

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Annual Statutory meeting held on Monday 21st May 2018
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing (12)

Not Present: Cllrs R Shing, Mrs M Phillips, S Shing, (3)
1 member of the public

Minute No.	Subject/Resolution
12360	Election of the Town Mayor It was resolved to elect Cllr Ms Angela Snell as Mayor of Polegate. VOTE all in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson
12361	To receive the Mayor's declaration of acceptance of office The Mayor signed the declaration and it was countersigned by the proper office/town clerk
12362	Apologies for absence Cllrs Mrs M Phillips, S Shing, R Shing
12363	To receive any declarations of interest in any items on the agenda None
12364	Election of Deputy Town Mayor and acceptance of office It was resolved to elect Cllr Mrs M Piper as Deputy Mayor of Polegate. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson The Mayor thanked Cllr Dunbar for all his hard work as Deputy Mayor and presented him with a gift. The deputy Mayor signed her declaration of acceptance to office and it was counter signed by the proper officer/town clerk. She thanked everyone for electing her to the role and commented how it was the first time in Polegate's history that both the Mayor and Deputy Mayor were female.
12365	Opportunity for Public Comment A resident commented that he wanted to repeat what he had said at the last meeting regarding the internal auditor.
12366	To receive and confirm the minutes of the meeting of the Council held on 30th April 2018 It was resolved to accept the minutes of the full council 30 th April 2018 as an accurate record of the meeting. (the minutes were signed by the Mayor). VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson
12367	Standing Committees

a. Appointment of Members to Committees & appointment of Chairpersons to Standing Committees/Working groups as per schedule

- i. Finance and Policy Committee (delegated)
- ii. Personnel Committee
- iii. Planning Committee (delegated)
- 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/Neighbourhood Plan working group (delegated except financial)
- xiv. Christmas Lights working group (delegated)
- xv. Electoral boundary review working group
- xvi. Risk Management working group
- xvii. Libraries working group (delegated)

Cllr D Shing arrived at 7.40pm

It was resolved to appoint the above committees and working groups with memberships, chairs and vice chairs as shown in the schedule. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W. Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing

b. Review Terms of References for committees/working groups

- i. Finance and Policy Committee (delegated)
- ii. Personnel Committee
- iii. Planning Committee (delegated)
- 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/Neighbourhood Plan working group (delegated except financial)
- xiv. Christmas Lights working group (delegated)
- xv. Electoral boundary review working group
- xvi. Risk Management working group
- xvii. Libraries working group (delegated)

	<p>It was resolved to adopt the terms of references for the committees and working groups as shown on the schedule. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12368	<p>Adoption of Standing Orders It was resolved to adopt the standing orders as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12369	<p>Adoption of Financial Regulations (Periodic Review) It was resolved to adopt the financial regulations as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12370	<p>Adoption of Councillor's code of conduct It was resolved to adopt the councillor's code of conduct as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12371	<p>To receive statements of –</p> <ul style="list-style-type: none"> a. Deeds etc held by Council Solicitors (if received before the meeting) Noted old version had not changed, but new letter had not been received yet from the solicitors. b. Details of Asset Register (PDF available on request available online) Noted by all present c. Details of Insurance Cover (full policy PDF available on request) Noted by all present
12372	<p>To appoint representatives to outside organisations An amendment was made to the HAAP representative and it was questioned whether this had been disbanded. A councillor requested that the clerk ask if there were any future changes that Polegate's voice could still be heard on the development of the area. It was resolved to appoint representatives as per schedule with amendments on HAAP. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12373	<p>Appointment of Tree Warden – Mr Tim Saunders It was resolved to appoint Tim Saunders as Tree warden. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12374	<p>Appointment of Internal Auditor – Mulberry & Co A discussion took place on the internal audit review and the changes that Mulberry & Co were making to ensure that audits were rotated.</p>

	<p>A councillor asked if the council was looking at others. The clerk stated that following the question last year by the working group she had made enquiries with other clerks and with the current auditor and the auditor had stated that different auditors would be sent to ensure the "fresh eyes" on the council's audit. A councillor commented that if the council was satisfied that the fees and service were acceptable there was no reason to change and the audit would still be independent. A councillor commented on the way private sector worked and was happy that the current auditors would be rotating to keep the independence.</p> <p>It was resolved to appoint Mulberry & Co as the internal auditors. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
<p>12375</p>	<p>Adoption of Council Policies/Procedures See attached list – to be adopted as presented with the caveat that these will be reviewed in full shortly through finance & policy committee</p> <p>A councillor reminded councillors that they would need to change over to the Town Council emails addresses or could face issues with regards to their personal emails.</p> <p>It was resolved to adopt the policies/procedures as presented with the caveat that these would be reviewed during the year as there were some changes required under the new General Data Protection Regulations. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
<p>12376</p>	<p>Financial matters</p> <p>a. Accounts for payment</p> <p>It was resolved to accept the accounts for payment to the value of £7013.98 (£1977.34, £1674.64, £3362.00) VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p> <p>b. Income & Expenditure Reports, Reserves reports VAT return <i>for information only.</i> These were noted by all present.</p> <p>c. Barclaycard statement – <i>to note and accept the expenditure paid under delegated authority</i> These were noted by all present</p> <p>d. Fees & Charges – review/approve (see attached schedule, may be reviewed during the year)</p> <p>A brief discussion took place on the fees for the hire of the chambers and the allotments rentals. It was noted that the allotment rentals would probably be raised to ensure that they were covering the cost of providing them and clearing allotments when issues arose. A councillor asked whether the hire of the chambers could be</p>

	<p>reviewed also. The chair of finance stated that the fees would be looked at as when the umbrella body (Wannock) came into force there would need to be changes made.</p> <p>It was resolved to adopt the fees and charges as shown for the time being with the caveat that these would be reviewed within the next 12 months. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12377	<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 circulated to all members prior to the meeting and noted by all present.</p> <p>It was resolved to accept the internal audit report and noted that there were no recommendations for change at present. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12378	<p>To note and approve bank signatories for bank mandate</p> <ol 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 to appoint/approve Cllr Ms A Snell, Cllr S Shing, Cllr Mrs M Piper, Cllr D Watts, Cllr D Dunbar as bank signatories. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12379	<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>The criteria are</p> <ol 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. ALL COUNCILLORS WERE ELECTED 2 councillors have been co-opted since the last resolution – The Town Council is still eligible. 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

	<p>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</p> <p>THE CLERK IS QUALIFIED IN CILCA</p> <p>The council meet the above criteria and are therefore able to use the General Power of Competence.</p> <p>It was resolved that the Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk and is able to continue to exercise the General Power of Competence VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12380	<p>Communications from the Town Mayor (verbal)</p> <p>The Mayor commented that she had attended the Havelock House summer fete.</p>
12381	<p>Review of business plan</p> <p>The draft changes were circulated to all prior to the meeting and noted by all presented.</p> <p>It was resolved that the Business Plan working group would consider those amendments and look at any other changes and report those back to council as there were many changes that may affect the business plan over the coming year(s).</p> <p>VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing</p>
12382	<p>Proposed dates of next cycle of meetings</p> <p>Full Council 25th June 2018</p> <p>Full Council 30th July 2018</p> <p>Full Council 24th September 2018</p> <p>Full Council 29th October 2018</p> <p>Full Council 26th November 2018 & 10th December 2018</p> <p>The Mayor reminded councillors that the Dementia friendly event was taking place in and around the council office on Thursday 24th May 2018. Cllr M Falkner gave his apologies for the meeting on 25th June 2018. The Mayor reminded everyone regarding the 7th July 2018, meet your councillor coffee morning at the community centre.</p>

The meeting closed at 8.28 pm

Signed Mayor of Polegate _____

Date _____