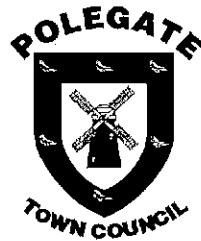


Item 4

Polegate South Ward - 5 Seats				
Candidates	Descriptions	Votes	%	Status
Daniel Dak Yan Shing	Independent Democrats	795	27.54%	Elected
Raymond Dak Wai Shing	Independent Democrats	645	22.34%	Elected
Anthony William Bennett	Polegate Residents' Association	479	16.59%	Elected
Martin John Falkner	UK Independence	404	13.99%	Elected
Cherie Dawn Berry	Conservative Party Candidate	397	13.75%	Elected
Marilyn Anne Cappiello	Conservative Party Candidate	370	12.82%	Not Elected
John Douglas William Portway	Conservative Party Candidate	310	10.74%	Not Elected
David Jonathan Hancock	Liberal Democrats	274	9.49%	Not Elected
Stephen John (Steve) Brooks	No Description	201	6.96%	Not Elected

Polegate Town Council



CO-OPTION POLICY

Policy Number 23		
Issue No.	Date completed	Details of amendments
1	10.01.14	Presented to FC on 30/6/14
2	30.06.14	Adopted with amendments minutes 11025
3	23.05.16	For adoption at Annual Stat Meeting
4	22.05.17	Adopted at Annual Stat Meeting

Procedure for Conducting Co-options

1.0 Casual Vacancies

The council should consider the list of unsuccessful candidates from the last Town Council election and prioritise them in order of the highest number of votes received. In the event that any suitably qualified candidate is put forward, then the council may also consider that candidate.

- 1.1 On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will insert an advertisement onto the notice boards locally and the website and if possible to the press notifying there is a vacancy with the reason for it and confirming there is to be a co-option. The advertisement must also state the rules for eligibility and direct interested parties to write to the Clerk confirming their eligibility to sit on the Town Council, including a short statement explaining the reasons he or she wants to become a Town Councillor. There will be a deadline for responses of not less than 3 weeks from the date of the insertion. The date of the meeting when the co-option is to be made will be stated in the advertisement.
- 1.2 Nominees must also be made aware that canvassing¹ of Council members will disqualify them from standing for the vacancy.

2.0 At the Meeting

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 2 minutes. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow. The voting process will follow standing order 8 shown at 4.0 below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

3.0 After the full Town Council Elections

In the event of vacancies following the close of nominations for the full Town Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Town Council meeting.

¹ To approach a councillor(s) and specifically request support for their co-option

4.0 Standing Order 8: Voting on Appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

5.0 Canvassing of and Recommendations by Councillors

Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from appointment. The Proper Officer shall disclose this requirement to every candidate.

Update on two new bus shelters to be installed.

Following a number of issues with the installation of the base I will be recommending the following to council (for mainly safety reasons):

Recommendation:

To alter the contract to supply the shelters for Pevensey Road and Hailsham Road, to deliver to site with a crane lorry, to remove/dispose of the old shelters and concrete base, lay new base and install the new shelters.

The additional costs will be £1130 above budget (to be funded from general reserves) and more than originally agreed. As savings were hoped to be made by using a local contractor to carry out the works.

Reasons:

The Hailsham Road shelter base needs to be removed and installed prior and during delivery. At this location there is a layby.

The Pevensey Road shelter is set back from the road, the installation team has looked and believe that the base will fail (concrete will break up) and a new base be required. (additional cost) This location is on a "blind bend", and where the original bus stop layby has been removed by Highways, this would require substantial traffic management. The crane will be there for a while and the traffic management is essential at this location for the health and safety of road users and cyclepath/footpath users. Neither the town council or the planned contractor has the equipment or the appropriate training to be able to carry out the traffic management.¹ I have made enquiries about Highways providing this. They have now confirmed that they will not do this and suggested an outside contractor. Two contractors have been sourced and by the time of the meeting we may have an answer whether they would be prepared to do this and how much that would cost. However, our flower contractor has chapter 8 but would not provide the service as he said it was unusual for someone to provide traffic management for another contractor's liability. It is likely that only Littlethorpe will be able to do this.

There were considerable concerns about the timescales for the contractor to remove the base make it ready for the supplier and then to wait whilst the shelter was put in place then backfill and make good the base. Using the supplier will ensure that the installation of both shelters takes place with the minimum of issues. Services are at this location and the works would be completely covered by the supplier's insurance. This can all be done within the costs as set above.

Council resolution required.

¹ Hailsham TC have no chapter 8 trained workers

Littlethorpe Order No:

Customers order No:

Quote No: Q-1575D

Beverley Pullinger
Polegate TC
Council Offices
49 High Street
Polegate
East Sussex
BN26 6AL

Tel: 01323 488114
E-mail: Finance@polegatetowncouncil.gov.uk

Tel: 0116 260 3777



The Newstead shelter shown without glazing.

Glazing option: Any area of boarding can be swapped for glazing at no extra cost.

Product

"Newstead" style bus shelter

Delivery to site with a crane lorry (2 shelters on 1 lorry) *negotiated*

For removal of old shelter & concrete base

lay new base & installation of new shelter by Littlethorpe

Subtotal

VAT currently @ 20%

Total (including vat *but not any optional extras chosen from below*)

Quantity	COST
1	£5,780.00
Half Delivery	£385.00 ✓
1	£2,000.00
	£8,165.00
	£1,633.00
	£9,798.00

The shelter is guaranteed for 5 years against being burnt down or kicked in.

The 15mm (optional) toughened glass is guaranteed for 12 months against breakage.

A care and Graffiti pack is supplied free with every shelter.

All the hardwood used is from sustainable well managed FSC certified forests

Delivery address

Hailsham Road, Polegate, East Sussex
Bus Stop Name: Victoria Road

Parish council to provide underground utility searches

Optional Extras

VAT needs to be added to the prices below

- 15mm toughened glass side vision panels @ £130 each
- Perforated steel glazing side vision panels @ £130 each
- Flag bracket to take "bus stop" plate
- Hardwood lockable notice board
- Metal timetable display case in black
- 12 volt LED lighting with transformer for mains power
- Solar Powered lighting
- Plastic glazing (instead of 6.4mm laminated glass)
- AutoCAD drawing of associated ground works

Quantity	COST	
2	£260	Yes/No
2	£260	Yes/No
1	£90	Yes/No
1	£500	Yes/No
1	£250	Yes/No
1	£550	Yes/No
1	£1,300	Yes/No
	No extra charge	Yes/No
	Free on request	Yes

* To order the optional extras please initial in the yellow boxes above*

Yes please; I would like to order the bus shelter(s) & optional extras as initialled above

--	--	--	--

Your name (printed)

Date

Your signature

Your official position / job title

Terms; payment 30 days from the date of our invoice

The prices on this quote can be held for four months

Thank you for your custom.

Andrew Robinson



Littlethorpe Order No:

Customers order No:

Quote No: Q-1579E

Beverley Pullinger
Polegate TC
Council Offices
49 High Street
Polegate
East Sussex
BN26 6AL

Tel: 01323 488114
E-mail: Finance@polegatetowncouncil.gov.uk

The Newstead shelter shown without glazing.

Glazing option: Any area of boarding can be swapped for glazing at no extra cost.

Product

- "Newstead" style bus shelter
- Delivery to site with a crane lorry (2 shelters on 1 lorry) *negotiated*
- Remove & dispose of old shelter
- Dig up old base & lay new concrete base, install new bus shelter

Quantity	COST
1	£5,780.00
Half Delivery	£385.00 ✓
1	£350.00
1	£1,700.00
	£8,215.00
	£1,643.00
	£9,858.00

Subtotal

VAT currently @ 20%

Total (including vat *but not any optional extras chosen from below*)

The shelter is guaranteed for 5 years against being burnt down or kicked in.
The 15mm (optional) toughened glass is guaranteed for 12 months against breakage.
A care and Graffiti pack is supplied free with every shelter.
All the hardwood used is from sustainable well managed FSC certified forests

Delivery address

Pevensey Road, Polegate, East Sussex
Bus Stop Name: Shepham Lane

Parish council to provide underground utility searches

Optional Extras VAT needs to be added to the prices below

- 15mm toughened glass side vision panels @ £130 each
- Perforated steel glazing side vision panels @ £130 each
- Flag bracket to take "bus stop" plate
- Hardwood lockable notice board
- Metal timetable display case in black
- 12 volt LED lighting with transformer for mains power
- Solar Powered lighting
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Andrew Robinson