

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Annual Statutory meeting held on Monday 22nd May 2017
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson (13)

Not Present: Cllrs S Shing, E Board (2)
17 members of the public

Minute No.	Subject/Resolution
12048	<p>Election of the Town Mayor <i>Cllr D Shing arrived at 7.32pm</i></p> <p>It was resolved to elect Cllr Ms Angela Snell as Mayor of Polegate. VOTE all in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p> <p>The new Mayor thanks Cllr Watts for his unstinting support for his fellow councillors and his sterling efforts in raising the profile of the council and facilitating the cohesiveness of the council as a whole. She praised him and the outgoing Deputy Mayor and honorary freeman Cllr Mrs Margaret Piper for their collective efforts in taking Polegate forward and for always setting aside politics to ensure that the best interests of Polegate are taken into account.</p>
12049	<p>To receive the Mayor's declaration of acceptance of office The Mayor signed the declaration and with the town clerk</p>
12050	<p>Apologies for absence Cllr S Shing, E Board</p>
12051	<p>To receive any declarations of interest in any items on the agenda Cllr D Shing declared a non-prejudicial interest in minute 12064f</p>
12052	<p>Election of Deputy Town Mayor and acceptance of office It was resolved to elect Cllr D Dunbar as Deputy Mayor of Polegate. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p> <p>The deputy Mayor signed his declaration of acceptance to office along with the town clerk.</p>
12053	<p>Opportunity for Public Comment No one wished to speak</p>
12054	<p>To receive and confirm the minutes of the meeting of the Council held on 24th April 2017 It was resolved to accept the minutes of the full council meeting on 24th April 2017 as accurate. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin,</p>

12055

Standing Committees

a. Appointment of Members to Committees as follows

- i. Finance and Policy Committee (delegated)
- ii. Planning Committee (delegated)
- iii. Personnel Committee
- iv. Flower Contract working group (delegated)
- v. Buildings & Land working group
- vi. Business Plan working group
- vii. Internal Audit Review and Internal Control working group
- viii. High Street toilet working group
- ix. Parking review working group
- x. Bins working group
- xi. Town Centre Steering Group
- xii. Website working group
- xiii. Principles of development working group
- xiv. Electoral boundary review working group
- xv. Risk Management working group
- xvi. Christmas Lights working group

b. Review Terms of References for committees

- i. Finance and Policy Committee
- ii. Planning Committee
- iii. Personnel Committee
- iv. Flower Contract working group
- v. Buildings & Land working group
- vi. Business Plan working group
- vii. Internal Audit Review and Internal Control working group
- viii. High Street toilet working group
- ix. Parking review working group
- x. Bins working group
- xi. Town Centre Steering Group
- xii. Website working group
- xiii. Principles of development working group
- xiv. Electoral boundary review working group
- xv. Risk Management working group
- xvi. Christmas Lights 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 working group
- v. Buildings & Land working group
- vi. Business Plan working group
- vii. Internal Audit Review and Internal Control working group
- viii. High Street toilet working group
- ix. Parking review working group
- x. Bins working group
- xi. Town Centre Steering Group

	<ul style="list-style-type: none"> xii. Website working group xiii. Principles of development working group xiv. Electoral boundary review working group xv. Risk assessment working group xvi. Christmas Lights working group <p>It was resolved to accept the schedule of committees and working groups and members along with terms of references and chairpersons as per the schedule with the amendment of Cllr Ms Snell chair of personnel and Cllr Mrs Berry as vice chair and Cllr Board had been asked to be removed from all committees due to time restrictions.</p> <p>VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12056	<p>Adoption of Standing Orders</p> <p>It was resolved to adopt the standing orders as presented.</p> <p>VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12057	<p>Adoption of Financial Regulations (Periodic Review)</p> <p>It was resolved to adopt the financial regulations as presented. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12058	<p>Adoption of Councillor's code of conduct</p> <p>It was resolved to adopt the councillors code of conduct as presented. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12059	<p>To receive statements of –</p> <ul style="list-style-type: none"> a. Deeds etc held by Council Solicitors b. Details of Asset Register c. Details of Insurance Cover (PDF available on request) <p>The statements were noted by all present.</p>
12060	<p>To appoint representatives to outside organisations</p> <ul style="list-style-type: none"> a. Airs b. Allotments c. CCTV Liaison d. Citizens Advice 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 (HAAP) l. NALC/SALC

	<p>m. Polegate School Governors n. Polegate Twinning Association o. Polegate Windmill p. Press Liaison q. South Downs National park (SDNP) r. South Wealden Association of Local Councils/ WDALC s. Sports t. SSALC / East Sussex ALC Ltd u. Wealden Planning Panel v. Youth w. Elderly</p> <p>It was resolved at appoint the representatives for outside bodies as per the schedule. The duplicate entry for South Downs National Park was removed and Cllr Board was removed from the list of representatives for Hailsham Area Action Plan. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>															
12061	<p>Appointment of Tree Warden – Mr Tim Saunders It was resolved to appoint Tim Saunders as the tree warden. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>															
12062	<p>Appointment of Internal Auditor - Mr M Mulberry It was resolved to appoint Mulberry and Co as the internal auditors. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>															
12063	<p>Adoption of Council Policies/Procedures</p> <table border="1" data-bbox="343 1377 1404 2116"> <tr><td>Airs Manual (staff) – available to view in office ONLY</td></tr> <tr><td>Airs manual for Staffing Policies (including some health & safety issues and equal opportunities) available to view in office ONLY</td></tr> <tr><td>Bee Keeping on allotments Policy</td></tr> <tr><td>Bullying/harassment (external) Policy</td></tr> <tr><td>CCTV Policy</td></tr> <tr><td>Complaints Procedure</td></tr> <tr><td>Co-option Policy</td></tr> <tr><td>Dignity at work Policy</td></tr> <tr><td>Disciplinary Code & Procedure</td></tr> <tr><td>Document Retention Policy</td></tr> <tr><td>Freedom of Information/Data Protection/Publication Scheme</td></tr> <tr><td>General Emergency Policy</td></tr> <tr><td>Grants to Organisations Policy</td></tr> <tr><td>Grievance Procedure (staff)</td></tr> <tr><td>Health & Safety Policy</td></tr> </table>	Airs Manual (staff) – available to view in office ONLY	Airs manual for Staffing Policies (including some health & safety issues and equal opportunities) available to view in office ONLY	Bee Keeping on allotments Policy	Bullying/harassment (external) Policy	CCTV Policy	Complaints Procedure	Co-option Policy	Dignity at work Policy	Disciplinary Code & Procedure	Document Retention Policy	Freedom of Information/Data Protection/Publication Scheme	General Emergency Policy	Grants to Organisations Policy	Grievance Procedure (staff)	Health & Safety Policy
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	<p>Honorary Freeman Policy</p> <p>IT Policy</p> <p>Local Government Pension Scheme – staff entrance to scheme Policy</p> <p>Occupational Health Policy</p> <p>Pensions discretions Policy</p> <p>Press/Media Policy</p> <p>Public Right to speak at meetings</p> <p>Recruitment of ex-offenders policy</p> <p>Risk Management Policy</p> <p>Smoke Free Policy</p> <p>Social Media Policy</p> <p>Statement of Community Involvement</p> <p>Storage of CRB disclosures Policy</p> <p>Street Lighting Policy - new</p> <p>Stress Policy</p> <p>Unreasonably Persistent or vexatious complaints Policy</p> <p>It was resolved to adopt the above policies as presented. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12064	<p>Financial matters</p> <p>a. Accounts for payment A councillor commented on the payment for the cleaning of the toilets.</p> <p>It was resolved to accept the accounts for payment as presented £5202.27 VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p> <p>b. Bank reconciliation, Income & Expenditure Reports, Reserves reports & Trial Balance, Budget 2017/18 figures – <i>for information only bank reconciliation to be signed by member present.</i> Noted by all present</p> <p>c. Barclaycard statement – <i>to note and accept the expenditure paid under delegated authority</i> Noted by all present</p> <p>d. Fees & Charges – review and approve It was resolved to adopt the fees and charges as presented VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p> <p>e. VAT return – for information only Noted by all present</p>

	<p>f. To move the unused budget 2016/17 which has gone to general reserves from a lower urban grass cutting contract 4256 code £2500 to street lights reserve 335 code.</p> <p>The chair of finance explained why moving the funds would be useful for the expected future handover plans.</p> <p>It was resolved to move £2500 from general reserves to the ear marked reserve code 335 for street lighting. VOTE 12 for Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson 1 Abstention D Shing</p>
<p>12065</p>	<p>To consider findings of the review of the system of internal control (minute 11894 attached)</p> <p>It was resolved that the council is satisfied that: the scope of the internal audit was adequate and sufficient for the size of the council; that the auditor was sufficiently independent; that the auditor was competent to carry out the auditor in an appropriate manner; that the auditor did not have a relationship with either the clerk or the Council; that the audit plan was sufficient and effective and with the quality and detail of the content of the audit reports.</p> <p><i>Any improvements: None</i></p> <p><i>Any proposed remedial actions: to check the length of time which was considered to be necessary for a change in auditor and report back on that to the group and then to council. The clerk will check the details of the length of appointment and report back.</i></p> <p>The full council is therefore satisfied with the Scope of the Internal audit; the independence of the auditor; the competence of the auditor; the relationship of the auditor with the clerk and the council; the audit planning and reporting by the auditor.</p> <p>The council also continues to implement internal audit spot checks, so as not to rely solely on the internal audit to identify issues.</p> <p>The council already receives bank statements at each full council meeting.</p> <p>The council already receives the VAT return copy at each full council meeting.</p> <p>The council already receives reports on updates of the asset register and annually at the annual statutory meeting.</p> <p>The council already receives details of the wages at each full council meeting. Two councillors also sign the individual cheques and once changed over to the new online system will be signing a sheet with the individual payments also.</p> <p>The Mayor receives copy bank statements as they are issued to the clerk.</p>

	<p>Standing orders are reviewed annually at the annual stat meeting and additional reviews on major changes.</p> <p>Financial regulations are reviewed annually at the annual stat meeting and additional reviews when required due to legislation or other changes required.</p> <p>The petty cash tin is checked during the year and this will continue. (spot checks)</p> <p>Cheques will be spot checked and a record kept in a similar way to the internal audit procedures. (spot checks)</p> <p>The minutes are regularly checked to ensure that they have been signed in accordance with appropriate practices.</p> <p>Risk assessments are in the process of being assessed and the clerk updates the council/councillors on matters which may affect the risk management of the town council, either financially or reputational.</p> <p>The council has appointed a risk management working group to review risk management systems periodically.</p> <p>The council periodically reviews the ear marked reserves to ensure that they are being used effectively and accumulated for projects that are still required.</p> <p>The council has a thorough budgeting schedule which ensures that all items required and desired are discussed and added and the appropriate funding set aside.</p> <p>Full council is satisfied that the internal controls of the council are both adequate and effective in safeguarding the public VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
<p>12066</p>	<p>To consider and approve the annual Governance statement</p> <p>It was resolved that:</p> <p>The Council has put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.</p> <p>The council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness</p> <p>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</p> <p>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</p> <p>The council carried out an assessment of the risks facing</p>

	<p>the authority and took appropriate steps to manage those risks, including the introductions of internal controls and/or external insurance where required</p> <p>The council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems</p> <p>The council took appropriate action on all matters raised in reports from internal and external audit</p> <p>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</p> <p>This council does not have any trust finds including charitable.</p> <p>VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12067	<p>To consider the annual accounting statements for 2016/17 and annual return</p> <p>The council considered the accounting statements for 2016/17 as presented.</p>
12068	<p>To approve the annual accounting statements for 2016/17 and annual return</p> <p>It was resolved to approve the accounting statements for 2016/17 and the annual return. VOTE all in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12069	<p>For the person presiding at the meeting to sign and date the annual accounting statements and annual return</p> <p>It was resolved that the Mayor would sign and date the accounting statements and annual return. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12070	<p>To receive and approve the internal audit report and propose any amendments/actions required arising from that report</p> <p>The internal audit report was noted by all present. There had been no adverse audit comments.</p> <p>It was resolved to accept the internal audit report and noted there had been no adverse comments. VOTE all in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A</p>

	Snell, R Shing, Mrs S Dobson
12071	<p>To nominate/amend and approve bank signatories for bank mandate</p> <ul style="list-style-type: none"> i. Cllr Ms A Snell ii. Cllr S Shing iii. Cllr Mrs M Piper iv. Cllr D Watts v. Cllr D Dunbar <p>It was resolved that Cllr Ms A Snell; Cllr S Shing; Cllr Mrs M Piper; Cllr D Watts; Cllr D Dunbar be appointed as the bank signatories for the bank mandate. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12072	<p>General Power of Competence</p> <p>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.</p> <p>It was resolved that the council meets the criteria for eligibility to continue to exercise the General Power of Competence.</p> <p>The criteria are</p> <ul style="list-style-type: none"> i) <u>Electoral Mandate</u> 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. <u>ALL COUNCILLORS WERE ELECTED</u> ii) <u>Qualified Clerk</u> 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 <u>THE CLERK IS QUALIFIED IN CiLCA</u> The council meet the above criteria and are therefore able to use the General Power of Competence. <p>VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>

12073	<p>Communications from the Town Mayor (verbal) The new Mayor thanked both the outgoing Mayor and Deputy Mayor on their outstanding work and stated that she had a new list of engagements that she would be going to over the coming months. She also thanked the clerk for her hard work. She stated that she enjoyed working with the whole council as although they each had their own political affiliations everyone worked together for the benefit of Polegate, this enabled the council to get a lot of things done as everyone has the interests of Polegate in their hearts. She apologised for the size of the agenda, and stated it was because this was the annual statutory meeting of the council and many of the legal requirements had to be included on the agenda. She stated that normally there would be a lot more discussion, but that everyone had read their background papers, which made it easier to complete.</p>
12074	<p>Clerks Report Noted by all present</p>
12075	<p>Representatives of outside bodies</p> <ul style="list-style-type: none"> i. Police – people’s voice (report attached) ii. Cuckmere Community Buses <p>The reports were noted by all present</p>
12076	<p>To extend the invite to the Heartstart training to community groups if the uptake of the shop keepers is poor.</p> <p>It was resolved to extend the invite to the Heartstart training to community groups as proposed. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12077	<p>Feasibility Report (49 /51 High Street site) changes - to delegate to the buildings and land working group to appoint a new contractor and amend the specification as required following contractor changes</p> <p>The chair of the Building and land working group expressed his dissatisfaction at the contractor who had relinquished the contract at such a late stage. It was agreed that this should be decided at the earliest convenience to progress the changes as it included not only the High Street office site but the High street toilets refurbishment.</p> <p>It was resolved to delegate to the buildings and land working group to appoint a new contractor and amend the specification as required following contractor changes. VOTE All in favour Cllrs D Watts, Mrs M Piper, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, D Shing, M Falkner, T Bennett, D Murray, Ms A Snell, R Shing, Mrs S Dobson</p>
12078	<p>Proposed dates of next cycle of meetings (for approval and noting) Full Council 26th June 2017 Full Council 31st July 2017 Full Council 25th September 2017 Preliminary budget meetings October TBA</p>

Full Council 30th October 2017 Full Council 27th November 2017 (initial budgets) Full council 11th December 2017 Budget and precept agreements Full Council 8th January 2018 precept and budget 2018/19 final
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The meeting closed at 8.21 pm

Signed Mayor of Polegate _____

Date _____