



**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](mailto:admin@polegatetowncouncil.gov.uk)

10<sup>th</sup> May 2019

**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 20<sup>th</sup> May 2019 at 7.30 p.m.**

*J. Ognjanovic*

Town Clerk

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*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.*

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## **A G E N D A**

### **A. Election of the Town Mayor**

Nominations received prior to the meeting are: Cllr D Watts (Proposed A Snell, 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 A Snell, 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 29<sup>th</sup> April 2019**

**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)
- vi. Buildings & Land working group (part delegated)
- vii. Business Plan working group
- viii. Internal Audit Review and Internal Control working group
- ix. Communities and Tourism Working Group
- x. Website working group
- xi. Principles of development/**Neighbourhood Plan** working group (delegated except financial)
- xii. Christmas Lights working group (delegated)
- xiii. Risk Management working group
- xiv. Libraries working group (delegated)
- xv. CIL working group
- xvi. Shepham wind farm working group (fully delegated) -0 non council funds

**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)
- vi. Buildings & Land working group (part delegated)
- vii. Business Plan working group
- viii. Internal Audit Review and Internal Control working group
- ix. Communities and Tourism Working Group
- x. Website working group
- xi. Principles of development/**Neighbourhood Plan** working group (delegated except financial)
- xii. Christmas Lights working group (delegated)
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- xvi. Shepham wind farm working group (fully delegated) -0 non council funds

**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 – Mulberry & Co**

**15. Adoption of Council Policies/Procedures**

*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*

**16. Financial matters**

- a. Accounts for payment – *resolution required*
- b. Income & Expenditure Reports, Reserves reports VAT return, bank reconciliations and bank statement, trial balances, journals *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 (full) and signed AGAR form 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 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. To approve the annual governance statement 2018/19**

**21. To approve the annual accounting statements 2018/19**

**22. Proposed dates of next cycle of meetings**

**Full Council 25<sup>th</sup> June 2018**

**Full Council 30<sup>th</sup> July 2018**

**Full Council 24<sup>th</sup> September 2018**

**Full Council 29<sup>th</sup> October 2018**

**Full Council 26<sup>th</sup> November 2018 & 10<sup>th</sup> December 2018**