



**Polegate Town Council, Council Office,
49 High Street, Polegate BN26 6AL**

Town Clerk – Jo Ognjanovic - e-mail admin@polegatetowncouncil.gov.uk

Town Mayor – Cllr D Watts – email cldr.d.watts@polegatetowncouncil.gov.uk

12th February 2021

Notice is hereby given of a meeting of the Town Council to be held on Monday 22nd February 2021 by REMOTE meeting at 7pm

J. Ognjanovic

Town Clerk

The press and public have a right and are welcome to attend via the [public live streamed link](#) in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Comments or questions from members of the public on matters on the agenda should be sent at least one day PRIOR to the meeting to admin@polegatetowncouncil.gov.uk and will be received at the beginning of the meeting. The live stream will be ended as soon as a resolution to exclude the press and public has been proposed and voted upon.

A G E N D A

- 1. Suspend standing orders (3 e,f,g &h)**
- 2. Opportunity for public comment for items on the agenda (via email comments)**
- 3. To receive any apologies for absence**
- 4. Declarations of interest in any items on the agenda**
- 5. To approve and adopt the minutes of the Full Council meeting of 25th January 2021**
- 6. Mayor's Report verbal**
- 7. To adopt the minutes and recommendations of committees and standing committees**
 - a. Personnel committee minutes**

In order to comply with the Data Protection Act 2018, all persons attending this meeting are hereby notified that the meeting will be recorded. The purpose of this is that recordings act as an aide-memoire to assist the Clerk in the compilation of the minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

8. Financial Update

- a. Approval of payments as presented (some already approved under urgent payments)**
- b. Barclaycard Statements – already authorised for noting**
- c. Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals.**

9. Committees – to add Cllr L Sargent to committees and working groups

10. Standing Orders Review

11. Annual Risk assessment review

12. Code of conduct

13. Dates of the next scheduled meetings

All meetings will be remote meetings unless specified

Full Council 29th March 2021

Full Council 26th April 2021

Annual Town Assembly 2021 TBA Provisional 1st/8th/15th March 2021

Annual Statutory meeting (election of mayor) TBA 4th,5th/6th May 2021

Full Council 28th June 2021

Full Council 26th July 2021

Full Council 27th September 2021

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