



Polegate Town Council, Council Office, 49 High Street,
Polegate BN26 6AL
Telephone: 01323 488114
Town Clerk Jo Ognjanovic - e-mail admin@polegatetowncouncil.gov.uk

6th August 2019

Notice is hereby given of a meeting of the Finance & Policy Committee to be held on **Friday 23rd August 2019** in the Council Chambers, 49 High Street, Polegate at **9.45 am**

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.

AGENDA

1. **Opportunity for public comment**
2. **Apologies for absence**
3. **Declarations of interest in any items on the agenda**
4. **Minutes of Finance & Policy committee of 7th June 2019 (amended) and 12th July 2019**
5. **Accounts for payment**
 - a) **List of payments for approval**

UNADOPTED
POLEGATE TOWN COUNCIL



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 7th June 2019 Council Chambers 49, High Street, Polegate 10.00am

Present: Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders (8)

Not Present: - Cllr M Falkner (1)

No members of the public present

Minute Number	Resolution
12690	Opportunity for Public Comment None
12691	Apologies for absence Cllr M Falkner
12692	Declarations of interest in any items on the agenda Cllrs Ms A Snell, D Watts, S Shing Wealden District Councillors; Cllrs Mrs M Piper & D Murray as directors of Polegate War memorial recreation ground CIC; Cllr D Murray as trustee of Wannock Village Hall.
12693	Minutes of Finance & Policy committee meeting of 8th March 2019 A Councillor asked that the website be checked to make sure there is a page detailing the room hire - <i>this was deferred at the meeting on 8th March 2019 pending further information (minute number 12640)</i> <i>Cllr S Shing arrived at 10.01am</i> <u>It was resolved to accept the minutes of the Finance & Policy meeting of 8th March 2019 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders</u>
12694	Accounts for payment as presented A Councillor asked about the payment for the timer in the High St toilets. <u>It was resolved to accept the accounts for payment as presented to the value of £16,705.17</u> <u>VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders</u>
12695	Policies (new and revised) a) Statement of Intent to Community Engagement Policy (revised) Item iii: Councillors discussed the Notice boards. A Councillor suggested asking Lidl whether they would site one either on their grounds or inside the shop. Item v: A Councillor asked if Council has a SSALC representative – <i>Cllr Ms Angela Snell is the SSALC representative.</i> Item iii: Councillors also discussed the wording re the period set aside for public comment at the beginning of each meeting. Councillors requested it be changed to read “All meetings of the Town Council and its committees and sub committees are open to the public. A period is

set aside at the beginning of each meeting for public comment on the Agenda".
Councillors also discussed ways of improving communication with the local community. A Councillor requested that the Town Clerk investigate the costs to produce and deliver a newsletter from the Councillors to update the community on Council activities.

Cllr D Dunbar left at 10.39am

It was resolved to adopt the Statement of Intent with the above amendment. VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, M Cunningham, D Sanders

A Councillor requested that a new bullet point be added at the end of item iii to read "Meet Your Councillor coffee mornings are held periodically to informally promote community involvement and communication"

b) Equal Opportunities Statement (*revised*)

Item 5.1: A Councillor stated it is not a new act and requested the removal of the word 'new'. A Councillor requested that the wording be changed to read "The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone". (extracted from Government website)

Councillors requested that the lists of Acts be removed.

Item 2.3: A Councillor requested that the word 'council' should have a capital C

It was resolved to approve the Equal Opportunities Statement with the above amendments.

VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, M Cunningham, D Sanders

(6) One abstention Cllr Ms A Snell.(1)

The meeting closed at 11.24 am

Signed by _____ Chair of Finance & Policy

Dated _____

UNADOPTED
POLEGATE TOWN COUNCIL

ITEM 4.



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 12th July 2019 Council Chambers 49, High Street, Polegate 09.30am

Present: Cllrs D Murray, D Watts, Mrs M Piper, D Dunbar, M Cunningham, D Sanders, Cllr M Falkner (7)

Not Present: - Cllrs Ms A Snell, S Shing (2)

No members of the public present

Minute Number	Resolution
12715	Opportunity for Public Comment None
12716	Apologies for absence Cllrs Ms A Snell, S Shing
12717	Declarations of interest in any items on the agenda Cllrs Ms A Snell, D Watts, S Shing Wealden District Councillors; Cllrs Mrs M Piper & D Murray as directors of Polegate War memorial recreation ground CIC; Cllr D Murray as trustee of Wannock Village Hall.
12718	Minutes of Finance & Policy committee meeting of 7th June 2019 Cllr D Murray requested that minute number 12692 (Declarations of interest) should be amended to reflect the fact that he is no longer a Wealden District Councillor or a member of Pevensy & Cuckmere Water Level Management Board. He requested that Cllr Ms A Snell be added as Wealden District Councillor. <i>Deferred – amended minutes will be re presented at the next Finance meeting.</i>
12719	Accounts for payment a) List of payments for approval A Councillor asked the location of the vandalised planter that was re-planted. A Councillor asked why Cannon Hygiene had two direct debit payments <u>It was resolved to accept the accounts for payment as presented to the value of £31,087.07</u> <u>VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, D Dunbar, M Cunningham, D Sanders, M Falkner</u> b) Approval of new direct debit for Wealden District Council (no longer accept cheques) A Councillor asked if the Wealden DC invoices would still be presented for approval of payment <u>It was resolved to approve the new direct debit for Wealden District Council VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, D Dunbar, M Cunningham, D Sanders, M Falkner</u>
12720	Policies (revised) a) Right to speak at meetings leaflet <i>Deferred for the following amendments:</i>

- A Councillor asked the Committee Clerk to check with the Town Clerk as to whether members of the public should be asked to give their name (but not their address) when exercising their right to address meetings (the leaflet states that they must begin by giving their name and address).
- A Councillor suggested that the wording be changed from “the Mayor / Chairperson” and “the Chairperson’s” to “the Chair” and “the Chair’s” (use the word ‘Chair’ only).
- A Councillor suggested there should be more explanation about the Annual Town Assembly as to what it actually is.
- A Councillor suggested adding Social Media details to the contact details box.
- A Councillor asked the Committee Clerk to ask the Town Clerk about including a point that a group of people can choose one person as a representative to speak for them all instead of lots of people talking about the same thing (and that the same would apply to letters).

The Committee asked to review the leaflet again after the alterations before it was published.

The meeting closed at 09.59 am

Signed by _____ Chair of Finance & Policy

Dated _____

DRAFT