



Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL
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Town Clerk – Jo Ognjanovic - e-mail townclerk@polegate-tc.co.uk

12th May 2016

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 23rd May 2016 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

- 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**
- 5. Opportunity for Public Comment**
- 6. To receive and confirm the minutes of the meeting of the Council held on 25th April 2016**
- 7. Standing Committees**
 - a. Appointment of Members to Committees as follows**
 - i. Finance and Policy Committee

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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.

- ii. Planning Committee
- iii. Personnel Committee
- iv. Flower Contract Committee
- v. Age Gym Committee
- vi. Buildings & Land working group
- vii. Business Plan working group
- viii. Internal Audit Review and Internal Control working group
- ix. High Street toilet working group
- x. Parking review working group
- xi. Bins working group
- xii. Website working group
- xiii. Electoral boundary review working group
- xiv. Queens 90th birthday working group
- xv. Risk assessment working group

b. Review Terms of References for committees

- i. Finance and Policy Committee
- ii. Planning Committee
- iii. Personnel Committee
- iv. Flower Contract Committee
- v. Age Gym Committee
- vi. Buildings & Land working group
- vii. Business Plan working group
- viii. Internal Audit Review and Internal Control working group
- ix. High Street toilet working group
- x. Parking review working group
- xi. Bins working group
- xii. Website working group
- xiii. Electoral boundary review working group
- xiv. Queens 90th birthday working group
- xv. Risk assessment working group

c. Appointment of Chairpersons to Standing Committees/Working groups

- i. Finance and Policy Committee
- ii. Planning Committee
- iii. Personnel Committee
- iv. Flower Contract Committee
- v. Age Gym Committee
- vi. Buildings & Land working group
- vii. Business Plan working group
- viii. Internal Audit Review and Internal Control working group
- ix. High Street toilet working group
- x. Parking review working group

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- xi. Bins working group
- xii. Website working group
- xiii. Electoral boundary review working group
- xiv. Queens 90th birthday working group
- xv. Risk assessment working group

8. Adoption of Standing Orders

9. Adoption of Financial Regulations (Periodic Review)

10. To receive statements of –

- a. Deeds etc held by Council Solicitors
- b. Details of Asset Register
- c. Details of Insurance Cover (PDF available on request)

11. To appoint representatives to outside organisations

- a. Airs
- b. Allotments
- c. CCTV Liaison
- d. Citizens Advice Bureau
- e. Civil Protection
- f. Community Association
- g. Cuckmere Community Bus
- h. Crime prevention/Neighbourhood Watch/Police Liaison
- i. Eastbourne Area Transport Forum
- j. Bus Group
- k. Hailsham Area Action Plan
- l. NALC
- m. Polegate School Governors
- n. Polegate Twinning Association
- o. Polegate Windmill
- p. Press Liaison
- q. South Downs National park
- r. South Wealden Association of Local Councils
- s. Sports
- t. SSALC
- u. Wealden Planning Panel
- v. Youth
- w. Elderly
- x. East Sussex ALC Ltd

12. Appointment of Tree Warden – Mr Henk Duinhoven (provisional)

13. Appointment of Internal Auditor - Mr M Mulberry

14. Adoption of Council Policies/Procedures

- a. Statement of Community Involvement
- b. Disciplinary Code & Procedure
- c. Airs manual for Staffing Policies (including some health & safety issues and equal opportunities) available to view in office only
- d. – Airs Manual (staff) – available to view in office only
- e. Grievance Procedure (staff)
- f. IT Policy
- g. Bee Keeping on allotments Policy
- h. CCTV Policy
- i. Local Government Pension Scheme – staff entrance to scheme Policy
- j. Grants to Organisations Policy
- k. Press/Media Policy
- l. Smoke Free Policy
- m. Public Right to speak at meetings
- n. Document Retention Policy
- o. Stress Policy
- p. Health & Safety Policy
- q. Risk Management Policy
- r. Complaints Procedure
- s. Freedom of Information/Data Protection/Publication Scheme
- t. Recruitment of ex-offenders policy
- u. Storage of CRB disclosures Policy
- v. Street Lighting Policy - new
- w. Bullying/harassment (external) Policy
- x. Co-option Policy
- y. Pensions discretions Policy
- z. Social Media Policy
- aa. General Emergency Policy
- bb. Occupational Health Policy
- cc. Dignity at work Policy
- dd. Honorary Freeman Policy
- ee. Unreasonably Persistent or vexatious complaints Policy

15. Financial matters

- a. Accounts for payment – resolution required Total
- b. Bank reconciliation, Income & Expenditure Reports, Reserves reports & Trial Balance – for information only bank reconciliation to be signed by member present.
- c. Barclaycard statement – to note and accept the expenditure paid under delegated authority
- d. Fees & Charges – review and approve
- e. VAT return – for information only
- f. To agree and approve the annual return and annual governance statement
 1. The Council has put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.
 2. The council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
 3. The council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances
 4. The council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations
 5. The council carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introductions of internal controls and/or external insurance where required
 6. The council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems
 7. The council took appropriate action on all matters raised in reports from internal and external audit
 8. The council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the authority and

where appropriate have included them in the accounting statements

9. This council does not have any trust funds including charitable.
- g. To approve the annual accounting statements for 2015/16 and annual return
- h. To receive and approve the internal audit report and propose any amendments/actions required arising from that report
- i. To nominate/amend and approve new 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
- j. NEST scheme - To consider the type of contributions to be included in the pension scheme (full details included)

16. 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

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.

17. Communications from the Town Mayor (verbal)

18. Clerks Report

19. Adoption of Minutes and recommendations from last cycle of meetings

- a. Finance & Policy Committee Minutes of 15th April 2016
- b. Planning Committee Minutes 18th April 2016
- c. Planning Committee Minutes 3rd May 2016

20. Correspondence for action

- a. New request for representative to Fields In Trust – council to nominate one councillor
- b. Request for the Town Council to have a small group of councillors at the Willingdon Community School community fair (see attached email)

21. Proposed dates of next cycle of meetings

Full Council 27th June 2016

Full Council 25th July 2016

Full Council 26th September 2016

Full Council 31st October 2016

Budget Meetings Mondays during November TBA

Full Council Budget preliminary 12th December 2016

Full Council precept and budget setting 9th January 2017

Full Council 30th January 2017

Full Council 27th February 2017

Full Council 27th March 2017