

**UNADOPTED  
POLEGATE TOWN COUNCIL**



**FINANCE & POLICY COMMITTEE**

Minutes of the Finance and Policy Committee meeting held on Friday 8<sup>th</sup> March 2019  
Council Chambers 49, High Street, Polegate 10.00am

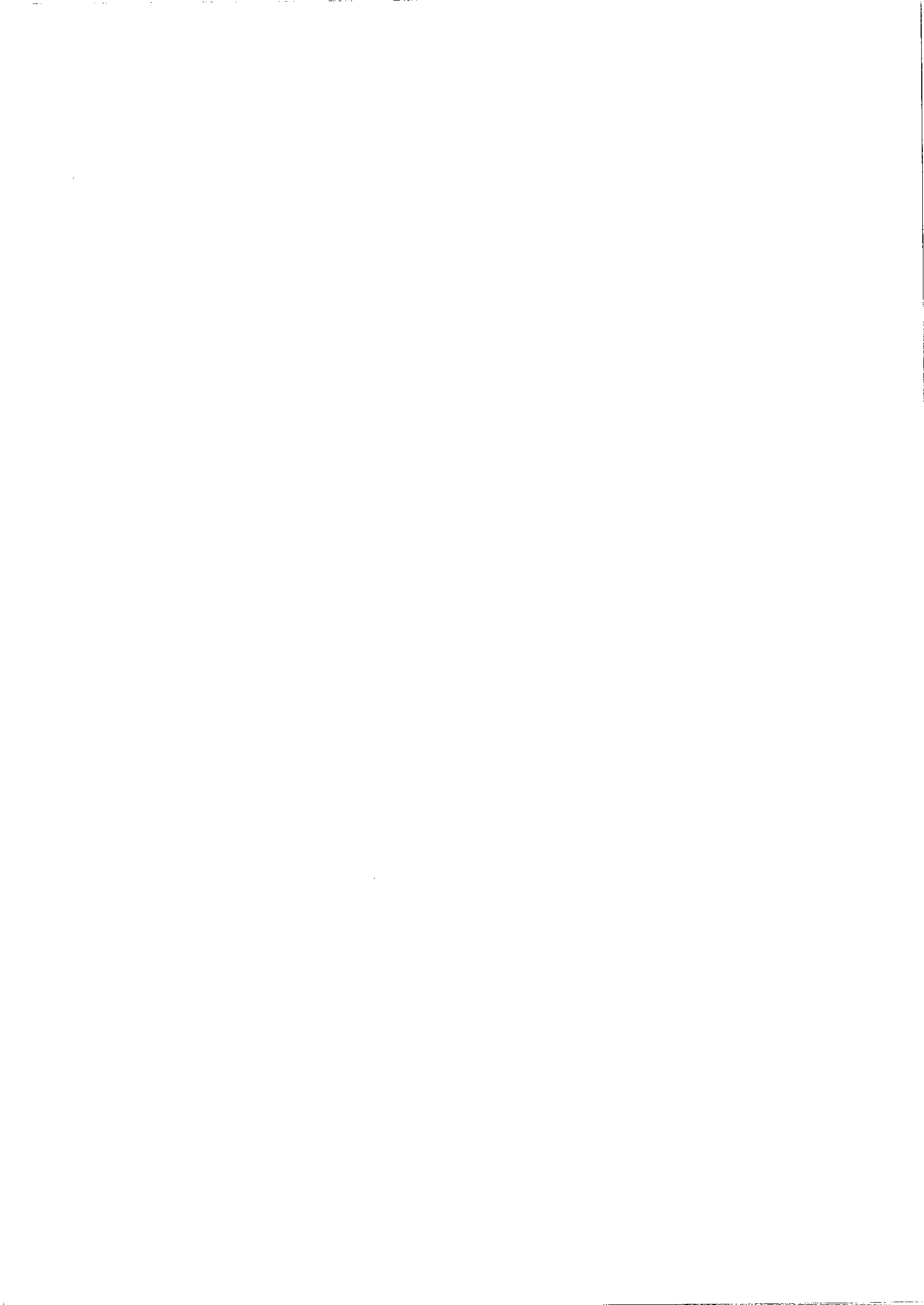
**Present:** Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner, Ms A Snell, S Shing (7)

**Not Present:** - Cllrs D Dunbar (1)

No members of the public present

Please note the meeting started at 10.32am due to a previous meeting which overran.

Minute Number	Resolution
<b>12635</b>	<b>Opportunity for Public Comment</b> None
<b>12636</b>	<b>Apologies for absence</b> Cllrs D Dunbar
<b>12637</b>	<b>Declarations of interest in any items on the agenda</b> Cllrs D Murray, D Watts, S Shing Wealden District Councillors, Cllr D Murray Pevensy & Cuckmere water Level Management Board; Cllrs Mrs M Piper & D Murray as directors of Polegate War memorial recreation ground CIC; Cllr D Murray as trustee of Wannock Village Hall.
<b>12638</b>	<b>Minutes of Finance &amp; Policy committee meeting of 11<sup>th</sup> January 2019</b> Deferred <i>Cllr Ms A Snell left at 10.34am and returned at 10.36am</i> <i>Cllr S Shing arrived at 10.36am</i>
<b>12639</b>	<b>Accounts for payment as presented</b> A Councillor asked about the HMRC payment to the Inland revenue. <b><u>It was resolved to accept the accounts for payment as presented to the value of £7479.08 VOTE All in favour Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner, Ms A Snell, S Shing</u></b>
<b>12640</b>	<b>Fees and Charges – room hire fees review</b> The fees and charges were discussed at length, including the staffing costs to administer the hiring and invoicing; free rental to local organisations and charity concessions and business charges. Queries were discussed on the covenant and ability to rent out at Wannock. A discussion on the other local charges and hourly rates that may be appropriate if the fee was changed. Councillors also discussed <ul style="list-style-type: none"> <li>• Flyers</li> <li>• Software for bookings</li> <li>• Promoting the rooms</li> </ul> A Councillor suggested that a Councillor could open up for organisations if



required. The clerk was asked to make sure that there was a page on the website for the room hire in the interim period.

**It was agreed to defer this pending further information on online booking systems to reduce the administrative costs.**

The meeting closed at 11.15 am

Signed by \_\_\_\_\_ Chair of Finance & Policy

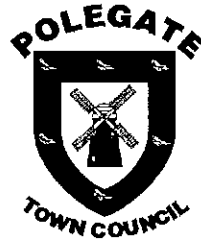
Dated \_\_\_\_\_

*NB After the meeting bins were discussed. In particular the one that Wealden had removed at Stud Farm area. Costs for new bins around £1000 for the purchase of the bin, installation and licence and an annual sum of around £250 per bin.*

DRAFT



## Polegate Town Council



## STATEMENT OF INTENT TO COMMUNITY ENGAGEMENT POLICY

Policy Number 01		
Issue No.	Date completed	Details of amendments
1	12.12.11	
2	18.05.15	Amended
3	23.05.16	For adoption at Annual Stat meeting
4	22.05.17	Adopted at Annual Stat Meeting
5	21.05.18	Adopted at Annual Stat meeting
6	20.5.19	Adopted at annual Stat Meeting for review by finance & policy
7	31.5.19	For review/adoption at Finance & Policy 31/5/19

## **1. Aims and Objectives**

### **Polegate Town Council aims to: -**

- Represent and promote the interests of Polegate and all its people in all forums
- Pay particular attention to the needs of our children and young people
- Pay particular attention to the needs of our elderly
- Provide the best possible amenities and services by the efficient use of available resources
- Actively involve local people in decisions affecting activities in the area
- Be open and accountable in all it does
- Support development which is environmentally, socially and economically sound and sustainable
- Enhance quality of life by protecting and enhancing Polegate's ecological and environmental assets

### **In order to achieve these aims, the Council will**

- Work closely with residents, businesses and community groups;
- Engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future; ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process; ensure that residents have the opportunities to be heard at every stage, and the capacity to be effective citizens.

### **The outcomes the Council hopes to achieve are:**

- Improved communication with the local community
- A better understanding within the community of the role of the Town Council and of its Councillors
- Local people feeling that they are involved in decision making
- Improved satisfaction with local public services

## **2. Defining the community**

### **The Council considers the community of Polegate to consist of:**

- All residents of the town
- All users of the Town Council's services
- All those who work within the town
- All those who own businesses within the town
- All young people who live and/or go to school within and close to the town
- All local and some national voluntary organisations, clubs and societies
- Any group or organisation that represents some or any of the members of the above sections of the community
- Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Polegate and aims to maintain excellent working relationships with these bodies, including the Police, the other tiers of local government and neighbouring town and parish councils.

## **3. Provision of information to the community and opportunities for community involvement**

Information is provided by the Town Council to the community in a number of ways, including:

- The Town Council offices at 49 High Street are open Monday to Friday 9-1pm and can provide a wide range of information both on Council services and other Polegate activities and issues
- The Town Council's website [www.polegatetowncouncil.gov.uk](http://www.polegatetowncouncil.gov.uk) provides comprehensive information both on the work of the Town Council and on other services, the history of the town, local events, local groups and organisations.
- The public can contact the Town Council through the website and social media. Public consultations are sometimes carried out through the website and/or social media.
- The Town Council provides three<sup>1</sup> notice boards around the town which are used to display agendas for Council meetings and minutes as well as other information of interest to the local community.
- The Town Council's Newsletter is published approximately quarterly and is available from the Town Council offices, on the website and from the local library
- The Annual Report is produced for the annual town assembly in May each year and is available from the Town Council offices, on the website and from the local library
- All meetings of the Town Council and its committees and sub-committees are open to the public and a period is set aside at the beginning of each meeting for public comments-questions
- Public meetings are called to gauge public opinion about important issues affecting the town such as major planning applications
- Questionnaires are sometimes used to ask local people's opinions about specific matters and these are distributed to local residents, for example through organisations at public meetings, or downloadable from the Council website
- The Town Council submit frequent press releases/articles to the local papers
- The Town Council has initiated and updated a Town Master Plan and business plan where local residents have been invited to make comment.
- On Major matters of public concern the Town Council has liaised with local residents by means of public meetings and active feedback is sought at all times these events help to "spread the word" on the role of the Council and encourage people to participate in local affairs with specific local issues being explored from time to time using the full range of communication techniques available

#### 4. Opportunities for Formal Representations to the Council

- Formal representations to the Council may be made at any time in writing to the Town Clerk.
- A period for the receipt of petitions may be is set aside at the beginning of each Council meeting.

#### 5. Involvement in Partnerships

The Town Council often works in partnership with other organisations such as the District Council neighbourhood watch and the Police.

It has representatives on the following local organisations:

- Wealden Citizens Advice Bureau
- Cuckmere Community Bus
- District Association of Local & Parish Councils
- Polegate Twinning Association
- Polegate Windmill

---

<sup>1</sup> COUNCIL COULD SEEK TO PROVIDE A NOTICE BOARD AT THE MILL, BLUEBELLS AND KITEWOOD NEW DEVELOPMENTS OR NEAR THE SCHOOL?

- Polegate Community Association
- Local Churches and Church groups
- Polegate School
- Willingdon Community School

## **6. Role of Council Members and Officers**

Council Members (Councillors) are the elected decision makers of the Town Council.

Their contact details are available from the Town Council offices, ~~on Town Council Notice boards~~ and on the Town Council website. Members of the public are welcome to contact Councillors to raise any issues.

The Council's officers are staff who are employed to carry out the day to day functions of the Council and make sure that its services are provided for the local community. The Town Clerk is the Proper Officer for the Council which means she has overall responsibility for the provision of Council services. The Council employ a maintenance person, litter picker, cleaner/caretaker and office staff. They frequently have direct contact with members of the public and naturally have to field questions and enquiries. The ability to do this effectively and courteously is as important as any other element of the Council's work in the community and can give good feedback on the views of the people on the services offered by the Council.

The Council is always considering practical ways of engaging with people and the community

The Council is committed to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge. Outcomes of the strategy will include:

- Improved communication through the establishment of new channels of engagement;
- More residents understanding the role of Councillors and getting the best effect;
- Improved engagement with local communities, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering;
- Improved satisfaction with local public services.

**Statement prepared for adoption by Polegate Town Council at its meeting on 20<sup>th</sup> May 2019**

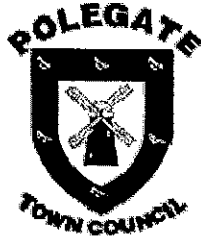
**Signed by**

**Mayor of Polegate**

**Town Clerk/Proper Officer/RFO**



# Polegate Town Council

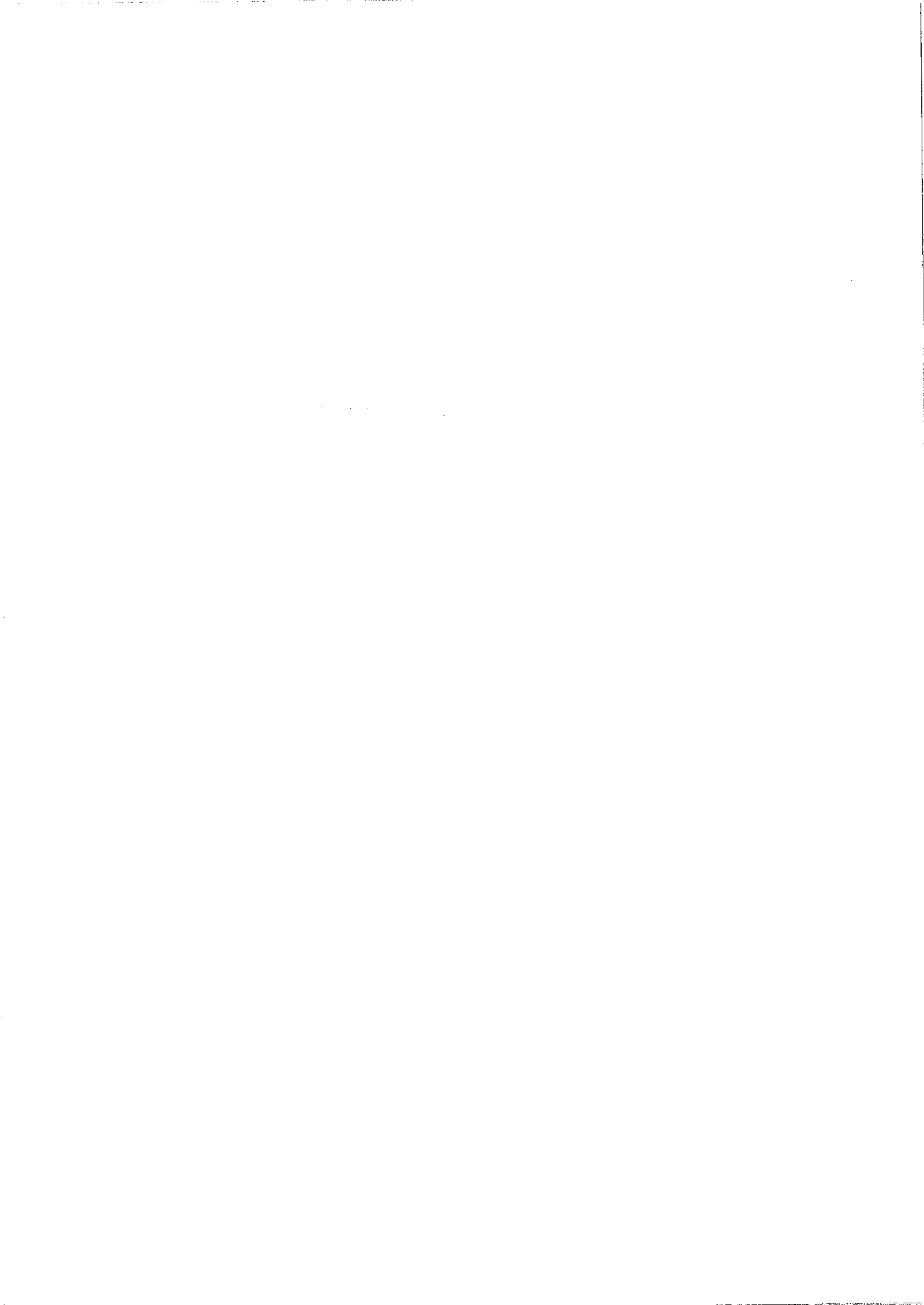


## New Policy / Procedure

Equal opportunities statement.

Policy Number ##		
Issue No.	Date completed	Details of amendments
1	Date of meeting	For review at/adopted at

DRAFT



## EQUAL OPPORTUNITIES STATEMENT

### **1. Introduction**

1.1 The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. The council opposes all forms of unlawful and unfair discrimination.

1.2 All employees whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

### **2. Principles**

2.1 Discrimination, direct or indirect, based on a person's gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status, social class or other irrelevant distinction is unacceptable.

2.2 In addition to being unacceptable, such forms of discrimination represent a waste of human resources and a denial of the opportunity for individual fulfilment.

2.3 The council seeks to involve all sections of staff in the continuing development and implementation of this policy.

### **3. Members of the public**

3.1 The council recognises that many members of the public use its services or visit its premises. The council takes seriously its responsibility to these people and affirms that they will be treated with the same respect and rights. Likewise, it is not acceptable for staff to be treated unfairly by service users or visitors.

### **4. Organisational Responsibilities**

4.1 The council's Finance & Policy Committee is responsible for overseeing the implementation, monitoring and review of the Equal Opportunities Statement.

*Date adopted*



4.2 The Clerk's responsibilities include communicating the policy and its implementation to staff, monitoring its implementation, and advising Members on recruitment and other matters concerning equal treatment.

4.3 The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives and for ensuring compliance with relevant statutes and codes of practice lies with the council.

4.4 Intentional breaches of the provisions or spirit of this policy will be regarded as misconduct and could lead to disciplinary action in accordance with the council's disciplinary policy.

## **5. Legal framework**

5.1 The policy will be implemented within the framework of the relevant legislation, the main statute being the Equality Act 2010. This brought together 116 separate pieces of legislation to provide a framework to protect the rights of individuals and advance equal opportunities for all. The main pieces of legislation which have merged under the new act are:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act (Sexual Orientation) Regulations 2007

