

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 29th September 2014
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present:

Cllrs M Clewett **MCI** (Mayor), Mrs M Piper **MP**, J Harmer **JH**, G Gibbs MBE **GG**, D Broadbent **DB**, E Board **EB**, M Cunningham **MC** S Shing **SS (8)**

Not Present: T Voyce **TV**, J O’Riordan **JOR**, Mrs J Voyce **JV**, H Parker **HP**, Cllrs Mrs C Berry **CB**, D Shing **DS**, M Pybus **MPy (7)**

2 members of the public

Minute No.	Subject/Resolution	Action
11093	Apologies for absence Cllrs Mrs C Berry (long term illness), T Voyce (personal), Mrs J Voyce (personal), H Parker (illness)	
11094	Declarations of interest None	
11095	Opportunity for public comment No one wished to speak	
11096	Minutes of the Full Council meeting of 28th July 2014 and the Special Full Council meeting held on 18th August 2014 It was resolved to sign the minutes of the Full Council meeting of 28th July 2014 and the Special Full Council meeting of 18th August 2014 as true records of those meetings. VOTE 6 for 1 abstention FOR: Cllrs M Clewett (Mayor), Mrs M Piper , G Gibbs MBE , D Broadbent , E Board , M Cunningham Abstention Cllr J Harmer	
11097	Adoption of Minutes from Committees and Standing Committees Planning minutes of the meetings 18th August 2014 a) It was resolved to adopt the minutes and recommendations of the Planning Committee meeting held on 18th August 2014 VOTE 6 for 1 abstention FOR: Cllrs M Clewett (Mayor), Mrs M Piper , G Gibbs MBE , D Broadbent , E Board , M Cunningham Abstention Cllr J Harmer	
11098	Mayor’s Report The Mayor updated the council on the events he had attended and the funds that some had raised from their events.	
11099	Town Clerk Report The report had been circulated prior to the meeting and noted by all present.	
11100	Reports from Representatives of Outside bodies WDALC A report had been circulated prior to the meeting and noted by all present. A councillor stated that the last meeting had been cancelled and was being rescheduled.	
11101	Financial Update The accounts and payments had been circulated prior to the meeting and noted by all present. A councillor asked why there were so many payments to Europlants. The clerk stated that the council had agreed a number of contracts with Europlants over the years and these payments represented the contract sums and this referred to July and August payments. (<i>Summer flowers, summer</i>	

maintenance, Hailsham beds watering and maintenance, crossroads watering and maintenance, cascading tub maintenance and watering.)
He stated that he was concerned that the council were paying for the pulling out of the flowers. The clerk stated that the contract that had been agreed by council was to pull out the summer plants and to plant around the permanent flowers and that next years contract was being looked at.

a) It was resolved to accept the accounts for payment to the value of £94244.75 and petty cash payments to the value of £65.52 *S Shing arrived at 8.20pm*

b) Barclaycard Statement for noting and approval

The statements had been circulated prior to the meeting and noted by all present.

It was resolved to accept the payments to the value of £94244.75 and petty cash payments to the value of £65.52 and £203.38 and 309.73 VOTE All in favour Cllrs M Clewett MCI (Mayor), Mrs M Piper MP, J Harmer JH, G Gibbs MBE GG, D Broadbent DB, E Board EB, M Cunningham, S Shing Vote was taken en bloc for a & b

c) Bank Reconciliation and accounts for information

Reports were circulated prior to the meeting and approved by all present en bloc

d) Changes to the asset register None

Reports were circulated prior to the meeting and noted by all present

e) Noting of the comments from the external auditor and action being taken – review of systems in internal control are being prepared for a future meeting along with amendments to the Financial regulations and Standing Orders from the new models.

A councillor commented that it appeared that the way things were going councillors were being required to take more responsibility for budget setting and asked how the clerk could clarify as not all councillors could be qualified accountants. The clerk stated that there would be further information on the next full council meeting agenda as on receiving the audit she had rung the external auditors, which had said that they accepted that Polegate Town Council was a well run council, but that they needed further information and would not allow the clerk to submit anything further. The clerk was aware that other councils had been given the opportunity to submit further information but that had not been extended to Polegate Town Council. The clerk stated that in the interim she was doing a large quantity of background work that would ensure that this was addressed for the next audit and that for next years audit as many eventualities were covered that could be raised at the following audit. It appears that the Government wish that all councils take FULL responsibility for all finance matters, decisions and the budget (setting from zero). The clerk stated that Polegate Town Council had not yet adopted the new financial regulations and this was also being worked on as a change in some systems may be required and she was looking at that for future meetings. The clerk stated that from the audit and internal control point of view she had been told by external

	audit that they could not have this delegated to a Finance committee, any review would have to be carried out by full council and minuted as such. (Therefore although all of the procedures are being adhered to, full council themselves MUST now review this and minute to show that it has reviewed this). The clerk stated that the council may need to set up an internal control and internal audit review committee but that report MUST be considered in full at a full council meeting. The councillor stated that it has always been like that, Council has always been responsible for its expenditure but that it had employed an RFO to do that for them. The clerk confirmed this, but that all minutes must show that council has taken those decisions and they could NOT be delegated at all. The councillor asked what the fundamental difference was. The clerk stated that Council HAD to make those decisions and they could not be delegated at all, not even to a finance committee. (some decisions). Another councillor stated that he viewed it as <u>every</u> decision that was made was the responsibility of each and every councillor. A councillor stated that the clerk was already assisting in the changeover but he had concerns over the amount of changes that were happening. D Shing arrives at 8.28pm	
11102	Grant request a) Cuckmere Community Buses Cllr S Shing declared a non prejudicial interest as he stated he was often invited to the AGM and events. A councillor asked how much was left in the budget. The clerk stated £4000 and that had to last until 31st March 2015. A councillor stated that she thought it was a good service and suggested either £1000 or £750 would be a good amount to donate. Another councillor suggested £450. A discussion took place on the merits of the service and those who volunteer to provide that service. Another councillor stated that he wished to donate £500 maybe a little more. Two proposals were submitted one for £450 and one for £750 The motion to grant Cuckmere Community Bus £450 was seconded. VOTE 4 for Cllrs J Harmer, G Gibbs MBE, E Board, D Broadbent 3 against Cllrs Mrs M Piper, M Cunningham, M Clewett. 1 abstention S Shing Motion carried. It was suggested that the clerk could add to the grant letter that they were welcome to reapply near the end of the year.	
11103	Subscription renewal to Polegate Community Association and to select a representative as a delegate. A discussion took place on whether to rejoin and who would represent the council. It was resolved to subscribe with the £30 to come from the subscriptions budget and for Cllr M Clewett to represent the Town Council. VOTE 7 for Cllrs J Harmer, M Clewett, G Gibbs MBE, Mrs M Piper, E Board, D Broadbent, S Shing 1 abstention Cllr M Cunningham	
11104	Motion to invite Mr Lawrence stringer to come and speak to the Council regarding PMAS2 study and the potential for alterations at the crossroads junction.	

	It was resolved to ask Mr Stringer to come to speak to the council on either a Monday or Wednesday evening from 5-6pm. VOTE all in favour (Cllrs M Clewett, D Broadbent, Mrs M Piper, S Shing, G Gibbs MBE, E Board, M Cunningham, J Harmer)	
11105	Correspondence for information only a) Letter of thanks from the Lord Lieutenant and deputy Lieutenant in relation to the WW1 commemorations (the Great War) The letters were noted by all present.	
11106	Proposed dates of next cycle of meetings Full Council 27 th October 2014 Personnel budget 24 th November 2014 Planning budget 24 th November 2014 Full Council 24 th November 2014 Business Plan, Buildings & land Joint Committee 8 th December 2014 Full Council precept 12 th January 2015 Finance & Policy Committee 23 rd February 2015 Full Council 23 rd February 2015 Business Plan & Buildings & Land Joint Committee 30 th March 2015 Full Council 30 th March 2015	
11107	Committee to consider pursuant to section 1(2) of the public bodies (admissions 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 – employment matters It was resolved to exclude the press and public on the above grounds VOTE all in favour (Cllrs M Clewett, D Broadbent, Mrs M Piper, S Shing, G Gibbs MBE, E Board, M Cunningham, J Harmer)	
11108	Staff Matters a) Staff Salaries – minimum wage October 1st 2014. It was resolved that the litter pickers salary would increase to the minimum wage from 1st October 2014 and the key holder/cleaner salary would also increase to the minimum wage until the NJC pay award was agreed. VOTE all in favour (Cllrs M Clewett, D Broadbent, Mrs M Piper, S Shing, G Gibbs MBE, E Board, M Cunningham, J Harmer)	

The meeting closed at 8.48 pm