Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL

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Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar: cllr.d.dunbar@polegatetowncouncil.gov.uk*

Minutes of Meeting of the **ANNUAL STATUTORY MEETING** held on **11th May 2026 in the Council Chamber, 49 High Street, Polegate, BN26 6AL at 19:00.**

PRESENT: Councillors S Shing, D Dunbar, J Heward, D Watts, C Berry, M Cunningham, D Murray, W Heasman-O'Neill, G Archer, M Caira , D Shing, M Piper, A Wood, A O'Kane, J Keen **(15)**

5 Members of Public

M I N U T E S

A. Election of Town Mayor

Nominations received prior to the meeting are: Cllrs J Heward and S Shing
A vote was taken Cllr Heard received 6 votes and Cllr Shing received 9. Cllr S Shing was duly elected.

It was resolved to elect Cllr Stephen Shing for the ensuing year.

14057 Item 1: To receive the Mayor's Declaration of Acceptance of Office

The Mayor signed his declaration of acceptance of office which was counter signed by the Town Clerk (Proper Officer)

14058 Item 2: Election of Deputy Mayor and acceptance of office

Nominations received prior to the meeting: Cllrs James Heward and Douglas Murray. Cllr D Murray withdrew his nomination for Deputy Mayor. Cllr S Shing then nominated Cllr D Dunbar as Deputy Mayor. A vote was taken Cllr Heward received 7 votes Cllr Dunbar received 8 votes. Cllr D Dunbar was duly elected as Deputy Mayor.

It was resolved to elect Cllr Dan Dunbar as Deputy Mayor.

The Deputy Mayor signed his declaration of acceptance of office which was counter signed by the Town Clerk (Proper Officer)

14059 Item 3: Opportunity for Public Comment

None

14060 Item 4: Apologies for Absence

None

Item 6: Minutes of the Full Council Meeting 30th March 2026

To resolve that the minutes of the meeting of 30th March 2026 as circulated on the agenda be confirmed as an accurate record and signed by the chair.

It was resolved to adopt the minutes of the Full Council Meeting 30th March 2026. VOTE all in favour.

Item 7: Scheme of Delegation

It was resolved to adopt the Scheme of Delegation. VOTE all in favour.

Item 8: Standing Committees

a. **Review Terms of Reference for committees/ working groups – a per attached schedule**

- Appeals Committee
- Buildings and Land Committee
- Business Plan Working Group
- Christmas Lights Committee
- Climate Committee
- Communities and Tourism Committee
- Community Infrastructure Levy (CIL) Working Group
- Devolution Working Group
- Finance and Policy Committee
- Flower Contract Working Group
- Internal Audit Review and Internal Control Working Group
- Jubilee Nature Reserve Working Group
- Libraries Working Group
- Neighbourhood Plan Working Group
- New Land Working Group
- Personnel Committee
- Planning Committee
- Risk Management Working Group
- Street Lighting Working Group
- Website Working Group

It was resolved to approve the Terms of Reference for Committees and Working Groups for 2026. VOTE all in favour.

b. **Appointment of Members to Committees and appointment of Chairpersons to Standing Committees/ Working Groups as per schedule**
   - Appeals Committee (Delegated)
   - Buildings and Land Committee (Part delegated via Clerk)
   - Business Plan Working Group (Part Delegated via Clerk)
   - Christmas Lights Committee (Delegated via Clerk)
   - Climate Committee
   - Communities and Tourism Committee (Delegated)
   - Community Infrastructure Levy (CIL) Working Group
   - Devolution Working Group
   - Finance and Policy Committee (Delegated)
   - Flower Contract Working Group
   - Internal Audit Review and Internal Control Working Group
   - Jubilee Nature Reserve Working Group
   - Libraries Working Group
   - Neighbourhood Plan Working Group (Delegated via Clerk except financial)
   - New Land Working Group
   - Personnel Committee (Part Delegated)
   - Planning Committee (Delegated)
   - Risk Management Working Group
   - Street Lighting Working Group
   - Website Working Group (Delegated via Clerk)

   It was resolved to approve the appointment of Members to the committees and the appointment of Chairpersons and vice chairpersons to as circulated Standing Committees and Working Groups. VOTE all in favour.

Item 9: Adoption of Standing Orders 2026

It was resolved to adopt the Standing Orders as presented. VOTE all in favour.

Item 10: Adoption of Financial Regulations 2026

It was noted that the newer model regulations would be presented in due course.

It was resolved to approve the Financial Regulations as presented. VOTE all in favour.

Item 11: To appoint representatives to outside organisations

It was resolved to appoint the representatives to outside organisations as presented. VOTE all in favour.

Item 12: General Power of Competence

Resolution required that Polegate Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk in order to be able to continue to exercise the General Power of Competence.

The criteria are:

i. **Electoral Mandate**
At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, even if unopposed, rather than co-opter or appointed. If two thirds is not a whole number, then it must be rounded up.
AT LEAST TWO THIRDS OF COUNCILLORS ARE DULY ELECTED

ii. **Qualified Clerk**
The Clerk must hold the certificate in Local Council Administration, the Certificate of High Education in Local Council Administration or the first level of the founder degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The Clerk must also have complete training in the exercise of this power as part of one of these qualifications or as a separate exercise.
THE CLERK IS QUALIFIED IN CiLCA
The Council meet the above criteria and are therefore able to use the General Power of Competence.

It was resolved that Polegate Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk in order to be able to continue to exercise the General Power of Competence. VOTE all in favour.

Item 13: Details to Asset Register

It was noted by all those present.

Item 14: Details of the Insurance Cover

It was noted by all those present.

Item 15: Review of Subscriptions

It was resolved that the list of subscriptions remain valid and in use. VOTE all in favour.

Item 16: Review of Council Complaints procedure

It was resolved to approve the Council Complaints procedure. VOTE all in favour.

Item 17: Review of Council Policies, Procedures, practices of Freedom of Information and Data Protection – Adoption of Council Policies and Procedures.

It was resolved to defer the Councillors' Expenses Policy to the Finance and Policy Committee for further discussion. VOTE all in favour.

It was resolved adopt all policies as presented (excluding the new Councillors expenses policy. VOTE all in favour.

Item 18: Risk Assessment Review

It was resolved to accept the Risk Assessment Review as presented. VOTE all in favour.

Item 19: Adoption of Councillor's Code of Conduct

It was resolved to adopt the Councillors' Code of Conduct. VOTE all in favour.

Item 20: Appointment of Internal Auditor Mulberry LAS on a new 3-year contract.

It was resolved to appoint Mulberry Local Authority Services as the Council's Internal Auditor on a new three-year contract. VOTE all in favour.

Item 21: To note and approve bank signatories for bank mandate

i. Cllr Malcolm Cunningham
ii. Cllr Dan Dunbar
iii. Cllr David Watts
iv. Cllr Stephen Shing
v. Cllr Douglas Murray
vi. Cllr Jamie Keen
vii. Cllr Graeme Archer
viii. Cllr James Heward

It was resolved to approve the bank signatories for the bank mandate. VOTE all in favour.

Item 22: Buildings and Land Committee Minutes and Recommendations for Brightling Road fees and charges from 8th May.

This item was deferred to Item 24

Item 23: List of Regular Payments

It was noted by all those present.

Item 24: Fees and Charges

It was resolved to approve the updated Fees and Charges, following the recommendation from the Buildings and Land Committee to implement a Brightling Road Fee for external contractors. VOTE all in favour.

Item 25: Motion to adopt the brand new defib at Polegate Community Centre as per previous discussion and follow up request from Polegate Community Association

It was resolved to adopt the defibrillator at Polegate Community Centre. VOTE all in favour.

Item 26: Proposed dates of next cycle of meetings

- Full Council Meeting 29th June 2026
- Full Council Meeting 27th July 2026
- Full Council Meeting 28th September 2026
- Full Council Meeting 26th October 2026
- Full Council Meeting 30th November 2026
- Full Council Meeting 25th January 2027
- Full Council Meeting 22nd February 2027
- Full Council Meeting 29th March 2027

It was noted by all those present.

The meeting closed at 19:44

Signed Chair of Meeting ____________________________Date_________________________