

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 25th January 2016
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing (14)

Not Present: - Cllr S Shing (1)

2 members of the public

Minute	Subject/Resolution
11615	Opportunity for public comment <i>Standing orders suspended</i> A resident commented that despite his criticism of the first answer of the local plan he wanted to say that he thought the other responses were very good. <i>Standing order reinstated</i>
11616	Apologies for absence Cllr S Shing (other commitments) <i>Cllrs R Shing & D Shing arrived at 7.32pm</i>
11617	Declarations of interest in any items on the agenda None
11618	Mayors report – verbal The mayor commented on his involvement in the anti speeding, bin sticker campaign and his visit to a local housing association with the Deputy Mayor.
11619	Full Council minutes 14th December 2015 (if available) It was resolved to sign the minutes as a true and accurate record of the meeting VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing
11620	Full Council minutes 11th January 2016 (if available) <i>Minutes were not yet available this item was deferred</i>
11621	Adoption of minutes and recommendations of committees a) Minutes of the Finance & Policy Committee Meeting of 4th January 2016 It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee Meeting of 4th January 2016 VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing b) Minutes of the Planning Committee Meeting of 4th January 2016 It was resolved to adopt the minutes and recommendations of the Planning Committee Meeting of 4th January 2016 VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing
11622	Report from representatives of outside bodies a) Wealden Citizens Advice – Cllr Ms A Snell VERBAL REPORT Cllr Snell informed the council that things were progressing and she

	<p>waiting to hear from Wealden Citizens Advice after they had visited the office, but that they were understaffed at present. Polegate was likely to be a pilot for the new arrangements.</p> <p>b) NALC – Cllr Ms A Snell VERBAL REPORT Cllr Snell informed the council that she had some information in a pack which would be held in the office and available to view</p> <p>c) Police liaison – Cllr Dunbar verbal report Cllr Dunbar updated council on the 30 mph bin sticker campaign with the police (speed watch). There were some regular volunteers who had been trained and they would be looking at an approved stretch of road around Station Road area. This would be monitored in liaison with the “crackdown” team. He also stated that Neighbourhood watch was looking for people to get involved particularly a new chairman.</p>
11623	<p>Report on Flood Prevention and Preparedness The report had been circulated prior to the meeting and noted by all a brief discussion took place on the reception from residents which had been excellent.</p>
11624	<p>Financial Update</p> <p>a) Approval of accounts for payment as presented It was resolved to approve the accounts for payment to the value of £12,949.09 VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p> <p>b) Approval of income & expenditure accounts as presented under and over spends</p> <p>c) VAT Return</p> <p>d) Barclaycard Statements – already authorised for noting</p> <p>A vote was taken en bloc for b,c,d. It was resolved to accept the account over and under spends as presented the VAT return was noted and the Barclaycard statements were noted. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p> <p>e) Delegate to clerk and chair of finance & policy to consider alternatives for the auto enrolment – pensions July 2016 commencement date – report on delegated decision It was resolved to delegate to the clerk in liaison with the chair of finance to consider alternatives for the auto enrolment – pensions and to report back to council with the decision. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p> <p>f) Sector Led Body for audit procurement- recommend remaining with the Sector led body It was resolved to remain with the sector led body for external</p>

audit VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing

- g) Authorisation of replacement bench and asset write off of broken bench approx costs £500 full cost to be borne from general reserves**

It was resolved to write off the broken bench from the asset register and to purchase a new bench from general reserves

VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing

- h) Authorisation of emergency repairs to wall at High Street toilets (pending further meetings of the toilet committee/working group) to be delegated to the clerk in liaison with the Chair of Finance and the Mayor (estimated cost could be around £1000-£1500 depending on the work required)**

It was resolved to delegate to the clerk in liaison with the Chair of finance and the Mayor to make appropriate repairs to the wall at the High Street toilets up to the value of £1500 should that be required to come from the general reserves.

VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing

- i) Authorisation of replacement street lights approximate cost (new list as recommended by contractor) and to delegate to clerk in liaison with chair of finance and Mayor for further replacements within the allocated budgets and ear marked reserves to facilitate swift replacements and to commence the schedule of replacements and potential of handing back to East Sussex County Council (the clerk to report back to council through the clerks reports).**

It was resolved to delegate to the clerk in liaison with the chair of finance and the Mayor to replace further street lights as identified by ESCC from the allocated budgets and ear marked reserves and to begin the task of looking at a schedule of replacement and the potential of handing back specific street lights to ESCC. The clerk to report back to council on this. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing

- j) Internal Audit and Internal Control Review by full council**
i) Further to the internal audit and internal control review committee minutes and ongoing work of the working group Council resolve that it has carried out its annual review of the systems of internal control. The committee has been dissolved and a working group created (Cllrs D Murray, D Watts and Mrs M Piper) the group will meet more frequently and make reports back to council on its findings with any actions to be

taken or that have already been taken.

- ii) PTC has maintained and continues to maintain an adequate system of internal control including measures designed to detect and prevent fraud and corruption and reviewed its effectiveness
- iii) The council has tested those arrangements at least once in the year to make sure they are working in an adequate and effective way
- iv) The council has taken all reasonable steps to assure itself that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant effect in the ability of the council to conduct its business or on its finances
- v) The council has carried out an assessment of risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and additional insurance cover where required.
- vi) The council has also maintained an adequate and effective system of internal audit of the councils accounting records and control systems and took appropriate action on all matters raise in reports from internal and external audits.
- vii) A copy of the internal audit engagement letter has been viewed and noted by the council.
- viii) The council determine that the internal audit is fit for purpose and the person carrying out the audit is a competent person.

It was resolved that council has carried out its annual review of the systems of internal control. That the committee is dissolved and a working group created members Cllrs D Murray, D Watts and Mrs M Piper. The group will meet more frequently and make reports back to council on its findings with any actions to be taken or that have already been taken. It was resolved that the Town Council has maintained and continues to maintain an adequate system of internal control including measures designed to detect and prevent fraud and corruption and reviewed its effectiveness. That the council has tested those arrangements at least once in the year to make sure they are working in an adequate and effective way. That the council has taken all reasonable steps to assure itself that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant effect in the ability of the council to conduct its business or on its finances. That the council has carried out an assessment of risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and additional insurance cover

	<p>where required. That the council has also maintained an adequate and effective system of internal audit of the councils accounting records and control systems and took appropriate action on all matters raise in reports from internal and external audits.</p> <p>A copy of the internal audit engagement letter has been viewed and noted by the council and that the council determine that the internal audit is fit for purpose and the person carrying out the audit is a competent person. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11626	<p>Grass Cutting Contract – 10,12 or 15 cuts or cease contract</p> <p>It was resolved that a contract be entered into for 15 cuts with no pickup for one year and to delegate the selection of contractor to the clerk in liaison with the chair of finance and the Mayor. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11627	<p>To dissolve the buildings & land and business plan committee</p> <p>a) To form two new separate working groups - both groups to meet as and when required and make reports and recommendations to full council</p> <p>i) Buildings and land working group</p> <ul style="list-style-type: none"> • To discuss buildings and land matters and make reports to full council for consideration <p>ii) Business plan working group</p> <ul style="list-style-type: none"> • To discuss, formulate and create a business plan; to create a financial plan to achieve the objectives of the council; to make reports to council on these <p>It was resolved to dissolve the Business Plan & Buildings and Land Committee and to form two new separate working groups each made up of the same members (of the committee). The new Buildings & Land working group to meet and discuss buildings and land matters and provide a report with recommendations if appropriate to full council in a timely manner. The new Business Plan working group to meet and discuss the business plan and provide a report with recommendations if appropriate to full council in a timely manner. To create a draft business plan and a financial plan to achieve the objectives of the council and to report back to council on these. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11628	<p>To create an allotment working group to be made up of Cllr T Bennett and D Dunbar and other interested councillors. To enable that working group to invite external advisors and allotment holders as required.</p> <p>It was resolved to create a working group made up of Cllrs D Dunbar, T Bennett and other interested councillors. To enable that working group to discuss the current and potential allotments and to be able to invite external advisors and allotment holders if</p>

	<p>required and to make reports to council with recommendations if appropriate. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11629	<p>Armed Forces Day – Annual Event The Mayor asked for all councillors to email through to him and the clerk ideas for the event each year. Ideas at the meeting ranged from a brass band involving the British Legion more. It was resolved to commemorate the armed forces day each year. To delegate the arrangements to the clerk in liaison with the Mayor. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11630	<p>Motion to enter event Partnership with Wealden Senior Citizens Partnership for a potential Older People Day Event – verbal report a) Request for funding from the grants budget (unused at present) Cllr Dunbar and Cllr Ms Snell informed the council of the proposal. A discussion on maybe having a cake to celebrate the queen’s birthday at the event may be a good idea. There would be a lunch</p>
11631	<p>Letter to Brook Street Residents regarding parking A discussion took place on whether the letter may be misleading and that some additional comments should be made to show who was responsible for the parking issues, naming the authorities. It was resolved to delegate to the clerk in liaison with Cllr Ms Snell to write a letter to Brook Street residents regarding parking. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11632	<p>To set date of Annual Town Assembly and delegate to a group of councillors to arrange the agenda in liaison with the Mayor and Clerk suggested date Monday 9th May 2016 7pm Councillors were asked to submit ideas to the clerk and Mayor for the format and agenda. It was resolved to hold the Annual Town Assembly in United Reformed Church Hall on Monday 9th May 2016 at 7pm. The agenda and arrangements and press release to be delegated to the clerk in liaison with the Mayor. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11633	<p>Motion to allow a dog show to take place on the field at Brightling Road Leisure Ground and to delegate to the clerk in liaison with the Mayor any necessary arrangements to facilitate this event. (It is expected that a volunteer group will organise the event and there would be minimal cost to the Town Council) It was resolved to allow a dog show to take place on the field at Brightling Road Leisure Ground and to delegate to the clerk in liaison with the Mayor any necessary arrangements to facilitate this event. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>

11634	<p>Motion to send letter to the Ombudsman regarding the Lloyds Bank closure – delegate to clerk in liaison with Cllr Ms A Snell It was resolve to delegate the clerk in liaison with Cllr Ms A Snell to write a letter to the ombudsman regarding the Lloyds bank closure and response from the bank to the town council. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11635	<p>Correspondence for action a) Letter from Raglan regarding S106 play areas and wildlife area The Sidings Polegate (confidential information redacted) It was resolved to respond to the letter from Raglan stating that the council did not wish to take on the play area or wildlife area. VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11636	<p>Proposed dates of next cycle of meetings Full Council 29th February 2016 Full Council 21st March 2016 Full Council 25th April 2016 Provisional date for Annual Town Assembly 9th May 2016 Provisional date for AGM Monday 23rd May 2016 Full Council 27th June 2016 Full Council 25th July 2016 Full Council 26th September 2016 Full Council 24th October 2016</p>
11637	<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.- <u>confidential land matters</u> It was resolved to exclude press and public from the following part of 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.- <u>confidential land matters</u> VOTE All in favour Cllrs D Watts, T Bennett, D Dunbar, Ms A Snell, Mrs C Berry, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Piper, S Dobson, E Board, D Murray, D Shing, R Shing</p>
11638	<p>Confidential correspondence for action a) Letter from Raglan regarding land It was agreed to defer any decisions and make further investigations regarding the land.</p>

The meeting closed at 9.49 pm

Signed Mayor of Polegate _____

Date _____