

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Annual Statutory meeting held on Monday 20th May 2019 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, J Harmer (14)

Not Present: Cllr R Shing (1)
9 members of the public

Minute No.	Subject/Resolution
12667	Election of the Town Mayor It was resolved to elect Cllr D Wats as Mayor of Polegate. VOTE all in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, J Harmer
12668	To receive the Mayor's declaration of acceptance of office The Mayor signed the declaration and it was countersigned by the proper office/town clerk
12669	Apologies for absence None
12670	To receive any declarations of interest in any items on the agenda Cllrs D Watts, A Snell, D Shing, S Shing as District Councillors; D Shing S Shing as County Councillors; D Murray as member of the Pevensey & Cuckmere Water Level Management Board.
12671	Election of Deputy Town Mayor and acceptance of office It was resolved to elect Cllr Mrs M Piper as Deputy Mayor of Polegate. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer
12672	Opportunity for Public Comment None
12673	To receive and confirm the minutes of the meeting of the Council held on 29th April 2019 It was resolved to accept the minutes of the full council meeting on 29 th April 2019 as an accurate record of the meeting and the minutes were signed by the mayor. VOTE 11 for Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, A Wood, M Cunningham, J Harmer 1 abstention D Sanders
12674	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) A discussion took place on the large numbers of councillor on the finance committee. It was resolved to appoint Cllr D Murray as chair of finance, Cllr D Watts as vice chair and additional committee members as follows: Cllrs S Shing, M Falkner, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J

Harmer

ii. Personnel Committee (part delegated)

A councillor commented that this was too many for a personnel committee as staff matters tended to be discussed with a small group of councillors for privacy.

Councillor commented that some occasions needed separate members not to be involved. A councillor commented that council could use substitutes if required.

It was resolved to appoint Cllr Ms A Snell as chair of personnel and Cllr Mrs C Berry as vice chair and additional committee members as follows: Cllrs Mrs m Piper, M Falkner, D Shing, D Dunbar, Mrs W Alexander, D Sanders.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer

Cllrs D Shing & S Shing arrived at 7.52pm

iii. Planning Committee (delegated)

A discussion regarding members who were also district councillors took place along with the value they could add to meetings.

It was resolved to appoint Cllr Mrs W Alexander as chair of Planning and Mrs M Piper as vice chair. Additional members of the committee as follows: Cllrs M Falkner, J Harmer

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

iv. Appeals committee (delegated)

It was noted that members were selected by the clerk unless any complaint were made about her, then the decision would revert to an alternative member of staff and the clerk would not be involved in the proceedings.

It was resolved to form the committee on that basis as per terms of reference. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

v. Flower Contract working group (delegated)

It was resolved to appoint Cllr D Dunbar as chair of the flower group and Cllr Mrs M Piper as vice chair along with Cllr Mrs C Berry as a member of that group.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

vi. Buildings & Land working group (part delegated)

It was resolved to appoint Cllr D Murray as chair of the Buildings and land working group and Cllr D Watts as vice chair. Additional members as follows: Cllrs D Dunbar, Mrs m Piper, Ms A Snell, J Harmer, A Wood

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

vii. Business Plan working group

It was resolved to appoint Cllr D Murray as chair of the Business Plan working group and Cllr D Watts as vice chair. Additional members as follows: Cllrs D Dunbar, Mrs m Piper, Ms A Snell

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

viii. Internal Audit Review and Internal Control working group

It was resolved to appoint Cllr D Watts as chair of the Internal Audit review and Internal Control working group and Cllr D Murray as vice chair. Additional members as follows: Cllrs Ms A Snell, M Falkner

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

ix. Communities and Tourism Working Group

It was resolved to appoint Cllr D Murray as chair of the Communities and Tourism working group and Cllr D Watts as vice chair. Additional members as follows: Cllrs Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, D Sanders, J Harmer, A Wood

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

x. Website working group

It was resolved to appoint Cllr D Dunbar as chair of the website working group and Cllr R Shing as vice chair. Additional members as follows: Cllrs D Watts, (Town Clerk)

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xi. Principles of development/**Neighbourhood Plan** working group
(delegated except financial)

It was resolved to appoint Cllr D Murray as chair and Cllr Mrs W Alexander as vice chair with Cllrs Mrs M Piper and A Wood as additional members of the working group.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xii. Christmas Lights working group (delegated)

It was resolved to appoint Cllr Mrs W Alexander as the chair of the Christmas lights working group, Cllr Ms A Snell as the vice chair and additional members of the working group as follows: Cllrs Mrs M piper, Mrs c Berry, J Harmer.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xiii. Risk Management working group

It was resolved to appoint Cllr D Watts as chair of the risk management working group and Cllr Mrs M piper as vice chair with additional members as follows: Cllrs M

Cunningham, J Harmer, A Wood.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xiv. Libraries working group (delegated)

It was resolved to appoint Cllr d Watts as chair of the library working group and Cllr Mrs C berry as vice chair with Cllr M Cunningham as an additional member. It was noted that the county councillor would also be invited.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xv. CIL working group

It was resolved to appoint Cllr d Murray as chair of the CIL working group and Cllr D watts as vice chair with additional members as follows: Cllrs D Dunbar, S Shing, Ms A Snell.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xvi. Shepham wind farm working group (fully delegated) - non council funds [Shepham Community Benefit Fund]

It was noted that this was a working group with separate accounts to the town council.

It was resolved that interested councillors would be Cllrs S Shing, Ms A Snell and J Harmer. It was resolved to delegate all matters to Mrs J Ognjanovic and Mrs S Godfrey as bank signatories for the account as per the agreement and initial decision by full council. (required by the funders see previous minute in accordance with the terms of reference).

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

b) Review Terms of References for committees/working groups

- xvii. Finance and Policy Committee (delegated)
- xviii. Personnel Committee (part delegated)
- xix. Planning Committee (delegated)
- xx. Appeals committee (delegated)
- xxi. Flower Contract working group (delegated)
- xxii. Buildings & Land working group (part delegated)
- xxiii. Business Plan working group
- xxiv. Internal Audit Review and Internal Control working group
- xxv. Communities and Tourism Working Group
- xxvi. Website working group
- xxvii. Principles of development/**Neighbourhood Plan** working group (delegated except financial)
- xxviii. Christmas Lights working group (delegated)
- xxix. Risk Management working group
- xxx. Libraries working group (delegated)
- xxxi. CIL working group
- xxxii. Shepham wind farm working group (fully delegated) - non

	<p>council funds</p> <p>The terms of reference had been circulated to all councillors prior to the meeting, noted and read by all.</p> <p>It was resolved to accept the terms of reference for each of the above committees and working groups en bloc.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>																				
12675	<p>Adoption of Standing Orders</p> <p>A councillor queried the standing order to stand whilst speaking. The Mayor explained that this was varied and members raised their name plate to speak and were not required to stand and this was accepted by all councillors.</p> <p>It was resolved to adopt the model standing orders as presented.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>																				
12676	<p>Adoption of Financial Regulations (Periodic Review)</p> <p>It was resolved to adopt the financial regulations as presented.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>																				
12677	<p>Adoption of Councillor's code of conduct</p> <p>The code of conduct had been circulated to all councillors prior to the meeting and taken as read and accepted by all.</p> <p>It was resolved to adopt the councillors code of conduct as presented.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>																				
12678	<p>To receive statements of –</p> <ol style="list-style-type: none"> Deeds etc held by Council Solicitors (if received before the meeting) Details of Asset Register (PDF available on request available online) Details of Insurance Cover (full policy PDF available on request) <p>These were noted by all present.</p>																				
12679	<p>To appoint representatives to outside organisations - As per schedule attached</p> <p>It was resolved to appoint the representatives to outside bodies as shown below:</p> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Councillor:</th> </tr> </thead> <tbody> <tr> <td>Airs (Action in Rural Sussex)</td> <td>Cherie Berry</td> </tr> <tr> <td>Allotments</td> <td>Dan Dunbar</td> </tr> <tr> <td>Bus Group</td> <td>Malcolm Cunningham</td> </tr> <tr> <td>CCTV Liaison</td> <td>Dan Dunbar Martin Falkner</td> </tr> <tr> <td>Citizens Advice Bureau</td> <td>Angela Snell/ John Harmer</td> </tr> <tr> <td>Civil Protection</td> <td>Dan Dunbar</td> </tr> <tr> <td>Community Association</td> <td>Angela Snell Maggie Piper</td> </tr> <tr> <td>Cuckmere Community Bus</td> <td>Dan Dunbar</td> </tr> <tr> <td>Crime Prevention/Neighbourhood Watch/Police Liaison/LAT meeting</td> <td>Dan Dunbar Martin Falkner</td> </tr> </tbody> </table>	Organisation	Councillor:	Airs (Action in Rural Sussex)	Cherie Berry	Allotments	Dan Dunbar	Bus Group	Malcolm Cunningham	CCTV Liaison	Dan Dunbar Martin Falkner	Citizens Advice Bureau	Angela Snell/ John Harmer	Civil Protection	Dan Dunbar	Community Association	Angela Snell Maggie Piper	Cuckmere Community Bus	Dan Dunbar	Crime Prevention/Neighbourhood Watch/Police Liaison/LAT meeting	Dan Dunbar Martin Falkner
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12680	<p>Appointment of Tree Warden – Mr Tim Saunders It was resolved to appoint Mr Tim Saunders as tree warden for Polegate. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>																																				
12681	<p>Appointment of Internal Auditor – Mulberry & Co It was noted that Mulberry & Co send different auditors to carry out the audits as recommended.</p> <p>It was resolved to appoint Mulberry & Co as internal auditors. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>																																				
12682	<p>Adoption of Council Policies/Procedures <i>See attached list – to be adopted as presented with the caveat that many of these will be reviewed in full shortly through finance & policy committee</i> It was resolved to adopt the policies and procedures as presented (amended policies included) and noted that many would be reviewed shortly by finance & policy committee alongside new policies. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J</p>																																				

	Harmer, D Shing, S Shing
12683	<p>Financial matters</p> <p>a. Accounts for payment – <i>resolution required</i></p> <p>A councillor commented that the litter picking equipment was being reimbursed by Wealden District Council.</p> <p>It was resolved to approve the accounts for payments presented to the value of £17,718.54 and £594.81.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p> <p>b. Income & Expenditure Reports, Reserves reports VAT return, bank reconciliations and bank statement, trial balances, journals <i>for information only.</i></p> <p>These papers had been circulated prior to the meeting and noted by all present. A councillor commented that savings had been made by not having a contested election.</p> <p>c. Barclaycard statement – <i>to note and accept the expenditure paid under delegated authority</i></p> <p>The papers had been circulated prior to the meeting and noted by all present.</p> <p>d. Fees & Charges – review/approve (see attached schedule, may be reviewed during the year)</p> <p>It was noted that some fees had been changed and some were in the process of being reviewed by finance & policy.</p> <p>It was resolved to approve the fees and charges as shown with the caveat that some were currently under review.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>
12684	<p>To receive and approve the internal audit report (full) and signed AGAR form and propose any amendments/actions required arising from that report</p> <p>It was resolved to approve the internal audit report and signed AGAR form from the internal auditor and noted that there were no actions recommended.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>
12685	<p>To note and approve bank signatories for bank mandate</p> <ol style="list-style-type: none"> i. Cllr Ms A Snell ii. Cllr S Shing iii. Cllr Mrs M Piper iv. Cllr D Watts v. Cllr D Dunbar <p>It was resolved to approve the bank signatories as presented.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>
12686	<p>General Power of Competence</p> <p>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</p>

	<p>able to continue to exercise the General Power of Competence.</p> <p>The criteria are</p> <p>i) <u>Electoral Mandate</u> 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</p> <p>ii) <u>Qualified Clerk</u> 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 <u>THE CLERK IS QUALIFIED IN CILCA</u> The council meet the above criteria and are therefore able to use the General Power of Competence.</p> <p>It was noted that despite an uncontested election all 15 councillors had been duly elected.</p> <p>It was resolved that the Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk and is able to continue to exercise the General Power of Competence</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>
12687	<p>To approve the annual governance statement 2018/19</p> <p>It was resolved that council had put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. That council had maintained and adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p> <p>That 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 the council to conduct its business or manage its finances.</p> <p>That the council provided the proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the accounts and audit regulations.</p> <p>That it carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p> <p>That it maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p> <p>That it took appropriate action on all matters raised in reports from internal and external audit.</p>

	<p>That it considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and where appropriate, has included them in the accounting statements.</p> <p>That the council has no trust funds.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>
12688	<p>To approve the annual accounting statements 2018/19</p> <p>It was resolved to approve the accounting statement for 2018/19 as presented.</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing</p>
12689	<p>Proposed dates of next cycle of meetings</p> <p>It was noted that the dates were not correct as shown.</p> <p>The following dates would be circulated to all councillors the following day.</p> <p>Full Council 24th June 2019</p> <p>Full Council 29th July 2019</p> <p>Full Council 30th September 2019</p> <p>Full Council 28th October 2019</p> <p>Full Council 25th November 2019</p> <p>Full Council 9th December 2019</p> <p>Full Council 13th January 2020 (precept and budget setting)</p>

The meeting closed at 9.04pm

Signed Mayor of Polegate _____

Date _____