

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Annual Statutory Meeting held on Monday 19th May 2014 in the United Reformed Church Hall, Victoria Road, Polegate at 7.30 p.m.

Present: Cllrs M Clewett **MCI** (Mayor), T Voyce **TV**, M Cunningham **MC**, Mrs M Piper **MP**, G Gibbs MBE **GG**, Mrs J Voyce **JV**, S Shing **SS**, H Parker **HP**, D Broadbent **DB**, J O'Riordan **JOR**, M Pybus **MPy** (11)

Not Present: Cllrs D Shing **DS**, E Board **EB**, Mrs C Berry **CB** J Harmer **JH** (4)

8 Members of the Public

10969 Election of Town Mayor

It was proposed Cllr M Clewett be elected to the position. The motion was Seconded. No further nominations were received.

The Mayor was thanked for his commitment over the last two years and for representing the town so well.

The outgoing mayor commented that he had enjoyed two years of being Mayor, some moments were very enjoyable. He thanked all councillors for their support and the office staff. He congratulated the new Mayor on his election to office and wished him well.

It was resolved to elect Cllr M Clewett as Town Mayor a vote was taken All 9 for T Voyce, M Cunningham, Mrs M Piper, G Gibbs MBE, Mrs J Voyce, H Parker, D Broadbent, J O'Riordan, M Pybus 2 abstentions Cllr M Clewett, S Shing

10970 To receive the Mayors declaration of acceptance of Office

The Mayor signed the declaration of acceptance of office of Town Mayor which was countersigned by the Town Clerk.

The new Mayor stated that he felt it was an honour to represent the town of Polegate as Mayor and was looking forward to the role. He thanked the outgoing Mayor for all his hard work and the time he had devoted to the position.

10971 Apologies for absence

Apologies were received from Cllrs E Board (work), J Harmer (holiday), D Shing (work), Mrs C Berry (illness).

10972 To receive any declarations of interest in any item on the agenda

None

10973 Election of Deputy Town Mayor

The Town Mayor called for nominations for the office of Deputy Town Mayor.

It was proposed that Cllr Mrs M Piper be elected for the ensuing year. This was Seconded there were no other nominations.

It was resolved to elect Cllr Mrs M Piper as Deputy Town Mayor.

VOTE 9 for M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus 1 abstention (Mrs M Piper)

Cllr Mrs M Piper duly signed his declaration of acceptance of office as Deputy Mayor and this was counter signed by the Town Clerk.

**10974 Opportunity for public comment
Standing Orders suspended**

A resident thanked the Mayor for his work in saving the signal box and wished him well in his new position.

Standing order reinstated

10975 To receive and confirm the minutes of the meeting of the council held on 28th April 2014.

The minutes of the meeting were agreed as correct and signed by the Mayor.

10976 Standing Committees

a. Appointment of Members to Standing Committees

A resolution for all members (as provided in the background papers was taken en bloc.

It was resolved to appoint the following councillors to committees as shown below

<p>Finance & Policy Committee</p> <p><i>At least once per year prior to budgets</i></p> <p>delegated authority</p>	<p>Chair Vice Chair</p> <p>2 ex officio</p>	<p>Malcolm Cunningham Hugh Parker Jill Voyce Tim Voyce Mark Pybus Chris Berry Stephen Shing Ed Board</p>
<p>Personnel Committee</p> <p><i>(as and when)</i></p> <p>no delegated authority</p>	<p>Chair Vice Chair</p> <p>1 ex officio</p>	<p>Jill Voyce Chris Berry Malcolm Cunningham John Harmer Joseph O’Riordan Margaret Piper Don Broadbent</p>
<p>Planning Committee</p> <p><i>(as and when)</i></p> <p>delegated authority</p>	<p>Chair Vice Chair</p> <p>2 ex officio</p>	<p>Tim Voyce Michael Clewett Margaret Piper Chris Berry Jill Voyce Hugh Parker</p>
<p>Business Plan Buildings & Land</p>	<p>Chair</p>	<p>Tim Voyce Michael Clewett</p>

<p>Committee (as and when)</p> <p>no delegated authority</p>	<p>2 ex officio</p>	<p>J Harmer Mrs M Piper Chris Berry Joseph O’Riordan Mrs J Voyce H Parker E Board</p>
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VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

b. Review Terms of references for Committees

A motion to vote en bloc was proposed

It was resolved to accept the Terms of references for Finance & Policy committee; Planning committee, Personnel committee, Business Plan and Buildings & Land Committee with the addition that all are able to elect a chair and vice chair VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

c. Appointment of Chairpersons to Standing Committees

A motion to vote en bloc was proposed

- a) It was resolved to appoint Cllr M Cunningham as Chair of Finance & Policy committee**
 - b) It was resolved to appoint Cllr T Voyce as Chair of Planning committee**
 - c) It was resolved to appoint Cllr Mrs J Voyce as Chair of Personnel committee**
 - d) It was resolved to appoint Cllr T Voyce as chair of Business Plan and Buildings & Land Committee**
- VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper**

10977 Adoption of Standing Orders

It was resolved to adopt the new Standing orders with amendments as presented VOTE All in Favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10978 Adoption of Financial Regulations

It was resolved to adopt the financial regulations with amendments as presented VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10979 To receive statements of:**a) Deeds etc held by solicitors**

The deeds were noted and accepted by all present.

b) Details of Asset Register

The register was noted and accepted by all present.

c) Details of Insurance Cover

The insurances were noted and accepted by all present.

10980 Appointment of representatives of outside organisations

A motion to vote en block was proposed

Organisation	Councillor:
Citizens Advice Bureau	John Harmer
Civil Protection	George Gibbs
Community Association	Chris Berry
Cuckmere Community Bus	George Gibbs MBE
Crime Prevention/Neighbourhood Watch/Police Liaison	George Gibbs MBE, Chris Berry
Eastbourne Area Transport Forum	Malcolm Cunningham, George Gibbs MBE
Bus Group	George Gibbs MBE
NALC	Joseph O'Riordan
Polegate School Governors	Jill Voyce
Polegate Twinning Association	Joseph O'Riordan
Polegate Windmill	John Harmer, Hugh Parker
Press Liaison - Newsletter	Jill Voyce, Chris Berry
South Wealden Association of Local Councils (WDALC)	Michael Clewett
Sports – Cricket/Football/Stoolball	Joseph O'Riordan
Tree Warden	Henk Duinhoven

Wealden Planning Panel	Michael Clewett
Youth/Elderly	Michael Clewett

It was resolved to appoint the representatives as presented in the above table VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10981 Tree warden – Mr Henk Duinhoven

It was resolved to appoint Mr Henk Duinhoven as the tree warden VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10982 Appointment of Internal Auditor – M Mulberry

It was resolved to appoint M Mulberry as internal auditor. VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10983 Adoption of Council Policies/Procedures

A motion to vote en bloc was proposed

- a. Statement of Community Involvement
- b. Disciplinary Code & Procedure
- c. Equal Opportunities – Airs Manual (staff)
- d. Grievance Procedure (staff)
- e. IT Policy
- f. Bee Keeping on allotments Policy
- g. CCTV Policy
- h. Local Government Pension Scheme – staff entrance to scheme Policy
- i. Grants to Organisations Policy
- j. Press/Media Policy
- k. Smoke Free Policy
- l. Public Right to speak at meetings
- m. Document Retention Policy
- n. Stress Policy
- o. Health & Safety Policy
- p. Risk Management Policy
- q. Complaints Procedure
- r. Recruitment of ex-offenders policy
- s. Freedom of Information/Data Protection/Publication Scheme
- t. Storage of CRB disclosures Policy
- u. Street Lighting Policy (adopted in principle only being rewritten following resolutions)
- v. Bullying/harassment (external) Policy
- w. Airs manual for Staffing Policies (including some health & safety issues)

It was resolved to adopt the above policies and procedures. VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10984 Financial Matters

a. Accounts for Payment

It was resolved to accept the accounts for payment to the value of £17145.11 VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

b. Bank Reconciliation

Noted by all present

c. Barclaycard statement

Noted by all present

d. Income & Expenditure List including budgets

Noted by all present

e. Fees & Charges review

<u>Allotment Rents</u>	
Cophall – per rod (includes Water)	
Gosford Way – per rod	£3.00
Deposits (refundable at termination provided terms of agreement adhered to)	£3.00
	£50.00
<u>Polegate War Memorial Recreation Ground</u>	
Cricket – per match (includes use of pavilion)	£30.00
Football – per match (includes use of pavilion)	£30.00
Stoolball – per match (includes use of pavilion)	£10.00
<u>Brightling Road Pleasure Ground</u>	
Model Engineering Club – per annum	£120.00
<u>Council Office</u>	
Chamber – hourly rate including Kitchen min 2 hours	£10.00
<u>Wannock Centre</u>	
Not yet rented	
<u>51 High Street Polegate</u>	
Not rented at present	

It was resolved to accept the above fees and charges for 2014/15 VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

f. VAT Return

Noted by all present

10985 Communications from the Town Mayor

The Mayor stated that the diary was now filling up and there were already lots of fetes and events to attend.

10986 Adoption of Minutes and recommendations from last cycle of Meetings

a. Planning

It was resolved to adopt the minutes and recommendations of the Planning Committee meeting of the 28th April 2014. VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10987 Correspondence for Information only

a. Thank you email form Polegate Twinning Association

Noted by all present.

b. WDALC report

Noted by all present

c. Cuckmere Community Bus Report

Noted by all present

10988 Correspondence for Action

a. Email from ESCC Library Service

It was agreed that a comment be sent to ESCC stating that the young and old rely on the mobile and permanent library service and not everyone was into IT and therefore this service, whilst not mentioned in the changes was essential to Polegate.

b. Email from Dickensian Group

It was resolved that with the knowledge that Mr T Wright had now agreed to be the chairman of the Dickensian Group, the Council would not submit a chairman for the position, but that some councillors would remain on the Dickensian group and continue to liaise between the Dickensian Group the clerk and the council. VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10989 Polegate Town Council to consider a request to ESCC Rights of Way team regarding twitten at West Close (Footpath 11) and issues with horse riders.

a. Motion to write to East Sussex County Council (ESCC) Rights of Way team requesting ESCC to affix further signs at each end of the path (footpath 11).

A discussion took place on the issues with horse riders ignoring the sign at one end and causing problems to footpath users. The twitten already has restrictions but they do not appear to be preventing horse riders using the twitten.

A councillor asked what would happen if the signs were put up and ignored. The clerk stated that this was an ESCC matter and the County Councillor confirmed that legal procedures would need to be acted upon, possibly involving the police if the horse riders continued to use the footpath.

A councillor asked if there was any cost to the town council. The clerk stated that as per the email East Sussex County Council would install the signs as part of their rights of way authority.

It was resolved to write to East Sussex County Council (ESCC) Rights of Way team requesting that ESCC affix further signs to each end of the footpath.

VOTE All in favour M Clewett , T Voyce, M Cunningham, G Gibbs MBE, Mrs J Voyce , S Shing, H Parker, D Broadbent , J O’Riordan, M Pybus, Mrs M Piper

10990 Risk Assessment Schedule

Noted by all present

Date of next cycle of Meetings

Full Council 30th June 2014

Business Plan, Buildings & land Joint Committee 30th June 2014

Full Council 28th July 2014

Business Plan, Buildings & land Joint Committee 16th September 2014

Full Council 29th September 2014

Full Council 27th October 2014

Personnel budget 24th November 2014

Planning budget 24th November 2014

Full Council 24th November 2014

Business Plan, Buildings & land Joint Committee 8th December 2014

Full Council precept 12th January 2015

Finance & Policy Committee 23rd February 2015

Full Council 23rd February 2015

Business Plan & Buildings & Land Joint Committee 30th March 2015

Full Council 30th March 2015

The meeting closed at 8.02pm