

DECLARATION OF ACCEPTANCE OF OFFICE

POLEGATE TOWN COUNCIL

I, _____, having been elected to the office of TOWN MAYOR of POLEGATE TOWN COUNCIL, declare that I take office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of POLEGATE TOWN COUNCIL.

Signed: 20th May 2019

This declaration was made before me,

Signed: 20th May 2019

Proper Officer of the Council

Notes:

This notice follows the form of declaration of acceptance of office required by the Local Elections (Declaration of Acceptance of Office) Order 2001. (SI 3941 of 2001)

Under section 83(4) of the Local Government Act 1972, a declaration of acceptance of office by a councillor of a parish/town council shall be made before (i.e. in the presence of) a member or the proper officer of that Council and delivered to that council before or at the first meeting of the council held after the election of the councillor; or if the council at that meeting so permit, before or at a later meeting fixed by the council.

DECLARATION OF ACCEPTANCE OF OFFICE

POLEGATE TOWN COUNCIL

I, _____, having been elected to the office of TOWN DEPUTY MAYOR of POLEGATE TOWN COUNCIL, declare that I take office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of POLEGATE TOWN COUNCIL.

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**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 29th April 2019 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, D Murray, Mrs M Piper, Mrs S Dobson, S Shing, Mrs C Berry, M Falkner, D Shing (13)

Not Present: - Cllrs J Portway, R Shing (2)
6 members of the public

Minute No.	Subject/Resolution
12656	<i>Minute 12663 was agreed to be moved to the end of the meeting as some items were of a confidential nature.</i> Opportunity for public comment None
12657	Apologies for absence Cllrs J Portway, R Shing
12658	Declarations of interest in any items on the agenda Cllrs S Shing, Ms A Snell, D Murray District Councillors; Cllrs S Shing County Councillor; Cllr D Murray Pevensey & Cuckmere Water Level Management Board (previously given.) Mrs M Piper, D Murray directors of PWMRG CIC.
12659	Mayors Report verbal The Mayor reminded everyone present that although the elections results were known due to it being an uncontested election, the purdah period still applied. Being the last meeting of the council she thanked everyone for all their hard work and commented how well they had all worked together as a team. The Deputy mayor thanked the mayor and said how much she had enjoyed working with her as her deputy. The mayor commented how well the litter pick event on 30th march had gone and the public information day. The good weather had brought many people to the litter picking event. She thanked Nathan Dunbar for all his help at the event. The public information day had had less attendees probably because of the exceptionally hot weather and commented that plans were to move the date of the next event and include blanket testing. The mayor had also attended the Eastbourne Lions tea party at St Johns Church hall on 27th April.
12660	Clerks report A councillor commented on how disappointing it was that there was still a large amount of vandalism taking place and that there had been the theft of the trees. He mentioned that he was keen to use the woodland trust to plant new trees in the future, which were usually provided free of charge. He was pleased that the toilets were now almost completed and that the sale would go ahead shortly and the new toilet installed. A councillor was thanked for assisting in reducing the clawback for the town to 10%, which another councillor

	commented had been requested at the time of sale.
12661	To approve and adopt the minutes of full council minutes of the meeting on 25th March 2019 <u>It was resolved to accept the full council minutes of 25th March 2019 as a true and accurate record of the meeting. The minutes were signed by the Mayor. VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, D Murray, Mrs M Piper, Mrs S Dobson, S Shing, Mrs C Berry, M Falkner, D Shing</u>
12662	Buildings and land working group notes/minutes with some recommendations for discussion. Meetings of 29th March 2019 and 2nd April 2019. This items was dealt with at the end of the meeting and a motion passed to discuss in confidential session. <u>VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, D Murray, Mrs M Piper, Mrs S Dobson, S Shing, Mrs C Berry, M Falkner, D Shing</u> It was noted that the EPC certificates had been carried out as per delegated authority and other discussions included in the reports. It was resolved to remove the old goal posts at Wannock and install a new set further down the field. The quote for £670 was accepted and funding would be from the grant from Wealden (via central government) if possible but from general reserves if not. <u>VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, D Murray, Mrs M Piper, Mrs S Dobson, S Shing, Mrs C Berry, M Falkner, D Shing</u>
12663	Business Plan working group report to council The business plan and the report to show progress had been circulated to all councillors prior to the meeting. A councillor commented on the liaison with Wealden over the development of the town centre which was in progress. A councillor commented that the new toilets could potentially have flowers or hanging baskets around them to make them look nicer. Many of the councillors stated that they had ideas for the visioning and new business plan and wanted to promote tourism within the town. A short discussion on market forces and the appearance of the high street ensued and the potential improvements to the High Street. Business rates were also discussed.
12664	Financial Update Councillors commented on the umbrellas from the Mayors fund. The Mayor stated that she had bought them ready for the next year's Remembrance service. a) Approval of payments as presented <u>It was resolved to approve the accounts to the value of £16,330.00 as presented VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, D Murray, Mrs M Piper, Mrs S Dobson, S Shing, Mrs C Berry, M Falkner, D Shing</u> b) Barclaycard Statements – already authorised (delegated) for noting £104.46 (March)

Noted by all present. A councillor asked about the umbrellas and the Mayor stated that she had purchased a few with her fund for the Remembrance service.

c) £1000 funding for litter items from Wealden district Council

It was resolved to accept the £1000 and to purchase litter picking items as shown to the value of £1000. (This would assist in two litter pick events by the Polegate Plodders and a group of allotment holders.)
VOTE 7 for Cllrs Ms A Snell, Mrs W Alexander, D Murray, D Watts, Mrs C Berry, Mrs M Phillips, M Falkner, 6 against D Dunbar, B Goodwin, Mrs M Piper, Mrs S Dobson, S Shing, D Shing
A councillor asked if "Polegate Town Council volunteer" could be printed on the back of the HV vests. It was resolved that any windfall funding would be delegated to the clerk [in liaison with buildings and land working group] to deal with due to their short timescales. VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, D Murray, Mrs M Piper, Mrs S Dobson, S Shing, Mrs C Berry, M Falkner, D Shing

Cllr S Shing left at 8.16pm

Cllr S Shing returned at 8.18pm

d) Additional funding from general reserves for trees at Wannock car park

It was resolved to accept the quotation for tree work at Polegate war Memorial recreation ground (trees in the car park) as per the tree audit and the quotation received. VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, D Murray, Mrs M Piper, Mrs S Dobson, S Shing, Mrs C Berry, M Falkner, D Shing

e) Journals

The journals were noted by all present.

12265

Correspondence for noting

a) A27 survey on council land response

It was noted that the consultants had not carried out a survey and therefore no report was available.

Dates of the next scheduled meetings

Full Council 20th May 2019

Full Council 24th June 2019

Full Council 29th July 2019

Full Council 30th September 2019

Full Council 28th October 2019

Full Council 25th November 2019

Full Council 9th December 2019

Full Council 13th January 2020 (precept and budget setting)

The meeting closed at 8.51pm

Signed Mayor of Polegate _____ Date _____

COMMITTEES – May 2019

	MAYOR	David Watts
	DEPUTY MAYOR	Margaret Piper
Finance & Policy Committee <i>at least once per year prior to budgets</i>	Chair Vice Chair	Douglas Murray David Watts Stephen Shing Martin Falkner Maggie Piper Angela Snell Dan Dunbar Malcolm Cunningham David Sanders 9
Delegated Authority		
Personnel Committee <i>(as and when)</i>	Chair Vice Chair	Angela Snell Cherie Berry Maggie Piper Martin Falkner Daniel Shing David Watts Dan Dunbar Wendy Alexander David Sanders 9
No Delegated Authority		
Planning Committee <i>(as and when)</i>	Chair Vice Chair	Wendy Alexander Maggie Piper Martin Falkner David Watts Dan Dunbar John Harmer 6
Delegated Authority		
Appeals Committee Delegated Authority		3 councillors
Flower Contract Working group Delegated authority through the town clerk	Chair Vice chair	Mrs M Piper Mrs C Berry David Watts Dan Dunbar 4
Buildings and Land Working group (includes bins & toilet [delegated through the clerk])	Chair Vice chair 1 ex officio	Douglas Murray David Watts Dan Dunbar Maggie Piper Angela Snell John Harmer 6
Some Delegated Authority through the town clerk		
Business Plan Working group No Delegated Authority	Chair Vice chair 1 ex officio	Douglas Murray David Watts Dan Dunbar Maggie Piper Angela Snell 5
Internal Audit Review and Internal Control Working group including Financial Regulations	Chair Vice chair	Douglas Murray D Watts A Snell M Falkner 4
Communities & Tourism working group		D Murray D Watts Mrs M Piper Ms A Snell Mrs C Berry M Cunningham D Sanders J Harmer 8
Website Working group (delegated through the clerk)		D Dunbar R Shing D Watts (Town Clerk) 4
Principles of Development working group (PoDWG) working on the	Delegated to take forward – financial	D Murray (chair) Mrs W Alexander

COMMITTEES – May 2019

Neighbourhood Plan	to come back to full council	Mrs M Piper	3
Christmas Lights working group	Chair Vice chair	Wendy Alexander Angela Snell Maggie Piper Cherie Berry John Harmer	5
(Street Lighting)	Delegated as clerk in liaison with DW, DM.	D Watts D Murray Town Clerk	3
Risk Management Working Group		D Watts Mrs M Piper M Cunningham J Harmer	4
Libraries Working group (delegated through the clerk)		D Watts Mrs C Berry M Cunningham <i>(also invited Cllrs D Shing, S Shing as county Cllrs)</i>	4
CIL WORKING GROUP Community Infrastructure levy		Cllrs D Murray D Watts D Dunbar S Shing Ms A Snell	5
<i>Shepham Wind Farm (working group) FULLY delegated non council funds.</i>	<i>Delegated to Mrs J Ognjanovic Mrs S Godfrey as per legal agreement</i>	<i>(Interested councillors – S Shing, D Watts, A Snell)</i>	
Conservative Group Leader		Angela Snell	
Independents Group Leader		Daniel Shing	
Polegate Residents' Association Group Leader		Maggie Piper	

Reminder, all councillors can attend any meetings, but only those on the committees may vote.



ITEM 7b

i

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

Telephone: 01323 488114

Town Clerk – Mrs Jo Ognjanovic e-mail – admin@polegatetowncouncil.gov.uk

Town Mayor – Ms A Snell e-mail - Cllr.a.snell@polegatetowncouncil.gov.uk

FINANCE AND POLICY

TERMS OF REFERENCE

- Finance and Policy Committee to be constituted at each Annual Statutory meeting.
- Committee to meet at least once a year prior to the budget being set by council and have delegated authority from May 2012.
- To consist of a maximum of 7 Councillors, plus the Mayor and Deputy Mayor as ex-officio members and to elect its own Chairman and its own Vice Chairman.
- To manage a Finance and Policy budget as agreed by full council.
- Committee to discuss and make decisions on the following:
 1. precept
 2. financial administration
 3. budget
 4. banking
 5. investments
 6. grants
 7. contracts
 8. licences and leases
 9. insurance policies
 10. fees and charges
 11. Council policy and policy reviews
 12. legal and professional services
 13. land matters
 14. commercial waste contract
 15. CCTV contract
 16. to produce a report for quarterly PTC Newsletter and Town Assembly
- Committee shall consider and recommend financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - v. Procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) .
 - Any formal tender process shall comprise the following steps:
 - i. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - ii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iii. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - iv. Tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
 - Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
 - Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.
 - All Councillors without exception will go through the Chair of Finance & Policy when brining up any Finance Matter, who will then contact the Clerk with those details if appropriate. (amended 17/1/2011)



ITEM 7b
ii

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Town Mayor – Ms A Snell e-mail Cllr.a.snell@polegatetowncouncil.gov.uk*

PERSONNEL COMMITTEE

TERMS OF REFERENCE & RESPONSIBILITIES

- Personnel Committee to be constituted at each Annual Statutory meeting.
- Committee to meet as and when required and make recommendations to Full Council for resolution.
- To consist of a maximum of 5 councillors including the Major and Deputy Mayor
- To recommend major changes to the Personnel budget.
- Committee to discuss requests from the Clerk on personnel matters (Note - all day to day matters have been delegated to the Town Clerk).
- To consider the implications of reports from the Town Clerk in respect of changes in Employment Law and report to Council accordingly.
- To make recommendations that require a Council decision on any staffing matters or staff policies not already under delegated authority of the Town Clerk. Including:
 1. maintaining good relationships with Council staff
 2. organisational and staff reviews
 3. service and salary levels



ITEM 7b
u

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PLANNING

TERMS OF REFERENCE & RESPONSIBILITIES

- Planning Committee to be constituted at each Annual Statutory meeting.
- Committee to meet as and when, in order to observe consultee deadlines set by Wealden District and East Sussex County Councils
- To consist of a maximum of 6 Councillors plus ex officio Mayor and Deputy Mayor and elect its own Chairman and Vice Chairman.
- To recommend and manage a Planning budget.
- Committee to consider and make recommendations to Wealden District Council or East Sussex County Council on all plans within the Polegate boundary and those outside the boundary which have an impact on the Town.
- A nominated member of the Committee will represent the views of the Committee at any Wealden District Council or East Sussex County Council Planning Committee meetings as shall be required.
- When necessary, applications may be considered by the Chair, Deputy Chair and one other Councillor, by way of the delegated process. If the Chair or vice chair are unavailable or have an interest the Mayor or Deputy Mayor may consider the applications.
- Committee to discuss and make recommendations with delegated authority on the following:
 1. planning applications
 2. majors planning applications
 3. enforcement notices
 4. appeal notices
 5. justice licences

6. tree preservation orders
 7. conservation areas and listed buildings
 8. Local Development Framework/ Local Plan
 9. Polegate Master Plan and reviews
- Town Clerk shall record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
 - Refer a planning application received by the Council to the Chair of planning or in his /her absence the vice-Chair or in his absence the Chairman of the Council within 2 working days of receipt to facilitate a briefing meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.



ITEM 7b
iv

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Town Mayor – Ms A Snell e-mail – Cllr.a.snell@polegatetowncouncil.gov.uk

APPEALS COMMITTEE

TERMS OF REFERENCE

- Appeals Committee to be constituted at each Annual Statutory Meeting.
- Committee to meet as required and have full delegated authority to determine an appeal.
- To consist of 3 Councillors¹ and to elect its own Chairman and its own Vice Chairman. (Quorum 3)
- To consider and decide whether individual appeals have established grounds for appealing under the complaints procedure.²
- To gather evidence at an appeal committee hearing to decide, on the basis of that information, whether an appeal should be upheld or rejected.
- Liaising with other authorities on matters pertaining to the committee, including the police and outside bodies if required.
- To consider, determine/resolve any appeal under the council's complaints procedure. (NB any councillor who has previously been involved in the procedure prior to the appeal may not sit on the appeal hearing.)
- Consider and resolve all staff appeals concerning grievance or disciplinary matters. (NB only Council may uphold a decision to dismiss the Town Clerk/Staff.)

PLEASE NOTE THAT THE COMMITTEE CANNOT CONSIDER AN APPEAL ON A DECISION TAKEN BY FULL COUNCIL

¹ These will be selected by the Town Clerk based on whether the councillors have had any prior dealing in the complaint. (Those who have will be excluded unless all are involved). If the matter relates to the Town Clerk, a different member of staff will select the three councillors based on the same criteria. They will also minute the meeting if the complaint relates to the Town Clerk.

² Training will be obtained for all councillors on the appeals committee if possible. This will be based in a similar way to the procedure for the old standards board system.



ITEM 7b

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Town Mayor Ms A Snell email Cllr.a.snell@polegatetowncouncil.gov.uk

Flower Contract working group

TERMS OF REFERENCE & RESPONSIBILITIES

- To have delegated authority within the Flower budgets and make a report to full council on the Flower Contract when necessary
- To meet as and when required
- To be formed of 4 councillors plus the Mayor and Deputy Mayor as ex officio with voting rights.



ITEM 7b
v1

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Town Clerk – Mrs Jo Ognjanovic e-mail - admin@polegatetowncouncil.gov.uk

BUILDINGS & LAND WORKING GROUP

TERMS OF REFERENCE

- Buildings & Land Working group to be constituted at each Annual Statutory Meeting
- Working group to meet as and when required
- To consist of 6 councillors plus ex officio Mayor and Deputy Mayor
- Working group to discuss and make recommendations to full council on all council land and assets including but not exclusive to the following:

Brightling Road Leisure Ground including - BMX Track land, Meadow land, Mini Railway enclosure land, Land at William Daly Gates

Oakleaf Play Area (leased)

Polegate War Memorial Recreation Ground

High Street offices (49 & 51)

Gosford Way Allotments (leased)

Cophall Allotments

Street lighting

High Street Toilets (there is a separate working group for more detail)



Item 7b
vii

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*Town Mayor – Ms A Snell e-mail - Cllr.a.snell@polegatetowncouncil.gov.uk
Town Clerk – Mrs Jo Ognjanovic e-mail - admin@polegatetowncouncil.gov.uk*

**BUSINESS PLAN WORKING GROUP
TERMS OF REFERENCE**

- Business Plan working group to be constituted at each Annual Statutory Meeting
- To meet as and when required
- To consist of 5 councillors, plus the Mayor and Deputy Mayor as ex-officio members. To include at least one member of each group¹ if possible.
- Working group to discuss and make recommendations to full council on all matters related to the business plan

¹ Political/elected



ITEM 7b
Viii

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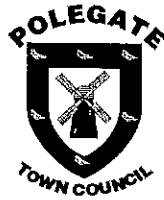
Town Clerk – Jo Ognjanovic - e-mail admin@polegatetowncouncil.gov.uk

Town Mayor – Cllr Ms A Snell – e-mail Cllr.a.snell@polegatetowncouncil.gov.uk

Internal Audit Review and Internal Control Working group

TERMS OF REFERENCE & RESPONSIBILITIES

- The Internal Audit Review and Internal Control working group to be constituted at each Annual Statutory meeting
- Working group to meet as and when required and make recommendations to Full Council for resolution. Meetings shall not be public but the reports from those meetings shall be made available.
- To consist of the chair and vice chair of Finance and two other councillors
- Working group to discuss, review and make recommendations for a full council review on the internal audit and internal systems of control and to carry out reviews as and when required



ITEM 76

IX.

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

Telephone: 01323 488114

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

Town Mayor – Cllr Ms A Snell – e-mail cllr.a.snell@polegatetowncouncil.gov.uk

Communities & Tourism Working Group

TERMS OF REFERENCE & RESPONSIBILITIES

- Communities and Tourism working group to be constituted at each Annual Statutory meeting
- Working group to meet as and when required and make recommendations to Full Council for resolution. Meetings shall not be public but the reports from those meetings shall be made available.
- To consist of 8 Cllrs (and other invited parties with an interest in the town including shop keepers and residents if required)
- To make reports and recommendations to full council as required or to Finance if funding is required)
- Working group to discuss and make recommendations on the following:
 1. Assess the current street scene conditions including, but not exclusive to:
 - High Street appearance
 - Dropped Kerbs
 - Finger posts
 - Additional bins and report to Buildings and Land or full council as required
 - General street scene including weeds and other issues
 - Parking issues
 - Accessibility (Via the Wealden District Council accessibility report)
 - Neighbourhood Development Plan
 - Tourism in the community
 - Community development
 - Links to the South Downs National park



ITEM 7b

X.

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Town Mayor – Cllr Ms A Snell – e-mail cllr.a.snell@polegatetowncouncil.gov.uk*

Website working group

TERMS OF REFERENCE & RESPONSIBILITIES

- Website Review working group to be constituted at each Annual Statutory meeting until the work is completed
- Website Working group to meet as and when required and make recommendations to Full Council for resolution. Meetings shall not be public but the reports from those meetings shall be made available.
- To consist of 3 councillors and the Town Clerk
- Working group to discuss and have delegated authority on website matters unless additional finance is required.



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Polegate Neighbourhood Plan Working Group

Terms of Reference

Purpose

To consider what the Polegate of the future will look like and establish principles of development and contents of a potential neighbourhood plan to support the town in achieving the vision.

Outcomes

- A clear documented statement of how Polegate will look and feel in 2035 - 2040
- A set of principles that establish the Town Council's policy in relation to future development

Terms of Reference

- Subject to budget, to arrange meetings or develop questionnaires to seek information from local residents, local businesses and other interested parties on what will define the Polegate of the future taking into account:
 - The town and surrounding area
 - Homes
 - Transport
 - Heritage Assets
 - Commercial Services
 - Employment
 - Education
 - Leisure and Culture
 - Security and Crime
 - Health and Wellbeing
- Prepare a strategic vision of Polegate in 20 years time that can be communicated to local residents, local businesses, Wealden District Council and any potential developers.
- Use the strategic vision to establish a set of development principles to guide the Town Council's assessment of proposed future development.
- To consider the necessary steps, costs and benefits of a Polegate Neighbourhood Plan.
- To involve the community in developing a plan

Delegated to the working group through the clerk for all decisions except finance which will be brought back to full council.



ITEM 7b
xii

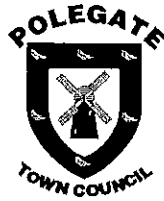
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*Town Clerk – Jo Ognjanovic - e-mail admin@polegatetowncouncil.gov.uk
Town Mayor – Cllr Ms A Snell – e-mail cllr.a.snell@polegatetowncouncil.gov.uk*

Christmas Lights working group

TERMS OF REFERENCE & RESPONSIBILITIES

- Christmas Lights working group to be constituted at each Annual Statutory meeting
- Working group to meet as and when required and make recommendations to Full Council for resolution. Meetings shall not be public but the reports from those meetings shall be made available.
- To consist of Cllrs Mrs W Alexander, Mrs C Berry, Ms A Snell, Mrs M Piper, J Harmer
- Working group to discuss and make recommendations on the following:
 1. New Christmas Lights – and amendments to the new contract commencing December 2017 – up to December 2021 and all things related.



ITEM 7b
XIII

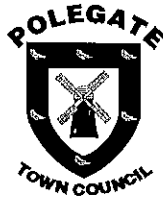
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Town Mayor – Cllr Ms A Snell – e-mail Cllr.a.snell@polegatetowncouncil.gov.uk*

Risk Management Working group

TERMS OF REFERENCE & RESPONSIBILITIES

- Risk Management working group to be constituted at each Annual Statutory meeting
- Risk Management working group to meet as and when required and make recommendations to Full Council for resolution. Meetings shall not be public but the reports from those meetings shall be made available.
- **To consist of 4 councillors and the town clerk**
- Working group to discuss and report to full council on the following:
 - All Risk Management matters



Item 7b
xiv.

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Polegate BN26 6AL
Telephone: 01323 488114**

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

Library Working group

TERMS OF REFERENCE & RESPONSIBILITIES

- Library working group to be constituted at each Annual Statutory meeting
- Working group to meet as and when required and make decisions with delegated authority (through the clerk) and report back to full council as required. Meetings shall not be public but the reports from those meetings shall be made available unless otherwise stated.
- To consist of Cllrs D Watts, Ms A Snell, Mrs C Berry, M Cunningham.
- Working group to discuss and make decisions on the following:
- To discuss and make decisions on all items related to Polegate library

County Councillors D Shing and S Shing may be invited to attend meetings but will not be able to vote.



ITEM 7b

xv.

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

Telephone: 01323 488114

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

CIL (Community Infrastructure Levy) Working Group

TERMS OF REFERENCE & RESPONSIBILITIES

- CIL working group to be constituted at each Annual Statutory meeting
- Working group to meet as and when required and make recommendations to Full Council for resolution. Meetings shall not be public but the reports from those meetings shall be made available.
- To consist of 5 Councillors
- Working group to discuss and make recommendations to full council on the following:
 - Suggestions on what the CIL funding should be spent on



ITEM 7b
xvi

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

Telephone: 01323 488114

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

Town Mayor – Cllr Ms A Snell – e-mail cldr.a.snell@polegatetowncouncil.gov.uk

Shepham Community Benefit Fund Working Group

TERMS OF REFERENCE & RESPONSIBILITIES

FULLY DELEGATED TO MRS J OGNJANOVIC & MRS S GODFREY AS PER MINUTE 12299 AND IN ACCORDANCE WITH THE AGREEMENT

Mrs J Ognjanovic & Mrs S Godfrey to be bank signatories. Funds separate to the town Council. Agreement only with the town council. All payment to be in accordance with the agreement.

Mrs Ognjanovic to represent the Polegate area Mrs Godfrey to represent the Stone Cross area.

Mrs Ognjanovic and Mrs Godfrey to select two representatives of each area. Mrs Ognjanovic will select one councillor from Polegate Town Council for each meeting who has put their name forward as an interested party.¹

Paperwork to be stored at the Polegate town Council offices. Meetings and work to be carried out at the office as a working group.

Please see attached minutes + background papers for information.

¹ Cllrs D Watts, A Snell, S Shing, M Piper, B Goodwin

Item 9 additions following reply form solicitor

Motion for full council 26th February 2018
(Council has the general power of competence)

Motion for council to create a fully delegated working group to be led by Mrs J Ognjanovic (Polegate) & Mrs S Godfrey (Stone Cross) and to include a resident of Polegate, a resident of Stone Cross and one Polegate Town Councillor from the volunteer Cllrs (Cllrs B Goodwin, Mrs M Piper, Ms A Snell, S Shing and D Watts volunteered)

The working group will undertake the obligations of the town Council under the terms of agreement between Second Generation Shepham Ltd(1) and Polegate Town Council (20)

Council to agree that the mayor and Deputy Mayor sign and seal the contract (in accordance with standing orders) which will be administered by the delegated working group with a bank account already set up for the purpose, separate to the council accounts. (Shepham Community Benefit Fund). *NB Funds will be transferred into the Shepham Community Benefit Fund bank account (and not made out to Polegate Town Council)*

For the clerk to do the paperwork/accounts as part of the working group and for the paperwork to be stored at the council offices to ensure it is retained for the future.

The working group will report back to full council in conjunction with the report to the company.

As per the application form supplied by BellTower Power (attached to these Terms of reference), the fund decisions are final and no correspondence will be entered into.

For the working group to meet in the council offices free of charge

NB Polegate Town Council reserves the right to dissolve the working group (and understands that this would cause the fund to cease)

Terms of reference

- Delegated working group to be constituted at each Annual Statutory meeting.
- Delegated working group to meet at least once a year and have delegated authority

- To consist of Mrs J Ognjanovic, Mrs S Godfrey, one resident of Stone cross and One resident of Polegate and one councillor from a volunteer of councillors. (First year volunteers - Cllrs B Goodwin, Mrs M Piper, Ms A Snell, S Shing and D Watts) a minimum of 2 persons must be present to vote at a meeting.
- To send notice of the meetings to the company in order that they may attend meetings from time to time and be able to vote if required.
- To manage the applications and funds in accordance with the contract with Second Generation Shepham Ltd and in accordance with Appendix 1 of the contract and to send out cheques to the recipients accordingly.
- Working group to meet and discuss funds available for each community (Polegate/ Stone Cross) and to allocate funding equally between the two communities. (It is expected that £15,000 each year will be given to the fund and £7500 to be used for Polegate and £7500 for Stone Cross communities.
- To produce a schedule of receipts and payments and a report to the company annually.
- To produce a report to the company along with evidence of the applications and any photos or written evidence of the use of the funds/activities of the receiving groups.
- To produce a report to full council
- Group members to accept the conditions of being a group member i.e. not to use the funds for any personal gain (section 4.1 of the contract)
- To keep the financial records and paperwork for a minimum of 6 years.

The town clerk was waiting on comments from the council's solicitor:

I have looked at the documentation.

I think that, in view of the commitments that the Town Council is being asked to enter into, the motion should state that the Working Group is to undertake the obligations of the Town Council under the terms of the Agreement between Second Generation Shepham Limited (1) and Polegate Town Council (2)

In view of these obligations I also consider that there should be mention of a reporting system to the Town Council. This may be in conjunction with the report to the Company.

If any organisation becomes disgruntled with not receiving a Grant they will complain to the Council who need to be able to deal with it and obtain information.

If the Working Group goes off the rails (bearing in mind the 24 year life span) should we make it clear that as a Working Group of the Council they have a right to dissolve the Working Group? If grants are made which are not in accordance with the requirements of the Agreement the Company can cease to make further payments under the Agreement (Clause 4.2) If there are any repercussions from this they fall to the Council

Amendments shown as above

that the police, fire and rescue and ambulance representatives would be attending the annual town assembly to give brief talks explaining the role of volunteers and encouraging people to volunteer for various helping roles in the event of a major incident. He was asked about the advertising of the event as rarely did residents attend. He stated that there would be a banner, it would be advertised on social media and the website and boards and locally and would also be advertised at the Your Community public event.

A councillor asked about the radio, the clerk stated that she had that in her office. A councillor asked about the 4 x 4 group, the chair stated that this was part of the plan, and more details would be added. A number of Cllrs asked about contacts on page 18. They were advised these were being added to over the coming months. The clerk confirmed that the "NRA" on page 18 referred to the National Rivers Authority.

It was resolved to adopt the draft resilience plan principles proposed in the Community Resilience Plan as a working document to be added to as and when required.

To agree to establish a formalised Community Resilience Team in conjunction with the Emergency Planning Officer at Wealden District Council

To Authorise the Town Clerk to make the necessary arrangement and allocate staff resources to finalise, maintain and update the plan (including arrangements for the Annual Town Assembly)

To agree a small budget of £1000 in the first instance for the purchase of essential equipment and protective clothing to be paid from general reserves.

12299

Motion for council to create a fully delegated working group to be led by Mrs J Ognjanovic (Polegate) & Mrs S Godfrey (Stone Cross) and to include a resident of Polegate, a resident of Stone Cross and one Polegate Town Councillor from the volunteer Cllrs (Cllrs B Goodwin, Mrs M Piper, Ms A Snell, S Shing and D Watts volunteered)

a) Council to agree that the mayor and Deputy Mayor sign and seal the contract (in accordance with standing orders) which will be administered by the delegated working group with a bank account already set up for the purpose, separate to the council accounts. (Shepham Community Benefit Fund). *NB Funds will be transferred into the Shepham Community Benefit Fund bank account (and not made out to Polegate Town Council)*

b) For the clerk to do the paperwork/accounts as part of the working group and for the paperwork to be stored at the council offices to ensure it is retained for the future.

c) For the working group to meet in the council offices free of charge

An update from the solicitor had been received and further comments regarding the changes to the organisation and legal

position for the council in setting up the working group rather than an independent group of individuals).

This was circulated to all councillors prior to the meeting.

The solicitor had commented that the motion should state The working group is to undertake the obligations of the town Council under the terms of the agreement between Second Generation Shepham Ltd(1) and Polegate Town Council (2). In view of these obligations he considered that there should be a reporting system back to the town council which could be made in conjunction with the report to the Company.

He stated that any disgruntles organisation not receiving a grant may complain to the council who would need to be able to deal with that and obtain information. The example application form was circulated to all councillors and agreed that this should suffice for restricting complaints (the decision of the working group is final and no further correspondence would be entered into.)

The solicitor also commented that bearing in mind the life span of the wind farm, the working group may "go off the rails" and the contract should make it clear that the council has the right to dissolve the working group.

He also stated that if grants are not made in accordance with the requirements of the agreement of the Company they can cease to make payments under the agreement (clause 4.2). If there are any repercussions that this would fall to the council.

As there would be a councillor representative on the working group, it was considered that they would ensure no payments were made outside of the agreement.

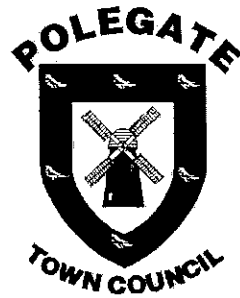
A councillor also put forward a number of comments including: The agreement should include a clause that if the council wish to withdraw it is able to.

That the report to council and the company be made prior to the anniversary payment each year.

A councillor asked if there were representatives form each community the clerk stated that there were and these could be changed for time to time in the future. He asked who would minute/record the meeting. The clerk stated that she would be able to do that or Mrs Godfrey in the event of the clerk chairing the meeting.

A councillor asked that if possible the accounts should be requested. Other councillors commented that this may not be possible for smaller organisations who wished to use the funding to do an event/activity only. It was agreed that the working group should be informed that due diligence should be carried out on those requesting funds in order to ensure that the funding was spent appropriately. It was agreed that in the terms of reference as stated would be accepted and the contract with the addition of a clause to cease if so desired. It was understood that the bank account had already been set up and was ready to administer the funding. It was circulated and noted that the parish clerk at Stone Cross had emailed the Town Clerk to advise that Westham Parish council (covering Stone Cross) did not wish to be involved.

	It was resolved to set up the working group (as per the Terms of reference) with full delegated authority to comprise of Mrs J Ognjanovic, Mrs S Godfrey (who were bank signatories) one councillor representative from Polegate Town Council as per the volunteers stated above. Mrs Godfrey at present would represent the Stone Cross community and would encourage two other residents of Stone cross to be involved. One resident of Polegate, which may change from time to time. It was noted that these were not council funds and the funding would go direct to the Shepham Community Benefit Fund bank account for distribution by the working group in accordance with the contract. It was resolved that the paperwork would be stored at the council offices and the working group would meet at the council offices free of charge. VOTE All in favour Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, S Shing
12300	Dates of the next scheduled meetings <i>NB Great Polegate Clean Up Saturday 17th March 11am</i> Full Council 26th March 2018 <i>NB "Your Community" Public Information Event (previously Senior moments) Saturday 7th April 2018</i> <u>Annual Town Assembly 16th April 2018</u> Full Council 30th April 2018 <u>Annual Statutory Meeting 21st May 2019 (Election of Mayor)</u> Full Council 25th June 2018 Full Council 30th July 2018 Full Council 24th September 2018 Full Council 29th October 2018 Full Council 26th November 2018 Full Council 10th December 2018
12301	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 It was resolved to continue the meeting in confidential session as per the above act (reason: Paperwork from Wealden is confidential and not to be released to the public) VOTE All in favour Cllrs D Dunbar, D Watts, M Falkner, B Goodwin, Mrs S Dobson, D Murray, D Shing, Mrs W Alexander, Mrs M Piper, Mrs M Phillips, S Shing
12302	London Bridge Protocol - confidential It was resolved that the Town Council would act in accordance with the confidential Wealden Protocol document with minor changes in respect of being the Town Council. The Town Clerk be delegated to make the appropriate arrangements and to purchase a book of condolence and other incidentals (badges of office, mourning bands, ties,



Polegate Town Council Standing Orders

Adopted
21st May 2018

List of model standing orders

- 1. Rules of debate at meetings**
- 2. Disorderly conduct at meetings**
- 3. Meetings generally**
- 4. Committees and sub-committees**
- 5. Ordinary council meetings**
- 6. Extraordinary meetings of the council and committees
and sub-committees**
- 7. Previous resolutions**
- 8. Voting on appointments**
- 9. Motions for a meeting that require written notice
to be given to the Proper Officer**
- 10. Motions at a meeting that do not require written notice**
- 11. Handling confidential or sensitive information**
- 12. Draft minutes**
- 13. Code of conduct and dispensations**
- 14. Code of conduct complaints**

15. Proper Officer
16. Responsible Financial Officer
17. Accounts and accounting statements
18. Financial controls and procurement
19. Handling staff matters
20. Requests for information
21. Relations with the press/media
22. Execution and sealing of legal deeds
23. Communicating with District and County or
Unitary councillors
24. Restrictions on councillor activities
25. Standing orders generally

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- ■ d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business

on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed (20) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than (2) minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- ■ l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted**
- ■ m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

- n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).
 - o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
 - ■ ■ p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
 - ■ ■ q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or no the/she gave an original vote.
- See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. Voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question
 - s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 if there was a public participation session; and the resolutions made.
 - ■ ■ t *(England)* A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

- ■ ■ **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- v **A meeting shall not exceed a period of (3) hours.**

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d **The council may appoint standing committees or other committees as may be**

necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer **(14)** days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**

- c If no other time is fixed, the annual meeting of the council shall take place at 7.30pm .
- d *(England)* In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of

the Council at the annual meeting of the council, the business of the annual meeting shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. *(England)* In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.**
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within (7) days of having been requested by to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].**

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.**
- b When a motion moved pursuant to standing order 7(a) above has been disposed**

of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (14) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with

standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least (14) clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book/file for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;

- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and Dispensations

See also standing order 3(t) above.

England

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.

- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d *(England)* Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery, by email or post at their residences, a signed summons confirming the time, place and the agenda.**

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.

- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;

See also standing order 22 below.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;

- xv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman (if any) of the (Planning) Committee within two working days of receipt to facilitate an extraordinary meeting or to the delegated committee if the nature of a planning application requires urgent consideration manage access to information about the council via the publication scheme; and
- xvi. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect. *See also standing order 22 below.*

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;

- ii. the council's aggregate receipts and payments for the year to date;
- iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's

- accounts and/or orders of payments; and
- v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£60,000].
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No.**

5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council OR the (personnel) committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of [the (personnel) committee or, if he/she is not available, the vice-chairman of [the (personnel) committee of absence occasioned by illness or other reason and that person shall report such absence to [the (personnel) committee at its next meeting.
- c The chairman of [the (personnel) committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the (personnel) committee
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of [the (personnel) committee or in his absence, the vice-chairman of [the (personnel) committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the (personnel) committee
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of [the (personnel) committee, this shall be communicated to another member of [the (personnel) committee] OR , which shall be reported back and progressed by resolution of the (personnel) committee
- f Any persons responsible for all or part of the management of staff shall treat the

written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk and/or the Chairman of the Council OR the (personnel) committee

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the (Policy & Finance) committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

23. Communicating with District and County or Unitary councillors

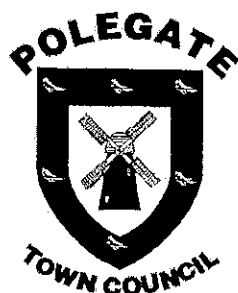
- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the (England) District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the (England) District and County Council shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least (10) councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he/she has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



POLEGATE TOWN COUNCIL

FINANCIAL REGULATIONS

Adopted 21st May 2018

INDEX

1.	GENERAL	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	5
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	7
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	10
7.	PAYMENT OF SALARIES	12
8.	LOANS AND INVESTMENTS	13
9.	INCOME	14
10.	ORDERS FOR WORK, GOODS AND SERVICES	15
11.	CONTRACTS	15
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....	17
13.	STORES AND EQUIPMENT	17
14.	ASSETS, PROPERTIES AND ESTATES	18
15.	INSURANCE	18
16.	CHARITIES	19
17.	RISK MANAGEMENT	19
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	19

These Financial Regulations were adopted by the Council at its Meeting held on Monday 18th May 2015

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

² In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council

Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council or Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.1. The RFO must each year, by no later than December/January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance committee and the council.
- 3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000 unless specifically resolved otherwise;
 - a duly delegated committee of the council for items over £5000; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5000 or as otherwise resolved by council.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is

satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The council may seek credit references in respect of members or employees who act as signatories].
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee Meeting.

- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and

- any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk /RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk/the RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council/ finance committee. Transactions and purchases made will be reported to the council/relevant committee and authority for topping-up shall be at the discretion of the council/ relevant committee.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and the maintenance person and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used other than for petty cash items under £25.
- 6.20. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk/RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate

confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the town clerk/council must consider a full business case, excluding any locum cover required.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.

- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter/email shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books/files shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18, ³ and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores if applicable at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate if appropriate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers
- 15.2. The RFO shall keep a record of all insurances affected by the council and the property and risks covered thereby and annually review it.

- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that

reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Polegate Town Council

Code of Conduct for Members

As a member or co-opted member of Polegate Town Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

The Seven Principles of Public Life

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

2. Members should not place themselves in situations where integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour. Members should show integrity by consistently treating other people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or position, for example as an officer or employee of the authority.

Objectivity

3. Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Honesty

6. Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

7. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

On their election or co-option to the Polegate Town Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

This Code of Conduct, adopted by the authority on 30th July 2012, is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.

Part 1 – General provisions

Introduction and interpretation

1. (1) This Code applies to **you** as a member of the authority, when acting in that capacity.

(2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.

(3) If you need guidance on any matter under this Code you should seek it from the authority's monitoring officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.

(4) It is a criminal offence to fail to notify the authority's monitoring officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the authority's monitoring officer.

(5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding -

(a) whether to take action in relation to you and

(b) what action to take.

(6) In this Code—

“authority” means Polegate Town Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a member of the authority but who-

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

“meeting” means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

“member” includes a co-opted member.

“register of members' interests” means the authority's register of members' pecuniary and other interests established and maintained by the authority's monitoring officer under section 29 of the Localism Act 2011.

Scope

2. —(1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority, and references to your official capacity are construed accordingly.

(2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. —(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of its the equality duties (in particular as set out in the Equality Act 2010);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(a) reasonable and in the public interest; and

(b) made in good faith and in compliance with the reasonable requirements of the authority;

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 – Interests

Personal interests

8. – (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

(2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-

(a) the authority may deal with the matter as mentioned in paragraph 1(5) and

(b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).

(3) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest

in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(4) In sub-paragraph (3)(b), a relevant person is—

(a) a member of your family or a close associate; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).

(5) Subject to sub-paragraphs (6) and (7), you have a personal interest which is also a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner- have any interest of a description specified as a disclosable pecuniary interest in Regulations made by the Secretary of State pursuant to section 30 of the Localism Act 2011.

[Note - the list of disclosable pecuniary interests will be added to the Code at the end of this paragraph as soon as the Regulations have been made.]"

(6) In sub-paragraph (5), your partner means—

- (a) your spouse or civil partner,
- (b) a person with whom you are living as husband and wife, or
- (c) a person with whom you are living as if you were civil partners,

(7) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

Disclosure of personal interests (See also Part 3)

9. —(1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) If the personal interest is entered on the authority's register there is no requirement for you to disclose the interest to that meeting, but you should do so if you wish a disclosure to be recorded in the minutes of the meeting.

(3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(4) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

(5) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(6) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10. —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-

(a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

(b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

- (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
- (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Interests arising in relation to overview and scrutiny committees

11. You also have a personal interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12. —(1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority—

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your authority's monitoring officer or standards committee;

(b) you must not exercise executive functions in relation to that matter; and

(c) you must not seek improperly to influence a decision about that matter.

(2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3 – Registration of Interests

Registration of members' interests

13. —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by the authority; or

(b) your election or appointment to office (where that is later),
register in the register of members' interests details of-

- (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
- (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14. —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in the register of members' interests.

(3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Dispensations

15 - (1) The standards committee, any sub-committee of the standards committee, the monitoring officer **or Town Clerk** may, on a written request made by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 12(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.

(2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the standards committee, its sub-committee, the monitoring officer or **the Town Clerk** —

(a) considers that without the dispensation the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) considers that granting the dispensation is in the interests of persons living in the authority's area,

(d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority's executive would be prohibited by paragraph 12 from participating in any particular business to be transacted by the authority's executive; or

(e) considers that it is otherwise appropriate to grant a dispensation.

(2) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

(3) Paragraph 12 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Annual Stat meeting

ITEM 11a

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Ms J Ognjanovic
Polegate Town Council
Council Offices
49 High Street
Polegate
East Sussex
BN26 6AL

Our Ref
JZT/TDG/MIT0001/3

Date
13 February 2019

Dear Madam

51 High Street, Polegate

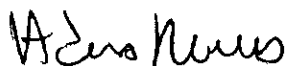
Thank you for your email dated 11th February 2019.

We confirm that we hold the following title deeds:-

1. Land to the East of Brightling Road, Polegate. - meadow / field.
2. Cophall Allotment Land, Polegate.
3. Street Lighting in Polegate (Seeboard). - OLD.
4. Gosford Way Allotments, Polegate. "Rental" agreement
5. Land to Rear of 18 Spurway Park, Polegate. OLD
6. Polegate Town Council re: CCTV. -
7. Lease of the Wannock Centre, Wannock Road, Polegate. - OLD.
8. 49/51 High Street, Polegate. Deeds
9. Lease of Part 51 High Street, Polegate. - OLD
10. Documents relating to premises known as the Polegate Recreation Ground in the Parish of Jevington in the Council of Sussex. (Polegate)
11. The Centre, Polegate. (S106 indemnity)

If you have any further queries please do not hesitate to contact me.

Yours faithfully



Adams & Remers LLP

Email james.turner@adamsandremers.com
DD 01273 403222
Fax 01273 480618

A&R.

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Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-2720842363
1. Name of policyholder Polegate Town Council

2. Date of commencement of insurance policy 01/04/2019

3. Date of expiry of insurance policy 31/03/2020

Zurich Insurance plc, a public limited company incorporated in Ireland.
Registration No. 13460.
Registered Office: Zurich House,
Ballsbridge Park, Dublin 4,
Ireland.
UK Branch registered in England and Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre,
3000 Parkway,
Whiteley, Fareham, Hampshire
PO15 7JZ

Authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature

Tulsi Naidu

Tulsi Naidu

Chief Executive Officer of Zurich Insurance plc, UK Branch

Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.



ITEM 12

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

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

COUNCIL REPRESENTATION ON OUTSIDE BODIES

1. Introduction

1.1 Polegate Town Council has representatives on a variety of outside bodies within the local area.

Representation may be for a number of reasons such as:

- The work of the outside body or group directly affecting council business, services, land or property
- The body or group specifically requesting a council representative
- It being considered key that the council is aware of the work the body or group is undertaking due to its impact on the town, its residents or visitors
- The body or group being an opportunity to liaise with other external companies or authorities in the interests of the town, its residents or visitors
- The council having a financial interest or commitment with the body or group and/or its function

1.2 The outside bodies generally fall into one of the following categories:

- A local voluntary community group or organisation
- A local charity
- A larger association that has an impact on the business of the council or town / village
- A liaison meeting with other companies or local authorities
- A management committee/society managing either council owned land or property, or that the council is in some way financially connected with
- A body that can offer town improvements

2. The role of the council representative

2.1 A council representative represents the council as a whole, rather than acting in a personal capacity. This means that the representative must always act in accordance with council policies and procedures; the Member's Code of Conduct and bear in mind the limitations of the council as a corporate body.

Date adopted 20th May 2019

2.2 The representative allows its outside body to gain access to the expertise and knowledge of the council and also ensure the council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of the town / village, its residents and visitors.

2.3 The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. They may ask another councillor to substitute for them in their absence if the outside body is willing.

2.4 Council representatives will be appointed at each annual meeting of the council, usually held in May.

3. Limitations

3.1 It is vital that the representative and the body itself understand the limitations of the council representative.

3.2 A council representative cannot commit the council resources or support, whether financial or 'in kind' to an outside body. If anything of this nature is requested it should be brought back to the council, through the Clerk, for consideration.

4. Reporting

4.1 In order for both the outside body and council to benefit from the representation it is important that regular updates are reported back to council by the representative. The methods considered most effective for reporting back are:

- Minutes of meetings – any minutes of meetings received by a representative should be sent to the Clerk for forwarding on to all councillors, unless they are considered confidential
- Updates to council and/or committee meetings – if the representative feels there is a matter that needs to be considered by council or a committee then a report should be prepared and sent to the Clerk to circulate with the agenda for the appropriate meeting.
- Email updates – representatives should forward the Clerk any email updates from the outside body, for forwarding to all councillors.

5. Change of representation

5.1 An outside body is free to request an alternate council representative on the understanding that the replacement will be chosen by the council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds for an outside body to request an alternate council representative.

5.2 An outside body is free to inform the council at any time that council representation is no longer required, if its constitution allows it to do so.

5.3 A representative wishing to stand down from their role should first inform the outside body itself and then the Clerk. Where possible, the Clerk will invite another councillor to substitute on the outside body until a representative can be formally appointed by the council.

REPRESENTATIVES TO OUTSIDE ORGANISATIONS May 2019

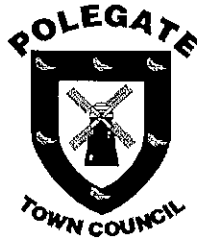
ITEM 12

Organisation	Councillor:
Airs (Action in Rural Sussex)	Cherie Berry
Allotments	Dan Dunbar
Bus Group	VACANT? - (clerk)
CCTV Liaison	Dan Dunbar Martin Falkner
Citizens Advice Bureau	Angela Snell
Civil Protection	Dan Dunbar
Community Association	Angela Snell Maggie Piper
Cuckmere Community Bus	Dan Dunbar
Crime Prevention/Neighbourhood Watch/Police Liaison/LAT meeting	Dan Dunbar Martin Falkner
Eastbourne Area Transport Forum	VACANT? - (clerk)
East Sussex ALC	David Watts
Elderly	Martin Falkner Maggie Piper David Watts
Fields In trust	Douglas Murray
Hailsham Area Action Plan (HAAP) [disbanded?]	Wendy Alexander
NALC SSALC	Angela Snell
Polegate Library	David Watts
Polegate School Governors	Martin Falkner
Polegate Twinning Association	Angela Snell
Polegate Windmill	David Watts
Press Liaison & Newsletter	David Watts Dan Dunbar
South Downs National Park (SDNP)	Wendy Alexander (Maggie Piper)
South Wealden Association of Local Councils (WDALC) & Planning	Douglas Murray
Sports – Cricket/Football/Stoolball	John Portway
SSALC	Angela Snell
Tree Warden	Tim Saunders (Oct 2016) NON COUNCILLOR
Wealden Planning Panel	Douglas Murray
Youth	Dan Dunbar Martin Falkner Angela Snell Douglas Murray

POLICY NUMBER	POLICY NAME	LAST DATE OF AMEDEMMENT	NOTES
1	Statement of Intent to community engagement	Adopted at annual stat meeting 21/5/18	
2	Disciplinary code/procedure	Adopted at annual stat meeting 21/5/18	
3	Equal Opportunities monitoring	Airs adopted 22.5.18.	Included in airs personnel policy file
4	Grievance procedure and problem solv	Adopted at annual stat meeting 21/5/18	
5	Information Technology Policy	Adopted at annual stat meeting 21/5/18	
6	Bees on allotments	Adopted at annual stat meeting 21/5/18	
7	CCTV Policy	New Policy adopted 20/7/18 AT Finance and Policy meeting	
8	Staff entrance to LGPS	Adopted at annual stat meeting 21/5/18	
9	Grants to Organisations	Adopted at annual stat meeting 21/5/18	
10	Press media policy	Adopted at annual stat meeting 21/5/18	
11	Smokefree policy	Adopted at annual stat meeting 21/5/18	
12	Public Right to speak at meetings	Adopted at annual stat meeting 21/5/18	
13	Document retention policy	Adopted at annual stat meeting 21/5/18	
14	Stress Policy	Adopted at annual stat meeting 21/5/18	
15	Health & Safety Policy	Adopted at annual stat meeting 21/5/18	New policy created, being streamlined with Health & safety management System
16	Risk Management Policy	Adopted at annual stat meeting 21/5/18	being revised
17	Complaints procedure	22.05.17	NEW PROCEDURE REVIEWED FOR COUNCIL MEETING JAN 2019
18	Freedom of Information	Adopted at annual stat meeting 21/5/18	being reviewed
19	Recruitment of ex offenders policy	Adopted at annual stat meeting 21/5/18	
20	Storage of CRB Disclosures Policy	Adopted at annual stat meeting 21/5/18	
21	Street Lighting Policy	Adopted at annual stat meeting 21/5/18	
22	Bullying & Harassment (External) Policy	Adopted at annual stat meeting 21/5/18	
23	Co-option Policy	Adopted at annual stat meeting 21/5/18	
24	Pension Fund Discretion Policy	Adopted at annual stat meeting 21/5/18	
25	Social Media Policy	Adopted at annual stat meeting 21/5/18	
26	Emergency Procedure Policy	Adopted at annual stat meeting 21/5/18	
27	Occupational Health Policy	Adopted at annual stat meeting 21/5/18	
28	Statement Of Internal Control And Annual Review Of Effectiveness Of Internal	Submitted each year	Annual Governance Statement AGAR Section 1.
29	Dignity at work policy 2018	Adopted at annual stat meeting 21/5/18	
30	Honorary Freeman of the town	Adopted at annual stat meeting 21/5/18	
31	Unreasonably persistent or vexatious complaints policy	Adopted at annual stat meeting 21/5/18	
32	Polegate Drone Policy 2018	Adopted at annual stat meeting 21/5/18	
33	Polegate Investment Policy	Adopted at annual stat meeting 21/5/18	
34	Pay Policy		
35	Drugs & alcohol Policy		in draft

NB there are a number of staff policies held in the Airt manual adopted each year

Polegate Town Council



STATEMENT OF INTENT TO COMMUNITY ENGAGEMENT POLICY

Policy Number 01		
Issue No.	Date completed	Details of amendments
1	12.12.11	
2	18.05.15	Amended
3	23.05.16	For adoption at Annual Stat meeting
4	22.05.17	Adopted at Annual Stat Meeting
5	21.05.18	Adopted at Annual Stat Meeting
6	20.5.19	For review ^{adoption} at annual Stat meeting
7		For review by Finance & Policy.

1. Aims and Objectives

Polegate Town Council aims to:-

- Represent and promote the interests of Polegate and all its people in all forums
- Pay particular attention to the needs of our children and young people
- Pay particular attention to the needs of our elderly
- Provide the best possible amenities and services by the efficient use of available resources
- Actively involve local people in decisions affecting activities in the area
- Be open and accountable in all it does
- Support development which is environmentally, socially and economically sound and sustainable
- Enhance quality of life by protecting and enhancing Polegate's ecological and environmental assets

In order to achieve these aims, the Council will

- Work closely with residents, businesses and community groups;
- Engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future; ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process; ensure that residents have the opportunities to be heard at every stage, and the capacity to be effective citizens.

The outcomes the Council hopes to achieve are:

- Improved communication with the local community
- A better understanding within the community of the role of the Town Council and of its Councillors
- Local people feeling that they are involved in decision making
- Improved satisfaction with local public services

2. Defining the community

The Council considers the community of Polegate to consist of:

- All residents of the town
- All users of the Town Council's services
- All those who work within the town
- All those who own businesses within the town
- All young people who live and/or go to school within and close to the town
- All local and some national voluntary organisations, clubs and societies
- Any group or organisation that represents some or any of the members of the above sections of the community
- Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Polegate and aims to maintain excellent working relationships with these bodies, including the Police, the other tiers of local government and neighbouring town and parish councils.

3. Provision of information to the community and opportunities for community involvement

Information is provided by the Town Council to the community in a number of ways, including:

- The Town Council offices at 49 High Street are open Monday to Friday 9-1pm and can provide a wide range of information both on Council services and other Polegate activities and issues
- The Town Council's website www.polegate-tc.co.uk provides comprehensive information both on the work of the Town Council and on other services, the history of the town, local events, local groups and organisations.
- The public can contact the Town Council through the website and public consultations are sometimes carried out through the website and newsletters.
- The Town Council provides four notice boards around the town which are used to display agendas for Council meetings and minutes as well as other information of interest to the local community.
- The Town Council's Newsletter is published approximately quarterly and is available from the Town Council offices, on the website and from the local library
- The Annual Report is produced in May each year and is available from the Town Council offices, on the website and from the local library
- All meetings of the Town Council and its committees and sub-committees are open to the public and a period is set aside at the beginning of each meeting for public questions
- Public meetings are called to gauge public opinion about important issues affecting the town such as major planning applications
- Questionnaires are sometimes used to ask local people's opinions about specific matters and these are distributed to local residents, for example through organisations at public meetings, or downloadable from the Council website
- The Town Council submit frequent press releases/articles to the local papers
- The Town Council has initiated and updated a Town Master Plan where local residents have been invited to make comment.
- On Major matters of public concern the Town Council has liaised with local residents by means of public meetings and active feedback is sought at all times these events help to "spread the word" on the role of the Council and encourage people to participate in local affairs with specific local issues being explored from time to time using the full range of communication techniques available

4. Opportunities for Formal Representations to the Council

- Formal representations to the Council may be made at any time in writing to the Town Clerk.
- A period for the receipt of petitions is set aside at the beginning of each Council meeting.

5. Involvement in Partnerships

The Town Council often works in partnership with other organisations such as the District Council neighbourhood watch and the Police.

It has representatives on the following local organisations:

- Citizens Advice Bureau
- Cuckmere Community Bus
- District Association of Local & Parish Councils
- Polegate Twinning Association
- Polegate Windmill
- Polegate Community Association
- Local Churches and Church groups
- Polegate School
- Willingdon Community School

6. Role of Council Members and Officers

Council Members (Councillors) are the elected decision makers of the Town Council.

Their contact details are available from the Town Council offices, on Town Council Notice boards and on the Town Council website. Members of the public are welcome to contact Councillors to raise any issues.

The Council's officers are staff who are employed to carry out the day to day functions of the Council and make sure that its services are provided for the local community. The Town Clerk is the Proper Officer for the Council which means she has overall responsibility for the provision of Council services. The Council employ a maintenance person, litter picker, cleaner/caretaker and office staff. They frequently have direct contact with members of the public and naturally have to field questions and enquiries. The ability to do this effectively and courteously is as important as any other element of the Council's work in the community and can give good feedback on the views of the people on the services offered by the Council.

The Council is always considering practical ways of engaging with people and the community

The Council is committed to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge.

Outcomes of the strategy will include:

- Improved communication through the establishment of new channels of engagement;
- More residents understanding the role of Councillors and getting the best effect;
- Improved engagement with local communities, with more people feeling that they are involved in
- Decision-making and a higher percentage of people involved in volunteering;
- Improved satisfaction with local public services.

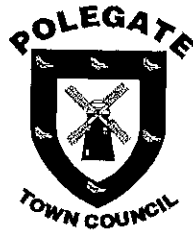
Statement prepared for adoption by Polegate Town Council at its meeting on 12th December 2011

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Polegate Town Council



DISCIPLINARY PROCEDURE

Policy Number 2		
Issue No.	Date completed	Details of amendments
1	April 2008	
2	May 2016	Adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	For adoption at annual stat meeting
5	20.5.19	

DISCIPLINARY RULES AND PROCEDURES

Disciplinary Procedure

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. It is the Council's responsibility to ensure that disciplinary practices and procedures are effective, fair, well understood and consistently applied. Appropriate procedures are an aid to good management and should not be viewed primarily as a means of imposing a disciplinary penalty or necessarily leading to dismissal. This procedure applies to all employees unless otherwise stated in their terms and conditions of employment.

Principles

No disciplinary action will be taken against an employee until the case has been fully investigated and a disciplinary hearing conducted by the Personnel Committee.

At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.

At all stages the employee will have the right to be accompanied by a work colleague or an accredited Trade Union representative. Employees under the age of 18 years have the right to be accompanied by a parent or guardian. The Council will write to the parent or guardian inviting attendance at any disciplinary hearing unless the employee requests otherwise.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the action will be dismissal without notice or payment in lieu of notice, i.e. summary dismissal. (See section 3 – stage 4).

An employee will have the right of appeal against any disciplinary action.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

Records will be kept of investigations, interviews and hearings.

An employee will be given five working days notice to attend a disciplinary hearing.

Where there are reasonable grounds to suspect an employee has committed an offence of gross misconduct, or where it is appropriate in order to facilitate further investigations, the employee will normally be suspended, on basic pay,

until the disciplinary hearing. Suspension is not in itself disciplinary action, the decision to suspend will be confirmed in writing and the period of suspension will be kept as brief as possible.

The Procedure

A minor breach of discipline will be dealt with informally, but where the matter is more serious the following procedure will be used:

Stage 1 – Verbal Warning

If an employee's attendance, work performance or conduct does not meet acceptable standards the employee will normally be given a verbal warning. He or she will be advised of the reason for the warning and that the warning constitutes the first stage of the disciplinary procedure. The employee will also be advised of the right of appeal as set out in the appeals procedure (section 7).

A record of the verbal warning will be kept on the employee's personal file but will be disregarded after six months, subject to satisfactory attendance, work performance or conduct. The employee will also be advised that action under stage 2 will be considered if there is no satisfactory improvement.

Stage 2 – First Written Warning

If the offence is a serious one, or there is a failure to improve and the employee's work performance, conduct or attendance is still unsatisfactory, a first written warning will be issued. This will give details of the complaint, the improvement required and the timescale for improvement. It will advise that action under stage 3 will be considered if there is no satisfactory improvement. It will also advise of the employee's right of appeal as set out in the appeals procedure (section 7).

A copy of this first written warning will be kept on the employee's personal file, but will be disregarded after twelve months subject to satisfactory attendance, work performance or conduct.

Stage 3 – Final Written Warning

If the employee's attendance, work performance or conduct is still unsatisfactory or if the misconduct is considered to be sufficiently serious, but not serious enough to justify dismissal, a final written warning will be given. This will give details of the complaint and advise that dismissal will result if there is a failure to improve and the employee's work performance, conduct or attendance is still unsatisfactory. It will also advise the employee of the right of appeal as set out in the appeals procedure (section 7). A copy of the final written warning will be kept on the employee's personal file for two years, but will be disregarded after two years subject to satisfactory attendance, work performance or conduct.

Stage 4 – Dismissal

If the employee's attendance, work performance or conduct remains unsatisfactory dismissal will result. Only the Council can take the decision to dismiss. The employee will be provided with written reasons for the dismissal within five working days. Only in exceptional circumstances, i.e. gross misconduct, will an employee be dismissed for a first breach of discipline.

Gross Misconduct

The following list provides examples of offences which may be regarded as gross misconduct.

- ♦ Theft, fraud, deliberate falsification of records or minutes.
- ♦ Bringing the Council's name into disrepute.
- ♦ Unauthorised possession or removal of the Council's goods or equipment.
- ♦ Unauthorised use, or misuse, of the Council's computer hardware or software or internet access, e.g. using and/or downloading offensive material.
- ♦ Violent or insulting behaviour including the use of insulting or abusive language.
- ♦ Wilful damage to or serious misuse of Council property.
- ♦ Refusal to obey a lawful and reasonable management instruction, or a serious act of insubordination.
- ♦ Incapability through alcohol or solvents or being in possession of or under the influence of illegal drugs.
- ♦ Gross neglect of duties to an extent likely to cause significant loss to the Council or danger to other employees or members of the public.
- ♦ Serious breaches of confidentiality.
- ♦ Serious infringement of health and safety rules.

Disciplinary hearings

Disciplinary hearings are conducted by members of the Personnel Sub-Committee. At the conclusion of a disciplinary hearing, and if the Committee is satisfied that gross misconduct has occurred, then the Chairperson will prepare a report to present to Full Council. The Council would then decide whether the circumstances warranted dismissal or an alternative form of discipline.

Suspension

In circumstances when the employee's misconduct or behaviour is viewed as serious, the employee is liable to be suspended from work, on basic pay. This suspension should normally be for no more than ten working days, to enable the Council to fully investigate the alleged offence.

Whilst the suspension may be for a period exceeding ten working days every effort will be made to restrict the suspension to the shortest time possible in the circumstances.

Appeals

An employee who wishes to appeal against disciplinary action should lodge a letter of appeal with the Mayor or Chair of the Personnel Sub-Committee within ten working days, stating precisely the grounds of the appeal. Any disciplinary action will stand until the hearing decides otherwise.

The appeal will be heard within ten working days and should be heard by the nominated Appeals Committee, and their decision will be final. There will be only one right of appeal. The outcome of the Appeal Hearing will be confirmed in writing within five working days. The employee does of course have the right of appeal to an independent tribunal in accordance with the ACAS Code of Practice and Guidance.

Polegate Town Council



GRIEVANCE PROCEDURE AND PROBLEM SOLVING POLICY

Policy Number 04		
Issue No.	Date completed	Details of amendments
1	April 2008	
2	May 2016	Adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	For adoption at Ann stat meeting
5	20.5.19.	



GRIEVANCE PROCEDURE

Grievance Procedure and Problem Solving

The Council recognises that it is in everybody's best interest that employees have the means to raise any issues or problems affecting them at work, in an atmosphere of mutual trust and confidence.

It is the Council's aim that issues are settled quickly and informally by the Personnel Committee. If, however, concerns cannot be resolved informally, employees have the right to discuss the matter with the Appeals Sub-Committee.

Principles

An employee has the right to be accompanied by a colleague to act as a witness or to give support, or an accredited Trade Union Representative, who may act as a witness of the proceedings.

An employee under the age of 18 should be advised to be accompanied by a parent or legal guardian to give advice and support.

The Procedure

First Stage: Discussion with the Town Mayor.

Aim: To resolve the issue informally within five working days.

If a solution cannot be found, the matter should be referred in writing, by the employee to the Personnel Committee.

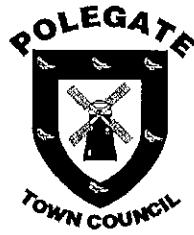
Second Stage: Discussion with the Personnel Committee.

Aim: To consider the full details arising out of the previous discussion with the Town Mayor and resolve the matter within a period of ten working days.

Third Stage: To seek guidance from the Arbitration, Conciliation and Advisory Service (ACAS) which will be binding on both parties.

Aim: To consider the full details arising out of the previous discussion with the Town Mayor and Personnel Committee within fourteen working days. The decisions reached will be formally communicated to the employee in writing.

Polegate Town Council



IT POLICY

Policy Number 5		
Issue No.	Date completed	Details of amendments
1	04.06.13	Changes on website
2	23.05.16	Adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	For adoption at Ann Stat meeting
5	20.5.19	



INFORMATION TECHNOLOGY POLICY

General Statement

The Town Council recognises that the spread of electronic communications and access to multiple sources of information and access through the internet is an increasing and necessary part of work for everyone. This accessibility confers many advantages but also brings risks which need to be taken into account. Recent events in several employment sectors has shown that it is in both the employer's and the employee's interest to have an appropriate policy in place relating to the use of information technology.

Policy

1. All members of staff are required to read and to comply with the conditions of the policy in respect of the way in which information technology is used. The policy includes computers and fax machines
2. The Council recognises that reasonable use of e-mail facilities to communicate brief personal non-offensive messages is acceptable and is a privilege that the Council is prepared to allow, but the amount of time spent must not be abused or it will be stopped
3. The Council recognises that access to professional information by e-mail, fax or through web sites is a necessary requirement of the job of the Clerk to the Council and other staff and is permitted
4. Staff are expected to use technology in a courteous, reasonable and responsible manner. The following activities are not acceptable and anyone found to be involved in them may face disciplinary action. In certain instances the matter will be considered to be gross misconduct:
 - Receiving, sending or displaying offensive messages or pictures
 - Using obscene language
 - Improper use of e-mail and faxes
 - Damaging computers, computer systems or computer networks
 - Violating copyright laws
 - Using others' passwords and identities (unless authorised)
 - Trespassing in others' folders, works, or files
 - Intentionally wasting limited resources
 - Employing the Council's systems for commercial purposes
 - Employing the Council's systems for illegal activities
 - Downloading any commercial software
5. The Council encourages electronic communications with local, national and international organisations

6. The Council cannot control and is not responsible for the accuracy or content of information gathered over the internet. Security is maintained by appropriate software, internal computer security settings and passwords
7. It is a requirement of the Council and the duty of all staff to avoid deliberate use of the Council's internet connections and technology for inappropriate personal use. Staff should immediately alert the Town Clerk, or Town Mayor, as appropriate, of any suspect material found stored on a computer or elsewhere on the premises.
The Council is prepared to allow staff the use of the Council's internet connections for personal access to the internet provided that this is carried out in their own time and whilst there is no cost to the Council.
8. The computer equipment and software must be used as installed and staff may not install, uninstall, delete or change anything on a Council computer without the express authority of the Town Clerk or the Town Council, as appropriate.
9. The Council uses a virus checker on its computers and staff are forbidden to load data disks which have not been virus checked by the system.
10. Access to chat rooms and gaming is not permitted on Council computers

Any concerns on the policy must be raised with the Town Clerk or the Town Mayor (as appropriate) in the first instance and will be resolved, if necessary, by the Personnel Committee or the Town Council.

This policy is subject to the normal grievance and disciplinary rules.

I have read the policy and agree to abide by it.

Signed..... Print name.....

Date/...../.....

Polegate Town Council



BEEKEEPING ON ALLOTMENTS POLICY

Policy Number 06		
Issue No.	Date completed	Details of amendments
1	20.05.13	
2	23.05.16	Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	Adopted at Annual Stat Meeting
5	20.5.19	For review at annual stat meeting
6		

1.0 CONSENT

- 1.1 Bees shall not be kept on any allotment plot unless the plot holder has submitted a written request to, and has received consent from, the Council. Plot holders do not have a statutory right to keep bees on allotments.
- 1.2 A maximum of two hives may be permitted per full (10 rod) allotment plot and one hive per half (5 rod) allotment plot.

2.0 CONSULTATION

- 2.1 A notice must be prominently displayed on the plot, notifying other plot holders that a request to keep bees has been made. Such notice should be displayed for a minimum period of 28 days in the growing season and 56 days outside the growing season, indicating that consideration of the request is being given by the Council.
- 2.2 Once consent has been granted, permanent notices must be displayed on the plot to advise other plot holders of beekeeping activity.

3.0 COMPETENCY AND INSURANCE

- 3.1 The beekeeper must be a member of the British Beekeepers' Association (BBKA) and must be covered by the Association's £5 million public liability insurance cover. Membership and insurance cover must be maintained whilst keeping bees on the allotment.
- 3.2 Beekeepers must ensure that they provide competent care and management and have the knowledge and skills to ensure the well-being of the bees. Management and manipulations must, as far as possible, be carried out at appropriate times in order to minimise disturbance to other plot holders. The BBKA operates a well-established national system of assessments and examinations for beekeeping skills at a number of levels and it is expected that a beekeeper should, as a minimum, have passed the BBKA's Basic Assessment in Beekeeping.

4.0 DUTY OF CARE

- 4.1 The beekeeper has a duty of care to other allotment gardeners working nearby, and to all members of the public, including those who have no lawful reason to be on the allotment. To this end, s/he must ensure that only gentle strains of bee are kept. If the bees become aggressive or exhibit excessive 'following' tendency, the beekeeper shall arrange to re-queen the colony, or remove the colony altogether until its undesirable traits have been resolved.

5.0 LOCATION OF HIVES

- 5.1 Hives should be located towards the centre of the plot with the entrance facing away from nearby paths, and the entrance and sides must be suitably screened to a height of 2 metres. If a beekeeper wishes to place a hive other than at the centre of the plot, a written request must be made, and the Council's consent obtained, before a hive is so placed.

5.2 The beekeeper shall inspect the hives weekly from April to July in accordance with BBKA guidelines.

6.0 STAND-BY ARRANGEMENTS

6.1 The beekeeper must provide the Council with contact details (name, address and telephone numbers) of a person of sufficient competence to deal with emergencies such as swarming during any such period that the beekeeper is absent or unavailable. These details must also be prominently displayed by the beekeeper at or near the entrance to the allotment at all times.

7.0 COMPLAINTS AND WITHDRAWAL OF CONSENT

The Council may issue a notice requiring the removal of the hives within 14 days if:

- the beekeeper contravenes any of the conditions stated in this policy;
- a complaint that the bees have caused nuisance or danger to other plot holders or members of the public is upheld; or
- substantive information is received that requires a review of the arrangements.

To: The Town Clerk, Polegate Town Council

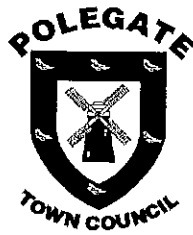
I hereby accept and agree to abide by the additional conditions of tenancy laid down by Polegate Town Council in their policy for beekeeping on allotment plots

Signed: _____

Date: _____

Allotment and plot number: _____

Polegate Town Council



CCTV POLICY

Policy Number 7		
Issue No.	Date completed	Details of amendments
1	May 2013	
2	May 2016	Adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	May 2018	Adopted at Annual Stat Meeting
5	20.07.18	New policy adopted at Finance & Policy meeting
6	20.5.19	For review & adoption at annual stat meeting

POLEGATE TOWN COUNCIL

CCTV POLICY AND CODE OF PRACTICE

Introduction

Closed circuit television (CCTV) is installed at the Council premises for the purpose of staff and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded.

The use of CCTV falls within the scope of the Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

Data Protection Statement

1. Polegate Town Council are the Data Controllers under the Act.
2. CCTV is installed for the purpose of staff, and premises security.
3. Access to stored images will be controlled on a restricted basis within the Council.
4. Use of images, including the provision of images to a third party, will be in accordance with the Councils Data Protection registration.
5. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
6. CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
7. External and internal signage are displayed *on the premises* stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

Retention of Images

Images from cameras are recorded a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage,

and access controlled. Recordings which are not required for the purposes of security of staff, and premises, will not be retained for longer than is necessary (30 day *retention period*).

The system has no automatic power backup facility which may operate in the event of a main supply power failure.

Access to Images

It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Access to Images by Council Staff

Access to recorded images is restricted to *the Data Controllers*, who will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

Removal of Images for Use in Legal Proceedings

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The reason for removal
- Specific authorisation of removal and provision to a third party
- Any crime incident number to which the images may be relevant
- The place to which the recordings will be taken
- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

Access to Images by Third Parties

Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

Disclosure of Images to the Media

If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

Access by Data Subjects

This is a right of access under the 1998 Act, the GDPR and the DPA 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

Procedures for Dealing with an Access Request

All requests for access by Data Subjects will be dealt with by the Clerk/DPO. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

The data controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

If third party images are not to be disclosed, the data controllers will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

The Data Controller will provide a written response to the data subject within **30** days of receiving the request setting out the data controllers' decision on the request.

A copy of the request and response should be retained.

Complaints

Complaints must be in writing and addressed to the Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

Appendix 1
Data Protection Act/General Data Protection Regulation
- Application for CCTV Data Access

ALL Sections must be fully completed.

Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature.....
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

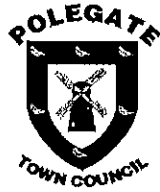
COUNCIL USE ONLY	COUNCIL USE ONLY
Access granted (tick)	
Access not granted (tick)	Reason for not granting access:
Data Controller's name: Signature: Date:	

Polegate Town Council



Staff entrance to Local Government Pension Scheme **POLICY**

Policy Number 8		
Issue No.	Date completed	Details of amendments
1	May 2014	
2	May 2015	Annual Stat Meeting Adopted
3	May 2016	Annual Stat Meeting Adopted
4	22.05.17	Annual Stat Meeting Adopted
5	21.05.18	Adopted at Annual Stat Meeting
6	20.5.19	For review and adoption at annual stat meeting



Policy for staff regarding entrance to Local Government Pension Scheme

Purpose

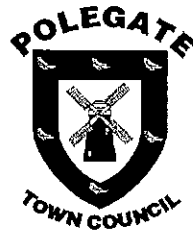
This policy has been developed to inform all new employees commencing employment about Council's policy regarding entrance to the Local Government Pension Scheme.

Policy

All employees of Polegate Town Council will be **ineligible** to enter the Local Government Pension scheme until further notice.

- Polegate Town Council has opted to exclude employees from joining the Local Government Scheme.
- Polegate Town Council are eligible to re-enter the Scheme at a later date should it wish to. Should Polegate Town Council enter the Local Government Pension scheme at a later date Council must be aware there may be a liability for past employees which the council may have to incur.
- Polegate Town Council must be aware that if they leave the LGPS in full there may also be a financial liability incurred at that time.

Polegate Town Council



GRANTS TO ORGANISATIONS POLICY

Policy Number 9		
Issue No.	Date completed	Details of amendments
1	17/02/2016	Final draft to Town Clerk
2	29/02/2016	Minor emendations made by Town Clerk
3	11/3/2016	Amendments suggested by Finance Committee
4	23.05.16	Adopted at Annual Stat Meeting
5	21.05.18	Adopted at Annual Stat Meeting
6	20.5.19	For review and adoption at annual stat meeting

Grants to Organisations

Conditions for Grant Aid Applications

1. General Principles and conditions

Polegate Town Council is funded by the residents of Polegate who pay Council Tax, and has, therefore, only limited funds available for the assistance of organisations that work to the benefit of Polegate residents.

Subject to Grant Aid being available, Council will consider assisting or supporting local voluntary or community groups and charities which are there to enhance or benefit the lives of Polegate residents. A decision to grant funding to any such organisation is dependent both on need and on the fulfilment of the following general conditions:

- The Organisation must be a 'not for profit' organisation and have clearly stated aims and objectives.
- The Organisation must be based in Polegate, and/or benefit, a significant proportion of Polegate residents, or a particular group of Polegate residents.
- Grant Aid will only be awarded for specific projects, and not merely to increase an organisation's reserves.
- The activities of the organisation, and in particular the project being considered for Grant Aid, must be readily available to the community of Polegate in general.
- The need for Grant Aid must be shown by reference to the published accounts and/or business projections certified by an Accountant or Banker. All applications must be accompanied by a copy of the last available certified accounts and a projection of income and expenditure for the current period.
- Applications should state why the support is sought and how the Grant Aid will be used. They must also identify the group of residents who will benefit from the Grant Aid, and how many benefit.
- The organisation is required to send a report to the council (after the money has been spent) on how the money has been spent and a copy of the final accounts for year of expenditure. If the funding

has not been spent the organisation will be required to repay the grant to the Council on demand.

- The organisation must acknowledge Polegate Town Council's contribution in all marketing material, the phrasing of the acknowledgement to be notified by the Council on award of the Grant Aid.

2. Eligibility

The following projects will be considered for Grant Aid from Polegate Town Council:

- Youth clubs and other facilities or projects for young people
- Cultural and artistic schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings
- Community transport
- Elderly and disabled
- Sustainable community environmental projects

(This list is a guide but is not exhaustive)

The following are not eligible for Grant Aid:

- National or international charities
- Individuals
- Political parties or organisations with political affiliations
- Companies aiming to make a profit
- Statutory bodies
- Religious groups

Polegate Town Council can only provide Grant Aid to organisations within its own financial constraints. Grant Aid will, therefore, not be able to be given to every applicant, however worthy the need, and no appeal will be allowed against refusal. The decision of the Council is final.

3. How to apply for Grant Aid

Application should be made by printing off and completing the application form at the end of this policy document.

The applicant must also attach the following to the completed application form:

- The organisation's aims and objectives

- The organisation's constitution or set of rules and annual report if applicable.
- The most recent copy of the organisation's approved accounts.
- A copy of the organisation's current public liability cover.
- An explanation of any reserves held by the organisation and whether these are earmarked for specific expenditure.
- Accurate costings for the project for which funding is being sought.

The completed application should be submitted to:

Polegate Town Council
Council Offices
49 High Street
Polegate BN26 6AL

4. Council's action on receipt of a completed application

The Town Clerk will check the application form and the attached documents to ensure that it has been properly completed. If it is not complete the Town Clerk will approach the applicant in order to obtain the additional information.

Once the Town Clerk is satisfied that the applicant has supplied all necessary information in support of the Grant Aid request, they will pass the application to Council to assess using the following:

- The correct completion of the application form
- Whether the organisation has previously received a grant
- How the organisation is set up and managed
- Whether the organisation has a financial need for funding
- What need or demand there is for the project for which funding is sought
- How the funding will support the Polegate community
- Whether the project represents value for money for the Polegate community
- Whether the organisation has made applications for funding elsewhere

All applications that meet the criteria will be considered.

If the Council is satisfied that Grant Aid is appropriate, it will resolve that a grant be given to the organisation, and how much. An accompanying letter will specify the terms and conditions under which the grant is offered and the organisation will be required to sign and return the letter accepting the Council's terms and conditions. These will include:

- A reminder that the grant must only be used for the purpose applied for
- The requirement for the organisation to keep the Council updated on the progress of the project
- A reminder that the organisation should in its literature acknowledge the Council's grant.
- A warning that failure to comply with any condition attached to a grant might result in the organisation being required to repay the grant, and/or affect future Grant Aid.

Acceptance of the grant funds (by cashing the payment) will be taken as acceptance of the conditions.

The money must be spent within the time period specified by the Council at the time of awarding the Grant Aid.

After the Grant Aid has been spent the recipient is required to send a report to the Council, detailing the expenditure and the subsequent annual report and accounts.



Polegate Town Council Application for Grant Aid

About the Applicant

Name and address of
organisation.....

.....

.....

Daytime telephone number:

Email address:

Total membership:

Purpose of organisation:

.....

.....

Are you a registered charity? YES/NO Reg. number:

Individual authorised to make this application

Name of individual:

Address:

Telephone number:

Email:

Position held in organisation:

Details of Application

Amount applied for: £

Description of project for which Grant Aid is sought:
.....
.....
.....
.....

Estimated cost breakdown £
(eg labour, materials) £
£
£
£
£

Describe the anticipated benefits to the organisation and to the Polegate community if this project is to go ahead:
.....
.....
.....
.....
(continue on a separate sheet if necessary)

Have applications been made to any other funding bodies in respect of this project? YES/NO

If yes, please detail:

Organisation	Amount	Date sought	Approved Y/N
.....	£		
.....	£		
.....	£		

Details of any previous assistance received in the last 5 years from funding bodies, including Polegate Town Council:

Organisation	Amount	Purpose	Date
.....	£		
.....	£		
.....	£		
.....	£		

If you are successful in your Grant Aid application, the Council will make payment by cheque.

Name of payee for cheque:

Checklist for applicants (please tick those that apply)

Organisation's budget for the current year	()
Annual accounts for last complete year	()
Constitution/set of rules	()
Project estimates	()
Other supporting information	()

Declaration

I have read and accept the terms and conditions under which any grant award will be made.

Signed:Position Date

Signed:Position Date

Please return your completed application form to:

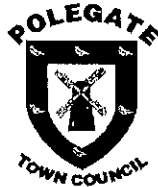
Polegate Town Council
Council offices
49 High Street
Polegate
East Sussex
BN26 6AL

Polegate Town Council



Press/ Media Policy POLICY

Policy Number 10		
Issue No.	Date completed	Details of amendments
1	27.6.11	
2	May 2012	adopted
3	May 2013	adopted
4	May 2014	adopted
5	May 2015	adopted
6	May 2016	Header added, adopted Annual Stat Meeting 2016
7	22.05.17	Adopted at Annual Stat Meeting
8	21.05.18	Adopted at Annual Stat Meeting
9	20.5.19	For review and adoption at annual stat meeting



Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL
Telephone: 01323 488114 Fax: 01323 487517

Press/ Media Policy

Adopted by the Town Council at the meeting on 27th June 2011

1.0 Introduction

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for contact with the media.

2.0 Contact with the Media

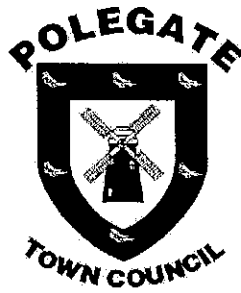
- 2.1 Approaches from the media should be referred to the Chairman who is the authorised contact with the media in consultation with the Town Clerk. The Town Clerk is, however, given permission to speak to the media in the Chairman's absence.
- 2.2 Statements made by the Chairman to the media should reflect the Council's opinion.
- 2.3 Other Councillors can email, talk and write to the media but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council.
- 2.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- 2.5 Letters representing the views of the Council should only be submitted by the Town Clerk. Press releases will be submitted via the clerk. If other Members choose to use the letters column to express their own opinions on Council policies, they should make clear that the views put forward are those of the individual Member. Care should be taken not to disclose any information of a confidential nature; if a Member is unclear whether information is confidential they should consult the Town Clerk.
- 2.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council. The Town Council's Code of Conduct is relevant here – section 5. states that "You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute."

Polegate Town Council



Smoke Free POLICY

Policy Number 10 11		
Issue No.	Date completed	Details of amendments
1	May.11	
2	May 2012	adopted
3	May 2013	adopted
4	May 2014	adopted
5	May 2015	adopted
6	May 2016	Header added, adopted Annual Stat Meeting 2016
7	22.05.17	Adopted at Annual Stat Meeting
8	21.05.18	Adopted at Annual Stat Meeting
9	20.5.19	For review and adoption at annual stat meeting



SMOKE FREE POLICY

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Polegate Town Council that all of its workplaces are smoke free and all employees have a right to work in a smoke free environment. The policy shall come into effect on 1 July 2007 and is subject to review as required by the Town Clerk.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Town Clerk. All staff are obliged to adhere to and facilitate the implementation of the policy. The Town Clerk shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-Compliance

Those who do not comply with the smoking law may be liable to a fixed penalty fine and possible criminal prosecution.

Help to stop smoking

The NHS offers the following free services to help smokers give up:

Local NHS Stop Smoking Services – you are four times more likely to give up smoking with the support of your local NHS Stop Smoking Service and nicotine gum and patches. Call the NHS Smoking Helpline on 0800 169 9 169 to find your local service or text 'give up' and your full postcode to 88088.

The NHS Smoking Helpline – you can speak to a specialist advisor or request resources by calling 0800 169 0 169 (lines are open daily from 7a.m. to 11.00p.m.).

www.givingupsmoking.co.uk – an online resource for all the advice information and support you need to stop and stay stopped.

Together – this support programme is free to join, and is designed to help you stop smoking using both medical research as well as insights from ex-smokers. For more information call the NHS Smoking Helpline on 0800 169 0 169 or visit www.givingupsmoking.co.uk

Annual Town Assembly

A Town Assembly is convened each spring, to which all Polegate



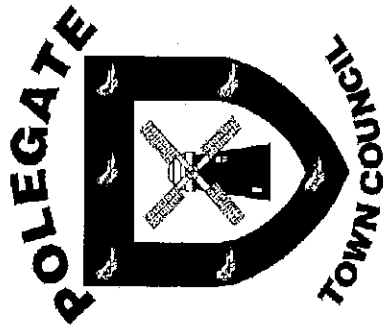
residents are invited.



Brightling Road
Skate Park

Members of the public may also raise

Correspondence should be sent to the
Council Office marked for the atten-



POLEGATE TOWN COUNCIL

Council Office
49 High Street
Polegate
East Sussex
BN26 6AL

TELEPHONE: 01323 488114

WEBSITE: www.polegatetowncouncil.gov.uk

E-MAIL: admin@polegatetowncouncil.gov.uk

Your
**'RIGHT TO
SPEAK'**
at
meetings of
the Council

PROCEDURES AT MEETINGS

Most meetings start at 7.30pm and take place at the venue stated on the agenda. Meetings of the Full Council usually take place on Mondays at approximately monthly intervals. Meetings of other Committees (for example, Planning) take place as and when required, but again are normally on a Monday.

Members of the public have the right to address meetings of Polegate Town Council and its Planning Committee on issues listed on Council agendas. Meetings of the Personnel Committee are always held in confidential session. Procedures for the Annual Town Assembly are given overleaf.

Agendas are normally published about a week before the meeting and may be inspected at the Council Office, on Council notice boards or on the Council's website: www.polegatetowncouncil.gov.uk

Public copies of the agenda are available at the meeting. Please contact the Council Office if you require information before the meeting or a copy of the agenda.

The following information sets out the procedures for speaking at meetings.

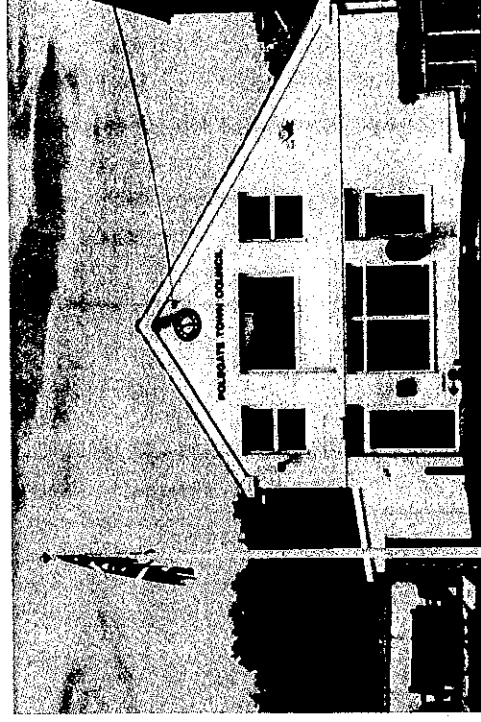
SPEAKING AT MEETINGS

Please arrive at the Council Chamber at least 5 minutes before the meeting is due to start and the public will be asked if they wish to speak at the appropriate time.

If possible, items on which members of the public have asked to speak are dealt with early in the meeting.

The Chairperson will make a brief summary of the item/planning application and advise members of any relevant additional information. The Chairperson will then suspend Standing Orders and call on members of the public to address the Council/Committee.

Each speaker will be allocated 2 minutes (to be



Begin by giving your name and address and whether you are speaking as an individual or as a representative of a group and on what item on the agenda.

It is useful to prepare some notes in advance to ensure that all the important points are covered. Try to be brief and to the point. For planning applications, comments include access, impact on neighbours or the character of the area.

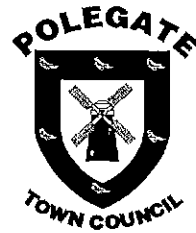
Bring an extra copy of any prepared statement for the Town Clerk.

It is important that defamatory statements are avoided. There is no legal protection for comments made at meetings.

Invited speakers can only be heard once on any item, unless it is in response to a question from the Committee. Standing Orders will then be re-instated. Members of the public are not able to take further part in the debate and must remain quiet and not interrupt the meeting.

The Council/Committee will then debate the item and, following discussion, a vote will be taken. In the event that an item is deferred,

Polegate Town Council



Document Retention POLICY

Policy Number 13		
Issue No.	Date completed	Details of amendments
1	May 2014	Updated
2	May 2016	Adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	Adopted at Annual Stat Meeting
5	20.5.19	For review and adoption at annual stat meeting



POLEGATE TOWN COUNCIL DOCUMENT RETENTION POLICY

Planning papers

- a. Where planning permission is granted, the decision letter should normally be retained until the development has been completed so that, if required, the council can check that the development proceeds in accordance with the terms and conditions of the permission. Where planning permission is granted on appeal, a copy of the appeal decision should also be retained. It may sometimes be sensible to retain an appeal decision indefinitely because of wider implications (e.g. the decision may set a precedent for other developments in the locality).
- b. Where planning permission is refused, the papers should be retained until the period within which an appeal can be made has expired. If an appeal is made, and dismissed, the decision letter may be worth retaining against further applications relating to the same site.
- c. Correspondence should be retained for one year or longer if relevant and useful.
- d. Copies of Structure Plans, Local Plans and similar documents should be retained as long as they are in force.

Insurance policies - insurance policies and significant correspondence should be kept for as long as it is possible for a claim to be made under the policy. Irrespective of how long policies and correspondence are retained, a permanent record of insurance company names and policy numbers for all insured risks should be kept. Article 4 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) requires local councils, as employers, to retain certificates of insurance against liability for injury or disease to their employees arising out of their employment (this insurance is mandatory pursuant to the Employers' Liability (Compulsory Insurance) Act 1969) for a period of 40 years from the date on which the insurance is commenced or renewed.

Information from other bodies (e.g. circulars etc. from County Associations, NALC and other bodies (e.g. principal authorities) too numerous to mention) – such information should be retained as long as it is useful and relevant.

Magazines and Journals – the Local Council Review and other regular publications received should be kept for as long as they are useful.

Correspondence – if related to audit matters, correspondence should be kept for the appropriate period specified in the attached annex.

Personnel matters– documentation relating to staff should be kept securely and kept for as long as it would be possible for a claim to be made against the council.

1. A system of records management which incorporates arrangements for disposal of records is required and the system or policies relating to record management should include a review of council documentation at least annually. Documents of historical importance, if not retained by the council, should be offered first to the county record office. The county archivist there will always be willing to advise on which records should be permanently preserved.

Retention of documents for legal purposes

2. Most legal proceedings are governed by 'the Limitation Acts'. The Acts (notably the Limitation Act 1980) state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

3. Where the limitation periods above are longer than other periods specified in this policy, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. Rent arrears, for example, could fall within the following three categories (depending on the circumstances):
 - contract (6 years) – because all tenancies and leases are contracts;
 - leases (12 years) – if the arrears are due under a lease; and
 - rent (6 years) – if the arrears are due under a tenancy (and not a lease).
4. In these circumstances, the relevant documentation should be kept for the longer of the three limitation periods.
5. The same principles apply in the case of debts. If the debt arises under a simple contract the limitation period will be 6 years but if the debt arises under a lease the limitation period will be 12 years (unless it relates to rent in which case the limitation period will be 6 years). For sums due under leases which are 'reserved as rent' for example, service charges expressed to be payable as 'additional rent'; the limitation period for service charges in those circumstances will be 6 years – even though the sums are due under a lease.
6. There is no limitation period in respect of trusts, therefore trust deeds and schemes and other similar documentation should never be destroyed.
7. Some limitation periods can be extended. For example:
 - where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
 - where damage is latent (e.g. to a building); or
 - where a person is under a disability; or
 - where there has been a mistake or where one party has defrauded another or concealed facts.

In these circumstances council will need to weigh (i) the costs of storing relevant documents and (ii) the risks of:

- claims being made;
- the value of the claims; and
- the inability to defend any claims made should relevant documentation be destroyed.

8. The higher the value of a contract or the higher the risk or value of a claim being made, the more likely it is that the greater expense/ inconvenience of storing documents for longer periods can be justified. Council should confirm the precise wording of any insurance policies to ensure that they comply with any terms they contain in respect of the retention of documents and information.

Data Protection and Freedom of Information Considerations

9. In November 2002, the Lord Chancellor issued a Code of Practice pursuant to section 46 of the Freedom of Information Act 2000. The Code, which is called the 'Lord Chancellor's Code of Practice on the Management of Records' applies to public authorities and also bodies which are subject to the Public Records Act 1958. Although council is not subject to the 1958 Act, it should familiarise itself with the contents of the Code of Practice.

Note: A copy of the Code of Practice is retained in the office for reference.

August 2008

ANNEX

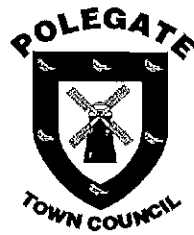
RETENTION OF DOCUMENTS REQUIRED FOR THE COUNCIL AUDIT

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	5 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	Audit
▪ Quotations and tenders	12 years/indefinite	Statute of Limitations
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Statute of Limitations
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations
▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years	Superannuation
▪ Insurance policies	While valid	Management
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Statute of Limitations

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
For Halls, Centre, Recreation Grounds		
▪ application to hire ▪ lettings diaries ▪ copies of bills to hires ▪ record of tickets issued	6 years	VAT
For Allotments		
▪ register and plans	Indefinite	Audit, Management
For Burial Grounds		
▪ register of fees collected ▪ register of burials ▪ register of purchased graves ▪ register/plan of grave spaces ▪ register of memorials ▪ applications for interment ▪ applications for right to erect memorials ▪ disposal certificates ▪ copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)

August 2008

Polegate Town Council



STRESS POLICY

Policy Number 14		
Issue No.	Date completed	Details of amendments
1	24.09.08	
2	28.08.13	Amendment to wording ADOPTED 25 th NOV 2013
3	23.05.16	Adopted Annual Stat Meeting 2016
4	22.05.17	Adopted at Annual Stat Meeting
5	21.05.18	Adopted at Annual Stat Meeting
6	20.5.19	For review and adoption at Annual Stat meeting

1.0 Introduction

- 1.1 The Council is committed to protecting the health, safety and welfare of its employees and recognises that workplace stress is a health and safety issue, and acknowledges the importance of identifying and reducing workplace stressors.
- 1.2 This policy will apply to all staff.
- 1.3 The Town Clerk is responsible for implementation and the Council is responsible for providing the necessary resources.

2.0 Definition of stress

- 2.1 The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them.
- 2.2 This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

3.0 Policy

- 3.1 The Town Clerk will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- 3.2 The Council will provide any required training for the Town Clerk in good management practices.
- 3.3 The Council will provide confidential counselling for staff affected by stress caused by either work or external factors.
- 3.4 The Council will provide adequate resources to enable the Town Clerk to implement the stress management strategy.

4.0 Responsibilities

4.1 Council

The responsibilities of the Council are as follows:

- Ensure good communication with staff particularly where there are organisational or procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful development opportunities.
- Ensure that bullying and harassment is not tolerated within the Council environment.
- Offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.

- Provide specialist advice and awareness training on stress.
- Provide training and support for implementation of stress risk assessments.
- Support individuals who have been off sick with stress and advise them on a planned return to work.
- Refer individuals to specialist agencies, as required.
- Monitor and review the effectiveness of measure to reduce stress.
- Conduct meaningful consultation with employees on any changes to work practices that could precipitate stress.

4.2 Town Clerk

The responsibilities of the Town Clerk are as follows:

- Conduct and implement recommendations of risk assessments.
- Ensure good communication between both staff and Council members particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful development opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training, as appropriate, in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Support individuals who have been off sick with stress and advise them on a planned return to work.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the Council of any changes and developments in the field of stress at work

4.3 All Staff

The responsibilities of all staff are as follows:

- Attend all training courses as required.
- Ensure that all health and safety procedures are complied with.
- Raise any issues of concern with the Town Clerk.
- Accept opportunities for counselling when recommended.
- Conduct meaningful consultation with staff on any changes to work practices that could precipitate stress.

Please note this policy has been completely re-written and will be presented to finance committee in due course.

POLEGATE TOWN COUNCIL

HEALTH AND SAFETY POLICY

1. General Statement of Policy

- 1.1** The Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose
- 1.2** The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy is set out below
- 1.3** The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and how it is operated will be reviewed annually by the Personnel Committee. Although risk assessment is a continuing process, it shall form part of the Committee's annual review

2. Responsibilities

- 2.1** The final responsibility for health and safety at work and compliance with Health and Safety Law and regulations and the Occupiers Liability Act rests with the Town Council. The Town Clerk is responsible for seeing that the policy is being carried out at all the Council's premises.

- 2.2** The following staff members are responsible for safety in particular areas:

Staff Member responsibility	Area	Any special
Town Clerk	Council Office	First aider
Handy man	Garage/Store and Pavilion, Wannock Road Skate Park, parks and children's play areas	

- 2.3** All employees have the responsibility to co-operate with the Council and management to achieve a healthy and safe workplace and to take reasonable care of themselves and others

- 2.4** When an employee or manager notices a health or safety problem which they are not able to put right they must advise the Town Clerk as soon as possible.

Jo Ognjanovic

Updated 4th November 2014

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2.5 Consultation between management and employees is by immediate day to day discussion with the Town Clerk

2.6 The Accident Record Book is kept in the Town Clerk's Office

3. First Aid

3.1 First Aid Boxes are located as follows:

Box 1: In the kitchen at 51 High Street

Box 2: The Garage/Store at Wannock Road

Box 3: In the pavilion At Wannock Road

Box 4&5: In the kitchens at 49 High Street (2 boxes)

Box 6: In the kitchen at Wannock office

Box 7: In the litter picker's car

3.2 Appointed persons responsible for boxes are as follows:

Box 1 to 4: The Admin Assistant/Committee Clerk Town Clerk

4. Fire Safety

4.1 The Town Council will take advice on fire safety regulations from a registered fire protection company.

4.2 Fire extinguishers will be visually inspected monthly as follows:

In the Council Offices by the Town Clerk

In the garage/store and Pavilion by the handy man

Fire extinguishers will be maintained annually by a registered fire protection company

4.3 Smoke detectors will be provided in all rooms and, where battery operated, the detectors will be checked weekly and the batteries will be changed once every 6 months.

4.3 The fire alarm system will at the Council Offices will be tested monthly by the Town Clerk. The fire alarm system will be maintained annually by the Council's security alarm company. A fire drill will be held annually at the Council Offices and a record kept of lessons learnt.

4.4 Fire exits shall be kept free from obstructions

4.5 Notices shall be displayed giving directions for the evacuation of the building in the event of fire

5. Training

Jo Ognjanovic

Updated 4th November 2014

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- 5.1** The Town Council is responsible for ensuring that staff have adequate training. It is the Town Clerk's responsibility to identify training needs of the staff

6. General Advice

- 6.1** General advice to all employees is attached as Annex 1

7. Specific Policies

- 7.1** Policies for particular premises and activities are attached as annexes as follows:

2. Offices
3. Grounds Maintenance
4. Caretaking and cleaning
5. Lifting and handling
6. Lone Working
7. Visual Display Equipment

8. Employment of Contractors

- 8.1** The notes to be given to contractors are attached as annex 8

9. Reporting and recording accidents

- 9.1** Accidents shall be reported to the Town Clerk who will record them in the Accident Record Book

10. Smoking

- 10.1** Smoking is not allowed in the any Council office or building belonging to the council.

Annex 1

General Advice to Employees

Your Rights

- To work in places where all the risks to your health and safety are properly controlled
- To stop working and leave the area if you think you are in danger
- To inform the Town Council about health and safety issues or concerns
- To contact the Health and Safety Executive or your Local Authority if you still have health and safety concerns without fear of disciplinary action by your employer
- To join a trade union and to be a safety representative
- To paid time off work for training if you are a safety representative
- To take a rest break of at least 20 minutes if you work more than six hours at a stretch and to an annual period of paid leave

Your responsibilities

- To take care of your own health and safety and that of people who may be affected by what you do (or do not do)
- To co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.

The Council has a duty to inform you

- About risks to your health and safety from current or proposed working practices
- About things or changes that may harm or affect your health and safety
- How to do your job safely
- What is done to protect your health and safety
- How to get first aid treatment
- What to do in an emergency

The Council must provide (free of charge)

- Training to do your job safely
- Protection for you at work when necessary (Personal Protective Equipment)
- Health Checks if there is a danger of ill health because of your work
- Regular health checks if you work nights and a check before you start

The Council must also provide the following information

- Health and safety law: what you should know. – This will give contact details of people who can help

Jo Ognjanovic

Updated 4th November 2014

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- A copy of the Council's health and safety policy statement
- An up-to-date Employers' Liability (Compulsory Insurance) certificate visible in your place of work

Annex 2

OFFICES

1. Heating Lighting and Ventilation

- 1.1** Temperature must reach a minimum of 60.8 degrees F (16 °C) after the first hour of working time. Local heating/cooling will be provided where a comfortable temperature cannot be maintained any other way.
- 1.2** Free standing heaters must not be used unless specifically authorised by the Clerk. When they are used they must comply with fire regulations and the area around them must be kept clear of paper or other flammable materials, and be sited away from desks and chairs.
- 1.3** Desks should be placed to gain the maximum amount of light. Free standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. Electrical equipment

- 2.1** All electrical equipment shall be inspected in accordance with the 1989 Regulations. PAT Testing shall be carried out annually by a qualified person.
- 2.2** Mains must not be overloaded. It is important that the correct socket outlet and plug top (where these are available) is used for each item of electrical equipment.
- 2.3** Fused plugs must be used where at all possible. Fuses must be fitted to suit the current load of the equipment being used, and is normally shown in the user manual. Where manuals are not available the following is a guide to items commonly found within an office, and the fuse ratings required, e.g. desk lamp, calculator, telephone: 3 amp fuse; 2kw heater, electric kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current rating is normally shown on the item of equipment. If in doubt seek qualified advice.
- 2.4** Only electrical equipment provided by the Council should be used and electric points must not be overloaded by the use of multi adaptors. All

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Updated 4th November 2014

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mains should be switched off when not in use and plug tops removed from sockets overnight and at weekends except where they are required to remain "on". E.g. fax machines, heaters, telephones and copiers.

- 2.5** Leads from electrical equipment should not present a trip hazard by trailing across an access area. Extension leads should only be used as a temporary measure and should not exceed 10 feet in length. Where the use of an extension lead is unavoidable the lead is to be covered by a suitable rubber cable protector that conforms to the current British Standard.
- 2.6** Defective equipment should never be used. Staff must not attempt to effect repairs to electrical equipment unless they are competent to do so.

3. Furniture, Fittings and Equipment

- 3.1** Heavy equipment and furniture must not be moved by individuals
- 3.2** Office equipment whether manually or electrically operated must not be used by unauthorised, untrained personnel
- 3.3** Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least once every 6 months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used. A log of inspections shall be kept in the Town Clerk's Office, together with any matters which require attention.
- 3.4** High shelves should only be reached with the use of steps or other equipment provided for the purpose.

4. Fire precautions

- 4.1** All staff must be fully conversant with the "Fire Alert" system displayed in the offices
- 4.2** Exit corridors, landings and stair cases must be kept clear at all times
- 4.3** Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard.

5. Floors and flooring

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Updated 4th November 2014

Z:\Policies\Policies - Old\H&SPOLICY feb 2015.doc

- 5.1** All carpeted floors should be checked daily for trip hazards and a log kept of anything requiring attention.
- 5.2** All hard surface floor areas should be checked daily for slip hazards – e.g. wet patches formed through condensation or other means.

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Annex 3

Buildings and Grounds Maintenance

- 1.** Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so
- 2.** All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use
- 3.** The engines of any motorised item of equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machinery the plug must be disconnected
- 4.** Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children especially, or indeed any other persons, may interfere with it
- 5.** Stones or similar objects must be cleared from the path of equipment to prevent such objects being projected from the machinery
- 6.** Fuel tanks must only be filled in the open, with the engine turned off. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage container
- 7.** Fuel may only be stored in a safety can of an approved type, and stored in a fire resistant cupboard
- 8.** The manufacturers' instructions regarding the safe use of chemicals etc. must be adhered to. COSHH data sheets shall be obtained for all materials used (whether assumed to be a risk or not) read and understood by all personnel likely to use such materials, recorded in a log and a copy kept for reference in the Council's garage/store
- 9.** Appropriate personal protective equipment such as gloves, overalls, face masks, goggles, ear defenders and boots must be worn when operating machinery, when using chemicals including herbicides and pesticides, and when litter picking
- 10.** Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. No work shall be carried on from a ladder above 2 metres high

- 11.** All pathways on Council owned property shall be inspected quarterly and a record kept. Any work found to be necessary for safety shall be reported to the Town Clerk
- 12.** All gates, fences, signs and any other boundary markers shall be inspected half yearly

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Annex 4

Caretaking and Cleaning

1. The Caretaker/Cleaner is responsible for identifying the correct tools required to carry out the job in accordance with the job description
2. The Town Council is responsible for providing the correct tools to carry out the job
3. The Caretaker/Cleaner is responsible for ensuring that they have sufficient materials for carrying out the job. The Town Clerk/Administrative Assistant is responsible for supplying the requirements of the Caretaker/Cleaner
4. It is the Caretaker/Cleaner's responsibility to read the labels of all materials used and to use them in accordance with the manufacturer's instructions and to heed any health warning attached. Where it is available, the COSHH data sheet shall be obtained and shall be read and kept by the Caretaker/Cleaner. If something is not understood it is the Caretaker/Cleaner's duty to get clarification by communicating with the Town Clerk.
It is of paramount importance not to mix any cleaning agents or chemicals.
5. The Caretaker/Cleaner shall take all necessary precautions to avoid spills, trips or falls. Any wet area must be clearly marked so that no other person is unaware of the danger of slipping
6. The Caretaker/Cleaner must not move any heavy item on his/her own. For this reason no desk or cabinet may be moved for the purposes of cleaning unless an arrangement has been made for the safe moving of such furniture.

Annex 5

Lifting and Handling

General Statement

Lifting and manual handling will be kept to the minimum required to carry out normal tasks. No employee will attempt to lift or carry any object, package or any other thing that is too heavy, or too awkward for them to lift alone. Where two or more persons are required to lift, or carry anything assistance must be sought.

Training

Employees who may be expected to carry out manual handling operations during their normal work will be provided with training.

Assessments

Activities of staff will be reviewed to assess the risks of manual handling.

Identified risks

Delivery of bulk supplies

Suppliers will be required to deliver as close as possible to place where the supplies will be used or stored. The employee will transfer to store in loads suitable for his ability. Assistance must be sought where necessary.

Movement of plant and machinery

Plant and machinery which requires to be moved from place to place shall moved on wheels. Employees shall report to the Town Clerk if they need to move any item of plant or equipment without the necessary means to do so, so that the appropriate means may be obtained.

Movement of materials

The need to move materials (e.g. seed, fertilizer, liquids etc.) shall be kept to a minimum. Relevant Personal Protective Equipment must be used when moving such materials.

No employee will move heavy materials (e.g. large paving slabs) without calling for assistance.

Office furniture

The movement of office furniture will be kept to a minimum

The movement of tables is designated as a two person task

Tables and Chairs shall be stored in stacks of reasonable size

Tables and Chairs must not be stored in awkward storage areas

Annex 6

Lone Working

General Statement

All of the Council's employees work, at least part of the time, on their own. The Council has taken on board the advice given by the Health and Safety Executive for dealing with this issue.

It is the Council's responsibility to assess the risks involved and to take steps to avoid or control such risks. Employees and contractors have the responsibility to take reasonable care of themselves and other people affected by their work and to co-operate with the employer in meeting the legal obligations. Risk assessments will be carried out for all jobs undertaken by lone working.

Policy

1. The Health and Safety Executive's booklet on Working Alone in Safety will be issued to all staff to enable them to identify any risks that may need to be brought to the attention of the Council
2. A separate policy for call-outs for an activated alarm will be put in place to ensure the safety of the officer, or Councillor, called out to deal with the situation.
3. Office staff, the Handyman and the Litter Picker will be issued with a personal alarm.
4. Office staff will also be issued with a radio controlled panic alarm activator so that the alarm can be activated anywhere in the Council Office and outside in the car park. A panic alarm activator will be placed at the public counter.
5. All employees working alone must be able to be in contact with the Office at all times. This will be through radio or mobile 'phone contact. Where an employee is prepared to use their own mobile 'phone this will be the acceptable solution and the Town Council will reimburse the cost of calls made. If an employee is not prepared to use their own mobile 'phone the Town Council will provide one for the duration of the employed person's employment. In this case the 'phone may not be used for making private 'phone calls.
6. A lone worker shall not put themselves at risk, but report any incidents to the Town Clerk. If necessary the employee shall call the Police. If an employee calls the Police they must also inform the Town Clerk that they have done so and why.

Jo Ognjanovic

Updated 4th November 2014

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7. The Office Cleaner works outside of office hours and is alone. The Office cleaner will ensure that they are able to enter the building in safety and lock the front door behind them so that they are secure inside the building for the performance of their duties. If, on leaving the building, there is concern for their safety, they should remain in the building and call the Police.

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Annex 7

Visual Display Equipment

General Statement

It is the employer's duty to comply with all statutory regulations regarding visual display equipment, i.e. computer monitors. The Town Council has a duty to analyse work stations and assess and reduce risks by carrying out risk assessments. They must look at the whole workstation including equipment, furniture and the working environment. They must also consider work being done by any employee with special needs, e.g. disability discrimination requirements.

Policy

1. The employer should ensure that good features are in place, i.e. adjustable and safely balanced chairs and appropriate desks. Good lighting. A good working environment, adequate computer equipment and appropriate software.
2. Regular short breaks from working with the VDU should be made rather than fewer long breaks. The council recognises that this is not always possible, and whilst the employee should have a large measure of control over when breaks from the VDU are taken, the employee should attempt to organise their work so that they are able to have regular breaks away from the computer screen.
3. Training must be provided to ensure that employees are aware of the regulations and can use their equipment safely and avoid health problems. The information booklet provided by the Health and Safety Executive will be given to employees considered to be at risk.
4. Employees who use a VDU as a principal part of their work are entitled to have eyesight tests paid for by the Town Council, and in some cases spectacles should also be provided.
5. It is the employee's responsibility to adjust equipment and seating to suit their own individual requirements
6. The chair and VDU should be adjusted so that, as a broad guide, forearms should be horizontal and eyes at the same height as the top of the VDU screen. There should be adequate space for documents to be managed on the top of the desk. A document holder will help prevent neck discomfort. Sunlight or artificial light should not be allowed to bounce back off the screen and there should be adequate space beneath the desk for the free movement of legs. Excess pressure on the back of the knees should be avoided and a footrest used where necessary.

Jo Ognjanovic

Updated 4th November 2014

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7. The keyboard and mouse should be adjusted to suit the user's hand movements. A wrist rest in front of the keyboard will help alleviate strain and the possibility of repetitive strain injury (RSI).
Use the most up to date mouse available. The preferred models are those without a roller ball and which have a central wheel for scrolling. Operators should not sit in the same position for long periods. Breaks away from the VDU should be taken regularly and should include light exercise.

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Annex 8

Information for Contractors

General

Contractors will be required to produce their own Health and Safety Policy and risk assessment(s) associated with the work they are contracted to carry out.

Contractors must have public liability insurance cover of at least £5m.

Electricians must be NICEIC registered.

Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. must be appropriately licensed, and evidence produced to the Town Clerk.

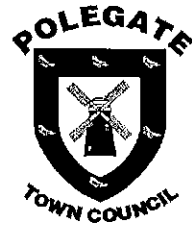
Records will be kept of all licenses seen.

The work of all contractors will be monitored and records kept.

Contractors are responsible for their own health and safety and working hours. However the Council will monitor the contract for compliance with health and safety policies, notified risk assessments and statutory regulations.

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Polegate Town Council



Risk Management POLICY

Policy Number 16		
Issue No.	Date completed	Details of amendments
2	May 2016	Header added, adopted Annual Stat Meeting 2016
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	For adoption at Ann Stat meeting
5	20.5.19	For review and adoption at Ann Stat Meeting



Polegate Town Council Risk Management Policy Statement

Polegate Town Council is aware that some risk will always exist and can never be wholly eliminated.

The Council recognizes that it has a responsibility to manage various risks and associated hazards and support a structured and focused approach to managing them by means of an approved risk management strategy. Through this process, the Council will be able to more fully achieve its overall aims and objectives of delivering a beneficial, effective and efficient service to the community.

The Council's risk management strategy objectives are as follows:

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice, insuring against liability where it is prudent and cost effective to do so
- Anticipate and respond to changing social, environmental, financial and legislative requirements
- Prevent injury, damage and other losses and reduce the cost of risk
- Raise awareness of the need for risk management by all those connected with the delivery of the Council's services

These objectives will be achieved by:

- Establishing clear roles and responsibilities for the delivery of risk management
- Ensuring that all involved receive proper training in the understanding and delivery of risk management
- Identifying where necessary and providing resources to identified priority risk areas
- Reinforcing as appropriate the importance of effective risk management in the everyday culture and delivery of the Council's services
- Establishing and continuing appropriate and effective monitoring arrangements on an on-going basis
- Effecting a suitable insurance policy with a Company specializing in risks associated with Town and Parish Council Services

In addition the Town Council will authorise the attendance of the Town Clerk at the annual Local Council's Advisory Service seminar and will examine and evaluate any new initiative designed to assist Town Councils to manage risk associated with the carrying out of their duties and adopted powers.

Polegate Town Council



Complaints Procedure

Policy Number 17		
Issue No.	Date completed	Details of amendments
1	25 th November 2013	Adopted at Full Council Meeting
2	23 rd May 2016	Header added, adopted Annual Stat Meeting 2016
3	22.05.17	Adopted at Annual Stat Meeting
4		New Policy for review at Full Council Meeting February 2019
5	Feb 2019	Adopted at Full Council
6	20.5.19	For adoption and Ann Stat Meeting

Polegate Town Council aims to provide the best possible service to the residents of Polegate.

However, we recognise that from time to time, users of our services may feel that the quality or level of service is less than they could reasonably expect.

It remains the position that the Local Government and Social Care Ombudsman has no jurisdiction over Town, Parish and Community Councils. Therefore, this Complaints procedure has been adopted by the Council in order to allow members of the public the opportunity to submit a complaint regarding the administration of the Council or its procedures, and have the complaint dealt with in a fair and timely manner.

In the context of this document the definition of complain is as follows (as per NALC Legal Topic Note 9):

A complaint is an expression of dissatisfaction about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.

When a complaint is made against a local council, member(s) of the council or staff are likely to be mentioned or complained about. However, a complaint against the council should be treated as a complaint about the body corporate of the council, not as a complaint against individual employees or member(s) of the council.

A complaint against a local council may arise for the reasons given above. It may also be triggered by an allegation of administrative fault such as not following procedures or standing orders, inadequate service, no service, delay or making a mistake.

This procedure is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by a Council officer or member of the Council. This procedure applies to all services provided by the Town Council.

Please note however that complaints about an individual employee of the Council would be dealt with as an employment matter. The complainant can however be assured that the complaint will be investigated and dealt with internally with appropriate actions taken as deemed necessary.

Complaints regarding a Councillor are subject to the jurisdiction of the Code of Conduct. Complaints of this nature will be forwarded to the District Monitoring Officer at Wealden District Council to review.

We greatly value your continued support and good will and, therefore, if you have a complaint, we would like to hear about it.

FORMAL COMPLAINTS

1. All formal complaints must be made in writing (by post or through email) and addressed to the Town Clerk and must clearly state that it is a formal complaint.
2. On receiving the complaint, the Town Clerk shall acknowledge the complaint within 5 working days and try to resolve the complaint directly. If the Town Clerk is absent for this initial 5 working day period, this will be dealt with by another member of staff.
3. The Town Clerk will endeavour to respond to the complaint with a resolution within 21 working days of the date of the letter or email. Dependant on the complexity of the complaint the Town Clerk may send a holding letter to the complainant to allow further time to address the issues.
4. The Town Clerk will provide an update at Full Council meetings of any formal complaints received and outcomes as part of the Clerk's Report. All personal details will be excluded when reporting the complaint to Full Council so as to ensure confidentiality is maintained.
5. If a complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk of this.
6. The Town Clerk will then arrange for the complaint to be considered and dealt with as an appeal and referred to the Council's Appeals Committee.
7. In both investigations, the complainant may be offered the opportunity to explain the nature of the complaint further in writing, should it be required.
8. In the case of the Appeals Committee hearing an appeal, the Clerk will recommend prior to the meeting if the complaint warrants exclusion of the press and public at the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960.
9. The decision on the complaint shall be announced at the Appeals Committee meeting, where relevant, and confirmed in writing to the complainant as soon as practicably possible. The decision of the appeals committee will be final.

All formal complaints must be dealt with in writing (either by post or via email) to ensure a complete paper trail is recorded.

COMPLAINTS AGAINST AN OFFICER/EMPLOYEE OF THE COUNCIL

1. Any formal complaints regarding the actions of an employee should be submitted in writing (by post or through email) to the Town Clerk.
2. Any formal complaints regarding the Town Clerk should be submitted in writing (by post or through email) to the Mayor.
3. The formal complaint will be acknowledged in writing.
4. Where the complaint is regarding the actions of an employee, the Town Clerk will deal with this as an employment matter. The Town Clerk will investigate the complaint and if felt necessary, present it to the Personnel Committee if it is deemed to be a potential disciplinary offence. The Town Clerk will however endeavour to resolve the complaint directly if possible.
5. If deemed necessary, a meeting of the Personnel Committee will be convened to discuss the complaint and whether there is a need to invoke the disciplinary process.
6. The complainant may be contacted as part of an investigation, to explain the nature of the complaint if it is felt that more information/clarification is required.

7. The complainant will receive a written reply to their complaint detailing the outcome of their complaint but ensuring that the employee in question confidentiality is not breached.
8. If the complaint is regarding the Town Clerk, the above stages 2 – 7 will be taken by the Mayor. The Town Clerk must be excluded from having any dealings with the investigation. The Council may employ external expert support/advice to assist in dealing with the complaint.
9. If the complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk/Mayor of this.
10. The Town Clerk/Mayor will then arrange for the complaint to be considered and dealt with by the Appeals Committee. The complainant may be offered the opportunity to explain the nature of the complaint further.
11. The decision on the complaint shall be notified to the complainant in writing and not announced publicly during the meeting. The decision of the appeals committee will be final.
12. Complaints will be handled as efficiently and swiftly as possible. At all times, every individual will be treated fairly and the process will remain reasonable, accessible and transparent.

COMPLAINTS AGAINST A MEMBER OF THE COUNCIL

Polegate Town Councillors sign up to a Code of Conduct upon taking office. Any member of public wishing to submit a complaint for breach of a specific part of the Code should do so to the District Monitoring Officer at Wealden District Council:

For more information on the process, please visit Wealden District Council's District Council's website at: www.wealden.gov.uk or telephone 01323 443322

MONITORING OF FORMAL COMPLAINTS

The Town Clerk will include in the Clerk's Update Report to each Council meeting a summary of formal complaints dealt with in the period since the last report. Formal complaints about staff will be reported to the Personnel Committee.

Council employees shall be vigilant in responding to relevant queries and concerns as best they can, including those on social media.

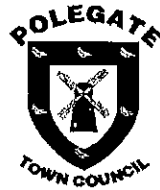
Polegate Town Council



Freedom of Information POLICY

Policy Number 18		
Issue No.	Date completed	Details of amendments
1	19 th May 2014	Adopted
2	May 2016	Header added, adopted Annual Stat Meeting 2016
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.2018	Adopted at Ann Stat meeting
5	20.5.19	For adoption at Ann Stat Meeting

NB will be reviewed.



Freedom of Information

The Freedom of Information Act 2000 received Royal Assent on 30 September 2000 but its implementation was phased in with the duty on public authorities to adopt publication schemes being introduced first, followed by the individual right to access provisions which came into force 1 January 2005.

The Basics of the Freedom of Information Act:

- Section 1 of the Act gives a general right of access to information held by public authorities. Public authorities include all local authorities, including Parish Councils. The right applies to all information, obtained from any source. The right of access includes both the right to be told whether the information exists, as well as the right to receive it.
- Since the right of access applies to all information which is "held" by the authority, the Act is effectively retrospective. There is no exemption for old records. However, the Act does not require authorities to hold onto information for longer than is necessary, or is otherwise required by law, simply because it might be the subject of a request sometime in the future.
- A request for information (unless for environmental information – see below) needs to be in writing, although an e-mail request is sufficient. The request must give enough details about the information to enable the authority to identify it and basic contact details must be provided so that a reply can be sent. The Information Commissioner takes the view that this need not be a postal address and that an e-mail address is sufficient. There is a duty on authorities to advise and assist applicants, which would normally require the authority to give some help to an applicant to better identify the information they request.
- The right of access to information is subject to a range of exemptions and these are listed in Appendix 1 (page 80). Some of the exemptions are "absolute". Once an authority decides that an absolute exemption applies to information requested it does not have to release it under the FOI Act, although discretionary release is still possible. In the case of all other exemptions, once it is decided that one or more of them applies, the authority must still release the information unless it judges that the public interest in withholding the information is greater than the interest in disclosure (the "public interest test").

- Two statutory Codes of Practice, one covering aspects of compliance, and the other covering the management of records, have been produced and authorities have to comply with these Codes. Both of these documents can be downloaded from the Information Commissioner's web site (www.informationcommissioner.gov.uk).
- The Act includes provisions for enforcement and appeal. The Information Commissioner has a substantial role to promote the Act to the public, to set standards of good practice which authorities must follow, and the power to over-rule an authority's judgment that the balance of the public interest lies in favour of refusing to disclose information, and to impose his own view. There is also an appeal process for a dissatisfied applicant to the Information Commissioner, and from the Commissioner to a new Information Tribunal.
- Generally requests must be dealt with within 20 working days from the receipt of the request, but if it is necessary to apply a public interest test, this time limit does not apply and the authority should respond within a reasonable period.
- If a request is refused, the refusal notice should give the reasons for refusing the request and advise the applicant as to their rights of appeal – both internally by way of a complaint and, following that, by way of an appeal to the Information Commissioner.

Relationship with Other Legislation

Public Bodies (Admission to Meetings) Act 1960

The FOI Act does not amend the provision in the 1960 Act which allows local councils to exclude the press and public by resolution if publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution.

However, the effect of the FOI Act is that any information held by the council which relates to matters discussed, either in open or private session (e.g. in a report or minutes), may have to be disclosed unless one of the exemptions under the Act applies.

Local Government Act 1972

The provisions of the FOI Act effectively supersede the old exemptions in the Local Government Act 1972 in respect of the access to information rights and for this reason the categories of "exempt information" (Schedule 12A of the 1972 Act) were amended in 2006 to mirror relevant FOI exemptions.

Data Protection Act 1998

The Data Protection Act 1998 (DPA) gives an individual the right to obtain a copy of any personal information held about him/her (subject to access), and imposes responsibilities upon those who collect and process personal information. If someone requests information about himself, this should be handled as a subject access request under the DPA. The exemption in the FOI Act, which relates to information requested by the subject, simply means that the decision whether or not to release the information must be decided in accordance with the provisions of the DPA, and not the FOI Act.

If a person requests personal information about a third party, then the matter should be decided under the FOI Act, but in accordance with the data protection principles set out in the DPA. For example, the authority must consider whether the third party has given consent to release, and if not, whether it would be fair and lawful to release the information.

Environmental Information Regulations 2004

The rules concerning the disclosure of environmental information are now set out in the Environmental Information Regulations 2004 (EIR), which replace Regulations made in 1992. "Environmental Information" is very widely defined in the Regulations which give effect to European Directives. A copy of the full definition is set out below.

The exemptions from disclosure under the EIR are more limited than for other information requests under the FOI Act and all are subject to a public interest test. The Local Government Association has produced an excellent guide to the Environmental Information Regulations and further information may also be obtained from DEFRA's website.

Definition of Environmental Information (Regulation 2):

"Environmental Information" has the same meaning as in Article 2(1) of Directive 2003/4/EC namely any information in written, visual, aural, electronic or any other material form on:

(a) the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;

(b) factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in (a);

(c) measures (including administrative measures) such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to in (a) and (b) as well as measures or activities designed to protect those elements;

(d) reports on the implementation of environmental legislation;

(e) cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to in (c); and

(f) the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures inasmuch as they are or may be affected by the state of the elements of the environment referred to in (a) or, through those elements, by any of the matters referred to in (b) and (c).

List of FOI Act Exemptions

Absolute exemptions:

- information accessible to applicant by other means (s21);
- information supplied by, or relating to, bodies dealing with security matters (s23);
- court records (s32);
- Parliamentary privilege (s34);
- information provided in confidence (s41); and
- prohibitions on disclosure (s44).

Partly absolute:

- prejudice to effective conduct of public affairs (s36); and
- personal information (s40).

Qualified:

- information intended for future publication (s22);
- national security (s24);
- investigations and proceedings conducted by public authorities (s30);
- formulation of Government policy etc. (s35);
- communications with Her Majesty, etc and honours (s37);
- health and safety (s38);
- environmental information (s39);
- legal professional privilege (s42);

- defence (s26);
- international relations (s27);
- relations within the United Kingdom (s28);
- the economy (s29);
- law enforcement (s31);
- audit functions (s33); and
- commercial interests (s43).

Guidance on Data Protection

The rules that govern the storage and use of personal data are set out in the Data Protection Act 1998. These rules are intended to protect individuals. Initially, only the processing of electronic personal data was covered by Data Protection legislation but the 1998 Act extended this to include many types of manual records. Manual data was originally defined by reference to a "relevant filing system" (see Glossary on page 82), but for public authorities, such as councils, the Freedom of Information Act has extended the definition to include most categories of manual records. Consequently, the Data Protection legislation applies to almost all personal information held by councils and it is important therefore to acquire a basic understanding of the rules.

Notification

Data controllers must notify the Information Commissioner of their processing of personal data. The system involves provision of basic details about the data controller, the classes of data held, the purposes for which the data is held or processed and classes of persons to whom the data might be disclosed. Once notification has been made to the Commissioner, it must be renewed annually and there is a standard fee (currently £35) for both the initial registration and renewal. Full details of the notification process are given on the Information Commissioner's website (www.informationcommissioner.gov.uk). A number of organisations, including councils, have been troubled by bogus data protection notification agencies and further information about this can also be found on the Information Commissioner's website.

It is a criminal offence to process personal data without being notified and the fines for such a breach are unlimited.

The Data Protection Principles

The Data Protection Act sets out eight data protection principles which are key to achieving compliance with the legislation. They are

- Personal data shall be processed fairly and lawfully. (Often this will require the consent of the data subject, but there are exceptions to this. In the case of "sensitive personal data", special rules apply and these are set out in Schedule 3 to the Act.);

- Personal data shall be obtained only for one or more specified and lawful purposes;
- Personal data processed shall be adequate, relevant and not excessive;
- Personal data shall be accurate and, where necessary, up to date;
- Personal data processed shall not be kept for longer than is necessary for the relevant purpose;
- Personal data shall be processed in accordance with the rights of data subjects under the Act;
- Appropriate technical and organisation measures shall be taken against unauthorised or unlawful processing and against accidental loss or destruction of, or damage to, personal data;
- Personal data shall not be transferred to a country outside the European Economic area unless that country ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Further information

This note only gives very basic guidance and much more detailed advice, on both the legislation and the notification procedures, can be found on the Information Commissioner's website www.informationcommissioner.gov.uk

The address for the Information Commissioner is:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone (Helpline): 01625 545 745

Notification Helpline: 01625 545 740

Glossary

Data

Recorded information whether stored electronically on computer, or in paper-based filing systems.

Personal Data

Means data that relates to a living individual who can be identified from that data or from that data and other data held by the data controller.

Sensitive Personal Data

Includes information about someone's racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, health, sexuality and criminal proceedings or convictions. Sensitive personal data can only be processed under strict conditions. In most cases, this means getting express permission from the person the information is about.

Processing

Is virtually any activity that involves the data. This includes collecting, recording or retrieving the data or doing work on the data such as organising, adapting, changing, erasing or destroying it.

Relevant Filing System

The Data Protection Act definition of this is rather complex. However, the key elements are that there must be a set of paper-based information about an individual and there is a structure to this set; and the structure works so that specific information about a particular individual is readily available.

Data Controller

Is the person or organisation that holds and uses personal information, e.g. the Council.

Data Processor

May be a separate organisation which processes information on behalf of a data controller who must also follow the Act to ensure information is handled properly.

Data Users

Includes employees whose work involves processing personal information. Data users have a legal duty to protect the information they handle and should follow their employer's data protection and security policies.

Data Subjects

Are the people the information is about. All data subjects have certain legal rights under the Data Protection Act in relation to their personal information.

Polegate Town Council



Recruitment of Offenders POLICY

Policy Number 19		
Issue No.	Date completed	Details of amendments
1	June 2006	Header added, adopted Annual Stat Meeting 2016
2	May 2007	Annual Stat Meeting Adopted
3	May 2008	Annual Stat Meeting Adopted
4	May 2009	Annual Stat Meeting Adopted
5	May 2010	Annual Stat Meeting Adopted
6	May 2011	Annual Stat Meeting Adopted
7	May 2012	Annual Stat Meeting Adopted
8	May 2013	Annual Stat Meeting Adopted
9	May 2014	Annual Stat Meeting Adopted
10	May 2015	Annual Stat Meeting Adopted
11	May 2016	Adoption at Annual Stat Meeting 23rd
12	22.05.17	Adopted at Annual Stat Meeting
13	21.05.18	Adopted at Ann Stat meeting
14	20.5.19	For adoption at Ann Stat Meeting



Recruitment of Ex-Offenders Policy

Ensuring that Polegate Town Council treats applicants who have a criminal record fairly and does not discriminate because of a conviction or other information revealed through the Criminal Records Bureau (CRB).

Key Points:

- Polegate Town Council complies fully with the CRB Code of Practice
- All applicants for positions are treated fairly
- The Council selects candidates for interview based on their skills, qualifications and experience
- The Council only requests a CRB Disclosure where it is sufficiently relevant to the position concerned
- The Council keeps all information private and confidential, in accordance with the Data Protection Act
- The Council takes into careful consideration the relevance and circumstances of offences

Introduction

As an organisation using the CRB Disclosure service to assess applicants' suitability for positions of trust, Polegate Town Council complies fully with the CRB Code of Practice and undertakes to treat all applications for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Principles

Polegate Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy is available to all applicants upon request.

The Council actively promotes equality of opportunity for all with the right mix of talents, skills and potential and welcomes applications from a wide range of candidates. The Council selects all candidates for interview based on their skills, qualifications and experience.

Disclosures

A CRB Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a CRB Disclosure is required, all application forms and recruitment briefs will contain a statement that a CRB Disclosure will be requested in the event of the individual being offered the position.

Where a CRB Disclosure is to form part of the recruitment process, the Council encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information can either be stated in the relevant section of the application form, or can be sent with the application in a sealed envelope marked 'strictly confidential', where it will be processed with appropriate discretion by the Town Clerk.

Previous Offences

The Council requires all applicants to disclose criminal convictions. Some posts require information relating to both 'spent' and 'unspent' convictions whereas other posts require 'unspent' information only. The information provided will be treated strictly confidentially. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced Disclosure from the Criminal Records Bureau.

The Council ensures that all those in Polegate Town Council who are involved in the recruitment process are suitably advised to identify and assess the relevance and circumstances of offences.

At interview or in a separate discussion, the Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

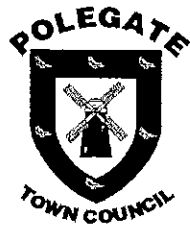
Withdrawal of an Offer of Employment

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Having a criminal record will not necessarily bar you from working with Polegate Town Council. This will depend on the nature of the position and the circumstances and background of your offences.

June 2006

Polegate Town Council



Storage of Criminal Records Bureau (Now DBS) Disclosures POLICY

Policy Number 20		
Issue No.	Date completed	Details of amendments
1	June 2006	Header added, adopted Annual Stat Meeting 2016
2	May 2007	Annual Stat Meeting Adopted
3	May 2008	Annual Stat Meeting Adopted
4	May 2009	Annual Stat Meeting Adopted
5	May 2010	Annual Stat Meeting Adopted
6	May 2011	Annual Stat Meeting Adopted
7	May 2012	Annual Stat Meeting Adopted
8	May 2013	Annual Stat Meeting Adopted
9	May 2014	Annual Stat Meeting Adopted
10	May 2015	Annual Stat Meeting Adopted
11	May 2016	Adoption at Annual Stat Meeting 23rd
12	22.05.17	Adopted at Annual Stat Meeting
13	22.5.18	Adopted at Annual Stat Meeting

14	20.5.19	For adoption at Annual Stat meeting
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Storage of Criminal Records Bureau (CRB) Disclosures Policy

Policy for the safe storage, handling, use, retention and disposal of CRB Disclosures and Disclosure information

Key Points:

- Polegate Town Council complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of CRB Disclosures and Disclosure information
- CRB Disclosure information is only passed to those who are authorised to receive it in the course of their duties
- The Council maintains a record of those to whom Disclosures or Disclosure information has been revealed
- The Council does not keep Disclosure information for any longer than is necessary, generally up to six months
- Disclosure information is destroyed by shredding once the retention period has elapsed
- The Council will keep a record of the date of issue of a Disclosure, the name of the subject, the type requested, the position for which it was requested, the unique reference number and the details of the recruitment decision taken.

General Principles

As an organisation using the CRB Disclosure service to help assess the suitability of applicants for positions of trust, Polegate Town Council complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of CRB Disclosures and Disclosure information. The Council complies fully with obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Receipt of CRB Disclosure

CRB Disclosure information is handled only by those who jobs deem it essential, and is treated with all due confidentiality and discretion, in accordance with the Data Protection Act 1998.

Storage and Access

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom Disclosures or Disclosure

information has been revealed and it is a **criminal offence** to pass this information to anyone else who is not entitled to receive it. Failure to comply with this could result in disciplinary action and/or criminal proceedings.

In instances where employees supply a copy of their CRB Disclosure certificate to their local manager for purposes of proving that they have a valid CRB check the CRB certificate will be handled, stored, disclosed and destroyed in line with this policy. Any queries relating to the CRB Disclosure will be directed to the Town Clerk.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, the Council do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, the Council will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail. With regard to the retention of CRB Disclosures for employees in social care services, the Council will need to retain a copy of these CRB Disclosures for twelve months from the date the Disclosure certificate is received, after which the certificate must be shredded.

Disposal

Once the retention period has elapsed, the Council will ensure that any Disclosure information is immediately destroyed securely by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). The Council will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, the Council will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

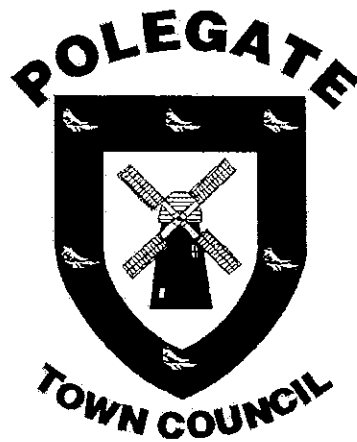
June 2006

Polegate Town Council



Street Lighting POLICY

Policy Number 21		
Issue No.	Date completed	Details of amendments
1	May 2015	Adoption at Annual Stat Meeting
2	May 2016	For adoption At Annual Stat Meeting 23 rd
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	Adopted at Ann Stat meeting
5	20.5.19	For adoption at Ann Stat meeting



Street Lighting Policy

**TOWN CLERK
POLEGATE TOWN COUNCIL
49 HIGH STREET
POLEGATE
BN26 6AL**

AUTHOR: Jo Ognjanovic Town Clerk

2 of 8

**ADOPTED IN PRINCIPLE 26th November 2012 Full Council
Amended 2013 &14.
For adoption 18th May 2015**

Introduction and background information

A review of the Street lighting was initiated by the Town Council in response to East Sussex County Council (ESCC) changing over to part night lighting.

A number of issues were raised about the age of the Street lighting columns and the lack of provision for an ongoing replacement schedule.

The "DV" sheets (hammer and visual check by ESCC Street lighting sub contractors) were considered a fair indication of the condition of the columns, but ESCC advised that the full electrical testing of the columns or a push pull test was the definitive test for the metal columns.

The Town Council was asked to carry out electrical testing on the columns, which was agreed.

The report indicated that a large number of columns were in poor condition and that these should be replaced as soon as possible. However, the report validity was doubted due to the high % of failures over the whole of East Sussex. Further checks of the tests were carried out and a push pull test was also carried out to determine the validity of the column testing. This proved there were a number of inaccuracies in the testing and further electrical tests were carried out and new results noted. A test batch of columns were also removed and tested (based on the new results) to determine the accuracy of the later test.

The final report was considered fairly accurate by ESCC and the Town Council resolved to replace the identified columns as soon as practicably possible.

During the long period of time when the columns were being retested, ESCC indicated that for economy, and to fall in line with ESCC policy, part night lighting should be considered by the council.

A local resident (qualified electrical engineer) was asked to report on the implications of a changeover to part night lighting. Following receipt of this report, the Town Council resolved to adopt part night lighting in principle and subsequently agreed to change all lighting except the High Street to part night lighting based on the areas ESCC designated (Green, Yellow pink routes). At that time there

were also grave concerns that budget proposals for ESCC Street Lighting budget would mean huge cuts in street lighting across the county.

ESCC later approached the Town Council advising that the new standard for ESCC lighting was LED lighting. The ESCC Street Lighting Engineer gave a verbal report at a council meeting, suggesting that any lanterns that needed replacing (either as part of a complete column replacement or when a lantern failed) should also be replaced by new LED lighting.

The Town Council also resolved to replace any lanterns where a whole column replacement was needed or those lanterns needing replacement on a sound column. But it was clear that the cost of carrying out the vast amount of repairs would be beyond a year's budget. From the start of the investigation Council resolved to set aside sums to enable the full replacement of the identified columns, part night lighting and where possible LED lanterns. It was agreed at this stage that the High Street columns would remain as they were until the full costs were known.

During the quotation period the works were assessed to see if they could be carried out by an alternative contractor at a lower cost. Due to the terms of the contract this was not possible. (Charges for the updating of the system would outweigh any cost savings that could be made by an alternative contractor.)

The Town Council also investigated the possibility of handing the columns over to ESCC for future maintenance as this had been carried out in other areas, (e.g. Uckfield). However, as there was a requirement for a "standard" and a design to be carried out, plus a requirement for a commuted sum for future year's maintenance, this also proved to be far too costly. The Town Council accepted that for the time being the contractor would remain the same and the essential works would be carried out.

The change over to part night lighting was agreed based on the street colours that ESCC had assessed. Green for important routes, yellow for routes considered high use and pink for side roads and residential areas. (Please see map and legend at the end of this report). Some areas were already adopted by ESCC. ESCC columns are denoted by numbers and the Town Council columns by letters.

Council also made a decision not to paint any new columns except those designated rural by ESCC. (Few fall into this category).

4 of 8

**ADOPTED IN PRINCIPLE 26th November 2012 Full Council
Amended 2013 &14.
For adoption 18th May 2015**

A large budget of around £150,000 was set aside in ear marked reserves and the current year's budgets and any surplus each year was moved into the ear marked reserves to make provision for the costs as the works took place. The clerk, in liaison with the street lighting engineer, was delegated to assess and authorise each area of column replacements within the street lighting budget and ear marked reserve budgets, making it easier for the sub contractors to carry out replacements on an area basis and enabling the Town Council to inform residents as streets were changed over to part night lighting. Residents were informed of the changes via the newsletter.

Prior to the replacements being carried out each area was assessed for the expected replacement cost and Councillors informed of the projected costs. Increases were resolved as they occurred (provided they remained within the budget sums).

A number of additional issues arose as the replacements took place, including two separate issues with the power supply from UKPN. One issue left some streets with day burning lanterns and the other with an increase in the costs as the cable to the street lights was not adequate and required replacing. Despite numerous attempts from ESCC to reduce these costs and UKPN to be accountable, most of the additional costs (due to the contract with UKPN) needed to be funded from the replacement works budget and borne by the Town Council. The areas were divided into street areas 1- 6 and area 6 was held back to ensure that the Town Council did not exceed its budget for the columns without prior approval as the additional costs occasionally increased to more than twice the original estimate costs for the area.

All areas have now been completed excluding area 6 and the estimates for these areas are now expected to come within the budget and will be completed shortly.

Town Council Policy decisions:

PART NIGHT LIGHTING

All columns within the pink routes will change over to part night lighting cells.

Some columns in yellow routes would change over to part night cells. Those remaining on determined by advice from ESCC (often near junctions)

All columns in Green routes to be left on standard photo cells.

LED LIGHTING

All new columns would have the lantern change over to LED lighting
All new lantern replacements would change over to LED lighting

A budget would be assessed for the remaining columns with a view to changing the majority of lanterns to LED excluding the High Street.

It was resolved that any areas deemed to be requiring all night lighting by the police would be changed back (to all night lighting) on a resolution following a request from the police.

The High Street columns would remain as they were (for aesthetics, Christmas lighting and character of the High Street). It was agreed these would be looked at, at a later stage once the replacements had been completed and the schedule of renewals approved.

It was agreed not to remove amenity lighting that had previously been maintained by the Town Council.

Once the lighting replacement has been completed in all areas a schedule of renewals be drawn up by the Town Clerk and the ESCC Street Lighting Engineer.

At present Council considered a handover to ESCC desirable but not affordable and may be considered in the future.

A key is provided below indicating the style of part night/all night lighting within the Polegate area.

Drawing Key



White light lanterns providing all night lighting with 50% dimming between 00:00 and 06:00.



Part night lighting to be introduced with lights off between 00:30 and 05:30.



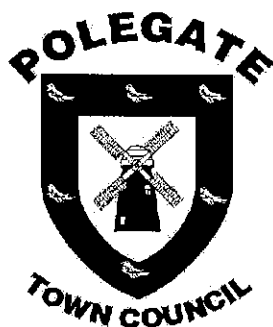
50% of the units switched off between 00:30 and 5:30.
Remaining units on all night to provide reduced lighting on estate distributor connecting roads.



8 of 8

**ADOPTED IN PRINCIPLE 26th November 2012 Full Council
Amended 2013 &14.
For adoption 18th May 2015**

POLEGATE TOWN COUNCIL



BULLYING/HARASSMENT EXTERNAL POLICY

Policy Number 22		
Issue No.	Date agreed	Details of amendments
1	25/11/2013	Personnel 14 th October 2013, For resolution by Finance & Policy Committee 11 th November 2013 ADOPTED 25 th November 2013
2	25/02/2016 (amended)	Revision of sections 1.1 – 1.3 to include definitions and additional information on harassment legislation. Minor emendations to sections 2.1 – 2.3
3	11/03/2016	Approved by Finance & Policy Committee
4	23/5/16	For adoption At Annual Stat Meeting
5	22.05.17	Adopted at Annual Stat Meeting
6	21.05.18	Adopted at Annual Stat Meeting
7	20.5.19	For adoption at Ann Stat Meeting

1.0. PURPOSE

- 1.1. In support of its value to respect others, Polegate Town Council will not tolerate the bullying or harassment of any member of staff by any member of the public, visitor to the Council, or any other person having contact with the Council's staff. This policy outlines the specific procedures available to all employees in order to protect them from bullying and harassment. The Council will issue this policy to all employees as part of their induction and to all members as part of their welcome pack. The Council may also wish to draw the public's attention to this policy via the Data Transparency pages of the Council's website.

1.2 Definitions

Bullying

Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.

Harassment

Harassment may be characterised as unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

Bullying and harassment are behaviours that are unwanted by the recipient. They are generally evidence by a pattern or course of conduct, rather than being 'one off' incidents.

1.3 The Legal position

The Council has a duty of care towards its staff under Common Law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal. From 6th April 2008, changes to the Sex Discrimination Act mean Council has a duty of care towards all staff and liability under common law arising out of the Employment Rights Acts 1996 and the Health and Safety at Work Act 1974.

In addition, the Criminal Justice and Public Order Act 1994 and the Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence, and a right to damages for the victim. An individual causing harassment may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes; for instance, employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that the damages for personal injury and distress can be awarded under the Act.

2.0 PROCESS FOR DEALING WITH BULLYING AND HARASSMENT

2.1. You may experience bullying and harassment by members of the public.

This behaviour can be either verbal, for example:

- via the telephone
- face to face with the member/s of the public
- written correspondence, letters etc. or
- email or cyberstalking

or physical, for example:

- assaults or violence towards you, or the threat of assault or violence towards you
- damage to your property (e.g. car)
- inappropriate sexual behaviour

2.2. In the first instance ALL suspected incidents of bullying or harassment must be reported to the Town Clerk and comprehensive notes should be made. These notes should include:

- date,
- time,
- content, and
- if possible the person's name and the name of any witnesses to the incident.

If it is possible that the incident was caught on CCTV in or around the Town Hall, ask for the system to be checked and any relevant footage saved. Where the bullying is done by email, do not respond to the emails and keep the emails as evidence.

2.3 The Town Clerk will speak to the complainant and examine any notes made, and from this will determine, in agreement with the complainant, whether the incident is severe enough to report to the

police. In cases of doubt the Town Clerk should consult the Police. All incidents involving physical assaults or violence will be reported to the Police.

- 2.4. All such incidents will be reported to the Council for appropriate action including reporting to the Police if appropriate.

3.0 SANCTIONS:

- 3.1 Where it is proven beyond all reasonable doubt to the Council that a member of the public has bullied or harassed a member of staff, the Council reserves the right to impose sanctions against that person or persons, including:

- Blocking their email address and not accepting further emails
- Reporting the incidents to the sender's Internet Provider service
- Banning the person or persons from the Town Hall, or other Council owned buildings or facilities.

Polegate Town Council



CO-OPTION POLICY

Policy Number 23		
Issue No.	Date completed	Details of amendments
1	10.01.14	Presented to FC on 30/6/14
2	30.06.14	Adopted with amendments minutes 11025
3	23.05.16	For adoption at Annual Stat Meeting
4	22.05.17	Adopted at Annual Stat Meeting
5	21.05.18	Adopted at Annual Stat Meeting
6	20.5.19	For adoption at Ann Stat meeting

Procedure for Conducting Co-options

1.0 Casual Vacancies

The council should consider the list of unsuccessful candidates from the last Town Council election and prioritise them in order of the highest number of votes received. In the event that any suitably qualified candidate is put forward, then the council may also consider that candidate.

- 1.1 On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will insert an advertisement onto the notice boards locally and the website and if possible to the press notifying there is a vacancy with the reason for it and confirming there is to be a co-option. The advertisement must also state the rules for eligibility and direct interested parties to write to the Clerk confirming their eligibility to sit on the Town Council, including a short statement explaining the reasons he or she wants to become a Town Councillor. There will be a deadline for responses of not less than 3 weeks from the date of the insertion. The date of the meeting when the co-option is to be made will be stated in the advertisement.
- 1.2 Nominees must also be made aware that canvassing¹ of Council members will disqualify them from standing for the vacancy.

2.0 At the Meeting

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 2 minutes. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow. The voting process will follow standing order 8 shown at 4.0 below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

3.0 After the full Town Council Elections

In the event of vacancies following the close of nominations for the full Town Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Town Council meeting.

¹ To approach a councillor(s) and specifically request support for their co-option

4.0 Standing Order 8: Voting on Appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

5.0 Canvassing of and Recommendations by Councillors

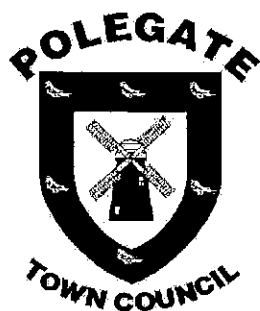
Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from appointment. The Proper Officer shall disclose this requirement to every candidate.

Polegate Town Council



Pensions Discretions POLICY

Policy Number 24		
Issue No.	Date completed	Details of amendments
1	8.10.12	
2	May 2013	Annual Stat Meeting Adopted
3	May 2014	Annual Stat Meeting Adopted
4	May 2015	Annual Stat Meeting Adopted
5	May 2016	Adoption at Annual Stat Meeting 23rd
6	22.05.17	Adopted at Annual Stat Meeting
7	21.05.18	Adopted at Annual Stat Meeting
8	20.5.19	For adoption at Ann Stat meeting



Polegate Town Council

Date of Policy Statement – 08th October 2012

Date for Review – every two years or less

Employing Authority Discretions Under

The Local Government Pension Scheme (Administration) Regulations 2008 (as amended) (Prefix A below)

The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2009 (as amended) (Prefix B below)

The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 (as amended) (Prefix T below)

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended) (Prefix D below)

(*) In the following table beside a regulation denotes the discretions where the employer is required to have a policy statement under the regulations

Pursuant to Regulation 66(5) of the Local Government Pension Scheme (Administration) Regulations in preparing, or reviewing and making revisions to, this statement the Employer has had and will have regard to the extent to which the exercise of any of the functions in accordance with its policy could lead to a serious loss of confidence in the public service.

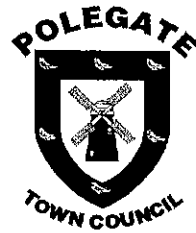
Regulation	Discretion	Employer's Policy on the exercise of this discretion
B12*	Whether to augment membership of an active member (by up to 10 years)	POLEGATE TOWN COUNCIL will not have a general policy to augment membership of an active member by up to 10 years but may decide to do so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.
B13*	Whether to grant additional pension to a member (by up to £5,000 p.a.)	POLEGATE TOWN COUNCIL will not have a general policy to grant additional pension to a member (by up to £5,000 p.a.) but may consider doing

		so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.
A36	Allow late application to convert scheme AVCs into membership credit i.e. allow application more than 30 days after cessation of active membership	POLEGATE TOWN COUNCIL will not have a general policy to allow late application to convert scheme AVCs into membership credit but may do so if exceptional circumstances can be proved such as the member being unaware of this right. Each case will be considered on its individual merits.
A47(2)	No right to a return of contributions due to an offence of a fraudulent character or grave misconduct unless the employer directs a total or partial refund is to be made	POLEGATE TOWN COUNCIL will exercise this discretion to direct a return of contributions in the event of an offence of a fraudulent character or grave misconduct.
A72 (3) & (6)	Whether to apply for a forfeiture certificate (where a member is convicted of a relevant offence) and subsequently whether to direct that benefits are to be forfeited.	POLEGATE TOWN COUNCIL will apply for a forfeiture certificate where a member is convicted of a relevant offence and, following the issue of the certificate, direct that benefits are to be forfeited.
A74(2)	Whether to recover from the fund any monetary obligation or, if less, the value of the member's benefits (other than transferred in pension rights or AVCs / SCAVCs) where the obligation was as a result of a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left the employment.	POLEGATE TOWN COUNCIL will recover from East Sussex Local Government Pension Scheme the amount of loss in cases of criminal, negligence or fraudulent acts by a member.
A76(2) & (3)	Whether to recover from the fund any financial loss caused by fraudulent offence or grave misconduct of an employee(who has left because of that) or amount of refund if less	POLEGATE TOWN COUNCIL will recover from East Sussex Local Government Pension Scheme the amount of loss caused by fraudulent offence or grave misconduct of employee (who has left because of that), or the amount of refund if less.
A83 (8)	Extend normal time limit for acceptance of a transfer value beyond the 12 month time limit from joining the LGPS	POLEGATE TOWN COUNCIL will not generally extend the normal time limit for acceptance of a transfer value beyond 12 months from joining the scheme but may do so where exceptional circumstances can be proved. In any event the maximum extension will be a period of

		two years from the member's date of joining the scheme. Each case will be considered on its individual merits.
B18(1)*	Whether all or some benefits can be paid if an employee reduces their hours or grade after reaching age 55 (flexible retirement)	POLEGATE TOWN COUNCIL will not have a general policy of exercising this discretion but may exercise this discretion where a sound business case can be made for granting flexible retirement with immediate access to all or part of the member's benefits. POLEGATE TOWN COUNCIL will consider requests on a case by case basis.
B18(3)*	Whether to waive, in whole or in part, any actuarial reduction on benefits paid on flexible retirement.	POLEGATE TOWN COUNCIL will not waive, in whole or in part, the actuarial reduction on the benefits paid on flexible retirement.
B30(2)*	Whether to grant application for early payment of benefits on or after age 50/55 and before age 60	POLEGATE TOWN COUNCIL will not have a general policy of granting early payment of benefits on or after age 50/55 and before age 60 but will consider requests on a case by case basis. POLEGATE TOWN COUNCIL may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable.
B30(5)*	Whether to waive, on compassionate grounds, the actuarial reduction on benefits paid early.	POLEGATE TOWN COUNCIL will not generally waive the actuarial reduction applied to benefits paid early under regulation B30(2) above. POLEGATE TOWN COUNCIL may consider waiving the actuarial reduction where exercising that discretion can be justified in terms of the sound businesses case made for initially paying those benefits or where other exceptional circumstances arise that make payment of those benefits justifiable. Each case will be considered on its individual merits.
Early Termination of Employment Discretionary Compensation Benefits (where applicable)		
D 5 (1)	Power to increase statutory redundancy	POLEGATE TOWN COUNCIL

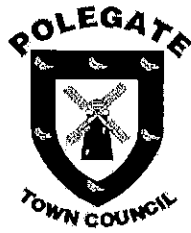
	payments above statutory weekly pay limit	will not generally increase statutory redundancy payments above statutory weekly pay limit.
D 6	Decision to award up to 104 weeks compensation instead of compensatory added years	POLEGATE TOWN COUNCIL will not generally award up to 104 weeks compensation instead of compensatory added years.

Polegate Town Council



SOCIAL MEDIA POLICY

Policy Number 25		
Issue No.	Date completed	Details of amendments
1	23/02/2015	Adopted
2	28/09/2015	For full council review
3	28/9/2015	Adopted revised version
4	23.05.16	For adoption at Annual Stat Meeting
5	22.05.17	Adopted at Annual Stat Meeting
6	21.5.18	Adopted at Annual Stat Meeting
7	20.5.19	For review and adoption at annual stat meeting



SOCIAL MEDIA POLICY

General Statement

The Town Council recognises that Social Media – a term encompassing social networking sites, video sharing, blogging, micro-blogging and message boards – can be a useful method for communication between the Council, its customers and other bodies. This Policy instructs Council staff and Councillors in the appropriate use of social media.

Policy

1. All members of staff and Councillors are required to read and to comply with the conditions of the policy in respect of the way in which social media are used.
2. Except as resolved in Council, no member of staff is to set up a profile that represents or purports to represent the Council on any social networking site (for example, *Facebook*, *Twitter*), nor must any member of staff set up any additional profile(s) on such a site to which the Council already subscribes without the requisite authority.
3. The Town Clerk will appoint a single, 'Named Person' to be responsible for maintaining the Council's profile on the relevant social media site. The Named Person will be required to ensure that all details relating to the profile are kept up-to-date and that any content on the site is fresh and relevant. Other members of staff may assist the Named Person at the Town Clerk's discretion.
4. The Named Person is expected to limit the use of social media sites to the provision of information to the Council's customers. Such use would include:
 - Announcing dates of forthcoming meetings
 - Supplying links to the Council's website to enable access to minutes of meetings

- Providing information on local events, Council initiatives and achievements
- Advising on maintenance work due to be carried out.

There is no objection to the Named Person engaging in everyday pleasantries with other users of the social media site, provided such social intercourse does not involve or lead to any of the activities listed at (6) below.

5. On sites that allow the user to become a 'friend' or 'follower' of other users of the site, the Named Person shall have the discretion to follow individuals, commercial organisations, public bodies (e.g. police) or other groups (e.g. local societies) that may be of interest to the Council, or are relevant to the Council's activities. As far as possible, the Named Person should avoid following or befriending users or organisations that hold, or appear to hold, extreme views or opinions, as this might suggest to third parties that the Council endorses the views held by those other users or organisations.
6. The Named Person is not to engage in any of the following activities on any social networking or social media site that is representative of the Council:
 - Sending or displaying messages or images that are grossly offensive, racist, sexist or homophobic, or intentionally forwarding such messages or images as have been received from other users of the site.
 - Using obscene language or images
 - Publishing anything that the Council has deemed Confidential
 - Publishing anything that purports to be the Council's opinion upon a particular matter (unless authorised)
 - Violating copyright laws
 - Using others' passwords and identities (unless authorised)
 - Engaging in political debate or exhibiting political partisanship
 - Using the Council's profile to promote commercial activities (unless authorised)
 - Using the Council's profile for illegal activities
 - Any other activity that could be regarded as deliberate misuse of the Council's profile on the site

Any member of staff found engaging in any of the above activities may face disciplinary action. In certain instances the

matter will be considered to be gross misconduct. Any Councillor engaging in any of the above activities may be in breach of their Code of Conduct.

7. If, during the course of using a social networking or social media site, the Named Person receives any unsolicited message or image that appears to be grossly offensive, racist, sexist or homophobic, s/he is responsible for drawing this to the attention of the Town Clerk at the earliest opportunity. The Named Person is not to make any direct reply to the sender of the message or image.
8. The Council cannot control and is not responsible for the accuracy or content of information on other websites. For this reason the Named Person must be circumspect when using the Council's profile to supply links to other websites or users. Where appropriate a disclaimer should be used.

Nothing in this policy prevents Councillors from having their own profiles on social media sites, not from engaging in political debate or exhibiting political partisanship, provided that there is an indication on the Councillor's profile page that all views expressed are his or her own and do not represent the views of the Council.

Any concerns on the policy must be raised with the Town Clerk or the Town Mayor (as appropriate) in the first instance and will be resolved, if necessary, by the Personnel Committee or the Town Council.

It was resolved on 23rd February 2015 to adopt this policy and to presume this is a working document as social media develops amendments may need to be made.

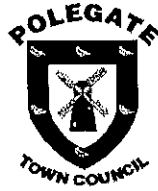
It was also requested that the clerk investigate the County Council social media policies with a view to adopting similar policy statements in the future.

Polegate Town Council



GENERAL EMERGENCY POLICY

Policy Number 26		
Issue No.	Date completed	Details of amendments
1	23/02/2015	Adopted
2	23.05.2016	For adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.5.18	Adopted at Annual Stat Meeting
5	20.5.19	For review and adoption and annual stat meeting



POLEGATE TOWN COUNCIL

GENERAL EMERGENCY POLICY

MANAGEMENT ACTIONS

1 Purpose

To ensure, so far as is reasonably practical, that Polegate Town Council have control of any foreseeable emergency situation and are able to contain such an emergency situation until the arrival of the emergency services.

2 Introduction

The overall responsibility for implementing such controls shall be that of the Town Clerk. There shall be designated lines of command and communication throughout the Council.

3 Responsibilities

3:1 General

In the case of an emergency situation being declared it shall be the responsibility of the Town Clerk, staff, councillors and others to carry out the instructions of the Town Clerk in order to ensure their safety and the safety of others.

3:2 Specific

The Town Clerk:

The Town Clerk shall, so far as is reasonably practical make every effort to ensure the health, safety and welfare of those to whom she owes a general duty of care under the Health and Safety at Work Etc., Act 1974.

The Town Clerk shall act as Emergency Co-ordinator by liaising with the Emergency Services, On-scene Commander and other authorities. She shall receive reports from councillors and staff to ensure that all personnel in their charge are accounted for. The Town Clerk shall give advice to the On-scene Commander in relation to any persons missing, relevant information in relation to hazards recorded in the Fire Risk Assessment Documentation, and any other information that she feels may assist the Emergency Service to better carry out their duties.

Shall ensure the safe evacuation, to the designated Assembly Areas, of all those members of the staff, councillors, members of the public and others under their control in accordance with the Emergency Actions – Fire and Evacuation Procedures.

They shall then remain in control of such personnel until such time that the situation is resolved.

Staff and councillors shall ensure that they are fully conversant with all Polegate Town Council's Emergency Procedures and Instructions.

During a General Emergency the Town clerk shall make every effort to contact the Mayor and appraise him of the situation.

First Aiders

To assist nurses and outside medical services, in the attendance of emergency.

Staff, Councillors, Members of the public and Others

Shall make themselves aware of the emergency evacuation routes and exits from the Council buildings / areas.

They shall carry out all instructions given to them by the Town Clerk, Staff or members of the Emergency Services responsible for their safety during the period of the emergency.

Press and The Media

The Town Clerk shall act as Press Officer for the Council in conjunction with the Mayor and the press liaison councillor. No other member of staff or councillor shall pass on any information related to an emergency situation within the Council without the express permission of the Town Clerk or Mayor.

Damage to Council Property

The Town Clerk will make arrangements to make safe and secure all buildings and property subject to an emergency situation.

The clerk will ensure that as far as practicably possible all computer data is kept safe and backed up regularly.

The clerk will keep a list of 24 hour emergency call out companies that can assist in an emergency situation. (appendix A)

Intruder Alarm

In the event of an intruder alarm being activated the Town clerk will be contacted and will take appropriate action to ensure the building is secure. The security company will contact each key holder in turn if the Town Clerk is not contactable. The clerk will ensure that the key holder list held by the security firm is kept up to date.

Fire Alarm

In the event of a fire alarm being activated the Town Clerk will ensure that all occupants are evacuated and the emergency services are called.

Personal Alarm

In the event of a personal alarm the Town Clerk will ensure that all staff are safe and contain the situation until help arrives.

Data Protection

In the event of a disaster requiring total recovery. The Town Clerk will ensure that all data held on pc systems is backed up daily and an off site backup kept locally.

Appendix A

Electrician – Graham Cottingham Graham Cottingham Ltd
31 Battle Road, Hailsham, East Sussex, BN27 1DY
01323 849750

or Richard Parkin IEC (24 hr)

Plumber – Glyn Ripley 07980300349

Glazers – 3 ways glass 01323 646966 (not 24 hr)

Locksmith – A1 Locksmiths 01424 729947: 07956573150: 01323 459226

Heras fencing to shut off each park
Richard Weller - Wellers Hire - Local firm only £6 delivery charge

Wellers Hire
Unit 26 Hawthorn Road
Eastbourne
East Sussex
BN23 6QA
Heras fencing
Tel: 01323 730108

Approximate cost to fence Oakleaf = 8 panels @ £3 = £24 + 6 (delivery)
= £30

Approximate cost to fence Wannock = 27 panels @ £3 = 81 + 6 = £87

Approximate cost to fence Skate park = 32 panels @ £3 = 96 + 6 = £102

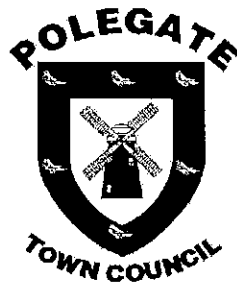
Anti climb fencing – winner tools worthing
Dale Road
Meadow Road Industrial Estate
Worthing
West Sussex
BN11 2RU
Phone: 01903 230906
Worthing firm £65 each directions delivery

Polegate Town Council



OCCUPATIONAL HEALTH POLICY

Policy Number 27		
Issue No.	Date completed	Details of amendments
1	23/02/2015	Adopted
2	23.05.2016	For adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.5.18	Adopted at Annual Stat Meeting
5	20.5.19	For review and adoption at annual stat meeting



POLEGATE TOWN COUNCIL

OCCUPATIONAL HEALTH POLICY EYE TESTS FOR USERS OF DISPLAY SCREEN EQUIPMENT

In accordance with the Council's Health and Safety Policy, the following procedure is to apply to all staff who are required to use Display Screen Equipment (DSE) for significant periods of time in the course of their work.

All newly appointed staff and existing staff whose jobs involve substantial use of DSE are required to undergo an eye examination prior to using the DSE. Such staff are recommended to undergo a further eye examination once a year.

The staff concerned may be examined by an Optician of their choice and may attend the examination during working hours.

If there is a charge for the examination, the cost will be reimbursed from the Personnel budget.

If as a result of the examination the employee is recommended to obtain and wear glasses or contact lenses, or if already a wearer, to obtain different glasses or lenses for use at work, the Council will reimburse the employee as follows:

- If needed solely for work use the full cost of modestly priced glasses/lenses – such sum to be ascertained from the Optician and agreed with the Town Clerk
- In other cases 50% of the cost of the glasses will be made - a contribution to a maximum of £75 will be made upon proof that the prescription of the glasses has changed

In order to obtain reimbursement for the eye test the employee must obtain an invoice or receipt from the Optician. A letter is required from the Optician should the employee require glasses/lenses for DSE use.

Should the result of the eye examination be that the employee is recommended by the Optician to avoid using DSE in order to protect the health of his or her eyes, this

matter to be discussed with the Town Clerk and dealt with under the usual procedure for dealing with staff health problems.

If you have any questions about this policy or about any other health matters with regards to the use of computers or DSE's, please contact the Town Clerk .

Polegate Town Council



DIGNITY AT WORK POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	29/02/2016	First draft to Town Clerk
2	03/03/2016	Includes emendations by Town Clerk
3	11/03/2016	Approved by Finance & Policy Committee
4	23.05.2016	For adoption at Annual Stat Meeting
5	22.05.17	Adopted at Annual Stat Meeting
6	21.05.18	Adopted at Annual Stat Meeting
7	20.5.19	For adoption at Ann Stat meeting

1.0. PURPOSE

- 1.1. In support of its value to respect others, Polegate Town Council will not tolerate the bullying or harassment of any member of staff by any other member of staff, employee, official or member. This policy outlines the specific procedures available to all employees in order to protect them from bullying and harassment and to maintain their dignity at work.

The Council will issue this policy to all employees as part of their induction and to all members as part of their welcome pack. The Council may also wish to draw the public's attention to this policy via the Data Transparency pages of the Council's website.

1.2 Definitions

Bullying

Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.

Harassment

Harassment may be characterised as unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

Bullying and harassment are behaviours that are unwanted by the recipient. They are generally evidence by a pattern or course of conduct, rather than being 'one off' incidents.

1.3 Examples of unacceptable behaviour

Spreading malicious rumours, insulting, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication (including electronic communication such as email or social media), by telephone or through automatic

supervision methods. It may occur on or off work premises, during or outside working hours.

1.4 The Legal position

The Council has a duty of care towards its staff under Common Law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal. From 6th April 2008, changes to the Sex Discrimination Act mean Council has a duty of care towards all staff and liability under common law arising out of the Employment Rights Acts 1996 and the Health and Safety at Work Act 1974.

In addition, the Criminal Justice and Public Order Act 1994 and the Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence, and a right to damages for the victim. An individual causing harassment may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes; for instance, employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that the damages for personal injury and distress can be awarded under the Act.

1.5 Penalties

Bullying and harassment by any employee can be considered as serious misconduct, which will be dealt with through the Council's Disciplinary Procedure (Policy no. 2) at Gross Misconduct level and may result in summary dismissal from the Council. If the person bullying or harassing a member of staff is an elected Councillor, then the matter should be referred to Monitoring Officer at Wealden District Council. Standards Board as a contravention of the Member's Code of Conduct. In extreme cases, harassment (see Section 1.4 above) may constitute a criminal offence. The Council should take the appropriate legal advice if a criminal offence of harassment is alleged or suspected.

2.0 PROCESS FOR DEALING WITH BULLYING AND HARASSMENT

2.1. Informal approach

Any member of staff who feels s/he is being bullied or harassed should try to resolve the problem informally in the first instance. It may be sufficient to explain to the person(s) involved in the

unwanted behaviour, or to an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Any member of staff who believes s/he is being bullied or harassed is advised and encouraged to make a record of any incidents, including the date, time, the behaviour complained of and details of witnesses, if any.

2.2. Formal approach

Where the employee feels unable to resolve the matter informally, s/he should report the matter to the Town Clerk. The Town Clerk will investigate and will ask the complainant to put the complaint in writing unless s/he has already done so. Any statement made by the complainant and/or notes made by the Town Clerk will be treated as confidential.

Once all necessary evidence of the complaint has been gathered, the Town Clerk will invoke the Council's Disciplinary Procedure (Policy no. 2).

2.3 Disciplinary action

The Disciplinary hearing will be conducted by the Personnel Committee as per Policy no. 2. At the conclusion of a disciplinary hearing, and if the Committee is satisfied that misconduct has occurred, the Chairman will prepare a report to present to Full Council. The Council will then decide whether the circumstances warrant dismissal or a lesser course of action. The employee complained of will be informed of the Council's decision at the conclusion of the meeting.

2.4. The employee complained of may appeal Council's decision under the provisions of the Disciplinary Policy.

3.0 Responsibilities

- 3.1** All members of staff have a responsibility to ensure that their conduct towards others does not bully, harass or otherwise demean the dignity of others. If unacceptable behaviour is observed it is the duty of the person observing the behaviour to challenge the perpetrator and ask them to stop. If the member of staff witnessing the incident feels unable to confront the perpetrator (for example, where it is likely that the observer will themselves be subjected to harassment or bullying by the perpetrator), then the matter should be reported in confidence to the Town Clerk. The Town Clerk will then be required to speak to the person bullied or harassed and gather the appropriate evidence as per 2.2 above.
- 3.2** This policy will be reviewed annually and any necessary emendations undertaken by the Town Clerk and reported to Full Council for approval.

Polegate Town Council



'HONORARY FREEMAN OF THE TOWN' POLICY

Policy Number 30		
Issue No.	Date completed	Details of amendments
1	03/02/2016	First draft
2	29/02/2016	Minor emendations made by Town Clerk
3	11/03/2016	Approved by Finance & Policy Committee
4	23.05.16	For adoption at Annual Stat Meeting
5	22.05.17	Adopted at Annual Stat Meeting
6	21.05.18	Adopted at Annual Stat Meeting
7	20.5.19	For adoption at Ann Stat meeting

By virtue of Section 249(5) of the Local Government Act 1972, as amended by the Local Government Planning and Land Act 1980 Part XIX and the Local Democracy, Economic Development and Construction Act 2009, the Council can award a 'Title of Dignity' to a person in recognition of significant contributions being made to the local community. Polegate Town Council may award an 'Honorary Freeman of the Town' or 'Honorary Freewoman of the Town'.

Nominations, by motion, must be made by a serving Town Councillor but the honour is **open to anyone who has served the Town as a current Councillor** and who meets the following nomination criteria:

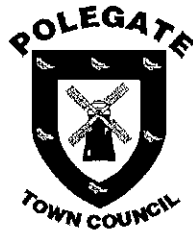
- (i) The nominee is a Town Councillor or Officer.
- (ii) The nominee has made an outstanding contribution to, or rendered eminent service to, the Council during their term of office.
- (iii) The nominee has made an exceptional and outstanding contribution to the local community in many ways over a period of 20 years or more.
- (iv) If a serving Councillor is to be honoured, the end of the current serving term may be used in calculating the 20 years of service.

There is no limit to the number of nominations or holders of the title, but the nature of the nomination criteria means it is unlikely that the honour will be frequently awarded and will therefore remain distinctive.

Once a nomination has been received it will be considered by a Special Meeting of the Full Council. Members may conduct enquiries to verify the merits of a nomination. The motion must be approved by no less than two-thirds of members of the Council present and voting.

Following a resolution by Full Council that an award is justified, the title of 'Honorary Freeman of the Town' will be granted by the Town Mayor and the title holder presented with a certificate citing the grounds for the award. The presentation will be made by the Town Mayor at an appropriate event. The event may be held immediately after the conclusion of the Special Full Council meeting, or on another suitable date determined by the Council.

Polegate Town Council



UNREASONABLY PERSISTENT OR VEXATIOUS COMPLAINTS POLICY

Policy Number 31		
Issue No.	Date completed	Details of amendments
1	29/02/2016	To Town Clerk following amendments
2		To finance for discussion
3	23.05.2016	For adoption at Annual Stat Meeting
4	22.05.17	Adopted at Annual Stat Meeting
5	21.05.18	Adopted at Annual Stat Meeting
6	20.5.19	For adoption at Ann Stat meeting

Introduction

Polegate Town Council is committed to dealing with all complaints equitably, comprehensively, and in a timely manner. Usually, dealing with complaints is a straightforward process, but in a minority of cases complainants pursue their case in a way that can impede the investigation of their complaint or have significant resource issues for the Council. This can happen either while their complaint is being investigated, or once the Council has finished dealing with the complaint.

The aim of this policy is to help the Council deal with unreasonably persistent or vexatious complainants in ways that are consistent and fair. It lets staff and customers know what we consider to be unreasonably persistent or vexatious behaviour. It sets out what is expected of staff when they are confronted with such behaviour, what options are available, and who can authorise the options.

Unreasonably persistent and/or vexatious complainants can be a problem for Council staff and members. The difficulty in handling such complainants can place a strain on time and resources. Whilst the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further that can be done to assist or to rectify a real or perceived problem.

Definitions

In this policy the term 'unreasonably persistent' refers to those complainants who, because of the nature or frequency of their contact with the Council, hinder the Council's consideration of their, or other people's, complaints. The term 'vexatious' is recognised in law and means *'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'*. These terms are used in this policy to clarify that we are attempting to deal with persons who seek to be disruptive to the Council through pursuing unreasonable complaint behaviour.

The term 'complaint' in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1988 and reference to the complaints procedure is, where relevant, to be interpreted as meaning requests under those acts.

Scope of policy

This policy should only be used in exceptional circumstances after all reasonable measures have been taken to try to resolve complaints under the Council's complaints procedures. Judgement, discretion and proportionality must be used in applying the criteria to identify potential unreasonably persistent or vexatious complainants and in deciding on the appropriate action to be taken in specific cases.

The policy should only be invoked following careful consideration of all the issues by the Town Clerk in consultation with the Mayor or other Councillor.

Where the Town Clerk and the Mayor/Councillor are not in agreement over the appropriate course of action, the matter may be referred to the Full Council for a final decision.

Definition of an unreasonably persistent or vexatious complainant

Each case will be viewed individually and decided on its merits. However, a complainant (and/or anyone acting on their behalf) may be deemed to be unreasonably persistent or vexatious if previous or current contact with them shows that they meet any of the criteria in Appendix 1, dependent upon degree.

Strategy for dealing with unreasonably persistent or vexatious complainants

Where complainants have been identified as unreasonably persistent or vexatious under the scope of this policy, taking account of the criteria in Appendix 1, the Town Clerk, in consultation with the Mayor or other Councillor, will determine what action to take. The Town Clerk will implement such action and will notify complainants, in writing, of the reasons why they have been classified as unreasonably persistent or vexatious and what action will be taken. They will also be notified of the review procedure below.

This notification may be copied for the information of others already involved in the complaint or matters closely related to it. A record must be kept for future reference of the reasons why a complainant has been classified as unreasonably persistent or vexatious.

The Town Clerk may decide to deal with complaints in one or more of the following ways:

- Banning the complainant from making contact by telephone except through a third party (e.g. solicitor/councillor/friend acting on their behalf).
- Banning the complainant from communicating with the Council by email.
- Banning the complainant from entering any Council building except by appointment.
- Restricting contact with the Council to one named member of staff only.
- Placing limits on the number and duration of contacts with staff per week or month.
- Restricting telephone calls to specified days/times/duration.
- Requiring any personal contacts to take place in the presence of a witness and in a suitable location.

- Informing the complainant that further contact on the matter of the complaint will not be acknowledged or replied to. In this case a designated member of staff should be identified who will read future correspondence.
- In extreme circumstances, where the complainant's behaviour is such that it threatens the safety and welfare of staff, reporting the matter to the Council's solicitors or to police. In cases of imminent risk, the complainant need not be given prior warning of that course of action

Review decisions and withdrawing 'unreasonably persistent or vexatious' status

Once a complainant has been determined as unreasonably persistent or vexatious, such status needs to be regularly reviewed and, where appropriate, withdrawn at a later date. Such action may be appropriate where a complainant subsequently demonstrates a more reasonable approach or submits a further complaint for which the normal complaints procedures would appear appropriate.

Complainants also have an opportunity to apply to have their unreasonably persistent or vexatious status withdrawn.

The Town Clerk, in consultation with the Mayor or other Councillor, will review their decisions to categorise a complainant as unreasonably persistent or vexatious at least every year. In addition, they will review that decision on receipt of a request to do so from the person so categorised, provided that such a request has not been received in the preceding six months.

If the person categorised as unreasonably persistent or vexatious is not satisfied with the decision reached by the Town Clerk, they may request that the decision is reviewed by the Council. Such a request for a review may only be received once in any six month period. Upon receipt of such a request, the Council will review the decision, in consultation with the Town Clerk and the Mayor or other Councillor who determined that the complainant was unreasonably persistent or vexatious.

The Council on review may either withdraw the categorisation of a person as unreasonably persistent or vexatious or amend the strategy being applied to that person.

If the Council considers it appropriate to withdraw the status of unreasonably persistent or vexatious complainant, normal contact with the complainant and application of the Council's complaints procedure will be resumed. Notice of that decision will be supplied to the person(s) as soon as practicably possible.

The Council's decision will be given to the complainant in writing, as far as is practicable, within two weeks of receipt of the request.

Copies of all decisions by the Town Clerk or the Council relating to the categorisation of a person as a unreasonably persistent or vexatious complainant will be retained at the Council offices.

Timescale for dealing with unreasonably persistent or vexatious complainants

Stage one	Complaint received that appears to be unreasonably persistent or vexatious.	Day 1
	Complaint is acknowledged within 5 days of receipt	Day 5
	The Clerk and Mayor (or Councillor) will examine the complaint. If the complaint is not judged to be unreasonably persistent or vexatious the Council's normal Complaints Procedure will apply. If the complaint is judged to be unreasonably persistent or vexatious the Town Clerk and Mayor or appointed Councillor will determine what action to take against the complainant. A response will be sent to the complainant no later than 15 days from the date of receipt of complaint.	Day 15
Stage two	If the Town Clerk and the Mayor or other	As soon as practicable after the

	appointed Councillor are unable to agree upon whether the complainant is persistent or vexatious; or what action should be taken against the complainant, a Special meeting of the Council shall be called as soon as practicable and in any event at least seven clear working days after the Town Clerk and Mayor/Councillor are unable to agree.	disagreement on action to be taken.
Stage three	Full Council meets to determine matters that could not be agreed upon in Stage 2 above. Once Full Council has determined the course of action a response will be sent to the complainant not more than 14 working days from the date of the meeting.	14 working days from date of Full Council decision

Appendix 1

Unreasonably persistent and/or vexatious complaints behaviour includes what is listed below. The list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category. It may include:

Where complainants:

Refuse to accept the outcome of a complaint where the Council's complaints procedure has been fully and properly implemented and deny receiving an adequate response to their complaint.

Change the substance or basis of a complaint without reasonable justification whilst the complaint is being investigated.

Are unwilling to accept that the Council has reached a final decision on a chosen course of action.

Persist in pursuing a matter when they have already exhausted other statutory routes of appeal.

Refuse to specify the grounds of a complaint despite offers of assistance.

Refuse to accept that issues are not within the power of the Council to investigate, change or influence.

Introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account or commented on.

Make an unreasonable number of contacts with the Council, by any means, in relation to a specific complaint or complaints.

Making persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant.

Harass, verbally abuse or otherwise seek to intimidate staff dealing with their complaint, and/or use language that is offensive, inappropriate, racist, sexist or homophobic.

Making what appear to be unjustified complaints about staff who are trying to deal with the issues, and seeking to have them dismissed or replaced.

Covertly recording meetings and conversations.

Submitting falsified documents from themselves or others.

Adopting a 'scatter gun' approach; pursuing parallel complaints on the same issue with a variety of organisations.

Polegate Town Council



Unmanned Aerial Vehicle (Drone) and Model Aircraft Policy POLICY

Policy Number 32		
Issue No.	Date completed	Details of amendments
1	07.07.17	Addition of the words Failure to adhere to the policy may result in legal action.
2	21.05.18	Adopted at Annual Stat Meeting
3	20.5.19	For adoption at Ann Stat meeting

1. Introduction

Polegate Town Council recognises the growing recreational use amongst the public of Unmanned Aerial Vehicles (UAVs), otherwise known as Drones. The Council also acknowledges the use of UAVs as a tool to assist in surveying, crime prevention and in other professional/commercial fields. This policy clarifies the permissions and prohibitions in relation to the use of UAVs over Council land and property.

2. Prohibitions

The recreational/personal use of drones over land and properties owned by Polegate Town Council is prohibited. The reasons for this prohibition are:

- Granting permission could render Polegate Town Council liable to prosecution in the event of injury to a third party, or damage to property owned by a third party;
- Proximity of Council land and properties to private housing, businesses and road/rail infrastructure, where drone activity could cause harassment, alarm or danger;
- The possibility that subsequent actions against the Council may be brought about as a result of drone activity on Council land.

3. Permissions

Permission to use a drone for other than recreational or personal purposes will require an application to the Council by the individual or organisation concerned. Each application will be considered on its merits, having due regard to issues of privacy, health and safety, human rights, data protection and the Regulation of Investigatory Powers Act 2000.

The following list outlines the purposes for which the Council may grant permission for the use of drones on Council land:

- Law enforcement – by police or other law-enforcement agencies;
- Surveying – to facilitate inspection of dangerous structures, footpaths and bridleways, and 'difficult to reach' areas where a drone is the only means of access;
- Conservation – aerial inspection of listed buildings or conservation areas;
- Arboriculture and Biodiversity – to identify distribution of flora and fauna;
- Archaeology – to identify possible sites of archaeological interest prior to groundworks being initiated;
- Academic and Educational – to gather evidence/information for inclusion in scientific studies, dissertations or for other purposes related to learning;
- Commercial – use by property developers, TV and film production companies.

The above list, and the examples contained within it, is not exhaustive.

4. Application for permission to use a drone

Any application to the Council for permission to use a drone over Council land or properties must be made in writing, either by letter or email. The application should contain the following information:

- The name of the applicant and the business or organisation they represent;
- A copy of the flight plan, including the drone's launch and landing points;
- The purpose of the flight;
- A completed risk assessment for the operation;
- A copy of the applicant's public liability insurance – minimum £5 million; and
- If the use of the drone is for a commercial purpose, a copy of the Permission for Aerial Work, issued by the Civil Aviation Authority. (N.B. – The CAA Permission for Aerial Work is not required for non-commercial purposes, but the applicant must be able to state that the person who will operate the drone is competent in its use).

5. Council action on receipt of application

The decision as to whether or not permission will be granted is delegated to the Town Clerk.

On receipt of an application, the Town Clerk will ensure that sufficient information has been supplied to enable an informed decision regarding permission to be made. Additional information will be sought if necessary. When making a decision the Town Clerk will consider the privacy, health and safety and legal aspects of the application as mentioned above.

If the Town Clerk grants permission the applicant will be informed as soon as practicable. The applicant will be supplied with a copy of the Council's 'Rules for the use of drones on Council land' (attached to this policy).

If the Town Clerk determines that an application be refused the applicant will be informed and an explanation given for the refusal. There is nothing to prevent an applicant resubmitting a revised application.

6. Land and Property owned by Polegate Town Council

- Brightling Road Leisure Ground including Brightling Meadow;
- Polegate Town Hall, 49/51 High Street;
- Polegate War Memorial Recreation ground field Pavilion and office;
- Gosford and Cophall Allotments.
- High Street (public) Toilets

Failure to adhere to the policy may result in legal action.

Rules for Drone operators

All successful applicants will be supplied with a copy of 'The Drone Code', issued by the Civil Aviation Authority, which sets out the following rules:

- Always keep your drone in sight;
- Stay below 120 metres (400 feet);
- Follow the manufacturer's instructions for the drone you are operating;
- Keep the recommended distance from people and property – 50 metres (150 feet) from people and property; 150 metres (500 feet) from crowds and built up areas;
- You are responsible for each flight. Failure to fly responsibly could result in criminal prosecution.

Additional rules set by Polegate Town Council

- The drone operator should wear a high visibility jacket or tabard;
- A sign, no smaller than A2 size, stating 'CAUTION – Drones in operation' is to be sited in such a way that it can be seen by other persons using the land.

Polegate Town Council



INVESTMENT POLICY

Policy Number 33		
Issue No.	Date completed	Details of amendments
1	07.07.17	Add the definition, Investment of cash and reserves.
2	21.05.18	Adopted at Annual Stat Meeting
3	20.5.19	For adoption at Ann Stat meeting

1.0 Introduction

- 1.1 The policy refers to cash and reserve investment only.
- 1.2 This Policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Polegate Town Council
- 1.3 Authority reference is to the Council's Financial Regulations, Section 8 Loans & Investments and Sub section 8.5-8.8 together with Section 17 Risk Management.
- 1.4 The Local Government Act 2003 Section 12 provides the Power to Invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.5 The Council acknowledges its duty of care to the community and the prudent investment of funds.

2.0 Objectives

- 2.1 The Council's priorities are, in the following ranking order:
 - (i) The security of Capital to minimise the risk of losses.
 - (ii) The liquidity of investments to meet the cash flow needs of the Council.
 - (iii) Maximising income within the framework of the national economic situation.
- 2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

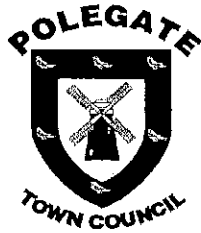
3.0 Investments

- 3.1 All investment and deposits will be with UK registered Banks or Building Societies.
- 3.2 All investments, deposits and interest will be in £sterling.
- 3.3 Investments for current expenditure will be on instant access deposit accounts with a daily feeder to the current account.
- 3.4 Investments not required for current expenditure i.e. the General Reserve may be placed on longer term deposits of up to 2 years.
- 3.5 Investments not required for current expenditure i.e. Earmarked Reserves may be placed on medium term deposits not exceeding 1 year.
- 3.6 In order to spread the financial risk to a minimum, investments will be made with a minimum of 2 financial institutions.
- 3.7 The credit ratings of the institutions will be A and these will be monitored regularly.
- 3.8 The management of this Policy will be by the RFO (Responsible Finance Officer) and reported to each Finance and Policy Committee meeting.

4.0 4. REVIEW

- 4.1 This Policy will be reviewed by the Council or Finance and Policy Committee on an annual basis.

Polegate Town Council



PAY POLICY

Policy Number 34 (new)		
Issue No.	Date completed	Details of amendments
1	11.1.19	Adopted on 11.1.19 (Finance)
2	20.5.19	For adoption at annual Stat meeting



POLEGATE TOWN COUNCIL PAY POLICY

1. Introduction

- 1.1 Polegate Town Council is committed to ensuring a (clear) open and fair pay policy for its staff members. This policy supports those principals in explaining how pay is calculated, reviewed and paid to staff.

2. Pay scales

- 2.1 All staff members' pay scales will be determined by (their grading) Job Evaluation, (which will align to) under the auspices of the National Joint Council for Local Government Services (NJC) published pay scales.
- 2.2 Staff members will be appointed to either a defined salary scale point, or within a defined salary scale published for their role, dependant on knowledge and experience.
- 2.3 One salary point will be added to a staff member's salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:
- The Certificate in Local Council Administration (CiLCA) [Level 3]
 - The Certificate of Higher Education in Community Engagement and Governance – Level 4, 5 & 6 or equivalent qualification
 - The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification
 - BA (Hons) degree in Community Engagement and Governance or equivalent qualification

3. Pay reviews

- 3.1 Each staff member will receive an annual appraisal, which will include a review of their salary.
- 3.2 Subject to satisfactory performance, staff members appointed within a scale

will progress automatically through the salary scale by annual increments until they reach the maximum salary in the range, with increments taking effect from 1st April each year.

- 3.3 The Council may withhold an increment if it is considered that performance falls below the expected level following an annual appraisal or may award additional increments for exceptional performance. This will be subject to a report by the Clerk to the Personnel Committee.
- 3.4 Increments for staff members appointed on a single salary point will be considered by the Council on an individual basis, taking into account performance over a period of time. Any increment will take effect from a date agreed with the staff member.

4. Salary payments

- 4.1 Staff members are paid in arrears, and receive payment by bank transfer on the 15th of each month, or if the 15th is a weekend or bank holiday, the previous working day. Payments will be made by the last working day of the month.
- 4.2 Overtime payments must be agreed in advance with the line manager, and staff members are encouraged to make use of time off in lieu arrangements where possible, providing service standards can be maintained.

5. Expenses

- 5.1 The Council will reimburse staff members at agreed HMRC rates for mileage and other expenses incurred, in the performance of Council business, as per the Council's Expenses Policy.

ITEM 16a)

DATE	NAME	DETAILS	NET	VAT	TOTAL
	DIRECT DEBITS				
04/04/2019	Barclays Bank	Bank Charges	66.00	0.00	66.00
09/04/2019	NEST	Pension Scheme	62.92	0.00	62.92
26/04/2019	Barclays Bank	Charge for stopped cheque	12.50	0.00	12.50
29/04/2019	Business Stream	Waste Waster High St Toilets	209.67	0.00	209.67
29/04/2019	Veolia	Waste collection 49 High Street	51.90	10.38	62.28
29/04/2019	Veolia	Waste collection Wannock	39.72	7.94	47.66
	BANK TRANSFERS				
08/05/2019	Police & Crime Commissioner	Installation of 2 x new CCTV cameras	988.00	0.00	988.00
15/04/2019	Various	Salaries	7263.52	0.00	7263.52
	CHEQUES				
22/03/2019	Inland Revenue	Tax & NI	2008.85	0.00	2008.85
17/04/2019	Inland Revenue	Tax & NI	2067.29	0.00	2067.29
08/05/2019	Countrymans	Grass Cutting 2 of 13	1425	285.00	1710.00
08/05/2019	Joseph Ash Medway	Security Drive Bit for Wannock gate adjust	20.00	4.00	24.00
08/05/2019	ESCC	Rental payment for Oakleaf land	150.00	0.00	150.00
08/05/2019	Reef Environmental	Confidential waste disposal	35.00	7.00	42.00
08/05/2019	Withers DIY	Various sundries	46.34	9.26	55.60
08/05/2019	Europlants	Hailsham Beds maintenance & water	41.26	8.25	49.51
08/05/2019	Europlants	Supply & planting of lavender	170.00	34.00	204.00
08/05/2019	Viking	Stationery & stamps	121.33	10.27	131.60
08/05/2019	Rhino Rod Drains	Blocked drain at Wannock	60.00	12.00	72.00
10/05/2019	Withers DIY	Litter picking equipment	833.33	166.67	1000.00
10/05/2019	Mulberry & Co	Internal Audit fees	226.80	45.36	272.16
10/05/2019	Rialtas Business Solutions	RBS year end close down	573.30	114.66	687.96
10/05/2019	EDF Energy	Electricity Pavilion	122.85	6.14	128.99
10/05/2019	EDF Energy	Electricity High Street Toilets	36.48	1.82	38.30
10/05/2019	EDF Energy	Electricity 49 High Street	158.55	31.71	190.26
10/05/2019	EDF Energy	Electricity 51 High Street	54.88	2.74	57.62
10/05/2019	EDF Energy	Electricity Wannock Office	110.33	5.52	115.85
Total			16955.82	762.72	17718.54

08/05/2019

Polegate Town Council

Page 1

14:29

Summary Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Employee costs					
	Income	1,654	1,038	(616)		
	Expenditure	113,519	112,152	(1,367)		(1,367)
	Movement to/(from) Gen Reserve	<u>(111,865)</u>				
Grand Totals:- Income		1,654	1,038	(616)		
	Expenditure	113,519	112,152	(1,367)	0	(1,367)
	Net Income over Expenditure	<u>(111,865)</u>	<u>(111,114)</u>	<u>751</u>		
	Movement to/(from) Gen Reserve	<u>(111,865)</u>				

14:30

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
102 Administration					
1009 Bank Loyalty Discount	219	0	(219)		
Administration :- Income	219	0	(219)		
4030 Postage	295	300	5		5
4031 Stationery	1,472	1,300	(172)		(172)
4032 Photocopier copy charges	1,320	1,500	180		180
4035 Computer consumables	176	200	24		24
4036 Office IT equipment	597	700	103		103
4037 Website	1,022	1,050	28		28
4039 Legal fees	11,728	2,500	(9,228)		(9,228)
4040 Audit Fees	800	1,100	300		300
4043 Insurance Premiums	3,943	5,500	1,557		1,557
4044 Insurance Tree Survey	294	300	6		6
4045 Subscriptions	470	2,900	2,430		2,430
4046 Publications	0	120	120		120
4047 Advertising	0	100	100		100
4049 Tree Works Brightling Rd	1,000	0	(1,000)		(1,000)
4051 Poll/ByElection/Referendum	0	0	0	5,500	(5,500)
4053 Refreshments	51	250	200		200
4056 Bank/Barclaycard charges	941	1,100	159		159
4059 First Aid	20	50	30		30
4062 Newsletter Production	0	500	500		500
4063 Hire of Halls	168	300	133		133
4069 Office telephones	1,433	1,600	167		167
4070 Broadband/Internet	523	500	(23)		(23)
4071 IT Services	1,480	1,030	(450)		(450)
4072 IT costs office 365	163	0	(163)		(163)
Administration :- Indirect Expenditure	27,896	22,900	(4,996)	5,500	(10,496)
Net Income over Expenditure	(27,677)	(22,900)	4,777		
6000 plus Transfer from EMR	530				
Movement to/(from) Gen Reserve	(27,147)				
103 Town Councillors					
1006 Mayor's Charity Fund	507	0	(507)		
Town Councillors :- Income	507	0	(507)		
4090 Councillors' allowances	5,756	6,500	744		744
4091 Councillors' expenses	331	600	269		269
4092 Councillors' training	210	800	590		590

14:30

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4093 Mayor's allowance Civic Duties	1,898	2,000	102		102
4095 Mayor's Fund Raising Charity	466	0	(466)		(466)
Town Councillors :- Indirect Expenditure	8,661	9,900	1,239	0	1,239
Movement to/(from) Gen Reserve	(8,153)				
<u>104 General Administration</u>					
1004 Photocopies/postage	1	0	(1)		
1010 Investment Income	1,450	50	(1,400)		
1063 CIL funds from developers	(14)	0	14		
1076 Precept	326,183	326,183	0		
1080 Grants Received	7,571	7,571	0		
General Administration :- Income	335,191	333,804	(1,387)		
4100 Grants to other Organisations	1,000	1,000	0		0
4103 Public Info event(s)	575	1,000	425		425
4105 Finance Software	948	1,000	52		52
General Administration :- Indirect Expenditure	2,523	3,000	477	0	477
Net Income over Expenditure	332,667	330,804	(1,863)		
6000 plus Transfer from EMR	32				
6001 less Transfer to EMR	5,532				
Movement to/(from) Gen Reserve	327,167				
<u>201 Council Offices</u>					
1000 Hire of Chamber	215	500	285		
Council Offices :- Income	215	500	285		
4130 Council Tax	6,480	6,500	20		20
4131 Electricity	1,314	2,000	686		686
4132 Water charges	199	200	1		1
4133 Sewerage	199	250	51		51
4136 Photocopier - lease	802	810	8		8
4139 Window Cleaning	182	240	58		58
4140 Alarm Maintenance	360	350	(10)		(10)
4141 Fire Precautions	210	300	90		90
4142 Other Maintenance	85	500	415		415
4146 Other Office Equipment	410	664	254		254
4154 Housekeeping	120	120	(0)		(0)
4155 Refuse Collecting	903	1,300	397		397
4162 PWLB - Capital	3,728	3,730	2		2

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4163 PWLB- Interest	1,845	1,846	1		1
Council Offices :- Indirect Expenditure	16,838	18,810	1,972	0	1,972
Movement to/(from) Gen Reserve	(16,623)				
<u>202 51 High Street</u>					
1005 51 High Street Rent R'ved	905	1,000	95		
51 High Street :- Income	905	1,000	95		
4170 51 High Street - expenditure	524	500	(24)		(24)
51 High Street :- Indirect Expenditure	524	500	(24)	0	(24)
Movement to/(from) Gen Reserve	381				
<u>203 The Pavilion</u>					
1030 Rental Income-Pavilion	1,290	1,600	310		
The Pavilion :- Income	1,290	1,600	310		
4180 Pavilion Electricity	1,182	2,300	1,118		1,118
4181 Pavillon water	306	250	(56)		(56)
4182 Pavillon sewerage	1,140	880	(260)		(260)
4186 Pavilion - fire precautions	105	220	115		115
4187 Pavilion - Refuse	474	500	26		26
The Pavilion :- Indirect Expenditure	3,208	4,150	942	0	942
Movement to/(from) Gen Reserve	(1,918)				
<u>204 Wannock Office</u>					
1032 Rental Income-Wannock Office	0	50	50		
Wannock Office :- Income	0	50	50		
4190 Wannock Office Electricity	853	450	(403)		(403)
4192 Wannock Office Sewage	674	220	(454)		(454)
4193 Wannock Office Council Tax	3,552	3,700	148		148
4195 Wannock Office Maintenance	0	50	50		50
4196 Wannock Office Fire Precaution	0	100	100		100
Wannock Office :- Indirect Expenditure	5,079	4,520	(559)	0	(559)
Movement to/(from) Gen Reserve	(5,079)				
<u>205 High Street Toilets</u>					
1035 High St Toilets Community Sche	1,174	1,200	26		
1060 Miscellaneous Income	50	0	(50)		
High Street Toilets :- Income	1,224	1,200	(24)		

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4500 Toilets High St - Cleaning	6,250	8,800	2,550		2,550
4501 Toilets High St - Maintenance	125	650	525		525
4502 Toilets High St - Electricity	324	600	276		276
4503 Toilets High St - Water & Sewe	567	800	233		233
4504 Toilets High St - Other	219	500	281		281
4505 Toilets High St - Non Domestic	984	1,050	66		66
High Street Toilets :- Indirect Expenditure	<u>8,468</u>	<u>12,400</u>	<u>3,932</u>	<u>0</u>	<u>3,932</u>
Movement to/(from) Gen Reserve	<u>(7,244)</u>				
<u>301 Town Centre and Community Safe</u>					
4201 CCTV costs	3,259	3,000	(259)		(259)
wn Centre and Community Safe :- Indirect Expenditure	<u>3,259</u>	<u>3,000</u>	<u>(259)</u>	<u>0</u>	<u>(259)</u>
Movement to/(from) Gen Reserve	<u>(3,259)</u>				
<u>302 Recreation Grounds</u>					
1022 Brightling Road lease	120	120	0		
1060 Miscellaneous Income	200	0	(200)		
1062 S106 Funding Interest	14	0	(14)		
Recreation Grounds :- Income	<u>334</u>	<u>120</u>	<u>(214)</u>		
4220 General Maintenance	9,946	6,900	(3,046)		(3,046)
4221 Recreation ground - water	119	336	217		217
4223 Grounds Maintenance	5,503	8,000	2,497		2,497
4224 Travel Costs re playgrounds	0	800	800		800
4230 Skate Park	4,805	6,000	1,195		1,195
4235 Toilets	6,370	10,000	3,630		3,630
4238 Litter Bins	1,088	2,500	1,413		1,413
4240 Oakleaf Lease Charges	150	150	0		0
4241 Dog Bins	2,500	2,500	0		0
4242 Playground Equipment	0	2,800	2,800	2,800	0
4243 Safety Inspections	533	700	167		167
Recreation Grounds :- Indirect Expenditure	<u>31,013</u>	<u>40,686</u>	<u>9,673</u>	<u>2,800</u>	<u>6,873</u>
Net Income over Expenditure	<u>(30,679)</u>	<u>(40,566)</u>	<u>(9,887)</u>		
6000 plus Transfer from EMR	700				
Movement to/(from) Gen Reserve	<u>(29,979)</u>				
<u>303 Highways</u>					
1050 Insurance Refunds	1,699	0	(1,699)		

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1051 Urban Grasscutting Income	8,624	8,600	(24)		
1057 Bench Installations Income	647	0	(647)		
Highways :- Income	10,970	8,600	(2,370)		
4250 Bus Shelters	15,887	3,000	(12,887)		(12,887)
4253 Highways litter bins	375	0	(375)		(375)
4256 Urban grasscutting	14,413	25,000	10,587		10,587
4257 Bench provisions - highways	712	0	(712)		(712)
4258 Flower Beds	5,852	6,357	505		505
4259 Council Gardens - office	650	650	0		0
Highways :- Indirect Expenditure	37,889	35,007	(2,882)	0	(2,882)
Net Income over Expenditure	(26,920)	(26,407)	513		
6000 plus Transfer from EMR	12,150				
Movement to/(from) Gen Reserve	(14,770)				
304 Allotments					
1070 Allotment Fees	1,173	1,400	227		
1072 Gosford Way Allotments	193	150	(43)		
Allotments :- Income	1,366	1,550	184		
4270 Allotments - maintenance	110	800	690		690
4271 Allotments - improvements	0	200	200		200
4272 Allotments - water	631	400	(231)		(231)
4273 Allotment - rent of land	103	150	48		48
Allotments :- Indirect Expenditure	844	1,550	706	0	706
Movement to/(from) Gen Reserve	522				
305 Street Lighting					
4280 Street Light - energy	8,160	7,350	(810)		(810)
4281 Street Light - Maintenance	8,625	9,100	475		475
4282 Street Light - new works/impro	7,599	50,000	42,401		42,401
4286 Christmas decorations	10,745	11,000	255		255
Street Lighting :- Indirect Expenditure	35,129	77,450	42,321	0	42,321
Movement to/(from) Gen Reserve	(35,129)				
306 Prize and Prize Giving					
4096 Remembrance Wreath	25	30	5		5
4293 Best rear garden	25	50	25		25
4294 Mayor's Cup (Civic)	0	250	250		250

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4295 Best allotment	50	50	0		0
4296 Best garden	50	50	0		0
4297 Best dressed house	11	30	19		19
4298 Best dressed shop	11	30	19		19
4299 Prize Party	177	200	24		24
Prize and Prize Giving :- Indirect Expenditure	<u>349</u>	<u>690</u>	<u>341</u>	<u>0</u>	<u>341</u>
Movement to/(from) Gen Reserve	<u>(349)</u>				
<u>307 The Polegate Partnership</u>					
1040 SponsorFlower Beds Hailsham Rd	1,000	1,000	0		
The Polegate Partnership :- Income	<u>1,000</u>	<u>1,000</u>	<u>0</u>		
4306 Replace Hailsham Rd Beds	0	510	510		510
4307 Hailsham Flowers Maintenance	452	490	38		38
The Polegate Partnership :- Indirect Expenditure	<u>452</u>	<u>1,000</u>	<u>548</u>	<u>0</u>	<u>548</u>
Movement to/(from) Gen Reserve	<u>548</u>				
<u>401 The Planning Committee</u>					
4320 Planning Committee - Halls	39	200	162		162
The Planning Committee :- Indirect Expenditure	<u>39</u>	<u>200</u>	<u>162</u>	<u>0</u>	<u>162</u>
Movement to/(from) Gen Reserve	<u>(38)</u>				
<u>701 The Retired</u>					
7001 The Retired	634	600	(34)		(34)
The Retired :- Indirect Expenditure	<u>634</u>	<u>600</u>	<u>(34)</u>	<u>0</u>	<u>(34)</u>
Movement to/(from) Gen Reserve	<u>(634)</u>				
Grand Totals:- Income	353,221	349,424	(3,797)		
Expenditure	182,803	236,363	53,560	8,300	45,260
Net Income over Expenditure	<u>170,417</u>	<u>113,061</u>	<u>(57,356)</u>		
plus Transfer from EMR	13,412				
less Transfer to EMR	5,532				
Movement to/(from) Gen Reserve	<u>178,297</u>				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Council Office Mntce Fund	22,115.00		22,115.00
321 Recreation Fund	0.00		0.00
322 Town Election/Poll/Referendum	16,657.00		16,657.00
323 Polegate Town Map Fund	0.00		0.00
324 Elections Fund	25,483.00		25,483.00
325 Pavilion Refurbishment Fund	0.00		0.00
326 Youth Shelter Reserve	0.00		0.00
328 Office IT Equipment Reserve	124.10		124.10
329 Other Office Equipment	327.96		327.96
330 Crossing Patrol Reserve	0.00		0.00
331 Brightling Reserve	19.21		19.21
332 Bus shelter reserve	0.00		0.00
333 Diamond Jubilee Reserve	0.00		0.00
334 Town Focal Enhancemt Reserve	592.20		592.20
335 Street Lights Reserve	164,793.00		164,793.00
336 Legals/fencing re s/water	6,000.00		6,000.00
337 High Street Toilets Reserve	14,284.00		14,284.00
338 Hailsham Beds Reserve	1,401.00		1,401.00
339 Office Alterations Reserve	26,165.00		26,165.00
340 Guardian Court Crossing	0.00		0.00
341 Staff - Consultant/Temporary	1,458.40		1,458.40
342 Age Gym S106 funds Centre	5,340.46		5,340.46
343 Tree Audit	31.89		31.89
344 Play Equipment	11,957.00		11,957.00
345 Flower Bulbs EMR	1,565.00		1,565.00
346 Neighbourhood Plan	15,000.00		15,000.00
347 CCTV reserve	4,332.00		4,332.00
348 Consultation/Newsletter	1,003.00		1,003.00
349 CIL funds	5,189.89		5,189.89
350 Picnic Benches	788.00		788.00
351 Skate Park	4,795.00		4,795.00
352 Overtime	1,036.27		1,036.27
353 Polegate Community Library	17,000.00		17,000.00
	347,458.38	0.00	347,458.38

Printed copy of submitted VAT return for your records.

THIS IS FOR YOUR RECORDS ONLY.

DO NOT SEND THIS TO HM Revenue and Customs.

POLEGATE TOWN COUNCIL

Registration Number: 315680757

Period: 03 19

For the Period: 01 Jan 2019 to
31 Mar 2019

49 HIGH STREET
POLEGATE
EAST SUSSEX

**Return due date if paid
electronically:** 07 May 2019

BN26 6AL

1	VAT due in this period on sales and other outputs	GBP191.15
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
3	Total VAT due (the sum of boxes 1 and 2)	GBP191.15
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP13,775.56
5	Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	GBP13,584.41
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP1,103.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP75,634.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00
	Balancing amount:	GBP0.00

DECLARATION: I confirm the data shown above is correct and wish to submit
my electronic VAT declaration to HMRC.

Ⓢ

RETURN SUCCESSFULLY SUBMITTED 01/05/2019 18:35:48

SUBMISSION RECEIPT REFERENCE:

DHJTM4GF5KSI2S44IQW6J4CWPBXVFPVOP


 MRS J OGNJANOVIC TOWN CLERK
 POLEGATE TOWN COUNCIL
 COUNCIL OFFICE
 49 HIGH STREET
 POLEGATE
 EAST SUSSEX
 BN26 6AL

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 29 March 2019

Business Current Accounts

Business Current Account Statement	£50,000.00
Sort Code 20-27-91 • Account No 30722537 ✓	

Business Savings Accounts

Business Premium Account	£367,936.53
Sort Code 20-27-91 • Account No 50420913 ✓	

Business Premium Account	£127,682.16 ✓
Sort Code 20-27-91 • Account No 70979872	

CURRENT / BUSINESS PREMIUM
 CASHBACK 1

TRACKER
 CASHBACK 2

This is the end of your account summary.

Bank Reconciliation Statement as at 12/04/2019
for Cashbook 1 - Current/Business Premium

			<u>Amount</u>	<u>Balances</u>
29/03/2019	202695	St Wilfrid's	56.16	
				37,204.18
				<u>380,732.35</u>
<u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				<u>0.00</u>
				380,732.35
Balance per Cash Book is :-				380,732.35
Difference is :-				0.00

**Bank Reconciliation Statement as at 31/03/2019
for Cashbook 2 - Tracker Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker Account	31/03/2019	1	127,682.16
			<u>127,682.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			127,682.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			127,682.16
		Balance per Cash Book is :-	127,682.16
		Difference is :-	0.00

Bank Reconciliation Statement as at 22/03/2019
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash Account	31/03/2019	0	200.00
			<u>200.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2019
for Cashbook 4 - Staff Salaries Cash Book**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Salaries Control	31/03/2019	0	0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>0.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			<u>0.00</u>
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 12/04/2019
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/03/2019	1	50,000.00
Business Premium Account	31/03/2019	1	367,936.53
			<u>417,936.53</u>

Unpresented Cheques (Minus)	Amount
20/02/2019 202654 Polegate Community Association	41.00
27/02/2019 202657 Eastbourne Electrical LLP	45.00
20/03/2019 202668 [REDACTED]	400.00
20/03/2019 202669 Wealden District Council	102.50
20/03/2019 202670 Kingdom Services Group Ltd	1,250.02
20/03/2019 202671 [REDACTED]	36.22
20/03/2019 202672 Tim Jordan grounds Maintenance	632.33
20/03/2019 202673 Countrymans Contractors Ltd	1,710.00
20/03/2019 202674 Lewes District Council	90.00
20/03/2019 202675 Eastbourne Electrical LLP	51.90
20/03/2019 202677 Police&Crime CommissionerSX	132.69
20/03/2019 202676 Police&Crime CommissionerSX	545.60
20/03/2019 202680 Wealden District Council	1,200.00
20/03/2019 202681 BarkWeb Ltd	540.00
20/03/2019 202682 Viking	20.60
22/03/2019 202683 DFL Landscaping Supplies	58.20
22/03/2019 202684 Viking	277.99
22/03/2019 202685 Surrey Hills Solicitors LLP	240.00
22/03/2019 202686 Surrey Hills Solicitors LLP	210.00
22/03/2019 202688 Glenister's	15.00
22/03/2019 202689 Polegate Free Church UR Hall	55.00
25/03/2019 202690 Surrey Hills Solicitors LLP	903.60
25/03/2019 202691 Police&Crime CommissionerSX	545.60
25/03/2019 202692 East Sussex County Council	20,141.52
29/03/2019 202693 [REDACTED]	28.35
29/03/2019 202696 You Raise Me Up	100.00
29/03/2019 202697 [REDACTED]	527.60
29/03/2019 202698 St John's Church	100.00
29/03/2019 202699 [REDACTED]	250.00
29/03/2019 202700 [REDACTED]	30.00
29/03/2019 108821 Withers DIY	64.86
29/03/2019 108822 Kingdom Services Group Ltd	1,250.02
29/03/2019 108823 CPRE	36.00
29/03/2019 108824 [REDACTED]	1,023.26
29/03/2019 108825 Zurich Municipal	4,073.05
29/03/2019 108826 Polegate Comm Defib Project	154.30
29/03/2019 108827 Wicksteed Leisure Ltd	84.64
29/03/2019 108829 Gelnisters Florist	25.00
29/03/2019 108828 Polegate Scarecrows	100.00
29/03/2019 202694 You Raise Me Up	56.17

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Council Office Mntce Fund	22,115.00		22,115.00
321 Recreation Fund	0.00		0.00
322 Town Election/Poll/Referendum	16,657.00		16,657.00
323 Polegate Town Map Fund	0.00		0.00
324 Elections Fund	25,483.00		25,483.00
325 Pavilion Refurbishment Fund	0.00		0.00
326 Youth Shelter Reserve	0.00		0.00
328 Office IT Equipment Reserve	124.10		124.10
329 Other Office Equipment	327.96		327.96
330 Crossing Patrol Reserve	0.00		0.00
331 Brightling Reserve	19.21		19.21
332 Bus shelter reserve	0.00		0.00
333 Diamond Jubilee Reserve	0.00		0.00
334 Town Focal Enhancemt Reserve	592.20		592.20
335 Street Lights Reserve	164,793.00		164,793.00
336 Legals/fencing re s/water	6,000.00		6,000.00
337 High Street Toilets Reserve	14,284.00		14,284.00
338 Hailsham Beds Reserve	1,401.00		1,401.00
339 Office Alterations Reserve	26,165.00		26,165.00
340 Guardian Court Crossing	0.00		0.00
341 Staff - Consultant/Temporary	1,458.40		1,458.40
342 Age Gym S106 funds Centre	5,340.46		5,340.46
343 Tree Audit	31.89		31.89
344 Play Equipment	11,957.00		11,957.00
345 Flower Bulbs EMR	1,565.00		1,565.00
346 Neighbourhood Plan	15,000.00		15,000.00
347 CCTV reserve	4,332.00		4,332.00
348 Consultation/Newsletter	1,003.00		1,003.00
349 CIL funds	5,189.89		5,189.89
350 Picnic Benches	788.00		788.00
351 Skate Park	4,795.00		4,795.00
352 Overtime	1,036.27		1,036.27
353 Polegate Community Library	17,000.00		17,000.00
	347,458.38	0.00	347,458.38

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			1,578.50	
105	VAT Control			13,584.41	
110	Prepayments			7,426.48	
200	Current/Business Premium			380,732.35	
201	Tracker Account			127,682.16	
210	Petty Cash			200.00	
310	General reserves				162,137.14
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				25,483.00
328	Office IT Equipment Reserve				124.10
329	Other Office Equipment				327.96
331	Brightling Reserve				19.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				164,793.00
336	Legals/fencing re s/water				6,000.00
337	High Street Toilets Reserve				14,284.00
338	Hailsham Beds Reserve				1,401.00
339	Office Alterations Reserve				26,165.00
341	Staff - Consultant/Temporary				1,458.40
342	Age Gym S106 funds Centre				5,340.46
343	Tree Audit				31.89
344	Play Equipment				11,957.00
345	Flower Bulbs EMR				1,565.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				4,332.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				5,189.89
350	Picnic Benches				788.00
351	Skate Park				4,795.00
352	Overtime				1,036.27
353	Polegate Community Library				17,000.00
510	Accruals				2,778.51
560	Deposits Held				3,580.00
1000	Hire of Chamber	201	Council Offices		215.00
1004	Photocopies/postage	104	General Administration		0.80
1005	51 High Street Rent R'ved	202	51 High Street		905.00
1006	Mayor's Charity Fund	103	Town Councillors		507.41
1009	Bank Loyalty Discount	102	Administration		218.69
1010	Investment Income	104	General Administration		1,449.95
1022	Brightling Road lease	302	Recreation Grounds		120.00
1030	Rental Income-Pavilion	203	The Pavilion		1,290.00

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1035	High St Toilets Community Sche	205	High Street Toilets		1,174.00
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		1,000.00
1042	Sponsorship Litter Picker	101	Employee costs		1,254.24
1050	Insurance Refunds	303	Highways		1,698.76
1051	Urban Grasscutting Income	303	Highways		8,623.68
1057	Bench Installations Income	303	Highways		647.25
1060	Miscellaneous Income	101	Employee costs		400.00
1060	Miscellaneous Income	205	High Street Toilets		50.00
1060	Miscellaneous Income	302	Recreation Grounds		200.00
1062	S106 Funding Interest	302	Recreation Grounds		14.20
1063	CIL funds from developers	104	General Administration	14.06	
1070	Allotment Fees	304	Allotments		1,173.00
1072	Gosford Way Allotments	304	Allotments		193.00
1076	Precept	104	General Administration		326,183.00
1080	Grants Received	104	General Administration		7,571.00
4000	Town Clerk	101	Employee costs	39,431.17	
4001	Administration Assistant	101	Employee costs	10,148.86	
4002	Handyman/Groundsman	101	Employee costs	9,762.12	
4003	Litter Picker	101	Employee costs	9,109.58	
4004	Cleaner/keyholder	101	Employee costs	3,296.36	
4005	Overtime	101	Employee costs	5,400.31	
4007	NI (ER's)	101	Employee costs	6,006.55	
4008	Pension ER's contributions	101	Employee costs	204.10	
4009	Finance officer/payroll	101	Employee costs	1,023.26	
4010	Internal Auditor	101	Employee costs	749.60	
4011	Administrative Asst/Ctee Clerk	101	Employee costs	10,159.06	
4012	Finance Assistant	101	Employee costs	10,200.36	
4014	Consultancy/Locum Clerk	101	Employee costs	4,669.85	
4015	Travelling expenses (parks)	101	Employee costs	478.28	
4016	Training Exps inc course fees	101	Employee costs	2,880.00	
4030	Postage	102	Administration	294.76	
4031	Stationery	102	Administration	1,472.33	
4032	Photocopier copy charges	102	Administration	1,320.19	
4035	Computer consumables	102	Administration	175.98	
4036	Office IT equipment	102	Administration	597.22	
4037	Website	102	Administration	1,022.00	
4039	Legal fees	102	Administration	11,727.81	
4040	Audit Fees	102	Administration	800.00	
4043	Insurance Premiums	102	Administration	3,943.22	
4044	Insurance Tree Survey	102	Administration	294.00	
4045	Subscriptions	102	Administration	469.66	
4049	Tree Works Brightling Rd	102	Administration	1,000.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4053	Refreshments	102	Administration	50.50	
4056	Bank/Barclaycard charges	102	Administration	940.56	
4059	First Aid	102	Administration	20.00	
4063	Hire of Halls	102	Administration	167.50	
4069	Office telephones	102	Administration	1,433.17	
4070	Broadband/Internet	102	Administration	523.10	
4071	IT Services	102	Administration	1,480.42	
4072	IT costs office 365	102	Administration	163.33	
4090	Councillors' allowances	103	Town Councillors	5,756.00	
4091	Councillors' expenses	103	Town Councillors	330.62	
4092	Councillors' training	103	Town Councillors	210.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,897.60	
4095	Mayor's Fund Raising Charity	103	Town Councillors	466.41	
4096	Remembrance Wreath	306	Prize and Prize Giving	25.00	
4100	Grants to other Organisations	104	General Administration	1,000.00	
4103	Public Info event(s)	104	General Administration	575.00	
4105	Finance Software	104	General Administration	948.25	
4130	Council Tax	201	Council Offices	6,480.00	
4131	Electricity	201	Council Offices	1,314.47	
4132	Water charges	201	Council Offices	199.20	
4133	Sewerage	201	Council Offices	199.48	
4136	Photocopier - lease	201	Council Offices	802.16	
4139	Window Cleaning	201	Council Offices	182.00	
4140	Alarm Maintenance	201	Council Offices	359.50	
4141	Fire Precautions	201	Council Offices	209.83	
4142	Other Maintenance	201	Council Offices	85.00	
4146	Other Office Equipment	201	Council Offices	409.79	
4154	Housekeeping	201	Council Offices	120.01	
4155	Refuse Collecting	201	Council Offices	902.98	
4162	PWLB - Capital	201	Council Offices	3,728.04	
4163	PWLB- Interest	201	Council Offices	1,845.16	
4170	51 High Street - expenditure	202	51 High Street	523.63	
4180	Pavilion Electricity	203	The Pavilion	1,182.35	
4181	Pavilion water	203	The Pavilion	306.06	
4182	Pavilion sewerage	203	The Pavilion	1,140.47	
4186	Pavilion - fire precautions	203	The Pavilion	104.95	
4187	Pavilion - Refuse	203	The Pavilion	474.12	
4190	Wannock Office Electricity	204	Wannock Office	852.56	
4192	Wannock Office Sewage	204	Wannock Office	674.29	
4193	Wannock Office Council Tax	204	Wannock Office	3,552.00	
4201	CCTV costs	301	Town Centre and Community Safe	3,258.76	
4220	General Maintenance	302	Recreation Grounds	9,946.44	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4221	Recreation ground - water	302	Recreation Grounds	118.69	
4223	Grounds Maintenance	302	Recreation Grounds	5,503.14	
4230	Skate Park	302	Recreation Grounds	4,805.00	
4235	Toilets	302	Recreation Grounds	6,369.59	
4238	Litter Bins	302	Recreation Grounds	1,087.50	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	2,500.00	
4243	Safety Inspections	302	Recreation Grounds	533.00	
4250	Bus Shelters	303	Highways	15,887.20	
4253	Highways litter bins	303	Highways	375.00	
4256	Urban grasscutting	303	Highways	14,413.05	
4257	Bench provisions - highways	303	Highways	712.20	
4258	Flower Beds	303	Highways	5,851.89	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	110.00	
4272	Allotments - water	304	Allotments	631.10	
4273	Allotment - rent of land	304	Allotments	102.50	
4280	Street Light - energy	305	Street Lighting	8,159.60	
4281	Street Light - Maintenance	305	Street Lighting	8,625.00	
4282	Street Light - new works/impro	305	Street Lighting	7,598.79	
4286	Christmas decorations	305	Street Lighting	10,745.32	
4293	Best rear garden	306	Prize and Prize Giving	25.00	
4295	Best allotment	306	Prize and Prize Giving	50.00	
4296	Best garden	306	Prize and Prize Giving	50.00	
4297	Best dressed house	306	Prize and Prize Giving	11.45	
4298	Best dressed shop	306	Prize and Prize Giving	11.44	
4299	Prize Party	306	Prize and Prize Giving	176.50	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	452.48	
4320	Planning Committee - Halls	401	The Planning Committee	38.50	
4500	Toilets High St - Cleaning	205	High Street Toilets	6,250.08	
4501	Toilets High St - Maintenance	205	High Street Toilets	125.00	
4502	Toilets High St - Electricity	205	High Street Toilets	323.60	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	566.82	
4504	Toilets High St - Other	205	High Street Toilets	218.51	
4505	Toilets High St - Non Domestic	205	High Street Toilets	984.00	
5000	Transfer to Reserves			53,265.00	
6000	Transfer from EMR	101	Employee costs		2,083.02
6000	Transfer from EMR	102	Administration		530.00
6000	Transfer from EMR	104	General Administration		31.73
6000	Transfer from EMR	302	Recreation Grounds		700.00
6000	Transfer from EMR	303	Highways		12,150.00
6001	Transfer to EMR	104	General Administration	5,531.87	

Continued over page

Date : 08/05/2019

Polegate Town Council

Page 5

Time: 12:43

Trial Balance for Month No: 12

User : SG

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
7001	The Retired	701	The Retired	633.64	
Trial Balance Totals :				886,337.76	886,337.76
Difference				0.00	

Date	31/03/2019	Month No: 12	Current Period	Journal Ref: 447		
A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
1010	Investment Income	104	General Administration	S106 interest	14.20	
1062	S106 Funding Interest	302	Recreation Grounds	S106 interest		14.20
6001	Transfer to EMR	104	General Administration	S106 interest	14.20	
342	Age Gym S106 funds Centre	0		S106 interest		14.20
Narrative: Interest applied to S106 funding not yet spent.				Journal Totals	28.40	28.40

Date	31/03/2019	Month No: 12	Current Period	Journal Ref: 446		
A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
1010	Investment Income	104	General Administration	CIL interest	3.89	
1063	CIL funds from developers	104	General Administration	CIL interest		3.89
6001	Transfer to EMR	104	General Administration	CIL interest	3.89	
349	CIL funds	0		CIL interest		3.89
Narrative: Dec 2018 - March 2019 interest credited to CIL reserve.				Journal Totals	7.78	7.78

Date 31/03/2019 Month No: 12

Journal Ref: 445

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
560	Deposits Held	0		deposit paid to 1071 in error		250.00
1071	Correct Code audit allotment d	304	Allotments	deposit paid to 1071 in error	250.00	
Narrative: coded to audit code in error. corrected.						
Journal Totals					250.00	250.00

Date 31/03/2019 Month No: 12 Current Period

Journal Ref: 443

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
<u>Transfer from EMR: A/c 4000, Town Clerk</u>						
6000	Transfer from EMR	101	Employee costs	correction		19.09
352	Overtime				19.09	
6000	Transfer from EMR	101	Employee costs	reversal		19.09
352	Overtime				19.09	
<u>Transfer from EMR: A/c 4002, Handyman/Groundsman</u>						
6000	Transfer from EMR	101	Employee costs	correction		73.52
352	Overtime				73.52	
6000	Transfer from EMR	101	Employee costs	reversal		73.52
352	Overtime				73.52	
<u>Transfer from EMR: A/c 4000, Town Clerk</u>						
6000	Transfer from EMR	101	Employee costs	correction		866.59
352	Overtime				866.59	
6000	Transfer from EMR	101	Employee costs	reversal		866.59
352	Overtime				866.59	
<u>Transfer from EMR: A/c 4002, Handyman/Groundsman</u>						
6000	Transfer from EMR	101	Employee costs	correction		75.82
352	Overtime				75.82	
6000	Transfer from EMR	101	Employee costs	reversal		75.82
352	Overtime				75.82	
Narrative: did journal wrong way around, correction for in correct and reversal of reversed journal.					Journal Totals	2,070.04
						2,070.04

Date 31/03/2019 Month No: 12 Current Period

Journal Ref: 439

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
4000	Town Clerk	101	Employee costs	miscode overtime		235.65
4005	Overtime	101	Employee costs	miscode overtime	235.65	
4000	Town Clerk	101	Employee costs	miscode overtime		163.35
4005	Overtime	101	Employee costs	miscode overtime	163.35	

Transfer from EMR: A/c 4000, Town Clerk

6000	Transfer from EMR	101	Employee costs	miscode overtime from EMR	19.09	
352	Overtime					19.09

Narrative: Overtime coded to 4000 in error. The bulk to come from the bduget, the remainder to come form the EMR for overtime.

Journal Totals 418.09 418.09

Date 31/03/2019 Month No: 12 Current Period

Journal Ref: 440

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
6000	Transfer from EMR	101	Employee costs	overtime miscode - EMR	73.52	
352	Overtime					73.52

Narrative: Overtime micode, should be from EMR 352 overtime.

Journal Totals 73.52 73.52

Date 31/03/2019 Month No: 12 Current Period

Journal Ref: 441

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
6000	Transfer from EMR	101	Employee costs	miscode from EMR overtime	866.59	
352	Overtime					866.59

Narrative: Miscoded should be from EMR overtime.

Journal Totals 866.59 866.59

Date 31/03/2019 Month No: 12 Current Period

Journal Ref: 442

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
6000	Transfer from EMR	101	Employee costs	miscode overtime EMR 352	75.82	
352	Overtime					75.82

Narrative: Miscoded, should be from EMr overtiem code 352

Journal Totals 75.82 75.82

Date 31/03/2019 Month No: 12 Current Period

Journal Ref: 444

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4037	Website	102	Administration	miscode	132.00	
4037	Website	102	Administration	miscode	318.00	
4014	Consultancy/Locum Clerk	101	Employee costs	miscode		132.00
4014	Consultancy/Locum Clerk	101	Employee costs	miscode		318.00

Narrative: Work on accessibility should have been coded to website, went to consultancy in error.

Journal Totals	450.00	450.00
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SUMMARY FOR POLEGATE TOWN COUNCIL

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Company reference:
Statement date:
Page number:
Monthly spend limit:

20 April 2019
1 of 4

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Date of previous statement: 20 March 2019
Previous balance: £104.46
Payment received: £104.46 CR
Total of charges and adjustments: £0.00
Total of new spending: £621.51
New balance: £621.51
Payment due by: 29 April 2019

Payment Instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 29 April 2019."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash. The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

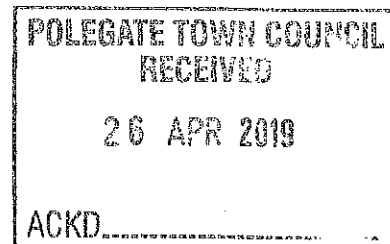
Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	104.46
27 Mar 2019	DIRECT DEBIT PAYMENT THANK YOU	104.46 CR
Total of payment, charges and adjustments		£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[REDACTED]	[REDACTED]	[REDACTED]	549.15
[REDACTED]	[REDACTED]	[REDACTED]	72.36
Total cardholder expenditure			£621.51
New balance			£621.51

TOTAL VAT £ 91.70



001985 BBA2715A 9410196978
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL



STATEMENT FOR J OGNJANOVIC

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

20 April 2019
3 of 4

Date	Description	Amount
5 Apr 2019	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR LIDS FOR PLASTIC BOXES	41.10
080485389249	MISCELLANEOUS AND RETAIL STORES	
8 Apr 2019	MSFT * E03007XPKQ MSBILL.INFO IRL MICROSOFT OUTLOOK	59.97
080415188989	COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	
8 Apr 2019	MSFT * E03007XTI2 MSBILL.INFO IRL MICROSOFT OUTLOOK	11.30
080415188989	COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	
10 Apr 2019	ONLINE METAL LTD NEWCASTLE UPO METAL FOR BRIGHTLING SHELTER	436.78
110455541969	LUMBER AND BUILDING MATERIALS STORES	
4 new purchases / cash advances. Total of spending.		£549.15

	NET	VAT	TOTAL		
BOX LIDS	34.26	6.84	41.10	20% VAT	41.46
OUTLOOK	59.97	0.00	59.97	0% VAT	40.71
OUTLOOK	11.30	0.00	11.30	0% VAT	40.71
METAL	363.98	72.80	436.78	20% VAT	422.0
	469.51	79.64	549.15		

001985 BBA2715A 9410196978

[REDACTED]

STATEMENT FOR J P WEBBER

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

20 April 2019
4 of 4

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial



Date	Description	Amount
3 Apr 2019	HALFORDS 0859 EASTBOURNE GBR UNITED KINGDOM	
040435377759	BICYCLE SHOPS-SALES AND SERVICE PAINT FOR SHELTER AT BRIGHTLING	7.50
5 Apr 2019	TOOLSTATION LTD EASTBOURNE GBR	
080425425159	HARDWARE STORES POST DRNER - FENCE PAINT FOR	54.86
10 Apr 2019	WICKES HAILSHAM HAILSHAM UNITED KINGDOM	
110485481479	LUMBER AND BUILDING MATERIALS STORES NEW FENCE BY SLIDING AT WANDOCK	10.00
	TOP SOIL FOR OUTDOOR GYM	
3 new purchases / cash advances. Total of spending.		£72.36

	NET	VAT	TOTAL	
PAINT	6.25	1.25	7.50	20% VAT 4220
POST DRNER	41.65	8.33	49.98	20% VAT 4220
PAINT	4.07	0.81	4.88	20% VAT 4220
TOP SOIL	8.33	1.67	10.00	20% VAT 4220
	60.30	12.06	72.36	

001985 BBA2715A 9410196978

POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

Fees and Charges as at May 2017

ITEM 16d)

Allotment Rents		2018
Cophall – per rod (includes Water)	£5.00	<i>Reviewed 2019</i>
Gosford Way – per rod	£5.00	
Deposits (refundable at termination provided terms of agreement adhered to)	£50.00	
Polegate War Memorial Recreation Ground		All under review with Community Interest Company
Cricket – per match (use of pavilion & showers)	£30.00	<i>Under Review</i>
	£30.00	
Football – per match (use of pavilion & showers)		
Stoolball – per match (use of pavilion)	£10.00	
Colts (Jnr cricket)	£10.00	
Other ad hoc rentals	£30.00 per session	
Brightling Road Pleasure Ground		A deposit of £100 A charge for the hire of the field will be made of £200 if the field is to have a portion of exclusive use.
Licence Polegate & District Model Engineering Club	£120.00 per year	Specific area allocated and fenced off for safety.
Council Chambers		Minimum 2 hours
Chamber – hourly rate including Kitchen	£10.00 per hour	<i>Currently under review</i>
Key holder charge (if required)	£10.00 per hour	
Wannock Centre		Old annual income from rental of old Council Office to PCT Electricity recharged 67% each quarter billed Insurance recharged 50% of building insurance annually £10,000 £728.26 Hirer to ensure that all windows doors and shutters are closed and that the area has been left clean and tidy after use. <i>Currently under review</i>
Ad hoc rentals	£15 per hour	
51 High Street Polegate		As per minutes Full Council 21 st February 2011. £5000 p.a <i>Currently under review</i>


MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

9 Pound Lane

Godalming

Surrey, GU7 1BX

t + 44(0)1483 423054

e office@mulberryandco.co.uk

w www.mulberryandco.co.uk

Our Ref: MARK/POL001

Mrs J Ognjanovic
 Polegate Town Council
 49 High Street
 Polegate
 East Sussex
 BN26 6AL

*NB Audit carried out by
 Mike Platten. 3/5/19.*

7 May 2019

Dear Jo

Re: Polegate Town Council
Internal Audit Year Ended 31st March 2019

Following completion of our final internal audit on 3 May 2019 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire financial year. Recommendations for future action are shown in the table at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of Bank Reconciliations
- Compliance with Regulations

It is our opinion that the systems and internal procedures at Polegate Town Council are very well established, regulated and followed. The clerk ensures the council follows best practice regulations and has over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice. I would like to thank Jo for her assistance and hard work.

Final Audit – Summary findings

We completed the following work at the final audit.

- Review of annual accounts & annual return
- Review of bank reconciliation
- Testing of income and expenditure, second half of financial year
- Salaries and Wages
- Review of fixed asset register
- Review of information for external auditor.

I have set out the results of my testing against each of the control objectives set out in the internal audit section of the AGAR below.

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31st March 2019. Accordingly, I have signed off the AGAR.

A. BOOKS OF ACCOUNT

Interim Audit

The Council uses the RBS electronic system to record the day to day financial transactions of the council. This is a well-established industry specific package and I make no recommendation to change.

I checked that the audited 2017-18 AGAR has been reported to Full Council and an appropriate minute recorded in the minutes of the October 2018 meeting. Internal Audit reports are being properly considered at Council meetings. The Conclusion of Audit Notice was dated 21 September 2018, so 30 September deadline was met. The audited AGAR and conclusion of audit notices have been published on the Council website.

I tested opening balances as at 1.4.18 and confirmed they could be agreed back to the audited accounts for 2017-18. I confirmed that the Council's last VAT return was for the quarter ended 30th September 2018, the council's returns are up to date, and refunds have been received from HMRC. VAT balances on the return were supported by transaction listings from RBS.

I am of the opinion that the council is keeping appropriate books of account.

Final Audit

I agreed the statement of accounts back to AGAR reports produced by the Council's accounting system, RBS. I therefore conclude that all figures on the AGAR have been correctly derived from the Council's accounting system. Arithmetic has been checked and the accounts cast.

I checked comparative figures for the previous financial year disclosed on this year's AGAR back to last year's signed accounts, and can confirm that opening reserves balances, and comparative figures are accurately recorded in this year's annual return. The Council received a clean audit opinion from external audit in 2017-18, so there is nothing requiring consideration in the current financial statements.

I confirmed that VAT is up to date, with the return completed and submitted to HMRC for the period to 31.3.19. Vat claim has been submitted, and VAT reclaimed agreed to a RBS schedule of VAT transactions.

The Council published data required by the 2015 Transparency Code on a transparency tab on the website. I reviewed this information; it appears comprehensive and compliant with the requirements of the Code. At the time of my audit the data was a little out of date - e.g. expenditure data had only been published to December 2018 – this should be brought up to date before the accounts are submitted for audit.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change. I am therefore of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS

Interim Audit

Standing Orders and Financial Regulations are based on the NALC models. Both documents were reviewed and approved at the May 2018 meeting of Full Council. IA has seen evidence in the signed minutes.

I confirmed by sample testing that Councillors have all signed "Acceptance of Office" forms, in line with regulations.

Each month the clerk prints off and files in hard copy a trial balance, income and expenditure showing budgets, bank reconciliations for all accounts, together with earmarked reserves analysis and other documents as fit. This is a clear and easy to follow system and I make no recommendation to change in this process. I note there were some filing issues around minutes at the time of my audit, but the clerk was subsequently able to resolve these to my satisfaction.

The Council gives authority to spend via the annual budget process and this was minuted and approved in accordance with regulations. I tested a sample of expenditure transactions and for each transaction I was able to confirm:

- Cashbook entry could be agreed back to an invoice from the supplier
- Approval for the payment was recorded in a minute of a council meeting

I was unable to locate approval of a direct debit in council minutes; I have informed the clerk who will report the payment to the next available meeting.

The Council has a robust process for authorising expenditure in place and my testing confirmed financial regulations are being followed.

I note that Polegate TC is compliant with requirements of the Transparency Code. The data transparency section of the website lists information required by the Code, including regular uploads of payments above £500, information on grants paid and budgetary information. I sample checked transactional reporting on the website and confirmed that the Council was up to date in transparency reporting at the end of September.

The Council continues to use cheques for paying suppliers. I recommend that a move to internet banking should be implemented in the new financial year, at which point Financial Regulations should be reviewed and amended as necessary. I recommend the Council considers a system where the clerk or other office staff set up payments on line with on-line authorisation of payments from bank to be carried out by 2 councillors. I also recommend that the Council contacts banks, in order to check that bank mandates are up to date, as part of this process, the Clerk has already actioned this point, I will review at my year end visit.

I am satisfied the Council is meeting this control objective.

Final Audit

Non pay expenditure in box 6 to the accounts is £187,031 (£171,879 in 2017-18)

I carried out sample testing of further expenditure items from the second half of the financial year. Again, for all transactions tested I was able to confirm the following:

- Cashbook entry could be agreed back to an invoice from the supplier
- Approval for the payment was recorded in a minute of a meeting of the Town Council

- Signature of two members was viewed on each invoice tested and BACS payment summary

I have identified no errors in my testing of expenditure recorded in box 6 to the accounts

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

C. RISK MANAGEMENT & INSURANCE

Interim Audit

The Council is insured with Zurich on a standard local authority package. Assets are listed and appear consistent with the asset register. The insurance is in date, I confirmed the policy has an expiry date of March 2019. Money cover is too low at £250K, Council cash at bank is much higher than this. The insurers should be contacted and cover increased.

The Council has detailed risk assessments in place that cover operational and financial risks. The Clerk is in the process of updating to present in a format consistent with HSE recommendations. I will review this in detail at year end, but I have reminded the Clerk that the risk assessment must be reviewed at a meeting of Full Council before 31 March 2019, and a separate minute recorded.

The Council must review its data back-up arrangements. Data is currently backed up to a NAS drive, with manual back up process to copy data to memory drives held offsite. I recommend that the Council considers a cloud / remote back up process that automatically backs up data offsite. I understand the clerk has contacted an ICT provider to discuss this.

Final Audit

I confirmed that the Council has carried out a comprehensive risk assessment. This was reviewed at the Audit Committee, prior to minuted approval at the 22 January 2019 meeting of the Full Council. The risk assessment was reviewed and found to be comprehensive.

The Council prepared a comprehensive response to my Interim audit, which was reviewed at both Audit Committee and Full Council. The review was minuted at the meeting of full council 10 December 2018. I have updated appendix A of this report with details of actions taken by the Council

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.", has been met

D. BUDGET, PRECEPT & RESERVES

Interim Audit

I confirmed with the Clerk that the 2019-20 budget cycle is well under way. The draft budget will be presented at the December meeting of the Council, with precept and final budget approval scheduled for the January meeting of Full Council. All precepting authority deadlines will be met.

Councillors receive monthly reports on budget against actuals. I reviewed the report for the period to end of September 2018 and was able to confirm that the budget is well managed. Overspends have been properly explained and approval for funding sought from Councillors. Budget reports are printed directly from the RBS finance system.

The Council has well developed reserves. At the time of my audit, earmarked reserves stood at £303K, I understand that this balance will reduce in the course of the year as a result of projects currently underway. Year-end general reserves are estimated to be in the region of £120K at year end – this is a little low, best practice suggests reserves should be around 50% of precept.

I will audit the Council's reserves in detail at my year end visit.

Final Audit

I confirmed that the 2019-20 budget was approved at the Full Council meeting of 14 January 2019, and clearly minuted.

Reserves at year end set out in box 7 to the account were £524,845 (2017/18 £466,293). Of this £177K is held in general reserves, which is around 50% of precept, this is appropriate for a council of this size. Ear marked reserves are 347K. The largest reserve is 164K which is to fund street light replacement, other earmarked reserves cover future projects and asset replacement.

I am satisfied that reserves are held for proper purposes, and very well developed.

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

E. INCOME

Final Audit

Precept per box 2 to the accounts is £326,183 (2017-18 £317,543). I have confirmed precept income to third party notification supplied by the external auditors.

Other income per box 3 to the accounts is £28,692 (2017-18 £39,242). I tested a small sample of other income, amounting to £16.5K to grant notifications from other local authorities. I was able to confirm for all transactions tested that income booked to the general ledger could be agreed to remittance advice notes from other councils

I have identified no errors in my testing of income recorded in box 2 and 3 to the accounts

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.", has been met.

F. PETTY CASH

Final Audit

Petty cash on the balance sheet at year end is £200. Cash reconciled to vouchers on a regular basis. I recommend that the count is evidenced by officers completing the count going forward.

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.", has been met.

G. PAYROLL

Interim Audit

The Council uses an external firm to calculate and process the monthly payroll. The payroll is emailed to the Clerk who sets payments on line, these are then authorised by Councillors. The signed minutes show that Council approves changes to wages. I will carry out detailed testing of payroll at financial year end.

Final Audit

Staff costs per box 4 of the AGAR £103,718 (2017-18 £83,249)

I tested sample of payroll transactions selected from January 2019 payroll and in all cases I was able to confirm that:

- Rate of pay was correct – agreed to NALC scales
- Pay per general ledger could be agreed back to pay slip

- Payslip had been subject to signed authorisation by the Clerk, who is not involved in payroll calculations, and 2 Councillors
- Payment agreed to payslip, once deductions applied

I have identified no errors in my testing of payroll.

I am of the opinion that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.

H. ASSETS AND INVESTMENTS

Final Audit

Fixed assets per box 9 to the accounts are £977,848 (2017-18 £973,881). I have been able to confirm the balance in the accounts to the Council's asset register. A schedule of additions and disposals has been prepared and this reconciles to the asset register – I note that bus shelters selected as part of expenditure testing have been added at cost and the old bus shelters written off.

I confirmed by review and enquiry that no fixed asset disposals have occurred in 2018-19 or that any are necessary. I have identified no errors in my testing of fixed assets recorded in box 9 to the accounts.

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

I. BANK RECONCILIATIONS

Interim Audit

The bank reconciliations for Council bank accounts are properly prepared and presented to committee for verification and approval on a regular basis. The bank reconciliations at July 2018 were reviewed in full. The RBS system prints are neatly and logically presented, there were no errors on any of the reconciliations. I confirmed that the bank reconciliations have been reported properly at Council meetings and that the individual reconciliations have been reviewed by a councillor, and this review evidenced on the reconciliation and bank statement. All unpresented cheques on the reconciliation were in date, and sample checks confirmed large value cheques has subsequently been presented at bank.

I note that the Council holds all monies with Barclays Bank, and is not therefore making best use of cover offered by the Financial Services Compensation Scheme (£85K per financial institution) I recommend that the Council reviews where it holds its cash and considers splitting funds between a number of institutions.

Final Audit

Borrowings – box 10 to the accounts £29,994 (£33,722 2017-18) I have confirmed year end borrowings to third party PWLB balances supplied by the external auditors.

Cash and bank – box 8 to the accounts £508,615 (£461,185 2017-18) I have re-performed the year end bank reconciliation and I was able to agree the bank reconciliation back to bank statements and the RBS cashbook. A schedule of unpresented cheques was in place to support difference between cashbook and bank statement. I checked that the 5 largest unpresented cheques have been cleared at bank in the new financial year, and are therefore genuine. The bank reconciliation had not been reviewed by councillors at the time of my audit, but this was due at the May Council meeting.

Boxes 10 and 8 to the accounts are fairly stated.

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. YEAR END ACCOUNTS

Final Audit

I confirmed that the Council has completed a reconciliation between box 7 and 8 of the accounts and that this is supported by schedules of debtors and creditors. A year on year variance report has been completed as required by the external auditors.

The council has prepared the accounts on the income and expenditure basis, which is correct for this larger council.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2017/18 AGAR.

I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and that the control objective of "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.", has been met.

K. TRUSTEESHIP

No trusts.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Final Audit

This new internal control objective is not active for 2018-19 financial year. However, I confirmed with the Clerk that arrangements are in place at this Council to ensure proper exercise of public rights. The accounts are due to be approved at the meeting of 20 May 2019, and inspection periods will be set after this meeting in line with regulations. The Clerk confirmed that external audit's recommended dates will be followed.

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards

Yours sincerely



Mark Mulberry

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
The Council continues to use cheques for paying suppliers.	I recommend that a move to internet banking should be implemented in the new financial year, at which point Financial Regulations should be reviewed and amended as necessary.	Council is moving towards online banking in 2019-20, mandates now in place
Bank signatories	I also recommend that the Council contacts banks as part of this process, in order to get a schedule of all signatories on Council bank accounts, in order to check bank mandates recorded at bank are up to date.	The clerk has actioned this, all bank mandates have been obtained and checked.
Money cover is too low at £250K, Council cash at bank is much higher than this. The insurers should be contacted and cover increased.	The insurers should be contacted and cover increased.	This has been done and cover increased
Data is currently backed up to a NAS drive, with manual back up process to copy data to memory drives held up offsite. I recommend that the Council considers a cloud / remote back up process that automatically backs up data offsite.	The Council must review its data back up arrangements	I understand the clerk has contacted an ICT provider to discuss this. Back up is now cloud based, testing will be carried out annually
I note that the Council holds all monies with Barclays Bank, and is not therefore making best use of cover offered by the Financial Services Compensation Scheme (£85K per financial institution)	I recommend that the Council reviews where it holds its cash and considers splitting funds between a number of institutions.	New bank accounts being set up,. Although this has taken time due to delays at banks

Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response
The Council published data required by the 2015 Transparency Code on a transparency tab on the website. I reviewed this information; it appears comprehensive and compliant with the requirements of the Code.	At the time of my audit the data was a little out of date - eg expenditure data had only been published to December 2018 – this should be brought up to date before the accounts are submitted for audit	
Petty cash on the balance sheet at year end is £200. Cash reconciled to vouchers on a regular basis.	I recommend that the count is evidenced by officers completing the count going forward.	

Annual Internal Audit Report 2018/19

POLEGATE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/11/18

03/05/19

Name of person who carried out the internal audit

Mark Mulberry BA(Hons) FCCA CTA

Signature of person who carried out the internal audit

[Signature]

Date

03/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

POLEGATE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	YES		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, Independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.POLEGATETOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

POLEGATE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	310,209	466,293	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	317,543	326,183	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	39,242	28,692	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	83,249	103,718	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	5,573	5,573	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	171,879	187,032	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	466,293	524,845	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	461,185	508,615	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	973,881	977,848	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	33,722	29,994	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 06/04/19

I confirm that these Accounting Statements were approved by this authority on this date:

06/04/19

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2019

Polegate Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £This Year £General Notes for Guidance

1	Balances brought forward	370,209	466,293	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	317,543	326,183	Total amount of Precept income received in the year
3	Total other receipts	39,242	28,692	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	83,249	103,718	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	5,573	5,573	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	171,878 ₉	187,032 ₂	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	466,293	524,845	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	461,185	508,615	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	973,881	977,848	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	33,722	29,994	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

* Correct rounding error

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	158,667	162,137	310	0	General reserves
1	22,115	22,115	320	0	Council Office Mntce Fund
1	16,657	16,657	322	0	Town Election/Poll/Referendum
1	8,983	14,483	324	0	Elections Fund
1	196	24	328	0	Office IT Equipment Reserve
1	427	74	329	0	Other Office Equipment
1	19	19	331	0	Brightling Reserve
1	0	12,250	332	0	Bus shelter reserve
1	592	592	334	0	Town Focal Enhancemt Reserve
1	82,392	122,392	335	0	Street Lights Reserve
1	6,000	6,000	336	0	Legals/fencing re s/water
1	14,284	14,284	337	0	High Street Toilets Reserve
1	1,342	891	338	0	Hailsham Beds Reserve
1	43,165	43,165	339	0	Office Alterations Reserve
1	2,614	1,634	341	0	Staff - Consultant/Temporary
1	5,326	5,326	342	0	Age Gym S106 funds Centre
1	1,072	732	343	0	Tree Audit
1	6,357	9,157	344	0	Play Equipment
1	0	960	345	0	Flower Bulbs EMR
1	0	15,000	346	0	Neighbourhood Plan
1	0	4,332	347	0	CCTV reserve
1	0	1,003	348	0	Consultation/Newsletter
1	0	5,204	349	0	CIL funds
1	0	788	350	0	Picnic Benches
1	0	3,600	351	0	Skate Park
1	0	3,474	352	0	Overtime
1	Balances brought forward	370,209	466,293	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	317,543	326,183	1076	104	Precept
2	Annual Precept	317,543	326,183	Total amount of Precept income received in the year	
3	1,630	215	1000	201	Hire of Chamber
3	0	1	1004	104	Photocopies/postage
3	1,955	905	1005	202	51 High Street Rent R'ved
3	467	507	1006	103	Mayor's Charity Fund
3	1,162	219	1009	102	Bank Loyalty Discount
3	334	1,450	1010	104	Investment Income
3	120	120	1022	302	Brightling Road lease
3	1,390	1,290	1030	203	Rental Income-Pavilion
3	165	0	1032	204	Rental Income-Wannock Office
3	1,260	1,174	1035	205	High St Toilets Community Sche
3	1,050	1,000	1040	307	SponsorFlower Beds Hailsham Rd
3	1,151	1,254	1042	101	Sponsorship Litter Picker
3	788	0	1050	302	Insurance Refunds
3	0	1,699	1050	303	Insurance Refunds

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	8,624	8,624	1051	303	Urban Grasscutting Income
3	674	647	1057	303	Bench Installations Income
3	0	400	1060	101	Miscellaneous Income
3	0	50	1060	205	Miscellaneous Income
3	0	200	1060	302	Miscellaneous Income
3	0	14	1062	302	S106 Funding Interest
3	5,204	-14	1063	104	CIL funds from developers
3	1,055	1,173	1070	304	Allotment Fees
3	100	0	1071	304	Correct Code audit allotment d
3	-1	193	1072	304	Gosford Way Allotments
3	12,114	7,571	1080	104	Grants Received
3	Total other receipts	39,242	28,692	Total income or receipts as recorded in the cashbook minus the Precept	
4	36,379	39,431	4000	101	Town Clerk
4	9,606	10,149	4001	101	Administration Assistant
4	7,050	9,762	4002	101	Handyman/Groundsman
4	8,139	9,110	4003	101	Litter Picker
4	2,841	3,296	4004	101	Cleaner/keyholder
4	200	5,400	4005	101	Overtime
4	4,738	6,007	4007	101	NI (ER's)
4	24	204	4008	101	Pension ER's contributions
4	9,416	10,159	4011	101	Administrative Asst/Ctee Clerk
4	4,856	10,200	4012	101	Finance Assistant
4	Staff costs	83,249	103,718	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	3,527	3,728	4162	201	PWLB - Capital
5	2,046	1,845	4163	201	PWLB- Interest
5	Loan interest/Capital repayments	5,573	5,573	Total expenditure or payments of capital and interest made during the year on borrowings	
6	1,067	1,023	4009	101	Finance officer/payroll
6	575	750	4010	101	Internal Auditor
6	1,726	0	4013	101	P/T New post Apprentice
6	2,375	4,670	4014	101	Consultancy/Locum Clerk
6	632	478	4015	101	Travelling expenses (parks)
6	2,131	2,880	4016	101	Training Exps inc course fees
6	48	0	4017	101	Travelling to Course Expenses
6	271	295	4030	102	Postage
6	1,531	1,472	4031	102	Stationery
6	683	1,320	4032	102	Photocopier copy charges
6	179	176	4035	102	Computer consumables
6	856	597	4036	102	Office IT equipment
6	645	1,022	4037	102	Website
6	8,434	11,728	4039	102	Legal fees

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	800	800	4040	102	Audit Fees
6	3,799	3,943	4043	102	Insurance Premiums
6	0	294	4044	102	Insurance Tree Survey
6	2,679	470	4045	102	Subscriptions
6	57	0	4046	102	Publications
6	73	0	4047	102	Advertising
6	0	1,000	4049	102	Tree Works Brightling Rd
6	0	51	4053	102	Refreshments
6	1,338	941	4056	102	Bank/Barclaycard charges
6	28	20	4059	102	First Aid
6	67	168	4063	102	Hire of Halls
6	1,400	1,433	4069	102	Office telephones
6	486	523	4070	102	Broadband/Internet
6	0	1,480	4071	102	IT Services
6	0	163	4072	102	IT costs office 365
6	5,879	5,756	4090	103	Councillors' allowances
6	404	331	4091	103	Councillors' expenses
6	375	210	4092	103	Councillors' training
6	2,000	1,898	4093	103	Mayor's allowance Civic Duties
6	467	466	4095	103	Mayor's Fund Raising Charity
6	-50	0	4096	103	Remembrance Wreath
6	25	25	4096	306	Remembrance Wreath
6	1,000	1,000	4100	104	Grants to other Organisations
6	1,000	575	4103	104	Public Info event(s)
6	903	948	4105	104	Finance Software
6	6,291	6,480	4130	201	Council Tax
6	1,890	1,314	4131	201	Electricity
6	114	199	4132	201	Water charges
6	160	199	4133	201	Sewerage
6	777	802	4136	201	Photocopier - lease
6	154	182	4139	201	Window Cleaning
6	339	360	4140	201	Alarm Maintenance
6	152	210	4141	201	Fire Precautions
6	2,072	85	4142	201	Other Maintenance
6	627	410	4146	201	Other Office Equipment
6	152	120	4154	201	Housekeeping
6	1,172	903	4155	201	Refuse Collecting
6	0	524	4170	202	51 High Street - expenditure
6	948	1,182	4180	203	Pavilion Electricity
6	324	306	4181	203	Pavilion water
6	423	1,140	4182	203	Pavilion sewerage
6	197	105	4186	203	Pavilion - fire precautions
6	0	474	4187	203	Pavilion - Refuse
6	514	853	4190	204	Wannock Office Electricity
6	0	674	4192	204	Wannock Office Sewage

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	3,448	3,552	4193	204	Wannock Office Council Tax
6	275	0	4195	204	Wannock Office Maintenance
6	60	0	4196	204	Wannock Office Fire Precaution
6	2,168	3,259	4201	301	CCTV costs
6	7,656	9,946	4220	302	General Maintenance
6	138	119	4221	302	Recreation ground - water
6	5,785	5,503	4223	302	Grounds Maintenance
6	260	0	4224	302	Travel Costs re playgrounds
6	2,400	4,805	4230	302	Skate Park
6	6,648	6,370	4235	302	Toilets
6	432	1,088	4238	302	Litter Bins
6	150	150	4240	302	Oakleaf Lease Charges
6	2,400	2,500	4241	302	Dog Bins
6	612	533	4243	302	Safety Inspections
6	0	15,887	4250	303	Bus Shelters
6	0	375	4253	303	Highways litter bins
6	22,750	14,413	4256	303	Urban grasscutting
6	0	712	4257	303	Bench provisions - highways
6	5,039	5,852	4258	303	Flower Beds
6	650	650	4259	303	Council Gardens - office
6	760	110	4270	304	Allotments - maintenance
6	497	631	4272	304	Allotments - water
6	20	103	4273	304	Allotment - rent of land
6	8,118	8,160	4280	305	Street Light - energy
6	9,252	8,625	4281	305	Street Light - Maintenance
6	0	7,599	4282	305	Street Light - new works/impro
6	10,418	10,745	4286	305	Christmas decorations
6	7,358	0	4287	305	Additional Christmas Decoratio
6	40	25	4293	306	Best rear garden
6	10	0	4294	306	Mayor's Cup (Civic)
6	50	50	4295	306	Best allotment
6	50	50	4296	306	Best garden
6	18	11	4297	306	Best dressed house
6	18	11	4298	306	Best dressed shop
6	176	177	4299	306	Prize Party
6	153	0	4306	307	Replace Hailsham Rd Beds
6	1,329	452	4307	307	Hailsham Flowers Maintenance
6	22	39	4320	401	Planning Committee - Halls
6	8,325	6,250	4500	205	Toilets High St - Cleaning
6	1,590	125	4501	205	Toilets High St - Maintenance
6	414	324	4502	205	Toilets High St - Electricity
6	463	567	4503	205	Toilets High St - Water & Sewe
6	281	219	4504	205	Toilets High St - Other
6	955	984	4505	205	Toilets High St - Non Domestic
6	500	634	7001	701	The Retired

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2019

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>	<u>Code Description</u>
6	Total other payments	171,878 9	187,031 2		Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5) <i>Correct rounding error</i>
7	Balances carried forwrd	466,293	524,845		Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8		333,632	380,732	200 0	Current/Business Premium
8		127,353	127,682	201 0	Tracker Account
8		200	200	210 0	Petty Cash
8	Total Cash & Investments	461,185	508,615		The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9		973,881	977,848	9 0	Total Fixed Assets
9	Total Fixed Assets	973,881	977,848		The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10		33,722	29,994	10 0	Total Borrowings
10	Total Borrowings	33,722	29,994		The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)