

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 30th November 2015
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs Mrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing, D Shing (10)

Not Present: Cllrs D Watts, D Murray, Mrs W Alexander, R Shing, T Bennett,
(5)

1 member of the public

Minute No.	Subject/Resolution
	Minute's silence & tribute (Paris)
11559	Opportunity for Public Comment <i>None</i>
11560	Apologies for absence Cllr D Watts; Cllr Mrs W Alexander; Cllr D Murray; Cllr T Bennett Cllr D Shing would be late; Cllr R Shing
11561	Declarations of Interest in any items on the agenda 11574 Cllrs D Shing & S Shing declared a non prejudicial interest (being county councillors)
11562	To approve and sign the minutes of the full council meeting held on 26th October 2015. It was resolved that the minutes of the full council meeting held on 26th October 2015 were an accurate representation of the meeting and were signed and dated by the Vice Chairman. VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing <i>Cllr S Shing arrived at 7.33pm</i>
11563	Adoption of the minutes and recommendations of standing committees a) Finance & Policy Committee It was resolved to adopt the Finance & Policy committee minutes and recommendations of 20th November 2015 VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing b) Planning Committee It was resolved to adopt the Planning committee minutes and recommendations of 19th October 2015 & 9th November 2015 Vote All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing c) Personnel Committee It was resolved to adopt the Personnel committee minutes and recommendations of 9th November 2015 Vote All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing
11564	Polegate Town Mayors report – Verbal The Mayor updated the council on his latest activities including the Dickensian event, Peacehaven church service, Carol concert at the Congress and the local health council. He was expecting to attend a Housing association meeting to find out about the work that they do. The Mayor reminded councillors and the public present about the Mayors tea party on Monday 7th December 11-13.
11565	Town Clerk Report

	The clerk commented that the lights were now installed and after the tree had been cut back they had not needed so many and so the final invoice was likely to have only £1800 for the lights a saving of £1200.
11566	Reports from representatives of outside bodies A councillor updated the council on the latest progress with Wealden Citizens Advice (CAB) a copy of the report was circulated to all present. (attached to the minutes) Cllr Snell said that she would send any updates via the clerk for the councillors to read.
11567	Financial Update a) Approval of accounts for payment It was resolved to approve the payment as presented to the value of £1083.19 b) Approval of submitted accounts including bank reconciliations October Noted by all and variations approved c) Approval of Barclaycard expenditure (on delegated authority) Noted by all A vote was taken en bloc VOTE All in favour VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing
11568	Internal Audit Report The comments in the internal audit report were noted by all present. The clerk stated that the additional background papers had also now been signed. It was resolved to accept the internal audit report and its contents were noted. VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing
11569	2016 Garden & Allotment Competitions The report had been circulated prior to the meeting. It was resolved to run Polegate's best garden and allotment competition in 2016. To add a new category "best back garden" at a cost of around £50 (prize vouchers). This would form best front garden, best back garden and best allotment. To allow residents to enter the competition either themselves or nominations from others. Councillors should be encouraged to put forward front gardens for judging. To advertise that there will be a competition in late May and throughout until the competition closes in mid July. Allotment representatives (Cllr Dunbar & Bennett) to have input in putting forward best allotments by keeping notes and pictures of allotments throughout the year while visiting the allotments. A small group of councillors 3-5 maximum to go around and judge the gardens and allotments in late July/early August. If a large number of residents enter, these areas may be divided up into areas first to be shortlisted. To hold a presentation evening for the allotment and garden winners in early September. Inviting winners and a guest and all councillors and to provide drinks and light refreshments on the night. The Mayor to present the vouchers and a certificate to the winners only. A certificate and garden vouchers of £25, £15 and £10 for 1st 2nd and 3rd prize respectively each for the best back garden, best front garden and best allotment. Where appropriate a certificate will be presented for highly commended. Cllr Dunbar and he Town Clerk to be delegated to design the posters and entry form and finalise dates and sundry matters. Press releases to be done throughout along with website

	information and twitter. VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing
11570	Polegate Town Council Coffee morning It was resolved that Polegate Town Council would hold a coffee morning at the Community Centre so that residents can meet all their councillors in an informal setting. The date to be delegated to the clerk in liaison with Cllr Ms Snell & Cllr Mrs Berry, who will book the room and organise the purchase of coffee tea and to prepare drinks and food on the day. The funding for the coffee morning will initially come from council funds but this will be reimbursed from the takings. The room hire costs are expected to be around £30-42 and depending on the number people who attend coffee tea milk and sugar is estimated to come to £6 which will be funded from the refreshment budget initially. Cakes should be donated by councillors and any profit made after reimbursement of council funds will go to the Mayors Charity. VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing <i>Cllr D Shing arrived at 7.47pm</i>
11571	Correspondence for action a) Appointment of councillor representative for the Hailsham Area Action Plan (HAAP) It was resolved that Cllr Mrs W Alexander and E Board would represent the council and Cllr B Goodwin would attend some meetings if the others were unable to. VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing, D Shing b) PADMEC Licence renewal & Associate members of PADMEC It was resolved to renew PADMEC's licence for 10 years and that Cllr D Watts, Ms A Snell, D Shing and B Goodwin would be the associate members. VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing, D Shing
11572	Grant request for £160 for the Cuckmere Community Buses new years day service. It was resolved to grant the Cuckmere Community bus £160 towards their new year's day service. VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing, D Shing
11573	30 mph bin stickers It was resolved to delegate to Cllr D Dunbar and D Watts to visit and speak with residents in Dittons Road area (between buttercup drive and Jubilee Drive) to gain their support to display a sign on their dustbins, to highlight the work through a press release. To respond to the letter that Polegate Town Council is happy to allow speed watch sessions to take place within its boundary. VOTE All in favour Cllrs M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing, D Shing
11574	Budget recommendations for 14th December consideration a) It was resolved to send a letter to ESCC Highways and Wealden District Council requesting that the S278 funding held by Wealden District Council (on behalf of the Dittons Road developments) be spent on providing an appropriate style crossing on the Hailsham Road near Guardian Court. VOTE All in favour M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing, D Shing

	b) The appropriateness of an out of date newsletter was discussed at length. It was discussed whether a new board could be installed near the school and possibly on the new developments. The councillors discussed whether all of the newsletters were being delivered also. It was resolved to cease newsletters. To set aside £500 in the 2016/17 budget to provide for one distribution for an important issue. That news will be posted on twitter, the website and important news on the boards as well. VOTE All in favour M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing, D Shing c) It was resolved that Cllrs M Falkner and B Goodwin would represent the Town Council at CCTV meetings. VOTE All in favour M Piper, Ms A Snell, Mrs C Berry, E Board, B Goodwin, M Falkner, S Dobson, D Dunbar, S Shing, D Shing d) Budget information items The councillors present noted the additional budget comments.
11575	Proposed dates of the next cycle of meetings Full Council 14th December 2015 Full Council precept setting meeting 11th January 2016 Full Council 29th February 2016 Full council 21st March 2016 Full council 25th April 2016

The meeting closed at 8.24 pm

Signed Mayor of Polegate _____

Date _____