

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 28th April 2014 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.45pm

Present: Cllrs M Cunningham **MC**(Chair), J Harmer **JH**, T Voyce **TV**, M Clewett **MCI**, H Parker **HP**, Mrs M Piper **MP**, G Gibbs MBE **GG**, D Shing **DS**, J O’Riordan **JOR**, D Broadbent **DB** **(10)**

Not Present: Cllrs Mrs C Berry **CB**, Mrs J Voyce **JV**, S Shing **SS**, E Board **EB**, M Pybus **MPy** **(5)**
4 members of the public

Minute No.	Subject/Resolution	Action
10950	Apologies for absence Cllrs Mrs C Berry (illness), M Pybus (work), E Board (work), S Shing (personal)	-
10951	Declarations of interest None	
10952	Opportunity for public comment No one wished to speak	
10953	Minutes of the Full Council meeting held on 31st March 2014 It was resolved to accept the minutes, the minutes were signed by the chair. VOTE All in favour (Cllrs M Cunningham (Chair), J Harmer, T Voyce, M Clewett, H Parker, Mrs M Piper, G Gibbs MBE, D Shing, J O’Riordan, D Broadbent)	
10954	Adoption of Minutes from Committees and Standing Committees a) It was resolved to adopt the minutes and recommendations of the Planning Committee meeting held on 31st March 2014 VOTE All in favour (Cllrs M Cunningham (Chair), J Harmer, T Voyce, M Clewett, H Parker, Mrs M Piper, G Gibbs MBE, D Shing, J O’Riordan, D Broadbent) b) It was resolved to adopt the minutes and recommendations of the Buildings & Land and Business Plan Joint Committee meeting held on 31st March 2014 VOTE ALL in favour (Cllrs M Cunningham (Chair), J Harmer, T Voyce, M Clewett, H Parker, Mrs M Piper, G Gibbs MBE, D Shing, J O’Riordan, D Broadbent)	
10955	Mayors report verbal The mayor reported that he had attended the scouts St Georges day parade and the Polegate groups had been extremely well represented. He stated that he was coming to the end of his term and would be handing over to a new Mayor next time. He stated that he had been invited to the Mayor of Brighton’s final gathering. The Mayor of Eastbourne had also invited him to some events and was very active, doing charitable events such as parachute jump, abseiling and a balloon event. The Mayor commented that the season for fetes and fairs was coming up now and the new mayor would be invited to those events.	
10956	Financial Update a) It was resolved to accept the accounts for payment to the value of £25411.98 VOTE All in favour (Cllrs M Cunningham (Chair), J Harmer, T Voyce, M Clewett, H Parker, Mrs M Piper, G Gibbs MBE, D Shing, J O’Riordan, D Broadbent)	

	b) Barclaycard Statement for information only The statements had been circulated prior to the meeting and noted by all present. c) Bank Reconciliation VAT return and accounts for information Reports were circulated prior to the meeting and noted by all present. d) To approve the audited accounts, annual return and governance statement and the internal audit report. It was resolved to approve the audited annual accounts to sign and accept the annual return as presented and associated governance statement and to approve the internal audit report. VOTE ALL in favour (Cllrs M Cunningham (Chair), J Harmer, T Voyce, M Clewett, H Parker, Mrs M Piper, G Gibbs MBE, D Shing, J O’Riordan, D Broadbent)	
10957	High Street Toilets a) To delegate to Cllrs Clewett, J O’Riordan, to sign the licence on behalf of Polegate Town Council. It was resolved to delegate the signing of the licence for the management of the High Street Toilets to Cllrs M Clewett and J O’Riordan. VOTE All in favour (Cllrs M Cunningham (Chair), J Harmer, T Voyce, M Clewett, H Parker, Mrs M Piper, G Gibbs MBE, D Shing, J O’Riordan, D Broadbent) b) To delegate to Cllrs S Shing, M Clewett, J O’Riordan and D Broadbent to set the specification for the High Street Toilet refurbishment to be carried out as soon as possible after the date of completion of the sale of the toilets from Wealden District Council to Polegate Town Council A discussion took place on the specification and how this may be set. Many councillors wished for the prepared specification to be approved by Full Council. Some councillors commented that there were issues with timescales and that this may delay the refurbishment of the toilets. The clerk stated that if councillors wished to attend the meeting with the delegated few they would be able to do that and comment as it was not a committee meeting. A number of councillors stated that they had carried out refurbishments before or had experience of preparing specifications. An amendment to the wording was proposed and agreed. It was resolved to delegate Cllrs S Shing, M Clewett, J O’Riordan and D Broadbent to set the specification for the High Street toilet refurbishment and to report back to full council for approval. VOTE 9 for 1 against (FOR Cllrs M Cunningham , J Harmer, M Clewett, H Parker, Mrs M Piper, G Gibbs MBE, D Shing, J O’Riordan, D Broadbent AGAINST Cllr T Voyce c) For the clerk to obtain at least 3 contractor quotations to carry out the specified works It was agreed that at least 3 quotes would be obtained. A discussion took place on the remaining delegations and it was	

	agreed to vote en bloc for c, d & e. d) To delegate to S Shing, M Clewett, J O’Riordan and D Broadbent to select a contractor(s) to carry out the works from those quotations and for that quotation to be around the budget of £8000 as previously resolved to be met from general reserves e) To delegate to the clerk, S Shing, M Clewett, J O’Riordan and D Broadbent to oversee the refurbishment and authorise any subsequent arising related matters It was resolved that the clerk should obtain at least 3 contractor quotations to carry out the specified works; to delegate to S Shing, M Clewett, J O’Riordan, D Broadbent and the clerk to oversee the refurbishment from the quotations and for the quotation to be around the budget of £8000 to be met from general reserves; to delegate to the clerk, S Shing, M Clewett, J O’Riordan and D Broadbent to oversee the refurbishment and authorise any subsequent arising related matters VOTE 8 for 2 against (FOR Cllrs M Cunningham , J Harmer, M Clewett, H Parker, G Gibbs MBE, D Shing, J O’Riordan, D Broadbent AGAINST Cllrs Mrs M Piper, T Voyce)	
10938	Proposed dates of next cycle of meetings Annual Statutory Meeting (Election of Mayor) 19th May 2014 United Reformed Church Hall 7.30pm Full Council 30th June 2014 Business Plan, Buildings & land Joint Committee 30th June 2014 Full Council 28th July 2014 Business Plan, Buildings & land Joint Committee 16th September 2014 Full Council 29th September 2014 Full Council 27th October 2014 Personnel budget 24th November 2014 Planning budget 24th November 2014 Full Council 24th November 2014 Business Plan, Buildings & land Joint Committee 8th December 2014 Full Council precept 12th January 2015 Finance & Policy Committee 23rd February 2015 Full Council 23rd February 2015 Business Plan & Buildings & Land Joint Committee 30th March 2015 Full Council 30th March 2015	

The meeting closed at 8.59 pm