

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 27th October 2014
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present:

Cllrs M Clewett **MCI** (Mayor), Mrs M Piper **MP**, J Harmer **JH**, D Broadbent **DB**, M Cunningham **MC**, T Voyce **TV**, Mrs J Voyce **JV**, H Parker **HP (8)**

Not Present:

Cllrs Mrs C Berry **CB**, J O’Riordan **JOR**, D Shing **DS**, M Pybus **MPy**, G Gibbs MBE **GG** E Board **EB**, S Shing **SS (7)**

6 members of the public

Minute No.	Subject/Resolution	Action
11114	Apologies for absence Cllrs Mrs C Berry (long term illness), D Shing (personal), S Shing (personal), M Pybus (work), J O’Riordan (personal), G Gibbs (personal)	
11115	Declarations of interest None	
11116	Opportunity for public comment A resident spoke against the motion proposing the closure of the toilets at Wannock. (the motion was later withdrawn)	
11117	Minutes of the Full Council meeting of 29th September 2014 It was resolved to sign the minutes of the Full Council meeting of 29th September 2014 as true records of those meetings. VOTE 5 for (Cllrs D Broadbent, M Clewett, M Cunningham, Mrs M Piper, J Harmer 3 abstentions Cllrs Mrs J Voyce, T Voyce and H Parker	
11118	Adoption of Minutes from Committees and Standing Committees Planning minutes of the meetings 29th September 2014 a) It was resolved to adopt the minutes and recommendations of the Planning Committee meeting held on 29th September 2014 VOTE 5 for 3 abstentions FOR: Cllrs D Broadbent, M Cunningham, J Harmer Mrs J Voyce, T Voyce Abstention Cllrs Mrs M Piper, H Parker, M Clewett	
11119	Mayor’s Report The Mayor read out the following statement <i>“Polegate Town Council is shocked and saddened by the news that a domestic incident occurred on Wednesday 22 October between Joseph O’Riordan and his wife, Mrs Amanda O’Riordan. We understand that Amanda remains in a serious condition in hospital.</i> <i>Amanda is well known throughout the town, especially amongst the numerous voluntary organisations to whom she gives her support. She has also given freely of her time to Council at several civic occasions.</i> <i>Our thoughts are with Amanda, her family and many friends at this time.”</i> The Mayor updated the council on the events he had attended.	
11120	Town Clerk Report The report had been circulated prior to the meeting and noted by all present. A councillor asked if the clerk knew when Gilda Crescent would	

	<p>be resurfaced. The clerk said that she did not but understood that it would be done prior to the yellow lines.</p> <p>A councillor asked about the bus shelter at Shepham Lane. The clerk stated that the shelter did not belong to the town council as it had not yet been handed over. Taylor Wimpey were aware and had now been passed the details of the vehicle from the police.</p>	
<p>11121</p>	<p>Financial Update</p> <p>The accounts and payments had been circulated prior to the meeting and noted by all present.</p> <p>a) It was resolved to accept the accounts for payment to the value of £4440.27</p> <p>It was resolved to accept the payments to the value of £4440.67 VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p> <p>b) Barclaycard Statement for noting and approval</p> <p>The statements had been circulated prior to the meeting and noted by all present.</p> <p>It was resolved to accept the payments to the value of £363.67 VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p>	

¹ NB Statute overrides our standing orders but it would be prudent to amend these to avoid confusion.

c) Bank Reconciliation and accounts for information

Reports were circulated prior to the meeting.

It was resolved to accept the accounts as presented.

VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

d) VAT Return – copy of submission for noting

The VAT sheets and online return were noted by all present

e) Changes to the asset register None

Noted by all present

f) Internal Audit Review and Internal Control

i) Motion to create an Internal Audit and Internal Control Committee to review the effectiveness of Internal Audit and Internal Control; The Terms of reference as follows: To comprise of the Chair of Finance, Vice chair of Finance and one other councillor; quorum to be three; to review the internal audit and internal systems of control and to make a report to full council with recommendations and comments for Review by Full Council annually

It was resolved to create an Internal Audit and Internal Control Committee to review the effectiveness of Internal Audit and Internal Control; The Terms of reference as follows: To comprise of the Chair of Finance, Vice chair of Finance and one other councillor (Cllrs M Cunningham, H Parker and M Clewett); quorum to be three; to review the internal audit and internal systems of control and to make a report to full council with recommendations and comments for Review by Full Council annually VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

ii) Internal audit appointment and review of systems - does council wish to submit any additional items for the internal auditor to review?

It was resolved to submit no additional questions for internal audit. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

g) Motion to set up a working group to consist of the chair and vice chair of finance to discuss potential changes in Financial regulations; not to require public notice and to produce a report and submission to full council for adoption of amended financial regulations

It was resolved to set up a working group to consist of the chair and vice chair of finance to discuss potential changes in Financial regulations; not to require public notice and to produce a report and submission to full council for adoption of amended financial regulations

VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

h) In accordance with the new guidelines about to be introduced, to arrange for the Mayor to have a duplicate statement sent to his/her house at the same time as statements are sent to the office for the bank reconciliation. (A letter of request to be drafted and signed by two signatories)

It was resolved to have duplicate statements sent to the Mayor (current at the time, to be changed on change of Mayor) VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

i) Changes to Standing orders to reflect changes in legislation – to remove the word not from the item 3L (page 6 of 23)¹

It was resolved to amend standing orders to remove the word not from the item 3I (page 6 of 23) to reflect the current changes in legislation.

VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

j) Motion to increase the budget for councillors allowances by £1000 from general reserves as per new claimants this financial year to meet the new level of expenditure and comply with legislation

It was resolved to increase the budget for councillors allowances by £1000 from general reserves as per new claimants this financial year to meet the new level of expenditure and comply with legislation VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

k) Motion to increase the councillors expenses by £200 to comply with legislation and resolutions regarding representatives of outside bodies

It was resolved to increase the councillors expenses by £200 to comply with legislation and resolutions regarding representatives of outside bodies VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

l) Virement between the fire precautions budgets to cover the over and under spends in each budget figure and to authorise use of general reserves to cover the slight increase £250 max to cover the current invoices (increases this year slightly over budget) – legally required and authorised under delegated authority plus required invoice for £161 plus VAT to replace detectors following service

	<p>It was resolved to vire funds between the fire precautions budgets to cover the over and under spends in each budget figure and to authorise use of general reserves to cover the slight increase £250 max to cover the current invoices (increases this year slightly over budget) – legally required and authorised under delegated authority.</p> <p>It was resolved to authorise the invoice for £161 plus VAT to replace detectors following the service advice. VOTE 7 for Cllrs M Clewett, Mrs M Piper, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker 1 against Cllr J Harmer</p> <p>m) To determine the charge for the hire of Wannock Office (ad hoc rentals) range locally £11-35 per hour, suggested charge around £15 per hour – now have a number of enquiries for ad hoc hire</p> <p>A discussion took place over the rental of the office area. A councillor stated that he wished to put a motion for a future meeting regarding the possibility that the Town Council could support the Downlands Medical Centre in allowing rental of the Council office area at Wannock.</p> <p>The clerk stated that there was a covenant in place that would prevent this.</p> <p>The councillor asked to investigate the possibility of changing the covenant.</p> <p>A councillor stated that the council could rent out ad hoc whilst the motion was being investigated.</p> <p>It was resolved to rent out ad hoc to local groups at a rate of £15 per hour. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p>	
11122	<p>Contracts renewals</p> <p>a) Flower contract Summer 2015 & Winter 2015</p> <p>Motion to plant the summer hanging baskets, planters and troughs as per specification attached.</p> <p>To plant the crossroads cascading tub as per the sponsorship. To Plant the council gardens as per the detail in the specification attached - subject to a budget being set for these items at precept setting (NB winter pansies will stay in this year 2014)</p> <p>A number of councillors commented that they did not like the style of the cascading tub and may not renew the agreement with the sponsor for the 2015/16 year. A councillor disagreed and stated that she thought it had looked lovely when in full bloom earlier in the year.</p> <p>It was resolved to plant the summer hanging baskets, planters and troughs as per the detail in the specification attached - subject to a budget being set for these items at precept setting (NB winter pansies will stay in this year 2014) Summer 2015 & Winter 2015.</p> <p>VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p> <p>It was resolved to plant the crossroads cascading tub as per the sponsorship (2015/16)</p> <p>VOTE 4 for Cllrs H Parker, M Cunningham, Mrs M Piper, D Broadbent 1 against (Cllr J Harmer) 3 abstentions (Cllrs</p>	

	<p>Mrs J Voyce, T Voyce, M Clewett</p> <p>It was resolved to plant the council gardens as per the detail in the specification attached - subject to a budget being set for these items at precept setting (NB winter pansies will stay in this year 2014) Summer 2015 & Winter 2015 VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p> <p>b) Motion to create a Flower Committee with delegated authority to determine any further details within the budget set.</p> <p>It was resolved to create a Flower Committee with delegated authority to determine any further details f the flower contracts within the budget set. To consists of Cllrs Mrs M Piper, J Harmer, H Parker: to have delegated authority to determine any further details (with regards to flowers) within the budget set; to determine the dates and times of its meetings; to appoint its own chair and vice chair; quorum to be 3; a public notice will be given and public will be able to attend and comment VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p>	
11123	<p>Gosford Way Allotment</p> <p>a) Letter from Wealden District Council - Does Polegate Town Council wish to maintain the whole area of the allotment including the plot next to the car park as per the letter and drawing (this facilitates the use of the area as an additional allotment</p> <p>A councillor asked if the land could be brought up to a good condition prior to taking it over. The clerk stated that this had already been done, but the letter was additional permission for the land in order to reduce costs.</p> <p>It was resolved that in order to use the allotment area the council agree to maintain the land as shown in the letter and attached drawing. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p>	
11124	<p>Motion to add one new member to the High Street toilet refurbishment Committee. (NB Meetings are held weekdays only at 2.15/3 pm next meeting due Wednesday 29th October 2014 at 3 pm)</p> <p>There were no volunteers and therefore Mrs M Piper stated that she would attend as ex officio as required.</p>	
11125	<p>Motion to add one or more new member(s) to the Age Gym Advisory Committee following the resignation of Cllr O’Riordan from the Age Gym Advisory Committee due to other commitments</p> <p>There were no volunteers and therefore the committee remain as Cllrs Mrs J Voyce, T Voyce, Mrs M Piper and M Clewett</p>	
11126	<p>Motion to substitute Cllr H Parker for Cllr Mrs C Berry on personnel until Mrs Berry’s health improves</p> <p>It was resolved that Cllr H Parker would substitute for Mrs C Berry as vice chair of personnel until her health improved. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J</p>	

	Voyce, H Parker	
11127	<p>Motion to have the Mayors Christmas Party (paid for by the Mayor) on Monday 15th December and to close the office in order that the staff may help organise the event. The event is planned to run from 11am -1pm</p> <p>It was resolved that the Mayors Christmas Party (paid for by the Mayor) would take place on Monday 15th December and the office would close in order that the staff may help organise the event. The event is planned to run from 11am -1pm VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p>	
11128	<p>Motion to allow the Dickensian Group to use the rear office (51) for Santa's grotto and for the chambers to be used by the Morris men on the day</p> <p><u>Cllr J Harmer, M Clewett & M Cunningham declared an interest (non pecuniary) at this point as members of the Dickensian group (J Harmer also as a member of the Morris group)</u></p> <p>It was resolved to allow the Dickensian Group to use the rear office (51) for Santa's grotto and for the chambers to be used by the Morris men on the day VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p>	
11129	<p>Planning BUDGET to discuss the small provisional budget and make a resolution to put forward for discussion when the budgets are discussed in full at the budget/precept setting meeting</p> <p>It was resolved to out forward £200 to the main budget meeting discussions. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p>	
11130	<p>BUDGET SUGGESTION - Motion to put forward closure of the toilets at the Polegate War Memorial Recreation Ground to reduce £6000 from the budget costs – an in principle decision to carry forward to the budget meeting. Discussion of this item may include details that will need to be discussed in confidential session (staff)</p> <p><u>Withdrawn to be put forward to the budget discussions instead.</u></p>	
11131	<p>Proposed dates of next cycle of meetings</p> <p><i>NB Finance & Policy 7th November 2014 not stated at the meeting.</i></p> <p>Personnel budget 24th November 2014</p> <p>Full Council 24th November 2014</p> <p>Business Plan, Buildings & land Joint Committee 8th December 2014</p> <p>Full Council precept 12th January 2015</p> <p>Finance & Policy Committee 23rd February 2015</p> <p>Full Council 23rd February 2015</p> <p>Business Plan & Buildings & Land Joint Committee 30th March 2015</p> <p>Full Council 30th March 2015</p>	
11132	<p><i>NB the meeting was then adjourned and the age gym advisory committee meeting (which was due to follow the meeting took place in order to save the public leaving, waiting and then returning for the meeting. the meeting then recommenced</i></p> <p>Committee to consider pursuant to section 1(2) of the public bodies (admissions 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 – employment matters</p>	

	<p>It was resolved to exclude the press and public in pursuant to section 1(2) of the public bodies (admissions to meetings) Act 1960 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 – employment matters VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p>	
<p>11133</p>	<p>Staff Matters</p> <p>a. To determine whether full council support the following in principle and if so to take forward for discussion at budget meeting</p> <p>i. Additional member of staff - Deputy/Assistant Clerk and associated budget costs It was resolved to put £15,000 in the personnel budget for the provisional budget discussions VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p> <p>ii. Living Wage for Litter Picker & Cleaner caretaker and associated budget costs It was resolved that the Litter picker post budget figures would be increased to £7 per hour and the cleaner would remain on the NJC rate. The figures would be recalculated and submitted as budget proposals for discussion at the budget meeting VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p> <p>iii. Staff sick pay (currently NIL -suggested two weeks) and associated budget costs It was resolved that the clerk would submit the approximate costs to the council should two weeks sick pay be granted to all staff and submit that figure to council for the budget discussions. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p> <p>iv. Pensions auto enrolment (currently no staff are allowed to enter the pension scheme) and associated budget costs It was resolved not to allow staff to re enter the LGPS and to remain with the Stakeholder pension and to submit the 5% as a budget proposal for pensions following auto enrolment. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker</p> <p>v. Salary reviews and associated budget costs It was resolved to put forward at least an additional 50 pence per hour on the maintenance persons post, the figures would be recalculated (in line with an NJC scale) and submitted as a proposal for the</p>	

budget discussions. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

It was resolved to submit all other budgets as shown to the budget meeting discussions VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

It was resolved to move the clerk to the next salary scale (from 1st April 2015) and for that not to be capped and to submit £33,857 as the budget proposal for that post. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, D Broadbent , M Cunningham , T Voyce , Mrs J Voyce, H Parker

The meeting closed at 9.30 pm