



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

Telephone: 01323 488114

Town Clerk – Jo Ognjanovic - e-mail admin@polegatetowncouncil.gov.uk

25th April 2022

NOTICE is hereby given of the ANNUAL STATUTORY MEETING OF THE COUNCIL to be held on Monday 16th May 2022 at 7.00 p.m.

J. Ognjanovic

Town Clerk

The press and public have a right to and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press and public has been proposed and voted upon before withdrawing.

A G E N D A

A. Election of the Town Mayor

Nominations received prior to the meeting are: Cllr D Murray (Proposed A Snell, Seconded D Watts)

A second nomination was received prior to the meeting : Cllr D Dunbar (proposed M Piper, Seconded M Cunningham)

- 1. To receive the Mayor's declaration of acceptance of office**
- 2. Apologies for absence**
- 3. To receive any declarations of interest in any items on the agenda**
- 4. Election of Deputy Town Mayor and acceptance of office**
Nominations received prior to the meeting are: Cllr D Dunbar (Proposed Mrs M Piper, seconded D Murray)
- 5. Opportunity for Public Comment**
- 6. To receive and confirm the minutes of the meeting of the Council held on 25th April 2022**

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In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that the meeting will be recorded. The purpose of this is that recordings act as an aide-memoire to assist the Clerk in the compilation of the minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

7. Standing Committees

a. Appointment of Members to Committees & appointment of Chairpersons to Standing Committees/Working groups as per schedule

- i. Finance and Policy Committee (delegated)
- ii. Personnel Committee (part delegated)
- iii. Planning Committee (delegated)
- iv. Appeals committee (delegated)
- v. Flower Contract working group (delegated via clerk)
- vi. Buildings & Land working group (part delegated via clerk)
- vii. Business Plan working group (part delegated via clerk)
- viii. Internal Audit Review and Internal Control working group
- ix. Communities and Tourism Working Group
- x. Website working group (delegated via clerk)
- xi. Principles of development/**Neighbourhood Plan** working group (delegated via clerk except financial)
- xii. Christmas Lights working group (delegated via clerk)
- xiii. Risk Management working group
- xiv. Libraries working group (delegated via clerk)
- xv. CIL working group
- xvi. Shepham wind farm working group (fully delegated to clerk) - non council funds
- xvii. Climate committee
- xviii. Nature land working group (fully delegated with own funding)

b. Review Terms of References for committees/working groups

- i. Finance and Policy Committee (delegated)
- ii. Personnel Committee (part delegated)
- iii. Planning Committee (delegated)
- iv. Appeals committee (delegated)
- v. Flower Contract working group (delegated via clerk)
- vi. Buildings & Land working group (part delegated via clerk)
- vii. Business Plan working group (part delegated via clerk)
- viii. Internal Audit Review and Internal Control working group
- ix. Communities and Tourism Working Group
- x. Website working group (delegated via clerk)
- xi. Principles of development/**Neighbourhood Plan** working group (delegated via clerk except financial)
- xii. Christmas Lights working group (delegated)
- xiii. Risk Management working group
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- xvi. Shepham wind farm working group (fully delegated to clerk) - non council funds
- xvii. Climate committee

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xviii. Nature land working group (fully delegated through clerk)

- 8. Adoption of Standing Orders**
- 9. Adoption of Financial Regulations**
- 10. Risk assessment review**
- 11. Adoption of Councillor's code of conduct**
- 12. To receive statements of –**
 - a. Deeds etc held by Council Solicitors (if received before the meeting)
 - b. Details of Asset Register (PDF available on request available online)
[Assets-Schedule-2021-2022.pdf \(polegatetowncouncil.gov.uk\)](#)
 - c. Details of Insurance Cover (full policy PDF available on request)
- 13. To appoint representatives to outside organisations - As per schedule attached**
- 14. Appointment of Tree Warden – Mr Tim Saunders**
- 15. Appointment of Internal Auditor – Mulberry & Co (NB different auditor carries out audit)**
- 16. Adoption of Council Policies/Procedures see attached link [Data Transparency – Polegate Town Council](#) under review**
- 17. Financial matters**
 - a. Accounts for payment
 - b. Fees & Charges – review/approve (see attached schedule, may be reviewed during the year)
- 18. To note and approve bank signatories for bank mandate**
 - i. Cllr Ms A Snell
 - ii. Cllr S Shing
 - iii. Cllr Mrs M Piper
 - iv. Cllr D Watts
 - v. Cllr D Dunbar
- 19. 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

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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-opted or appointed. If two thirds is not a whole number, then it must be rounded up.

ALL COUNCILLORS WERE DULY ELECTED

ii) Qualified Clerk

The clerk must hold the certificate in local Council Administration, the Certificate of Higher 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 completed training in the exercise of this power as part of one of these qualifications or as 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.

20. Proposed dates of next cycle of meetings

27th June 2022

25th July 2022

26th September 2022