

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Special Full Council meeting held on Monday 16<sup>th</sup> January 2012 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.**

**Present:** Cllrs T Voyce (Chair), M Cunningham, Mrs C Berry, R Martin, Mrs J Voyce, M Clewett, J O'Riordan, S Shing, M Pybus, Mrs M Piper, J Harmer (11)

**Not Present:** Cllrs D Shing, G Gibbs, G Carter, E Board (4)

1 member of the public

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**10 045 Apologies for absence**

Cllrs D Shing, G Gibbs (personal), G Carter (other meeting)

**10 046 Declarations of interest**

None

**10 047 Opportunity for public comment**

Standing orders suspended

The member of the public stated that a review of the structure was well overdue. He asked why background papers for the new committee restructure proposals had not been submitted. He stated that he felt they should have been submitted and costed out and that it was a lost opportunity for the public to have been involved in the changes, in line with the Council's statement of intent to involve the community.

Standing orders reinstated

**10 048 Restructure of committees, sub committees, advisory committees and working groups including terms of reference alterations and possible changes to delegated authority of committees.**

A discussion took place on the ways that committees functions and the extra work that it generated, including duplication of items to be discussed as they made their way from advisory committees to committees and then to be ratified at full council. Councillors commented on delegation to the clerk for certain contracts and items, particularly minor decision and those already in approved budgets; delegation to committees and delegation to chairs and vice chairs of committees in conjunction with the clerk. A councillor stated that he felt although there was ruling party some of the responsibilities should be shared between the groups to make for good working relationships such as chairs of committees and chairmanship. It was suggested that full council go bi monthly, Finance quarterly with delegated authority, Environment & Leisure bi monthly but with full delegated authority. It was suggested that Environment & leisure delegated authority was capped to the budget levels set. It was discussed that the advisories/working groups feed into either full council or full council. It was suggested that full council was quarterly if the other two committees had delegated authority.

**It was resolved that Planning would continue to meet as and when required and retain its delegated authority for planning issues.**

**Environment & Leisure Committee would have delegated authority and meet bi monthly (alternate with Full council)**

**Full council would meet bi monthly to tie in with year end accounts and the budget and to keep within the quality council minimum number of meetings.**

**Finance & Policy would meet quarterly to tie in with year end accounts and budgets and would have delegated authority.**

**Personnel committee would meet as and when required and would retain their non delegated authority status and feed back to Full Council.**

**The Complaints and Appeals committee would meet as and when required and have delegated authority and report back to the Council.**

**The changes would take effect from after the Annual Meeting in May 2012  
VOTE All in favour**

**It was resolved that the advisories would be submitted with rescind notices for the full council agenda on 30<sup>th</sup> January 2012 to be rubber stamped for approval. The structure to be as follows:**

**Core Strategy working group and Masterplan working group to amalgamate and form a new working group "Masterplan and Planning Policy working group".**

**Diamond Jubilee Advisory Committee to amalgamate with Festivities, Town appearance, Youth & Elderly and become a working group. The meeting would be notified to the public to attend but not require a formal agenda or minutes. A report would be submitted by the lead councillor to the clerk to add to the Environment and Leisure Committee agenda or full council agenda to debate.**

**The Traffic and Transport Advisory Committee to be deleted and those on the committee to make reports back to Environment & Leisure Committee or full council to debate.**

**The Buildings and Land Advisory Committee to be made into a working group. The meeting would be notified to the public to attend but no require a formal agenda or minutes. A report would be submitted by the lead councillor to the clerk to add to the Environment and Leisure Committee agenda or full council agenda to debate. (No longer reporting to finance)**

**The business plan advisory committee to be made into a working party and the group to report back to finance & policy or full council.**

**VOTE All in favour**

The clerk stated that she would send out a rescind notice for councillors to sign so that this could be added to the agenda for Full Council on 30<sup>th</sup> January 2012. 5 signatures would be required.

It was also discussed that members would be allocated seats on the basis of who wanted to be on that committee and would attend as this was the fairest way to allocated membership.

**10 049 Appointment of T Leggo from SALC to oversee the appointment of the 20 hour per week post as per quotation/email.**

**It was resolved to accept the quotation of £150 form T Leggo SALC to oversee the appointment of the 20 hour per week post.  
VOTE All in favour**

It was agreed that the clerk would look at the finances as to making an early appointment if necessary and report back, if it was required to appoint earlier than 1<sup>st</sup> April 2012 full council would need to resolve to transfer funds from reserves.

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The meeting closed at 9.15pm

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