

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 29th January 2018
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander (10)

Not Present: Cllrs Mrs M Phillips, S Shing, R Shing, Mrs M Piper, (4) *NB 1 vacancy*
4 members of the public

A meeting with newly appointed members of Sussex Police took place before the meeting.

Minute No.	Subject/Resolution
12265	Opportunity for public comment Standing orders were suspended to allow councillors to ask the residents questions to after they had spoken A resident spoke on minute 12269 regarding the Neighbourhood Plan. <i>(copy attached to minutes along with response to resident)</i> A resident spoke about minute 12272 regarding the ambulance service and 999 call answering, which was withdrawn later, once apologies for absence determined that the councillor proposing the motion was not able to attend. As Cllr Mrs M Philips was unable to attend and present the motion a councillor suggested that the resident meet with Cllr Mrs Phillips to discuss the matter before she presented the motion to the council next month. Standing orders were reinstated.
12266	Apologies for absence Cllrs R Shing(work), S Shing (other meeting), Mrs M Phillips (health), Mrs M Piper
12267	Declarations of interest in any items on the agenda Cllr D Dunbar minute 12272 (trust member, non-prejudicial), minute 12270 g (non-prejudicial), minute 12274 b (non-prejudicial) Cllr M Falkner minute 12274 a (non-prejudicial school governor), Cllr Ms A Snell (non-prejudicial school governor) Cllr D Shing minute 12274 non-prejudicial county councillor.
12268	To approve and adopt the minutes of full council of 8th January 2018. It was resolved to adopt the minutes of full council of 27th November 2017 and 11th December 2017. VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander
12269	To adopt the minutes and recommendations of committees and working groups a) Neighbourhood Plan working group (delegated) notes/minutes The notes of the working group had been circulated to all councillors prior to the meeting and noted by all. It was resolved to accept the working group notes VOTE 6 for Cllrs Ms A Snell, D Watts, Mrs C Berry, Mrs S Dobson, D

Murray, Mrs W Alexander 3 abstentions Cllrs M Falkner, B Goodwin, D Dunbar

b) Internal audit review and internal control working group notes and recommendations

It was resolved to make no changes to standing orders or financial regulations at this stage.

The council has put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

The council has prepared our accounting statements in accordance with the accounts and audit regulations

The council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

The council has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge

The council has taken all responsible steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or in its finances

The council has only done what it has legal power to do and has complied with proper practices in doing so.

The council has provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the accounts and audit regulations and during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts

The council carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover here required.

The council has considered the financial and other risks it faces and has dealt with them properly

The council has maintained throughout the year an adequate and effective system of internal audit of the account records and control systems and has arranged for a competent person, independent of the financial controls and procedures

	to give an objective view on whether internal controls meet the standards of this smaller authority. The council took the appropriate action on all matters raised in reports from internal and external audit and responded to matters brought to its attention by 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 smaller authority and where appropriate have included them in the accounting statements The council disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. The council does not have any trust funds. <i>The council has looked at this in detail and states:</i> <i>"Polegate Town Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and has reviewed its effectiveness as per our internal audit report which confirms this. "</i> VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander c) Flower working group - Flower contract working group (delegated)– to set aside £960 into a new ear marked reserve, "flowers and bulb planting" from the remaining budget of 2017/18 for noting A councillor explained that the group had been waiting for underground services details and this had delayed the planting in the autumn, which was now being scheduled for later in the year. It was resolved to set aside the remaining budget of the flower costs centre to an ear marked reserve "flowers and bulb planting" in order that the delegated working group go ahead with the planting later in the year. VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander
12270	Financial Update a) Approval of payments as presented

It was resolved to approve the accounts for payments as presented to the value of £5153.03

VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander

- b) Barclaycard Statements – already authorised for noting £248.13 (Nov) & £148.26 (Dec) please note the maintenance person card is now cancelled**

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

- c) Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, journals, VAT return**

All were circulated prior to the meeting and noted by all present.

- d) Bus shelters - To set aside an ear marked reserve in code 332 of £3000 transferring from the budget code 4250 this year. To also move £9500 from the under spent code for grounds maintenance to the same ear marked reserve 332 giving a total of £12,500.**

It was resolved to set aside an ear marked reserve in code 332 of £3000 transferring from the budget code 4250 this year. To also move £9250 from the under spent code for grounds maintenance to the same ear marked reserve 332 giving a total of £12,500. VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander

- e) Toilet Cleaning contract Wannock and High Street – review contractor**

Council discussed the potential of moving the high street toilets and how that may affect the contract. It decided that a one year only contract should be put in place for the High street toilets.

It was resolved that the High street toilet contract would be awarded to Kingdom on a one year contract with the proviso of an alterations of costs should the toilets be moved.

It was resolved that the Wannock toilet contract would be awarded to Kingdom for three years. VOTE All in favour Cllrs

	Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander f) CCTV contract – installation cost of the new digital cameras at £570 (Chroma) as recommended to be paid from general reserves A councillor mentioned that the police had been asked if the town council should obtain extra CCTV within the town and the answer had been no. It was resolved to accept and respond to the police that the town council's preference was for the installation to be carried out by Chroma at the cost of £570 to be paid from general reserves. VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander g) Grant Application Eastbourne Area Community First responders <i>Cllr Watts left at 8.25</i> <i>Cllr Watts returned at 8.26</i> <i>Cllr D Shing arrived at 8.27</i> Council discussed the merits of the responders and how defibrillators were so important for the area responders. <i>Cllr Mrs C Berry left at 8.34</i> <i>Cllr Mrs C Berry returned at 8.35</i> It was resolved to award the remaining budget of £750 to Eastbourne Area Community Responders and for the remaining £250 to come from the Mayors budget (4093). VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander, D Shing
12271	To appoint a new council representative(s) for a) Cuckmere Community Buses It was resolved to appoint Cllr D Dunbar as the representative for Cuckmere Community Buses. VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander, D Shing b) Bus group c) Eastbourne Area Transport Forum It was agreed to defer appointing a representative for the Bus group and the Eastbourne Area Transport Forum until the new member had been elected/co-opted. The clerk would gather information as required until that time. VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander, D Shing
12272	Motion for council to consider sending a letter to the relevant authority expressing concern about the ambulance service response times, regarding their 999 telephone answering

	response time and the actual times for an ambulance to attend an incident, following some Polegate residents experiencing recent negative experiences regarding these matters, with some serious outcome and a possible ongoing risk for our residents who find themselves in urgent need of this service in future. Standing orders were suspended whilst a member of the public gave further information. Standing orders were reinstated. The Mayor confirmed that the item was withdrawn due to absence of proposer in accordance with standing order 1c
12273	Correspondence for noting a) Response from Network rail re closure time and incident letter The letter was circulated to all councillors prior to the meeting and was noted by all present. Other incidents at crossings such as Plumpton and Hampden Park were mentioned. The crossing times and ice, had not been addressed in the response.
12274	Correspondence for action a) Play park Oakleaf Drive The council discussed the plans presented by Orbis and accepted that the park would be retained for now. It was also discussed that due to the changes to the work schedule by the contractors at the school, the clerk may need to make fast decisions when the equipment was to be moved and new equipment decided upon. It was therefore agreed to delegate to the clerk to write back to Orbis with no objections or comments on the plan presented. It was understood that the planning application would soon be with the planning committee for consideration. It was agreed that the clerk would be delegated to move equipment that could be saved and fitted into the new reduced area and to organise the type/style of new equipment within the budget remaining (play equipment and remainder from the S106 age gym funding). The clerk would liaise with councillors through email and phone. It was resolved to delegated to the clerk to make the appropriate arrangements regarding the disposal and moving of old equipment and the purchase of new playpark equipment as required. VOTE 9 for Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander, 1 abstention Cllr D Shing b) Scarecrow festival i) to allow the organisers of the Polegate Scarecrow Festival to use the office as a drop off point for entry forms and money, which will be sealed in envelopes. These will then be collected regularly. ii) For three councillors including the Mayor to assist with judging the final selection of scarecrows (end of July date TBC) It was resolved that the organisers of the Polegate Scarecrow Festival use the office as a drop off point for entry forms and

	money, which will be sealed in envelopes. These will then be collected regularly by the organisers. The current Mayor, Cllrs Ms A Snell, Mrs C Berry and D Watts would assist with the judging the final selection of scarecrows VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, B Goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs W Alexander, D Shing
12275	Dates of the next scheduled meetings Full Council 26th February 2018 Full Council 26th March 2018 Annual Town Assembly 16th April 2018 Full Council 30th April 2018 Annual Statutory Meeting 21st May 2019 (Election of Mayor) Full Council 25th June 2018 Full Council 30th July 2018 Full Council 24th September 2018 Full Council 29th October 2018 Full Council 26th November 2018 Full Council 10th December 2018

The meeting closed at 9.03 pm

Signed Mayor of Polegate _____

Date _____