



**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

18th September 2020

Notice is hereby given of a meeting of the Town Council to be held on Monday 28th September 2020 by REMOTE meeting at 7pm

J. Ognjanovic

Town Clerk

The press and public have a right and are welcome to attend via the [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 27th July 2020**
- 6. Mayor's Report verbal**
- 7. To adopt the minute and recommendations of standing committees**
 - a. Finance & Policy Committee 18th September 2020 (including financial regulations review)**

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. Working group reports and recommendations

- a. Buildings & land working group (4th Sept)
- b. Internal control & audit review working group (4th Sept – paperwork from 10th March)
- c. Risk management working group (18th Sept)

9. Financial Update

- a. Approval of payments as presented
- b. Barclaycard Statements – already authorised for noting
 - i. May, June, July
- c. Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals
 - i. July

10. Standing orders (periodic review no proposed changes)

11. Representatives of outside bodies

- a. Nomination of Cllr M Falkner as Planning rep for the cluster groups
- b. Police liaison (verbal)

12. Dates of the next scheduled meetings

To be announced – NB some may be remote meetings

Full Council 26th October 2020 REMOTE MEETING

TBA budget meetings preliminary.

Full Council 30th November 2020 REMOTE MEETING

Provisional date 14th December 2020 BUDGET & PRECEPT draft REMOTE MEETING

Full Council 11th January 2021 BUDGET setting and PRECEPT setting REMOTE MEETING

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