

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 24th June 2013 in the Council Chamber, 49 High Street Polegate at 7.30pm

Present: J Harmer **JH**, G Gibbs MBE **GG**, E Board **EB**, D Broadbent **DB**, H Parker **HP**, Mrs M Piper **MP**, D Shing **DS**, (**late arrival**), M Clewett **MCI**, Mrs C Berry **CB** J O’Riordan **JOR**, (**10**)

Not Present: Cllrs M Cunningham **MC**(Chair), S Shing **SS**, M Pybus **MP**, Mrs J Voyce **JV**, T Voyce **TV** (**5**)
2 members of the public

Minute No.	Subject/Resolution	Action
10652	Apologies for absence Cllrs T Voyce (personal), Mrs J Voyce (personal), M Cunningham (holiday)	-
10653	Declarations of interest in any items on the agenda Minute 10660 Cllr J Harmer Non prejudicial	
10654	Opportunity for Public comment <i>*A member of public wished to comment at the end of the meeting</i> Standing orders suspended A resident stated his wish that the toilets in the High Street are saved if possible. Standing order reinstated	
10655	Minutes of Full Council held on 29th April 2013; Annual Statutory Meeting 20th May 2013; Special Full Council 17th June 2013 7 pm ; Special Full Council 17th June 2013 7.30pm The minutes had been circulated to all councillors prior to the meeting. It was resolved that the minutes of Full Council of 29th April 2013 were taken as read, accurate and signed by the Deputy Mayor. VOTE All in favour It was resolved that the minutes of the Annual statutory Meeting of 20th May 2013 were taken as read and accurate and signed by the Deputy Mayor. VOTE all in favour It was resolved that the minutes of the Special Full Council of 17th June 2013 7pm were taken as read and accurate and signed by the Deputy Mayor. VOTE All in favour It was resolved that the minutes of the Special Full Council of 17th June 2013 7.30 pm had one amendment to change "EC" to "ECB" then were taken as read and accurate and signed by the Deputy Mayor. VOTE All in favour	
10656	Polegate Town Council Mayors report None	
10657	Adoption of Minutes and recommendations from Committees and Standing Committees a) Buildings and Land Committee Minutes of 10th June 2013 It was resolved to adopt the minutes and	

	<p>recommendations of the Buildings and Land Committee of 10th June 2013 VOTE All in favour</p> <p>b) Planning Committee Minutes of 10th June 2013</p> <p>It was resolved to adopt the minutes and recommendations of the Planning Committee of 10th June 2013. VOTE All in favour</p>	
<p>10658</p>	<p>Financial Update</p> <p>a) Approval of the accounts for Payment</p> <p>It was resolved to approve the submitted accounts for payment as presented to the value of £15,532.36 VOTE All in favour</p> <p>b) Barclaycard Statements</p> <p>The statements had been circulated and noted by all present.</p> <p>c) Bank Reconciliation</p> <p>The bank reconciliation, trial balance and accounts had been circulated prior to the meeting.</p> <p>A councillor asked about a payment to Sussex Rail Ltd. The clerk stated this was for the first additional weed killing in Polegate and was the contractor used by East Sussex County Council.</p> <p>d) Amendments for budgets</p> <p>i) <u>The council noted that there would now be a residue of £500 from the Elderly budget as it was no longer required for the Mayors Tea Party, as the Mayor planned to use his allowance for the party. Councillors were asked to consider any areas where the money may be put to use and give any motions to the clerk to present to council.</u></p> <p>ii) <u>PWLB (Public works Loan Board)</u> The clerk stated that the loan had now changed proportions of interest and Capital and would need an amendment in this budget and future budgets to reflect the change.</p> <p>It was resolved to make a budget virement to reflect the change. VOTE All in favour</p> <p>iii) <u>Pavilion Maintenance</u></p> <p>The clerk stated that some repairs had been made to the value of £82 and taken from the general maintenance budget, but to reflect the origin a budget virement was required to the pavilion maintenance code.</p> <p>It was resolved that a budget virement would be made to reflect that the maintenance referred to the pavilion. VOTE All in favour</p> <p>iv) <u>Council Tax code 4193 (Wannock Office Council Tax)</u></p> <p>The clerk stated that the council tax had not increased this financial year and therefore there was an under spend of £250. It was discussed whether this amount could be added to the former £500 previously mentioned and the clerk stated that it could and that meant £750 in total was available for use on other projects. <u>Councillors were asked to consider any areas where the money may be put to use and give any motions to the clerk to present to council.</u></p>	

	<p>v) Code 4195 (Wannock Office Maintenance) The Deputy Mayor stated that there had been a small amount of maintenance required that would require a budget virement from general maintenance code to Wannock office maintenance code to reflect the origin of the works.</p> <p>It was resolved that the clerk would make the appropriate budget transfer to reflect the origin of the work. VOTE All in favour.</p>	
10659	<p>Mayors Tea Party The Mayor had requested that the date be set for 16th December and that the office were delegated to make all of the appropriate arrangements. Funds would be provided from the Mayors Allowance. The vice chair of personnel asked the clerk if she was happy to do this. The clerk stated that she was.</p> <p>It was resolved to set the date for the tea party to 16th December and to delegate the arrangements of the Mayor's tea party to the office staff, funding to be provided from the Mayors allowance. VOTE All in favour.</p>	
10660	<p>Dickensian Group The Dickensian group had made a request that the council support the Dickensian Event in the usual way by providing the tree, use of car park and office support for the event. The date was proposed for 7th December 2013. The clerk stated that she would not be available on that day, but she had spoken to the Mayor who would be there on the day to ensure all ran smoothly. The Mayor had also offered to fund some of the sundries for the day from his Mayors Allowance.</p> <p>It was resolved that the date for the Dickensian Event be set for 7th December 2013 and that the Dickensian Group have permission to use the car park, clerks office and surrounding area for the event and that the office would assist in making the appropriate arrangements. VOTE All in favour.</p>	
10661	<p>Civic Award</p> <p>a) It was resolved to create a Civic Award Committee with delegated authority to make decisions on the Civic Award winner; and details for the joint civic award/best garden/best allotment presentation evening. VOTE All in favour</p> <p>It was resolved that the chair of the Civic Award Committee be Cllr Mrs M Piper VOTE All in favour</p> <p>It was resolved that the committee members be Cllrs Mrs M Piper, Mrs C Berry, Mrs J Voyce, J Harmer & M Cunningham</p> <p>b) It was resolved to delegate the creation of the Terms of reference to the clerk.</p> <p>c) It was resolved to delegate purchase of the award up to the value of £250 to the clerk/office staff according to the wishes of the committee members</p> <p>d) It was resolved to delegate the arrangements of the presentation evening to the clerk/office staff within the budget of £100 according to the wishes of the committee members</p> <p>VOTE taken en bloc All in favour</p>	
10662	<p>Correspondence for Action</p> <p>a) Comments on the tourism accessibility audit The clerk stated that she had read the audit and many aspects</p>	

	<p>related to issues under the control of the County and District Councils. One item related to access to the Town Council offices, but that was now being addressed under the proposed change of offices for accessibility issue, which is due to be looked at again in September.</p> <p>The Deputy Mayor stated that council would need to consider where the council would hold meetings until the issue was resolved over the location of accessible chambers.</p> <p><u>Cllr Parker stated that he would put forward a motion for the issue to be discussed in full at the meeting on 29th July.</u></p> <p>It was resolved that the clerk send a response to the officer at Wealden commenting on the issues raised in the audit. VOTE All in favour</p>	
10663	<p>Internal Audit Report</p> <p>Council thanked the clerk for her input into the internal audit.</p> <p>Council read and noted the Internal audit report and It was resolved to note the comments contained therein. VOTE All in favour</p>	
10664	<p>Proposed Dates of next cycle of meetings</p> <p>The following dates were set:</p> <p>Full council 29th July 2013</p> <p>Full Council 30th September 2013</p> <p>Full Council 28th October 2013</p> <p>Budget Planning 4th November 2013</p> <p>Budget Personnel 4th November 2013</p> <p>Budget Finance & Policy 11th November 2013</p> <p>Full Council 25th November 2013</p> <p>Full Council 9th December 2013</p> <p>Full Council precept setting 13th January 2014</p> <p>Full Council 24th February 2014</p> <p>Full Council 31st March 2014</p>	

A member of public asked and was permitted to speak at the end of the meeting as he had not attended before please refer to minute 10654 above *

Non agenda item

District Cllr D Shing asked to speak about the recent email that he had sent regarding the toilets in the High Street. He asked if anyone had any comments. Cllrs indicated that they were aware that shops had refused to be part of the scheme, but that the District would be looking into this. A budget had been considered for the toilets, and council were aware of the sums involved. The council were waiting for a response from the district council before discussing further.

The meeting closed at 8.00 pm