

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 26th February 2018
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, S Shing (11)

Not Present: Cllrs Ms A Snell, R Shing, Mrs C Berry (3) *NB 1 vacancy*
3 members of the public

Minute No.	Subject/Resolution
12291	Opportunity for public comment Standing orders were suspended A resident spoke regarding minute 12297 Standing orders were reinstated
12292	Apologies for absence Cllrs R Shing(work), Ms A Snell (holiday), Mrs C Berry (other commitments)
12293	Declarations of interest in any items on the agenda Cllr D Dunbar minute 12297 (Trust member non prejudicial)
12294	To approve and adopt the minutes of full council of 29th January 2018. It was resolved to adopt the minutes of full council of 29th January 2018. VOTE 10 for Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, 1 abstention S Shing
12295	To adopt the minutes and recommendations of committees and working groups a) Finance & Policy Committee minutes of 9th February 2018 The time for the commencement of the meeting was incorrect and amended to 9.45am. It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee meeting of 9th February 2018 with the amendment of the start time to 9.45am. VOTE All in favour Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, S Shing
12296	Financial Update a) Approval of payments as presented A councillor asked what the payment to you raise me up was for. The clerk explained that the money raised from the coffee morning less the expenses left the £130.52 and this was being presented to You raise me Up as the Mayors charity as resolved. It was resolved to approve the accounts for payments as presented to the value of £3810.09 VOTE All in favour Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, S Shing

	<p>b) Barclaycard Statements – already authorised for noting £ 630.78 Noted by all present</p> <p>c) Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, journals, VAT return All were circulated prior to the meeting and noted by all present.</p>
<p>12297</p>	<p>Motion for council to consider sending a letter to the relevant authority expressing concern about the ambulance service response times, regarding their 999 telephone answering response time and the actual times for an ambulance to attend an incident, following some Polegate residents experiencing recent negative experiences regarding these matters, with some serious outcome and a possible ongoing risk for our residents who find themselves in urgent need of this service in future.</p> <p>An amendment to remove the cc Eastbourne Coroner had already been submitted.</p> <p>A detailed discussion took place on the merits of sending the letter to the chief executive of SECAMB, The chief executive Dr Adrian Ball of Eastbourne DGH and copies to the MP Maria Caulfield, The Trust Board of SECAMB and the Council of governors (SECAMB). It was reiterated that the letter was in praise of the staff but expressing concerns over the <i>system</i> which allowed 999 calls to be put on hold and when ambulances arrived at the hospital no corridor staff to take over the patients and release the ambulance crews to continue their service.</p> <p>There were concerns expressed over people being left in the corridors on trollies whilst ambulance crews wait but it was acknowledged that this was a long term issue and that the CQC and hospital were aware and some action was being taken; notably a new facility near A&E for triage which was currently being built. A councillor commented that the council was building relationships with the emergency services and that he would be abstaining because of this.</p> <p>It was resolved to send the letter to the Chief Executive of SECAMB and copies to Chief executive - Dr Adrian Ball, the Council of Governors of SECAMB, The trust board of SECAMB and MP Maria Caulfield. VOTE 9 for Cllrs D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, 2 abstention Cllrs S Shing, D Dunbar</p>
<p>12298</p>	<p>Draft Community Resilience Plan (working document): Principles and adopt as a DRAFT</p> <p>A councillor stated that the plan would be added to once the annual town assembly had taken place. There would be more advertising for volunteers and more liaison with the emergency services to create a full (new) plan to tie in with the emergency services. He also stated</p>

	<p>that the police, fire and rescue and ambulance representatives would be attending the annual town assembly to give brief talks explaining the role of volunteers and encouraging people to volunteer for various helping roles in the event of a major incident. He was asked about the advertising of the event as rarely did residents attend. He stated that there would be a banner, it would be advertised on social media and the website and boards and locally and would also be advertised at the Your Community public event.</p> <p>A councillor asked about the radio, the clerk stated that she had that in her office. A councillor asked about the 4 x 4 group, the chair stated that this was part of the plan, and more details would be added. A number of Cllrs asked about contacts on page 18. They were advised these were being added to over the coming months. The clerk confirmed that the "NRA" on page 18 referred to the National Rivers Authority.</p> <p>It was resolved to adopt the draft resilience plan principles proposed in the Community Resilience Plan as a working document to be added to as and when required.</p> <p>To agree to establish a formalised Community Resilience Team in conjunction with the Emergency Planning Officer at Wealden District Council</p> <p>To Authorise the Town Clerk to make the necessary arrangement and allocate staff resources to finalise, maintain and update the plan (including arrangements for the Annual Town Assembly)</p> <p>To agree a small budget of £1000 in the first instance for the purchase of essential equipment and protective clothing to be paid from general reserves.</p>
12299	<p>Motion for council to create a fully delegated working group to be led by Mrs J Ognjanovic (Polegate) & Mrs S Godfrey (Stone Cross) and to include a resident of Polegate, a resident of Stone Cross and one Polegate Town Councillor from the volunteer Cllrs (Cllrs B Goodwin, Mrs M Piper, Ms A Snell, S Shing and D Watts volunteered)</p> <p>a) Council to agree that the mayor and Deputy Mayor sign and seal the contract (in accordance with standing orders) which will be administered by the delegated working group with a bank account already set up for the purpose, separate to the council accounts. (Shepham Community Benefit Fund). <i>NB Funds will be transferred into the Shepham Community Benefit Fund bank account (and not made out to Polegate Town Council)</i></p> <p>b) For the clerk to do the paperwork/accounts as part of the working group and for the paperwork to be stored at the council offices to ensure it is retained for the future.</p> <p>c) For the working group to meet in the council offices free of charge</p> <p>An update from the solicitor had been received and further comments regarding the changes to the organisation and legal</p>

position for the council in setting up the working group rather than an independent group of individuals).

This was circulated to all councillors prior to the meeting.

The solicitor had commented that the motion should state The working group is to undertake the obligations of the town Council under the terms of the agreement between Second Generation Shepham Ltd(1) and Polegate Town Council (2). In view of these obligations he considered that there should be a reporting system back to the town council which could be made in conjunction with the report to the Company.

He stated that any disgruntles organisation not receiving a grant may complain to the council who would need to be able to deal with that and obtain information. The example application form was circulated to all councillors and agreed that this should suffice for restricting complaints (the decision of the working group is final and no further correspondence would be entered into.)

The solicitor also commented that bearing in mind the life span of the wind farm, the working group may "go off the rails" and the contract should make it clear that the council has the right to dissolve the working group.

He also stated that if grants are not made in accordance with the requirements of the agreement of the Company they can cease to make payments under the agreement (clause 4.2). If there are any repercussions that this would fall to the council.

As there would be a councillor representative on the working group, it was considered that they would ensure no payments were made outside of the agreement.

A councillor also put forward a number of comments including: The agreement should include a clause that if the council wish to withdraw it is able to.

That the report to council and the company be made prior to the anniversary payment each year.

A councillor asked if there were representatives form each community the clerk stated that there were and these could be changed for time to time in the future. He asked who would minute/record the meeting. The clerk stated that she would be able to do that or Mrs Godfrey in the event of the clerk chairing the meeting.

A councillor asked that if possible the accounts should be requested. Other councillors commented that this may not be possible for smaller organisations who wished to use the funding to do an event/activity only. It was agreed that the working group should be informed that due diligence should be carried out on those requesting funds in order to ensure that the funding was spent appropriately. It was agreed that in the terms of reference as stated would be accepted and the contract with the addition of a clause to cease if so desired. It was understood that the bank account had already been set up and was ready to administer the funding. It was circulated and noted that the parish clerk at Stone Cross had emailed the Town Clerk to advise that Westham Parish council (covering Stone Cross) did not wish to be involved.

	<p>It was resolved to set up the working group (as per the Terms of reference) with full delegated authority to comprise of Mrs J Ognjanovic, Mrs S Godfrey (who were bank signatories) one councillor representative from Polegate Town Council as per the volunteers stated above. Mrs Godfrey at present would represent the Stone Cross community and would encourage two other residents of Stone cross to be involved. One resident of Polegate, which may change from time to time. It was noted that these were not council funds and the funding would go direct to the Shepham Community Benefit Fund bank account for distribution by the working group in accordance with the contract.</p> <p>It was resolved that the paperwork would be stored at the council offices and the working group would meet at the council offices free of charge. VOTE All in favour Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, S Shing</p>
12300	<p>Dates of the next scheduled meetings</p> <p><i>NB Great Polegate Clean Up Saturday 17th March 11am</i></p> <p>Full Council 26th March 2018</p> <p><i>NB "Your Community" Public Information Event (previously Senior moments) Saturday 7th April 2018</i></p> <p><u>Annual Town Assembly 16th April 2018</u></p> <p>Full Council 30th April 2018</p> <p><u>Annual Statutory Meeting 21st May 2019 (Election of Mayor)</u></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</p> <p>Full Council 10th December 2018</p>
12301	<p>Council to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted</p> <p>It was resolved to continue the meeting in confidential session as per the above act (reason: Paperwork from Wealden is confidential and not to be released to the public)</p> <p>VOTE All in favour Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, S Shing</p>
12302	<p>London Bridge Protocol - confidential</p> <p>It was resolved that the Town Council would act in accordance with the confidential Wealden Protocol document with minor changes in respect of being the Town Council. The Town Clerk be delegated to make the appropriate arrangements and to purchase a book of condolence and other incidentals (badges of office, mourning bands, ties,</p>

	ribbon, photo frame etc) to be paid for from general reserves. (To be notified to council). It was agreed that the council garden would be used for the laying of flowers. VOTE All in favour Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, S Shing
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The meeting closed at 8.38 pm

Signed Mayor of Polegate _____

Date _____