



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

Telephone: 01323 488114

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

Town mayor - Cllr D Dunbar - email cldr.d.dunbar@polegatetowncouncil.gov.uk

24th March 2025

Notice is hereby given of a meeting of the Town Council to be held on **Monday 31st March 2024** in the Council chambers, 49 High Street, Polegate, East Sussex, BN26 6AL at 7pm

J Tricker

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. Apologies for absence**
- 3. Declarations of interest in any items on the agenda**
- 4. Mayors verbal report**
- 5. To adopt and approve the minutes of the Full Council meeting of Monday 24th February 2025**

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.

6. **To approve the minutes and recommendations of Committees and Standing Committees:**
 - a. **Finance and Policy Committee Meeting 31st January 2025**
 - b. **Finance and Policy Committee Meeting 14th February 2025**
 - c. **Climate Committee Meeting 14th February 2025**
 - d. **Buildings and Land Committee Meeting 21st February 2025**
7. **Financials**
 - a. **Barclay card statements for noting for February 2025**
 - b. **Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves (February 2025) including VAT return.**
 - c. **Grant Request for Citizens Advice**
 - d. **Motion to move the interest received from bank accounts to an Ear Marked Reserve for the provision of the accessible pathway at brightling Road (planning permission in place, funding not in place and expected to be IRO £55,000).**
8. **Motion for the following Cllrs to be added as directors of the Polegate Community Library CIC (Buildings and Land Delegated dated 21st February 2025)**
 - **D Murray**
 - **A O’Kane**
 - **J Heward**
 - **S Shing**
 - **D Watts**
9. **Motion to restart the Annual Civic Award and to award it to Polegate Drama Group. To be funded through the mayor's allowance for the 2025 award**
10. **Terms of Reference for Committees**
 - a. **Scheme of Delegation**
 - b. **Planning Committee**
 - c. **Personnel Committee**
 - d. **Library Working Group**
 - e. **Internal Audit Review and Internal Control Working Group**
 - f. **Finance and Policy Committee**
 - g. **Communities and Tourism Committee**
 - h. **Buildings and Land Committee**
11. **Motion to decide on final details for the VE 80 Day Celebration: Delegate to the Town Clerk in liaison with the communities and tourism members**
12. **Dates for next meetings**

Annual Town Assembly 28th April 2025

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.

Special Full Council Meeting 2nd May 2025
Annual Statutory Meeting 19th May 2025
Full Council meeting 30th June 2025
Full Council meeting 28th July 2025
Full Council meeting 29th September 2025
Full Council meeting 27th October 2025
Full Council meeting 24th November 2025

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.