



**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 Murray – email cllr.d.murray@polegatetowncouncil.gov.uk

11th November 2021

Notice is hereby given of a meeting of the Town Council to be held on **Monday 29th November 2021** in the Henry Twine Hall, Polegate Community Centre, Polegate BN26 6QF at **7pm**

J. Ognjanovic

Town Clerk

The press and public have a right to 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 meeting 25th October 2021**
- 5. Mayor's Report verbal**
- 6. To adopt the Minutes and Recommendations of Committees and standing Committees**
 - a) Finance 22nd October 2021 Minutes (delegated)**
 - b) Finance 26th November 2021 Minutes (if available)**
 - c) Personnel 10th November 2021**

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.

- 7. To note the minutes and recommendations for discussion of the Buildings & Land working group meeting (some items delegated via the clerk)**
- 8. Financial Update**
 - a. Approval of payments as presented (some already approved)**
 - b. Barclaycard Statements – already authorised for noting**
 - c. Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, to approve over and under spends as shown.**
- 9. Internal Audit Report**
- 10. Noticeboard – location in North of Polegate, style**
- 11. Motion to take over the maintenance for the defibrillator cabinet on the council wall and to connect to the councils electricity supply.**
- 12. Motion to use the public info budget to fund the Nature Land public event £1000 (Spring 2022) – from B&L working group report**
- 13. Dates of the next scheduled full council meetings**
 - Budget meetings TBA (Personnel Dec)
 - 13th December 2021
 - 10th January 2022
 - 28th March 2022
 - 25th April 2022
 - Annual Stat meeting May TBA
 - 27th June 2022
 - 25th July 2022
 - 26th September 2022

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.