

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 28th January 2019
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing (12)

Not Present: - Cllrs Mrs W Alexander, D Watts, R Shing (3)
4 members of the public

Minute No.	Subject/Resolution
12607	Opportunity for public comment <i>Cllr D Murray arrived at 7.33pm</i> A resident spoke on minute 12616,12617
12608	Apologies for absence Cllrs R Shing (work), Mrs W Alexander (illness), D Watts (personal)
12609	Declarations of interest in any items on the agenda Cllrs S Shing, D Shing, Ms A Snell, D Murray District Councillors; Cllrs D Shing, S Shing County Councillors; Cllr D Murray Pevensey & Cuckmere Water Level Management Board Cllr D Dunbar minute 12618, minute 12619 (non pecuniary)
12610	Mayors Report verbal The Mayor updated council on civic events that she had attended including the best Christmas Lights winners' presentations house and shop. You raise me up had expanded and had to move offices to Eastbourne, the café would remain in Polegate. She had presented the cheque for the fundraising from the councillors' coffee mornings to them. The councillor coffee morning was on 19 th January 2019 and the defibrillator launch was on the same day. The coffee morning had been very successful and raised around £150 towards a new defibrillator. Councillors had mixed between events. She also commented on her attendance and that of fellow councillors at the local drama group pantomime which had been excellent production . She reminded council of the dates of the Annual town Assembly on 20 th March and the annual litter pick day on 30 th March (8.30am to accommodate the beavers this year) and on the same date from 10am to 2pm the public information day event at St Johns Church hall. She also reminded councillors of the GDPR training due to take place for councillors on 8 th February from 10am.
12611	To approve and adopt the minutes of full council minutes of the meeting on 26th November 2018, 10th December 2018 and 14th January 2019 <u>It was resolved to accept the minutes of 26th November 2018, 10th December 2018 and 14th January 2019 as a true and accurate record of the meeting. The minutes were signed by the Mayor. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D</u>

	<u>Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing</u>
12612	To adopt the minutes and recommendations of committees a) Planning Committee minutes of 3rd January 2019 <u>It was agreed to add Cllrs S Shing and D Shing to the planning minutes as present in the public gallery.</u> <u>It was resolved to adopt the minutes and recommendations of the Planning committee of 3rd January 2019 with the addition above. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing.</u> b) Finance & Policy Committee Minutes 11th January 2019 <u>It was resolve to adopt the minutes and recommendations of the finance & policy committee meeting of the 11th January 2019 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing</u>
12613	Buildings and Land Working group minutes/paperwork - 3 recommendations 11th January 2019 1. <u>It was resolved to delegate to the clerk to carry out the urgent roof repairs at Wannock (office area) to be paid for from general reserves. (The costs expected to be IRO £500) VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing</u> 2. <u>It was resolved to delegate to the clerk in liaison with the Buildings and land working group for the repairs to the basketball court. To be paid for from general reserves. Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing</u> 3. <u>It was resolved to delegate to the clerk to go ahead with any replacement benches that need to be carried out. To be paid for from general reserves. It was noted that this may require licences from Highways in addition to the cost of the bench repair/replacement. Cost of the bench replacement licences expected to be IRO £500 if required. This will then be reported back via the building and land working group. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing</u>
12614	Financial Update

	a) Approval of payments as presented <u>It was resolved to approve the accounts to the value of £25,546.95 as presented. Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing</u> b) Barclaycard Statements – already authorised for noting £1021.01 (Nov) £801.62 (Dec) Noted by all present. c) Nov & Dec Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, VAT return, Journals It was noted that there were still delays with East Sussex Highways, despite the meeting in July 2018. The chair of finance commented that the contracts could not be changed until the prices had been given and once the prices were known the full report could go to the Buildings and land working group to report back to full council on its recommendation. The accounts, reconciliations, reserves, VAT return and journals were noted by all present.
12615	Request for memorial bench and associated licence required <u>It was resolved to allow the memorial bench to be located as requested and for the licence to be applied for accordingly. (NB the resident would be paying for the new bench, licence and installation) Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing</u>
12616	Complaints procedure (revised re personnel recommendation) This item was deferred pending further information regarding mediation.
12617	Annual corporate risk assessment A councillor commented that there were no areas of high risk. <u>The annual risk register/assessment was reviewed, noted and approved by council. VOTE all in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing</u>
12618	Motion to allow EASTBOURNE responders to do defibrillator Training to registered participants and the use of council chambers as the venue for this training to be booked via the town council Offices in the normal manner. The registration of participants etc will be handled by EASTBOURNE responders. <u>It was resolved to allow EASTBOURNE responders to do defibrillator Training to registered participants and the use of council chambers as the venue for this training to be booked</u>

	<u>via the town council Offices in the normal manner.</u> <u>The registration of participants etc will be handled by</u> <u>EASTBOURNE responders. It was agreed that this would be</u> <u>FREE of charge for a year and then this would be reviewed.</u> <u>VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M</u> <u>Falkner, B Goodwin, Mrs M Phillips, J Portway, Mrs M Piper,</u> <u>Mrs S Dobson, D Murray, S Shing, D Shing</u>
12619	Correspondence for action a) Letter from the organisers of Polegate Scarecrows <u>It was resolved to allow the organisers of the Polegate</u> <u>Scarecrows event to use the council car park as requested on</u> <u>Saturday 20th July 2019 for a summer event. The car park</u> <u>would be closed and allotment holders and hirers of the</u> <u>building informed of the closure. It was expected that the</u> <u>event take place between 10am and 3pm. The risk</u> <u>assessments for the event, Public liability etc would all be</u> <u>prepared and presented to the clerk before the event took</u> <u>place. Entries would be allowed to be dropped off, but the</u> <u>organisers would make it clear that the town council could</u> <u>not accept money/cash, there would be a box for drop off</u> <u>only. There would be no liability to the council or staff</u> <u>regarding the entries and fees. The money raised would be</u> <u>going to local charities. VOTE All in favour Cllrs Ms A Snell,</u> <u>Mrs C Berry, D Dunbar, M Falkner, B Goodwin, Mrs M Phillips,</u> <u>J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D</u> <u>Shing</u>
12620	Dates of the next scheduled meetings Full Council 25th February 2019 Full Council 25th March 2019 Full Council 29th April 2019 Full Council 20th May 2019 Full Council 24th June 2019 Full Council 29th July 2019 Full Council 30th September 2019 Full Council 28th October 2019 Full Council 25th November 2019 Full Council 9th December 2019 Full Council 13th January 2020 (precept and budget setting)

The meeting closed at 8.35 pm

Signed Mayor of Polegate _____

Date _____