



**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 Dunbar email cllr.d.dunbar@polegatetowncouncil.gov.uk

19th June 2023

Notice is hereby given of a meeting of the Town Council to be held on **Monday 26th June 2023 in the Council chambers, 49 High Street, Polegate BN26 6AL at 7pm**

J. Wickel

Town Clerk

The press and public have a right and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press and public has been proposed and voted upon before withdrawing.

A G E N D A

- 1. Opportunity for public comment for items on the agenda**
- 2. To receive any apologies for absence**
- 3. Declarations of interest in any items on the agenda**
- 4. To approve and adopt the minutes of the Full Council 24th April 2023, Annual Statutory meeting of 22nd May 2023**
- 5. To adopt the minutes and recommendations of committees and standing committees**
 - a. Finance committee minutes of 21st April 2023 & 28th April 2023**
 - b. Planning Committee minutes of 26th May 2023 if available**
- 6. Financials**
 - a. Payments of accounts as presented**
 - b. Barclaycard statements for noting**
 - c. Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves. For approval of variances as shown**
- 7. Internal Audit report and AGAR Internal audit report (report to follow taking place on 21st June 2023)**

In order to comply with the Data Protection Act 1998, 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. To approve the 2022/23 AGAR Governance Statement**
- 9. To approve the 2022/23 AGAR Accounts figures**
- 10. Committees**
 - a. To add Cllr J Holles to the Planning Committee (omitted 22/5/23)**
 - b. Proposed new terms of reference for new committees converted from working groups**
 - i. Buildings & Land working group to become a committee with delegated authority (including decisions on a strategy/plan for the Jubilee Nature Reserve)**
 - ii. Communities & Tourism working group to become a committee with delegated authority**
 - iii. Christmas lights working group to report through finance (with delegated authority)**
 - iv. Street lighting working group to report through finance (with delegated authority)**
- 11. Representatives of outside bodies**
 - a. Cuckmere Community Buses report**
- 12. Motion to consider adopting a coloured version of the Polegate Town Council logo to be used alongside the current logo for Town Council marketing materials (flags etc) and events. Example attached.**
- 13. Motion to consider adopting the defibrillators previous maintained by Polegate Defibs. To replace out of date pads and batteries and to continue to maintain those defibrillators including registration with “The Circuit” cost IRO £2000 to come from general reserves and an ongoing maintenance and replacement budget to be set in the budgets for 2024/25**
- 14. Motion to consider sending one hand delivered newsletter informing all residents of the new council to be delegated to the clerk in liaison with the Mayor Cllr D Dunbar and Deputy Mayor Cllr James Heward – costs to come from the newsletter budget and printing/stationery budget. (4062,4031,4032 AS REQUIRED)**
- 15. Motion to consider a decision in principle to investigate the possibility of providing a temporary structure in the car park (costs from CIL funding and general reserves for any permissions required) to initiate work through the buildings and land working group/committee to continue investigating the possibility of having a small library service for Polegate.**
- 16. Watering of trees £150 - £245 per watering/purchase of bowser IRO £1500**
- 17. Correspondence for action**
 - a. Jubilee Nature Reserve Friends of Group Requests**
 - b. Request from resident for council to alter the area around the War Memorial at Polegate war Memorial Recreation ground. Approx cost to carry out works £2100 from general reserves**

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18. Dates of next meetings

Full Council 31st July 2023 (7pm)

Full Council 25th September 2023 (7pm)

Full Council 30th October 2023 (7pm)

October budgets (personnel, planning and other committees)

Full Council 27th November 2023 (7pm) provisional draft budget

Full Council 8th January 2024 (7pm) BUDGET AND PRECEPT SETTING

Full Council 29th January 2023 (7pm)

19. 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. (Land matters)

20. Land matters – updates re July

21. Motion to consider a decision in principle to enter into an agreement regarding land to be discussed at Buildings and Land Working group/Committee – financials to be approved by Finance Committee

22. Motion to consider purchasing 6 bicycles as part of the previous Countrybike scheme. Cost is likely to be IRO £600-1000 from general reserves and potentially enter into a licence or agreement with a cycle maintenance company, decision to be delegated to the Buildings & Land committee if previously agreed or delegate to the clerk in liaison with the Building & Land working group.

23. Discussion only on other land matters around Polegate

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