

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

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Town mayor Cllr S Shing:
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22nd September 2026

Notice is hereby given of a meeting of the **Full Council Meeting** to be held on **28th September 2026 at 19:45 at Council Chambers, 49 High Street, Polegate, East Sussex, BN26 6AL**

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. There is a stairlift available to get to the first floor where the chambers are.

Please note that the Full Council meeting will begin at 19:45.

AGENDA

Item 1: Opportunity for Public Comment on items on the agenda

Item 2: Apologies for absence

Item 3: To receive any Declarations of Interest in respects of items on the agenda

Item 4: Mayors Update

Item 5: Minutes of the Full Council Meeting 29th June 2026

To resolve that the minutes of the meeting of 29th June 2026 as circulated on the agenda be confirmed as an accurate record and signed by the Chair.

Item 6: Financial Decisions

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.

- a. To note by all present Barclay Card Statements July and August 2026
- b. To resolve and accept the variance of Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves (July and August 2026) including VAT return. Financial Report for Full Council for income and expenditure variance. For approval of variances shown.
- c. Motion to write off an old beyond life Dell Vostro Laptop – asset register value £499
- d. Motion to write off an old sprayer and Napsack – copper pegley CP15 – asset register value £275
- e. Motion to write off broken concrete bench outside St Johns church on verge asset value £535
- f. Banking Update on credit rating status of banks for noting. (HSBC, Barclays)

Item 7: Motion to formally confirm the appointment of the Responsible Finance Officer in accordance with the Council's Financial Regulations and Section 151 of the Local Government Act 1972.

Item 8: Motion to receive the External Audit Report and note and take any actions on any qualifications (none)

Item 9: Dates of the next meeting

To note the dates of the next Full Council Meeting

- Full Council Meeting 26th October 2026
- Full Council Meeting 30th November 2026
- Full Council Meeting 11th January 2027
- Full Council Meeting 22nd February 2027 (if required)
- Full Council Meeting 22nd March 2027
- Full Council Meeting 26th April 2027

Item 10: Confidential

Full Council 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. (Legal Matters)

Confidential papers will be provided on the day of the meeting and should be returned at the end of the session.

Item 11: Banking Update

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