

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 23rd February 2015
Council Chambers, 49 High Street, Polegate BN26 6AL at 8.00pm**

Present:

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

Not Present: Cllrs J O’Riordan **JOR**, M Pybus **MPy**, Mrs C Berry **CB** G Gibbs MBE **GG**, E Board **EB** D Shing **DS**, D Broadbent **DB** (7)

3 members of the public

Minute No.	Subject/Resolution	Action
11254	Apologies for absence Cllrs J O’Riordan (personal), E Board (work), Mrs C Berry (personal), G Gibbs MBE (personal), D Broadbent (personal)	
11255	Declarations of interest <i>The clerk mentioned that Cllrs had a dispensation for discussing the councillor allowances</i>	
11256	Opportunity for public comment <i>None</i>	
11257	Minutes of the Full Council meeting of 5th February 2015 It was resolved to sign the minutes of the Full Council meeting of 5th February 2015 as a true record of the meetings. VOTE All in favour Cllrs M Clewett, Mrs M Piper, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing	
11258	Mayor’s Report The mayor stated that there had been little going on that month. He had attended the WDALC meeting of which copies of the minutes had been circulated to all councillors, the Parish Planning Meeting which had been circulated as there had been many changes and the WDALC Management meeting which Charlie Lant chaired and the minutes had also been circulated.	
11259	Clerks Report A councillor asked if the age gym could be progressed faster. The clerk stated that she was now awaiting the indemnity form from Wealden District Council and that could be up to two months. Once the indemnity form was received the council would need to approve that. The councillor asked if the proposal could be made to have the Mayor and Deputy Mayor sign the indemnity on behalf of council. The clerk stated that the proposal could be made. <u>It was agreed to submit a proposal to council for the Mayor and Deputy Mayor to sign the indemnity form for the s106 funding for the age gym on behalf of council when it arrived. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing.</u>	
11260	Financial Update a) It was resolved to approve payments as submitted to the sum of £1808.59 VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing b) Bank Reconciliation and accounts It was agreed to accept the accounts as presented.	

c) Internal Audit Review and Internal Control Review
The background paperwork submitted by the Committee and the clerk for the review was considered by council.

It was resolved to accept the internal audit review as presented and the Internal Control Review as submitted as suitable and the changes recommended noted and approved. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing

d) Risk Management Review

Council considered the risk management policy, background papers and the full review.

It was resolved to accept the review as presented as suitable and adequate and suggestions noted and approved. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing

e) Remuneration Panel Recommendations for councillors allowances from April 1st 2015.

It was resolved to increase the councillor allowances as recommended by the independent remuneration panel. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing

f) Additional bank Signatories as volunteered Cllrs J Harmer; S Shing

It was resolved to add Cllrs J Harmer and S Shing to the approved signatories list VOTE 6 FOR 0 Against 2 abstentions Cllrs M Clewett, Mrs M Piper, M Cunningham, T Voyce, H Parker, Mrs J Voyce, Cllrs S Shing J Harmer abstained

g) Asset register Changes

It was resolved that write off the mower and accept that it had not scrap value. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing

h) Top up of deposits for the sum of £285 as recommended by the internal auditor

A councillor asked why the top up was required. The clerk stated that historically deposits of various values should match that of deposits held. Over the years it was likely that some had been paid into the allotment fees instead of the allotment deposits codes and this should be corrected.

It was resolved to top up the deposits held code by £285 VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing

i) To approve an increase in bank charges resulting in an overspend in the budget (budget £50 bank charges £64)

It was resolved to approve the budget overspend (from general reserves) VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing

	<p>j) Authorisation for the payroll officer to act on behalf of the Town Council with regards to HMRC matters. It was resolved that the Council authorise and the clerk sign the authorisation for the payroll officer to act on behalf of the council in HMRC matters. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing</p> <p>k) Rental for 51 High Street area to be set at £10 per hour and to allow CBT to rent ad hoc and leave their furniture in situ, which may be used by other people with no liability to the Town Council. It was resolved that the rental for 51 High Street be set at £10 per hour. It was resolved that CBT would be allowed to rent ad hoc and leave their furniture in 51 High Street which may be used by other people/groups who may rent with no liability on the Town Council for any damage caused. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing</p> <p>l) To transfer the flower contract to a rolling contract requiring a years notice, to facilitate the choice of flowers in one year for the following year with the option to review at any time.</p> <p>It was resolved that in order to facilitate better choice of flower and with the understanding that the contract was extremely low price in comparison to competitors, the council would set the contract as a rolling contract which could be reviewed at any time, to give one years notice. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing</p>	
11261	<p>Replace additional window (8) at Wannock Office (old Chambers) for £310.59 to be met from general maintenance (4220) at the same time as the other windows are replaced</p> <p>It was resolved to replace window 8 at the same time as the other 7 windows (already resolved and funded) and for the cost to be met from general maintenance (4220) VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing</p>	
11262	<p>Request £2000 from Street Ahead (Wealden District Council) on behalf of group</p> <p>A discussion took place on the uses for the funding. It was agreed that the funding should be applied for but once the group was set up, if they wanted to use the funding for a larger project and not QR codes this could be used as a top up to that project.</p> <p>It was resolved that the Council would apply for funding on behalf of the group for use on QR codes or to top up the funding for a larger project if an alternative better project were to be agreed. VOTE 7 for 1 abstention Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, 1 Abstention S Shing</p>	
11263	<p>Proposed dates of next cycle of meetings</p>	

	<p>Finance & Policy Committee 23rd February 2015 Full Council 23rd February 2015 Annual Town Assembly 2nd March 2015 United Reformed Church Hall Business Plan & Buildings & Land Joint Committee 30th March 2015 Full Council 30th March 2015 Full Council 27th April 2015 Annual Statutory Meeting 18th May 2015 Full Council 29th June 2015 Full Council 27th July 2015 No meetings in August Full Council 28th September 2015 (provisional) Full Council 26th October 2015 (Provisional) Additional budget meetings to be announced Planning; Personnel; Finance November 2015 Full Council 30th November 2015 (Provisional) Full Council 14th December 2015 (Provisional)</p>	
11264	<p>Committee 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. – LAND matters It was resolved that due to the nature of the discussions they would be held in confidential as above. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing</p>	
11265	<p>Gift of land and Play areas – confidential matters It was agreed that the clerk would seek further information as discussed and present this to full council and arrange a site meeting if that were possible. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, T Voyce, H Parker, Mrs J Voyce, S Shing</p>	

The meeting closed at 8.54 pm