



**Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL
Telephone: 01323 488114**

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

2nd May 2017

NOTICE is hereby given of the ANNUAL STATUTORY MEETING OF THE COUNCIL to be held in the Council Chambers 49, High Street, Polegate on Monday 22nd May 2017 at 7.30 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 Ms A Snell (Proposed D Murray, Seconded D Watts)

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 D Watts, seconded Ms A Snell)

5. Opportunity for Public Comment (standing orders to be suspended should anyone wish to speak and reinstated after)

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6. To receive and confirm the minutes of the meeting of the Council held on 24th April 2017

7. Standing Committees

a. Appointment of Members to Committees as follows

- i. Finance and Policy Committee (delegated)
- ii. Planning Committee (delegated)
- iii. Personnel Committee
- iv. Flower Contract working group (delegated)
- v. Buildings & Land working group
- vi. Business Plan working group
- vii. Internal Audit Review and Internal Control working group
- viii. High Street toilet working group
- ix. Parking review working group
- x. Bins working group
- xi. Town Centre Steering Group
- xii. Website working group
- xiii. Principles of development working group
- xiv. Electoral boundary review working group
- xv. Risk Management working group
- xvi. Christmas Lights working group

b. Review Terms of References for committees

- i. Finance and Policy Committee
- ii. Planning Committee
- iii. Personnel Committee
- iv. Flower Contract working group
- v. Buildings & Land working group
- vi. Business Plan working group
- vii. Internal Audit Review and Internal Control working group
- viii. High Street toilet working group
- ix. Parking review working group
- x. Bins working group
- xi. Town Centre Steering Group
- xii. Website working group
- xiii. Principles of development working group
- xiv. Electoral boundary review working group
- xv. Risk Management working group
- xvi. Christmas Lights working group

c. Appointment of Chairpersons to Standing Committees/Working groups

- i. Finance and Policy Committee

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- ii. Planning Committee
- iii. Personnel Committee
- iv. Flower Contract working group
- v. Buildings & Land working group
- vi. Business Plan working group
- vii. Internal Audit Review and Internal Control working group
- viii. High Street toilet working group
- ix. Parking review working group
- x. Bins working group
- xi. Town Centre Steering Group
- xii. Website working group
- xiii. Principles of development working group
- xiv. Electoral boundary review working group
- xv. Risk assessment working group
- xvi. Christmas Lights working group

8. Adoption of Standing Orders

9. Adoption of Financial Regulations (Periodic Review)

10. Adoption of Councillor's code of conduct

11. To receive statements of –

- a. Deeds etc held by Council Solicitors
- b. Details of Asset Register
- c. Details of Insurance Cover (PDF available on request)

12. To appoint representatives to outside organisations

- a. Airs
- b. Allotments
- c. CCTV Liaison
- d. Citizens Advice
- e. Civil Protection
- f. Community Association
- g. Cuckmere Community Bus
- h. Crime prevention/Neighbourhood Watch/Police Liaison
- i. Eastbourne Area Transport Forum
- j. Bus Group
- k. Hailsham Area Action Plan (HAAP)
- l. NALC/SALC
- m. Polegate School Governors
- n. Polegate Twinning Association
- o. Polegate Windmill
- p. Press Liaison

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- q. South Downs National park (SDNP)
- r. South Wealden Association of Local Councils/ WDALC
- s. Sports
- t. SSALC / East Sussex ALC Ltd
- u. Wealden Planning Panel
- v. Youth
- w. Elderly

13. Appointment of Tree Warden – Mr Tim Saunders

14. Appointment of Internal Auditor - Mr M Mulberry

15. Adoption of Council Policies/Procedures

Airs Manual (staff) – available to view in office ONLY
Airs manual for Staffing Policies (including some health & safety issues and equal opportunities) available to view in office ONLY
Bee Keeping on allotments Policy
Bullying/harassment (external) Policy
CCTV Policy
Complaints Procedure
Co-option Policy
Dignity at work Policy
Disciplinary Code & Procedure
Document Retention Policy
Freedom of Information/Data Protection/Publication Scheme
General Emergency Policy
Grants to Organisations Policy
Grievance Procedure (staff)
Health & Safety Policy
Honorary Freeman Policy
IT Policy
Local Government Pension Scheme – staff entrance to scheme Policy
Occupational Health Policy
Pensions discretions Policy
Press/Media Policy
Public Right to speak at meetings

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Recruitment of ex-offenders policy
Risk Management Policy
Smoke Free Policy
Social Media Policy
Statement of Community Involvement
Storage of CRB disclosures Policy
Street Lighting Policy - new
Stress Policy
Unreasonably Persistent or vexatious complaints Policy

16. Financial matters

- a. Accounts for payment – *resolution required*
- b. Bank reconciliation, Income & Expenditure Reports, Reserves reports & Trial Balance, Budget 2017/18 figures – *for information only bank reconciliation to be signed by member present.*
- c. Barclaycard statement – *to note and accept the expenditure paid under delegated authority*
- d. Fees & Charges – review and approve
- e. VAT return – for information only
- f. To move the unused budget 2016/17 which has gone to general reserves from a lower urban grass cutting contract 4256 code £2500 to street lights reserve 335 code.

17. To consider findings of the review of the system of internal control (minute 11894 attached)

18. To consider and approve the annual Governance statement

- 1.The Council has put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.
- 2.The council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

3. The council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances
4. The council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations
5. The council carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introductions of internal controls and/or external insurance where required
6. The council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems
7. The council took appropriate action on all matters raised in reports from internal and external audit
8. 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 authority and where appropriate have included them in the accounting statements
9. This council does not have any trust funds including charitable.

19. To consider the annual accounting statements for 2016/17 and annual return

20. To approve the annual accounting statements for 2016/17 and annual return

21. For the person presiding at the meeting to sign and date the annual accounting statements

22. To receive and approve the internal audit report and propose any amendments/actions required arising from that report

23. To nominate/amend 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

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

ALL COUNCILLORS WERE 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.

25. Communications from the Town Mayor (verbal)

26. Clerks Report

27. Representatives of outside bodies

i. Police – people’s voice (report attached)

ii. Cuckmere Community Buses

28. To extend the invite to the Heartstart training to community groups if the uptake of the shop keepers is poor.

29. Feasibility Report (49 /51 High Street site) changes - to delegate to the buildings and land working group to appoint a new contractor and amend the specification as required following contractor changes

30. Proposed dates of next cycle of meetings

Full Council 26th June 2017

Full Council 31st July 2017

Full Council 25th September 2017

Preliminary budget meetings October TBA

Full Council 30th October 2017

Full Council 27th November 2017 (initial budgets)

Full council 11th December 2017 Budget and precept agreements

Full Council 8th January 2018 precept and budget 2018/19 final