

## UNADOPTED

### POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 22<sup>nd</sup> March 2010 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.

Present: Cllr S Barber (Chair), Cllrs G Carter, T Voyce, M Cunningham, T Wright, S Shing(arrived at 7.32pm), A Watkins, J Harmer(arrived at 7.38pm), R Martin, Mrs D Joy, Mrs J Bigsby, Mrs J Voyce, Mrs M Piper

1 member of the public and 1 PCSO

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#### **9096 Apologies for absence**

#### **9097 Declarations of interest**

#### **9098 Minutes of the Council Meeting held on 22<sup>nd</sup> February 2010**

9028 and 9029 should state the Cllr S Shing left the meeting and not the Room.

The minutes were agreed and signed as a true record of the meeting held on 22<sup>nd</sup> February 2010.

#### **9099 Town Clerks Report including Health and Safety**

The Clerk had circulated her report and this had been noted.

The Clerk verbally reported the following –

- The report had been received from the Insurance Company regarding the play parks and there are works that need to be carried out at both Wannock Road and Oakleaf. Quotes would be gained from our usual contractor for Oakleaf and taken to General Purposes. The park at Wannock Road would be dealt with by the contractors that installed the park recently.
- The Town Map has been taken away for copying and the original will be framed and hung in the Council Chambers. Three copies will be provided; one copy will be for the office archives, one copy for the library and one copy to be installed in a casing (built by the R. Lewis) in the High Street.

#### **9100 Notification of any items to be dealt with as urgent**

None. The Mayor expressed the Council's good wishes to Cllr S Shing on the Announcement in the paper that he was intending to run as the Member of Parliament for Eastbourne and Willingdon.

#### **9101 Opportunity for Public Comment**

None

#### **9102 PCSO report**

A report was circulated and noted by all members. PCSO A Beaden was in attendance and was able to answer Council questions and they were in regard to – Cycling on footpaths and parking in the vicinity of the local school.

#### **9103 District/County Councillors' Reports**

A report from Cllr R Martin had been received and this was circulated at the meeting. An update to the report was that Tower Mill, Park Croft, Willingdon would be heard at Wealden District Council on Thursday 1<sup>st</sup> April 2010.

#### **9104 Adoption of minutes from Standing Committees**

Full Council Special – 18<sup>th</sup> February 2010

**It was resolved that these minutes be signed as a true record.**

Planning – 24<sup>th</sup> February and 8<sup>th</sup> March 2010

**It was resolved that the minutes from Planning on 24<sup>th</sup> February and 8<sup>th</sup> March be adopted.**

Personnel – 1<sup>st</sup> March 2010

**It was resolved that the minutes from Personnel on 1<sup>st</sup> March 2010 be adopted.**

General Purposes – 15<sup>th</sup> March 2010 – This will be deferred to the next full Council on 26<sup>th</sup> April 2010

## **9105 Standing Order Review**

Recording of Council Meetings/Freedom of Information

**It was resolved that this item would be discussed under confidential due to information from the Personnel Committee.**

Cllr S Shing left the meeting at 7.58pm

Review of Model Standing Orders form NALC

This had been discussed at the previous Full Council and the Clerk reported that This would be looked at over the next few weeks.

**It was resolved that a working group would be set up to look at the Standing Order. The working group would be made up of The Clerk, Cllrs Mrs J Voyce and Mrs C Berry.**

Standing Committees and Working Groups.

A suggestion of a new committee system and working groups were circulated to all members. A lengthy discussion took place in regard to the advantages and disadvantages of working groups, frequency of meetings and maximum number Of Councillors on each committee.

**It was resolved and voted by 11 in favour and 2 against (Cllrs J Rogers and Mrs C Berry), that the complaints panel would be arranged between the office and The Mayor and any 3 Councillors would sit on the panel. If the complaint went to the Appeals Panel another 3 Councillors would sit on the panel and this would also be arranged through the office and the Mayor.**

**It was resolved and a vote taken, 10 in favour and 3 against, that the following would be taken forward**

- **Environmental and Leisure Committee – 7 max Councillors – Bi-monthly on 2<sup>nd</sup> Monday**
- **Finance and Policy Committee – 7 max Councillors – Bi-monthly on 2<sup>nd</sup> Monday**
- **Planning Committee – 7 max Councillors – Ad hoc**
- **Personnel Committee – 5 max Councillors – Ad hoc**

**The maximum numbers on each committee excludes the Mayor and Deputy Mayor who are able to sit on any committee and working group as ex-officio members.**

- **Buildings and Land Working Group – 3 Councillors**
- **Festivities and Town Appearance Working Group – 3 Councillors**
- **Police Liaison – 1 Councillor**
- **Publicity – 1 Councillor**
- **Traffic and Transport Working Group – 3 Councillors**
- **Youth and Elderly Working Group – 3 Councillor**

**Working Groups will be open to the public and agendas and minutes will be published.**

#### **9106 Building Maintenance Update**

A quote had been received from the Maintenance person in regard to the lean to. The space has now been cleared and all items have been either disposed of or moved to the garage. Mr Lewis has been asked to quote for the removal of the lean-to and to make the floor safe. This will be ready for the Buildings Working Group to bring to the next General Purposes meeting.

The Clerk raised the subject again about moving into the back room to make a proper office. The hatch way will be completed as soon as possible.

**It was resolved and voted by 8 in favour and 4 against, that the proposed Clerks move to the back office would be discussed after the Office Review has taken place.**

#### **9107 Christmas Lights – The Harvester**

The lights on the tree at The Harvester are past their best and need to be Replaced. The tree needs to have some work done as the branches are over Hanging the pavement. The tree belongs to ESCC. The office will keep contacting ESCC until we have a date as to when the work will be carried out before a Decision can be made about the lights.

#### **9108 Councillors Question Time**

Cllr Mrs D Joy was asked if there would be a Garden and Allotment Competition. This was confirmed by Cllr Mrs Joy as being judged in late June or early July.

Cllr Mrs D Joy left the meeting at 9.25pm

Cllr A Watkins asked if there was any further information on the proposed Office Review. Mrs L Butcher will be carrying out the review and the manning levels, Volume of work to see if any further assistance will be needed in the office. Timescales will be within a 6 week period.

#### **9109 Youth**

A report had been circulated prior to the meeting which had been prepared by Cllr Mrs J Bigsby. It was reported that 88 members were on the books for the Youth Club at Wannock Road with an attendance at about 20 per session. The Youth Club at Willingdon School is being monitored as Polegate Town Council Share the payment of a Youth Worker with Willingdon and Jevington Parish

#### **9110 Over 60's**

A report has been circulated prior to the meeting which had been prepared by Cllr Mrs J Bigsby. Council were reminded that the Over 60's information Day Which is being organised by Wealden District Council on Tuesday 30<sup>th</sup> March 2010 At St Johns Church Hall from 10am to 1pm.

#### **9111 Annual Town Meeting**

The Community Centre has been booked for Tuesday 18<sup>th</sup> May 2010 from 6.30pm. Suggestion of speakers are requested. It was suggested that a Presentation on E-Planning from Wealden District Council and the new Crown Caddy recycling expansion. Reports from all Chairs' of Committees and District And County Councillors would be requested so that they could be published for The meeting.

**It was resolved that the Annual Town Meeting be known as the Annual Town**

**Assembly and the draft agenda would be**  
**Meeting starts at 7.00pm with tea's and coffee's, followed by introduction by the outgoing Mayor and welcome by the incoming Mayor, followed by presentations and questions from the floor. Various other guests would be invited to attend such as Police, Highways, PCT and the new MP. We would also have various stands from local groups.**  
**The publicity of this event will go in the newsletter and in various shops in the High Street. Volunteers for serving refreshments would be Mrs Wright and Mrs Cairns.**

**9112 Financial Report**

**a) Approval of accounts for payment**

The Accounts were approved.

**b) Monthly financial update**

As the bank statements had not arrived the reconciliation of the Accounts could not be completed on time.

The Clerk, Cllrs M Cunningham and G Carter attended a meeting at the Bank to discuss the signature mandate and investments earlier in the Month. Signatures would be updated in the office and members were Asked to provide photo ID's to the Clerk.

**9113 Correspondence for Information/Action**

Information on Operation Time – This is a Police Scheme aimed at reducing anti-Social behaviour involving young people, underage drinking and low level crime. This will be launched during the Easter Weekend by Sussex Police.

Rural Cover Review – East Sussex Fire and Rescue

ESCC Changes to Bus Services

Polegate Twinning Association – Letter had been received stating that our German Friends will be visiting the town from 13<sup>th</sup> to 18<sup>th</sup> May. All Councillors are invited To attend.

Sussex Heritage Trust Awards 2010

A27 Polegate Bypass Resurfacing

The Eastbourne Society Observer

Environment Agency – Internal Drainage Districts

ESCC – Your County

**9114 Communications from the Town Mayor**

The Mayor reported that he had attended the Eastbourne Mayors Charity Ball on 5<sup>th</sup> March.

**9115 Proposed dates of next cycle of meetings**

General Purposes – 7.30pm 12<sup>th</sup> April 2010

Finance – 7.30pm 20<sup>th</sup> April 2010

Full Council – 7.30pm 26<sup>th</sup> April 2010

**9116 Resolution to take business into confidential session**

**It was resolved that due to the confidential nature of the next business to be transacted the press and public be excluded from the rest of the meeting.**