



Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL
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Town Clerk – Jo Ognjanovic - e-mail admin@polegatetowncouncil.gov.uk

4th May 2018

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 21st May 2018 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 Watts, Seconded D Murray)

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 Mrs M Piper (Proposed D Watts, seconded D Murray)

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

6. To receive and confirm the minutes of the meeting of the Council held on 30th April 2018

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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
- iii. Planning Committee (delegated)
- 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/Neighbourhood Plan working group (delegated except financial)
- xiv. Christmas Lights working group (delegated)
- xv. Electoral boundary review working group
- xvi. Risk Management working group
- xvii. Libraries working group (delegated)

b. Review Terms of References for committees/working groups

- i. Finance and Policy Committee (delegated)
- ii. Personnel Committee
- iii. Planning Committee (delegated)
- 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
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- xiii. Principles of development/Neighbourhood Plan working group (delegated except financial)
- xiv. Christmas Lights working group (delegated)
- xv. Electoral boundary review working group
- xvi. Risk Management working group
- xvii. Libraries working group (delegated)

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 (if received before the meeting)
- b. Details of Asset Register (PDF available on request available online)
- c. Details of Insurance Cover (full policy PDF available on request)

**12. To appoint representatives to outside organisations
As per schedule attached**

13. Appointment of Tree Warden – Mr Tim Saunders

14. Appointment of Internal Auditor - Mr M Mulberry

**15. Adoption of Council Policies/Procedures
See attached list – to be adopted as presented with the caveat
that these will be reviewed in full shortly through finance &
policy committee**

16. Financial matters

- a. Accounts for payment – *resolution required*
- b. Income & Expenditure Reports, Reserves reports VAT return *for information only.*
- c. Barclaycard statement – *to note and accept the expenditure paid under delegated authority*
- d. Fees & Charges – review/approve (see attached schedule, may be reviewed during the year)

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

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

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.

20. Communications from the Town Mayor (verbal)

21. Review of business plan

22. Proposed dates of next cycle of meetings

Full Council 25th June 2018

Full Council 30th July 2018

Full Council 24th September 2018

Full Council 29th October 2018

Full Council 26th November 2018 & 10th December 2018