

Item 4

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 27th January 2020 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, S Shing, D Shing (14)

Not Present: Cllr R Shing (1)

2 members of the public

Minute No.	Subject/Resolution
12871	Opportunity for public comment A member of the public spoke on item 10 (minute 12880) see copy attached to minutes A member of the public spoke on item 8c (minute 1278)
12872	Apologies for absence Cllr R Shing (work)
12873	Declarations of interest in any items on the agenda Cllrs D Shing, S Shing County Councillors; Cllrs D Watts, D Shing, S Shing District Councillors; Mrs M Piper, D Watts, Ms A Snell, D Murray directors of PWMRG CIC All nonpecuniary. <i>NB Dispensation for all councillors still stands. (remuneration panel)</i>
12874	To approve and adopt the minutes of the Full Council meetings of 25th November 2019, 9th December 2019 and 13th January 2020 <u>It was resolved to adopt the minutes and recommendations of the 25th November 2019, 9th December 2019 and 13th January 2020. VOTE All in favour Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, S Shing</u>
12875	Mayor's Report verbal The mayor update council on recent attendances at civic functions including Polegate School and that he had organised for them to visit Parliament. He has also facilitated an event with Scouts. The councillors' coffee morning had raised around £90 after hall hire and sundries. He referred to the Pantomime where a number of councillors had attended and stated that next year was their 50th anniversary. He reminded councillors that he had arranged a special meet your MP event on Friday 7th February at 2pm which as many councillors should come to along with their queries.
12876	To adopt the minutes and recommendations of standing committees a) Finance & Policy committee meeting minutes of 13th December 2019 and 17th January 2020 (if available) <u>It was resolved to adopt the minutes and recommendations of the 13th December 2019 and 17th January 2020 (if available) VOTE All in favour Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, S Shing</u> b) Climate Committee meeting minutes of 20th January 2020 (if available) A councillor requested that when referring to comments that a councillor made could that be changed to "they" instead of he/she for anonymity in smaller groups. <u>It was resolved to adopt the minutes and recommendations of the 20th January 2020 (if available) VOTE All in favour Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, S Shing</u>
12877	Financial Update

	a) Approval of payments as presented b) Barclaycard Statements – already authorised for noting c) Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals A councillor asked about the £85,000 in the HSBC account and whether it was related to the FSCS scheme. The clerk confirmed this and the NatWest account also. They asked if the paying in book had arrived. Barclaycard statements were noted by all present. Council noted the bank reconciliations and associated financial paperwork. <u>It was resolved to approve the payments present £2494.94 VOTE All in favour Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, S Shing</u>
12878	Correspondence for action a) Councillors code of conduct – new Wealden amendments, recommended approval Paperwork had been circulated to all councillors prior to the meeting. <u>It was resolved to accept and adopt the new amendments to the Councillors Code of Conduct. VOTE All in favour Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, S Shing</u> b) Councillors remuneration – recommended councillors’ allowances (Independent remuneration Panel) Paperwork had been circulated to all councillors prior to the meeting. <u>It was resolved to adopt the remuneration panels recommendations for councillors’ allowances and expenses. VOTE All in favour Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, S Shing</u> <i>Cllr D Shing arrived at 7.56pm</i> c) Request from Polegate Scarecrow Festival to use the council car park for an event 20th June 2020 (see papers for full request) Paperwork had been circulated to all councillors prior to the meeting. <u>It was resolved to allow Polegate Scarecrow Festival to use the council car park and 51 High Street for the event in June as per the motion and background papers. VOTE All in favour Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, S Shing, D Shing</u>
12879	<i>NB minute 12879 was taken after minute 12880.</i> Motion to send letter regarding the new road layout in Terminus Road, Eastbourne and its impact on the blind/guide dogs (see paperwork, verbal update Cllr Mrs M Piper) NB this was a verbal update, no paperwork was sent. A councillor spoke about the proposal and the situation at Eastbourne and residents who it had affected. They had been in contact with the Guide dogs for the blind but had not managed to meet with the Access group yet, who had now submitted their comments to Number 10. They mentioned the cost (£50,000) to train a guide dog

	and now there were no kerbs this was causing issues for those using guide dogs. There were major concerns about the new cubes that had been placed in the pedestrianised area and there had been a number of near misses where people were not aware that road users were able to drive along the pedestrianised area. (A number of anecdotal accounts were discussed. The council discussed the serious issues for partially sighted and people with hearing issues and asked that these be included in the letter. • A question was asked whether Highways had had to have the development approved by ESCC/Highways. • Whether a report on the development scheme had been sent back to ESCC/Highways • Whether it had passed its safety audit, including for partially sighted and those with hearing difficulties and other disabilities? Access audit? • Did Highways complain about the outcome of the scheme? • Who designed this? • Who approved the cubes to be installed? • How or can guide dogs be compensated to retrain the dogs as there are no kerbs which renders their training useless. • Has the road by the railway also been assessed for safety and around the banking area as it was not clear for users that traffic can go down the road at that point. • If the reviews/safety audits show there is a clear danger to disability users, who will monitor this and when will action be taken to resolve the situation. It is understood that some of the land is privately owned but the roadway is highways/ESCC owned asset. How will they be taking responsibility for the issues arising with the scheme? • Why is this such a disaster? Did this go through planning of any kind, if so, who was consulted? • Would the portfolio holder at ESCC/Highways be prepared to walk with a partially sighted person using a guide dog to experience the issues firsthand? The county councillors present were asked to request this information and report back to council. (They stated that there was a 10 day response time form the date of receiving the questions). <u>It was resolved to delegate to the clerk to send a letter of concern in liaison with Cllr Mrs M Piper and guide dogs for the blind. VOTE 12 for Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper, D Shing 1 abstention S Shing.</u>
12880	<i>Cllr Mrs C berry left at 9pm and returned at 9.01pm</i> Motion to delegate to the clerk in liaison with to send a letter (to be sent after 19th February 2020) on behalf of the Town Council and residents it represents to the Inspector (of the Wealden Local Plan examination), explaining the Town Council's concerns about the recent decision on the Wealden Local Plan, with an emphasis over concern regarding the numbers of homes being increased (950 to 1250 1231 dwellings per annum) and the potential affect it will have for residents (particularly lack of infrastructure, GP practices, school places, extra pressure on the hospital). A detailed discussion took place on the motion to send a letter to the inspector. It was emphasised that the letter was to express concerns only and highlight the issues the decision would cause to residents locally, rather than any legal challenge. (It was NOT a legal challenge to the decision). There was particular emphasis on the duty to cooperate with Eastbourne Borough Council, the NPPF guidance and the possibility that MPs should be lobbied to change the NPPF. Prime sites in Eastbourne were

	discussed and the possibility that they could build upwards. The Wealden Local plan and the next stages for Wealden were discussed. The council commented on the public comment and concerns that other areas housing needs had to be taken into account. It was reiterated that the letter would be to express disappointment as representatives of Polegate and not a challenge to the decision itself. Comments about localism and it not being considered was also mentioned. There was also a concern about taking into account Natural England's recommendations and some points on this were mentioned to be included. It was agreed that the letter would not be compiled/sent until after 19th February 2020 as it may need to take into consideration decisions made by Wealden district council at that meeting, although it was likely that the Wealden Local plan would be withdrawn at that meeting, but could not be considered a decision until after the meeting. (predetermination). It was agreed that the letter would be copied into the local MP and to lobby the local MP (over changes to the NPPF). Council felt it was important to represent the views of the residents, even if just expressing its dissatisfaction with the decision. <u>It was resolved to delegate to the clerk to send a letter expressing its dissatisfaction with the inspector's decision (not a legal challenge) and to express its concerns on a number of points raised. VOTE 12 for Cllrs D Watts, M Falkner, Mrs W Alexander, Ms A Snell, Mrs C Berry, A Wood, D Sanders, D Dunbar, M Cunningham, J Harmer, D Murray, Mrs M Piper 2 abstentions D Shing, S Shing</u>
12881	Dates of the next scheduled meetings Full Council 24th February 2020 Full Council 30th March 2020 Full Council 27th April 2020 Full Council 1st June 2020 Full Council 29th June 2020 Full Council 27th July 2020 Full council 28th September 2020

The meeting closed at 9.01 pm

Signed Mayor of Polegate _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 24th January 2020 Council Chambers 49, High Street, Polegate 10.00am

Present: Cllrs D Murray, D Watts, D Dunbar, Mrs M Piper, Ms A Snell, D Sanders, M Cunningham, M Falkner (8)

Not Present: - Cllr S Shing (1)

No members of the public present Cllr A Wood was also present.

Minute Number	Resolution
12865	Opportunity for Public Comment None
12866	Apologies for absence Cllr S Shing
12867	Declarations of interest in any items on the agenda Cllr D Watts Wealden District Councillor; Cllrs Mrs. M Piper & D Murray as directors of Polegate War Memorial Recreation Ground CIC; Cllr D Murray as trustee of Wannock Village Hall.
12868	Minutes of Finance & Policy committee meeting of 17th January 2020 <u>It was resolved to accept the minutes of the Finance & Policy meetings of 17th January 2020 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, D Watts, D Dunbar, Mrs M Piper, Ms A Snell, D Sanders, M Cunningham, M Falkner</u>
12869	Insurance renewal The clerk explained that the current renewal had to consider some changes that were due to happen after April 2020 when the new policy would take effect. The handover of PWMRG (Polegate War Memorial Recreation Ground) to the CIC due March – July 2020; The sale of the public toilet in the High Street and purchase of the new one due April – July 2020; the uplifts in some of the figures; the new telephone kiosks for defibrillators. The quotes had been very similar in price and would not at first glance cause any issues on renewal as the quotes received so far were also within the budget. Quotes were now being obtained from other companies based on the initial current position with uplifts and being aware that these additional items would be added to the policy at some point in 2020.
12870	Street lighting contract discussion The chair explained that the contract had been looked at in great detail and that issues surrounding the UKPN connection charges were being looked at. Once the contractors had come back it was likely that the contract would come to Finance for a final decision. It was noted that some urgent works had to take place, and these would end up being removed from the schedules of replacements. The replacements would be LED and this would tie in with the climate change issues raised in other meetings.

The meeting closed at 10.04am

Signed by _____ Chair of Finance & Policy

Dated _____

DRAFT

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 14th February 2020 Council Chambers 49, High Street, Polegate 10.00am

Present: Cllrs D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, D Sanders, M Cunningham, M Falkner (8)

Not Present: - Cllr D Watts (1)

No members of the public present

Minute Number	Resolution
12882	Opportunity for Public Comment None
12883	Apologies for absence Cllr D Watts
12884	Declarations of interest in any items on the agenda Cllr D Watts Wealden District Councillor; Cllrs Mrs. M Piper & D Murray as directors of Polegate War Memorial Recreation Ground CIC; Cllr D Murray as trustee of Wannock Village Hall, Cllr S Shing County Councillor
12885	Minutes of Finance & Policy committee meeting of 24th January 2020 <u>It was resolved to accept the minutes of the Finance & Policy meetings of 24th January 2020 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, D Sanders, M Cunningham, M Falkner</u>
12886	Payments of accounts as presented <u>It was resolved to accept the payments for accounts totaling £8582.64 VOTE All in favour Cllrs D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, D Sanders, M Cunningham, M Falkner</u>
12887	Request to purchase redundant street lighting lantern/lamp by resident. The committee discussed the potential value for sale of the redundant lantern. The costs for highways to remove and make safe the reply was shown in the paperwork and this would have outweighed the likely sale cost. (It would have potentially sold at a loss). In the future it was expected that this may have had to be removed for safety purposes and therefore it was agreed that the resident paying for the removal so that he could keep the lantern was acceptable in this instance. New lanterns were in the region of £250/300. A discussion about the large number of phone calls and visits by the resident to the office with regards to this lantern and calls to some councilors over the years. <u>It was resolved to allow the resident to purchase/obtain the lantern by way of payment for the removal of the lantern and making safe by highways as per their quotation. (The resident would be invoiced direct by ESCC/East Sussex Highways for the removal.) VOTE All in favour Cllrs D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, D Sanders, M Cunningham, M Falkner</u>
12888	Street lighting Deferred

The meeting closed at 10.08am

Signed by _____ Chair of Finance & Policy

Dated _____

DRAFT



SUMMARY FOR POLEGATE TOWN COUNCIL

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Company reference: [REDACTED]
Statement date: 20 January 2020
Page number: 1 of 4
Monthly spend limit: [REDACTED]

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Date of previous statement: 20 December 2019
Previous balance: £180.47
Payment received: £180.47 CR
Total of charges and adjustments: £0.00
Total of new spending: £1,118.56
New balance: £1,118.56
Payment due by: 27 January 2020

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 27 January 2020."

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.

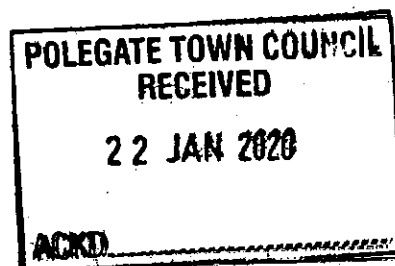
Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	180.47
30 Dec 2019	DIRECT DEBIT PAYMENT THANK YOU	180.47 CR
	Total of payment, charges and adjustments	£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[REDACTED]	[REDACTED]	[REDACTED]	1,043.30
[REDACTED]	[REDACTED]	[REDACTED]	75.26
	Total cardholder expenditure		£1,118.56
	New balance		£1,118.56

TOTAL VAT £58.54



001677 BBA1120A 9710478470
[REDACTED]
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL



STATEMENT FOR

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

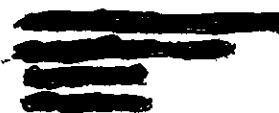
20 January 2020

3 of 4

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
6 Jan 2020	EC FOREST PRODUCTS SAL LEWES OAK POST FOR POLEGATE SIGN	276.00
070155541960	LUMBER AND BUILDING MATERIALS STORES AT CROSSROADS	
7 Jan 2020	MSFT * E03009Z09P MSBILL.INFO IRL MICROSOFT OUTLOOK EMAILS X**	756.00
070115188980	COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	
7 Jan 2020	MSFT * E03009Z05Q MSBILL.INFO IRL MICROSOFT OUTLOOK	11.30
070115188980	COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	
3 new purchases / cash advances. Total of spending.		£1,043.30

	NET	VAT	TOTAL	
OAK POST	230.00	46.00	276.00	20% VAT (S) 4220
EMAILS X** 21	756.00	0.00	756.00	0% VAT (E) 4071
MICROSOFT OUTLOOK	11.30	0.00	11.30	0% VAT (E) 4071
	<u>997.30</u>	<u>46.00</u>	<u>1043.30</u>	



STATEMENT FOR

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

20 January 2020

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
14 Jan 2020	WICKES HAILSHAM HAILSHAM TAPE & VARIOUS PAINTS 150185481470 LUMBER AND BUILDING MATERIALS STORES FOR POLEGATE SIGN	61.00
17 Jan 2020	PAYPAL *AGRI LINC EBAY 35314369001 GBR GREASE GUN CARTRIDGES 200185130080 ACCOUNTING, AUDITING AND BOOKKEEPING SERVICES	14.26
2 new purchases / cash advances. Total of spending.		£75.26

	NET	VAT	TOTAL		
TAPE & PAINT	50.84	10.16	61.00	20% VAT	4220
GREASE GUN CARTRIDGES	11.88	2.38	14.26	20% VAT	4220
	<u>62.72</u>	<u>12.54</u>	<u>75.26</u>		

001677 BBA1120A 9710478470

POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

ITEM 7 c)
(Bank Recs)



██████████ 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 31 January 2020

Business Current Accounts

Business Current Account Statement	£50,000.00
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Sort Code █████ • Account No █████	✓
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Business Savings Accounts

Business Premium Account	£288,055.27
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Sort Code █████ • Account No █████	✓
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Business Premium Account	£127,968.82
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Sort Code █████ • Account No █████	✓
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CURRENT/
BUSINESS PREMIUM
CASHBOOK 1

TRACKER CASHBOOK 2

This is the end of your account summary.

Contact tel 03457 60 60 60

see reverse for call times

Text phone 03457 125 563

used by deaf or speech impaired customers

www.hsbc.co.uk

**POLEGATE TOWN COUNCIL
RECEIVED**

16 JAN 2020

ACKD

026810_012 1/ 2 00004 8921 2027 38500

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



Your Statement

Account Summary

Opening Balance	85,013.51
Payments In	14.44
Payments Out	0.00
Closing Balance	85,027.95

Interest Rate - Valid as at end date of the statement period
0.20% AER

International Bank Account Number

Branch Identifier Code

13 December 2019 to 12 January 2020

Account Name

Polegate Town Council

Sortcode

Account Number Sheet Number

2

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
12 Dec 19	BALANCE BROUGHT FORWARD			85,013.51
12 Jan 20	CR GROSS INTEREST 13/12/19 TO 11JAN2020			
			14.44	85,027.95
12 Jan 20	BALANCE CARRIED FORWARD			85,027.95

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

CASHBOOK 5

02325492
2 01566 01



Business Reserve Account

Branch details
Eastbourne Town Centre Branch
96 Terminus Road
Eastbourne
East Sussex
BN21 3LX

N38500/02325492/M 524100/01566



POLEGATE TOWN COUNCIL
49 HIGH STREET
POLEGATE
EAST SUSSEX
BN26 6AL

Summary

31 Dec 2019 to 31 Jan 2020
Sheet 3

Previous balance	85,009.32
Withdrawn	0.00
Paid in	14.44
New balance	85,023.76

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

Interest rate: 0.20% Gross / 0.20% AER

If you have changed your address or telephone number,
please let us know

For Bank use

Account Number [REDACTED]
Branch sort code [REDACTED]
National Westminster Bank Plc

POLEGATE TOWN COUNCIL
BUSINESS RESERVEACCOUNT

BIC [REDACTED]
IBAN [REDACTED]

CASHBOOK 6

**Bank Reconciliation Statement as at 31/01/2020
for Cashbook 1 - Current/Business Premium**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2020	1	50,000.00
Business Premium Account	31/01/2020	1	288,055.27
			<u>338,055.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/09/2019 108980 Mr J Harmer <i>CLLR EXPENSES</i>		130.56	
14/11/2019 202760 Rhino Rod Drains		72.00	
18/11/2019 109006 BT Payphones		2.00	
03/01/2020 109056 [REDACTED]		50.00	
			<u>254.56</u>
			337,800.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			337,800.71
		Balance per Cash Book is :-	337,905.71
		Difference Excluding Adjustments is :-	-105.00
<u>Adjustments to Reconciliation</u>			
27/11/2019 EDF DD taken in error monthlyamoun		-105.00	
			<u>-105.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Bank Reconciliation Statement as at 31/01/2020
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	31/01/2019	1	127,968.82
			127,968.82
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			127,968.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			127,968.82
		Balance per Cash Book is :-	127,968.82
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2020
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	31/01/2020	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 31/01/2020
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	31/01/2020	0	0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Date: 12/02/2020

Polegate Town Council

Page 1

Time: 10:51

User: SG

**Bank Reconciliation Statement as at 31/01/2020
for Cashbook 5 - Current/Business Premium HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC deposit Account	31/01/2020	1	85,027.95
			<u>85,027.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,027.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,027.95
		Balance per Cash Book is :-	85,027.95
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2020
for Cashbook 6 - NatWest deposit A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Reserve Account	31/01/2020	1	85,023.76
			<u>85,023.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,023.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,023.76
		Balance per Cash Book is :-	85,023.76
		Difference is :-	0.00

Item 7c)

12/02/2020

Polegate Town Council

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Summary Income & Expenditure by Budget Heading 31/01/2020

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Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	1,654	0	1,038	1,038			0.0%
	Expenditure	113,519	94,817	115,997	21,180		21,180	81.7%
	Net Income over Expenditure	<u>(111,865)</u>	<u>(94,817)</u>	<u>(114,959)</u>	<u>(20,142)</u>			
	plus Transfer from EMR	2,083	544					
	Movement to/(from) Gen Reserve	<u>(109,782)</u>	<u>(94,274)</u>					
	Grand Totals:- Income	1,654	0	1,038	1,038			0.0%
	Expenditure	113,519	94,817	115,997	21,180	0	21,180	81.7%
	Net Income over Expenditure	<u>(111,865)</u>	<u>(94,817)</u>	<u>(114,959)</u>	<u>(20,142)</u>			
	plus Transfer from EMR	2,083	544					
	Movement to/(from) Gen Reserve	<u>(109,782)</u>	<u>(94,274)</u>					

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Administration								
1009 Bank Loyalty Discount	219	195	140	(55)			139.4%	
Administration :- Income	219	195	140	(55)			139.4%	0
4030 Postage	295	328	500	172		172	65.6%	
4031 Stationery	1,472	818	1,500	682		682	54.5%	
4032 Photocopier copy charges	1,320	1,362	1,500	138		138	90.8%	
4035 Computer consumables	176	0	200	200		200	0.0%	
4036 Office IT equipment	597	2,940	700	(2,240)		(2,240)	420.1%	124
4037 Website	1,022	350	1,200	850		850	29.2%	
4039 Legal fees	11,728	11,987	4,000	(7,987)		(7,987)	299.7%	
4040 Audit Fees	800	800	1,000	200		200	80.0%	
4043 Insurance Premiums	3,943	4,073	5,000	927		927	81.5%	
4044 Insurance Tree Survey	294	294	400	106		106	73.5%	
4045 Subscriptions	470	4,947	2,900	(2,047)		(2,047)	170.6%	
4046 Publications	0	108	120	12		12	90.0%	
4047 Advertising	0	0	100	100		100	0.0%	
4049 Tree Works	1,000	3,200	1,000	(2,200)		(2,200)	320.0%	
4050 Town Council Elections	0	1,663	5,500	3,837	1,663	2,174	60.5%	
4053 Refreshments	51	39	250	211		211	15.5%	
4056 Bank/Barclaycard charges	941	733	1,350	617		617	54.3%	
4059 First Aid	20	14	150	136		136	9.3%	
4062 Newsletter Production	0	0	500	500		500	0.0%	
4063 Hire of Halls	168	141	300	159		159	47.0%	
4069 Office telephones	1,433	1,076	1,600	524		524	67.3%	
4070 Broadband/Internet	523	402	520	118		118	77.3%	
4071 IT Services	1,480	929	500	(429)		(429)	185.8%	
4072 IT costs office 365	163	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	27,896	36,204	30,790	(5,414)	1,663	(7,077)	123.0%	124
Net Income over Expenditure	(27,677)	(36,009)	(30,650)	5,359				
6000 plus Transfer from EMR	530	124						
Movement to/(from) Gen Reserve	(27,147)	(35,885)						
103 Town Councillors								
1006 Mayor's Charity Fund	507	317	0	(317)			0.0%	
Town Councillors :- Income	507	317	0	(317)				0
4090 Councillors' allowances	5,756	3,271	6,500	3,229		3,229	50.3%	
4091 Councillors' expenses	331	239	600	361		361	39.8%	
4092 Councillors' training	210	380	1,500	1,120		1,120	25.3%	

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4093 Mayor's allowance Civic Duties	1,898	1,253	2,000	747		747	62.6%	
4095 Mayor's Fund Raising Charity	466	276	0	(276)		(276)	0.0%	
Town Councillors :- Indirect Expenditure	8,661	5,418	10,600	5,182	0	5,182	51.1%	0
Net Income over Expenditure	(8,153)	(5,102)	(10,600)	(5,498)				
104 General Administration								
1004 Photocopies/postage	1	0	0	0			0.0%	
1010 Investment Income	1,450	1,405	500	(905)			281.0%	
1063 CIL funds from developers	(14)	30,730	0	(30,730)			0.0%	30,730
1076 Precept	326,183	334,971	334,971	0			100.0%	
1080 Grants Received	7,571	3,028	3,028	0			100.0%	
General Administration :- Income	335,191	370,134	338,499	(31,635)			109.3%	30,730
4100 Grants to other Organisations	1,000	500	1,000	500		500	50.0%	
4103 Public Info event(s)	575	0	1,000	1,000		1,000	0.0%	
4105 Finance Software	948	436	1,000	564		564	43.6%	
General Administration :- Indirect Expenditure	2,523	936	3,000	2,064	0	2,064	31.2%	0
Net Income over Expenditure	332,667	369,198	335,499	(33,699)				
6000 plus Transfer from EMR	32	0						
6001 less Transfer to EMR	5,532	30,730						
Movement to/(from) Gen Reserve	327,167	338,468						
201 Council Offices								
1000 Hire of Chamber	215	665	500	(165)			133.0%	
1060 Miscellaneous Income	0	1,000	0	(1,000)			0.0%	
Council Offices :- Income	215	1,665	500	(1,165)			333.0%	0
4130 Council Tax	6,480	6,629	7,000	372		372	94.7%	
4131 Electricity	1,314	1,851	2,000	149		149	92.5%	
4132 Water charges	199	305	250	(55)		(55)	122.2%	
4133 Sewerage	199	0	250	250		250	0.0%	
4136 Photocopier - lease	802	802	810	8		8	99.0%	
4139 Window Cleaning	182	112	240	128		128	46.7%	
4140 Alarm Maintenance	360	248	350	102		102	70.9%	
4141 Fire Precautions	210	330	300	(30)		(30)	110.0%	
4142 Other Maintenance	85	474	500	27		27	94.7%	
4146 Other Office Equipment	410	1,080	600	(480)		(480)	179.9%	
4154 Housekeeping Sanitary bins 49	120	147	120	(27)		(27)	122.3%	
4155 Refuse Collecting	903	535	1,300	765		765	41.2%	

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4162 PWLB - Capital	3,728	3,941	3,941	0		0	100.0%	
4163 PWLB- Interest	1,845	1,633	1,633	0		0	100.0%	
Council Offices :- Indirect Expenditure	16,838	18,086	19,294	1,209	0	1,209	93.7%	0
Net Income over Expenditure	(16,623)	(16,421)	(18,794)	(2,374)				
202 51 High Street								
1005 51 High Street Rent R'ved	905	485	1,500	1,015			32.3%	
51 High Street :- Income	905	485	1,500	1,015			32.3%	0
4170 51 High Street - expenditure	524	615	500	(115)		(115)	123.0%	
51 High Street :- Indirect Expenditure	524	615	500	(115)	0	(115)	123.0%	0
Net Income over Expenditure	381	(130)	1,000	1,130				
203 The Pavilion								
1030 Rental Income-Pavilion	1,290	1,189	1,600	411			74.3%	
The Pavilion :- Income	1,290	1,189	1,600	411			74.3%	0
4180 Pavilion Electricity	1,182	1,326	2,300	974		974	57.7%	
4181 Pavilion water	306	493	350	(143)		(143)	140.8%	
4182 Pavilion sewerage	1,140	308	880	572		572	35.0%	
4186 Pavilion - fire precautions	105	255	220	(35)		(35)	115.7%	
4187 Pavilion - Refuse	474	432	500	68		68	86.3%	
The Pavilion :- Indirect Expenditure	3,208	2,813	4,250	1,437	0	1,437	66.2%	0
Net Income over Expenditure	(1,918)	(1,624)	(2,650)	(1,026)				
204 Wannock Office								
1032 Rental Income-Wannock Office	0	0	50	50			0.0%	
Wannock Office :- Income	0	0	50	50			0.0%	0
4190 Wannock Office Electricity	853	813	480	(333)		(333)	169.3%	
4192 Wannock Office Sewage	674	709	220	(489)		(489)	322.2%	
4193 Wannock Office Council Tax	3,552	3,633	0	(3,633)		(3,633)	0.0%	
4195 Wannock Office Maintenance	0	0	50	50		50	0.0%	
4196 Wannock Office Fire Precaution	0	0	100	100		100	0.0%	
4198 PWMRG CIC Grant (Interim)	0	13	0	(13)		(13)	0.0%	
Wannock Office :- Indirect Expenditure	5,079	5,168	850	(4,318)	0	(4,318)	608.0%	0
Net Income over Expenditure	(5,079)	(5,168)	(800)	4,368				

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 High Street Toilets								
1035 High St Toilets Community Sche	1,174	617	1,000	383			61.7%	
1060 Miscellaneous Income	50	0	0	0			0.0%	
High Street Toilets :- Income	1,224	617	1,000	383			61.7%	0
4500 Toilets High St - Cleaning	6,250	4,688	6,500	1,812		1,812	72.1%	
4501 Toilets High St - Maintenance	125	445	650	205		205	68.4%	
4502 Toilets High St - Electricity	324	382	400	18		18	95.5%	
4503 Toilets High St - Water & Sewe	567	673	700	27		27	96.2%	
4504 Toilets High St - Other	219	205	600	395		395	34.2%	
4505 Toilets High St - Non Domestic	984	1,007	1,200	193		193	83.9%	
High Street Toilets :- Indirect Expenditure	8,468	7,399	10,050	2,651	0	2,651	73.6%	0
Net Income over Expenditure	(7,244)	(6,782)	(9,050)	(2,268)				
301 Town Centre and Community Safe								
4201 CCTV costs	3,259	2,459	2,800	341		341	87.8%	988
Town Centre and Community Safe :- Indirect Expenditure	3,259	2,459	2,800	341	0	341	87.8%	988
Net Expenditure	(3,259)	(2,459)	(2,800)	(341)				
6000 plus Transfer from EMR	0	988						
Movement to/(from) Gen Reserve	(3,259)	(1,471)						
302 Recreation Grounds								
1022 Brightling Road lease	120	0	120	120			0.0%	
1050 Insurance Refunds/claim rebate	0	663	0	(663)			0.0%	
1060 Miscellaneous Income	200	2,178	0	(2,178)			0.0%	
1062 S106 Funding Interest	14	0	0	0			0.0%	
Recreation Grounds :- Income	334	2,841	120	(2,721)			2367.5%	0
4220 General Maintenance	9,946	22,784	9,000	(13,784)		(13,784)	253.2%	9,516
4221 Recreation ground - water	119	0	336	336		336	0.0%	
4223 Grounds Maintenance	5,503	6,446	8,000	1,554		1,554	80.6%	
4224 Travel Costs re playgrounds	0	0	800	800		800	0.0%	
4230 Skate Park	4,805	3,240	6,000	2,760		2,760	54.0%	
4235 Toilets	6,370	4,746	7,000	2,254		2,254	67.8%	
4238 Litter Bins	1,088	750	2,500	1,750		1,750	30.0%	
4240 Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241 Dog Bins	2,500	1,875	2,500	625		625	75.0%	
4242 Playground Equipment	0	10,903	2,800	(8,103)		(8,103)	389.4%	9,441
4243 Safety Inspections	533	1,045	1,500	456		456	69.6%	
Recreation Grounds :- Indirect Expenditure	31,013	51,938	40,586	(11,352)	0	(11,352)	128.0%	18,956
Net Income over Expenditure	(30,679)	(49,097)	(40,466)	8,631				
6000 plus Transfer from EMR	700	18,956						

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Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(29,979)	(30,140)						
303 Highways								
1050 Insurance Refunds/claim rebate	1,699	0	0	0			0.0%	
1051 Urban Grasscutting Income	8,624	3,362	3,300	(62)			101.9%	
1057 Bench Installations Income	647	0	0	0			0.0%	
Highways :- Income	10,970	3,362	3,300	(62)			101.9%	0
4250 Bus Shelters	15,887	0	0	0		0	0.0%	
4253 Highways litter bins	375	375	0	(375)		(375)	0.0%	
4256 Urban grasscutting	14,413	17,100	22,000	4,900		4,900	77.7%	
4257 Bench provisions - highways	712	1,180	0	(1,180)		(1,180)	0.0%	
4258 Flower Beds	5,852	6,382	6,000	(382)		(382)	106.4%	1,055
4259 Council Gardens - office	650	650	650	0		0	100.0%	
Highways :- Indirect Expenditure	37,889	25,687	28,650	2,963	0	2,963	89.7%	1,055
Net Income over Expenditure	(26,920)	(22,325)	(25,350)	(3,025)				
6000 plus Transfer from EMR	12,150	1,055						
Movement to/(from) Gen Reserve	(14,770)	(21,270)						
304 Allotments								
1070 Allotment Fees	1,173	1,693	1,150	(543)			147.2%	
1072 Gosford Way Allotments	193	105	171	66			61.4%	
Allotments :- Income	1,366	1,798	1,321	(477)			136.1%	0
4270 Allotments - maintenance	110	925	550	(375)		(375)	168.2%	
4271 Allotments - improvements	0	300	200	(100)		(100)	150.0%	
4272 Allotments - water	631	555	550	(5)		(5)	100.9%	
4273 Allotment - rent of land Gosfo	103	90	171	81		81	52.6%	
Allotments :- Indirect Expenditure	844	1,870	1,471	(399)	0	(399)	127.1%	0
Net Income over Expenditure	522	(72)	(150)	(78)				
305 Street Lighting								
1050 Insurance Refunds/claim rebate	0	950	0	(950)			0.0%	
Street Lighting :- Income	0	950	0	(950)				0
4280 Street Light - energy	8,160	0	8,500	8,500		8,500	0.0%	
4281 Street Light - Maintenance	8,625	0	9,500	9,500		9,500	0.0%	
4282 Street Light - new works/impro	7,599	1,200	51,000	49,800		49,800	2.4%	
4286 Christmas decorations	10,745	10,621	11,000	379		379	96.6%	
Street Lighting :- Indirect Expenditure	35,129	11,821	80,000	68,179	0	68,179	14.8%	0
Net Income over Expenditure	(35,129)	(10,871)	(80,000)	(69,129)				

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Prize and Prize Giving								
4096 Remembrance Wreath	25	25	30	5		5	83.3%	
4293 Best rear garden	25	0	0	0		0	0.0%	
4295 Best allotment	50	0	0	0		0	0.0%	
4296 Best garden	50	0	0	0		0	0.0%	
4297 Best dressed house	11	0	0	0		0	0.0%	
4298 Best dressed shop	11	0	0	0		0	0.0%	
4299 Prize Party	177	0	0	0		0	0.0%	
Prize and Prize Giving :- Indirect Expenditure	349	25	30	5	0	5	83.3%	0
Net Expenditure	(349)	(25)	(30)	(5)				
307 The Polegate Partnership								
1040 Sponsor Flower Beds Hailsham Rd	1,000	750	1,000	250			75.0%	
The Polegate Partnership :- Income	1,000	750	1,000	250			75.0%	0
4306 Replace Hailsham Rd Beds	0	170	510	340		340	33.3%	
4307 Hailsham Flowers Maintenance	452	297	490	193		193	60.6%	
The Polegate Partnership :- Indirect Expenditure	452	467	1,000	533	0	533	46.7%	0
Net Income over Expenditure	548	283	0	(283)				
401 The Planning Committee								
4320 Planning Committee - Halls	39	11	200	189		189	5.5%	
The Planning Committee :- Indirect Expenditure	39	11	200	189	0	189	5.5%	0
Net Expenditure	(39)	(11)	(200)	(189)				
701 The Retired								
7001 The Retired	634	0	0	0		0	0.0%	
The Retired :- Indirect Expenditure	634	0	0	0	0	0		0
Net Expenditure	(634)	0	0	0				
Grand Totals:- Income	353,221	384,304	349,030	(35,274)			110.1%	
Expenditure	182,803	170,916	234,071	63,155	1,663	61,492	73.7%	
Net Income over Expenditure	170,417	213,388	114,959	(98,429)				
plus Transfer from EMR	13,412	21,123						
less Transfer to EMR	5,532	30,730						
Movement to/(from) Gen Reserve	178,297	203,781						

Date : 12/02/2020

Polegate Town Council

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Trial Balance for Month No: 10

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>
105	VAT Control			2,975.88	
200	Current/Business Premium			337,905.71	
201	Tracker Account			127,968.82	
203	HSBC Deposit A/C			85,027.95	
204	NatWest deposit A/C			85,023.76	
210	Petty Cash			200.00	
310	General reserves				177,387.01
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				25,483.00
329	Other Office Equipment				327.96
331	Brightling Reserve				19.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				130,793.00
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				914.55
345	Flower Bulbs EMR				365.05
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				3,344.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				26,489.29
350	Picnic Benches				788.00
351	Skate Park				4,795.00
352	Overtime				1,036.27
353	Polegate Community Library				51,000.00
560	Deposits Held				3,635.00
1000	Hire of Chamber	201	Council Offices		665.00
1005	51 High Street Rent R'ved	202	51 High Street		485.00
1006	Mayor's Charity Fund	103	Town Councillors		316.65
1009	Bank Loyalty Discount	102	Administration		195.19
1010	Investment Income	104	General Administration		1,405.10
1030	Rental Income-Pavilion	203	The Pavilion		1,189.33
1035	High St Toilets Community Sche	205	High Street Toilets		617.00
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		750.00
1050	Insurance Refunds/claim rebate	302	Recreation Grounds		663.00
1050	Insurance Refunds/claim rebate	305	Street Lighting		950.36
1051	Urban Grasscutting Income	303	Highways		3,362.00
1060	Miscellaneous Income	201	Council Offices		1,000.00
1060	Miscellaneous Income	302	Recreation Grounds		2,178.00

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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>
1063	CIL funds from developers	104	General Administration		30,730.31
1070	Allotment Fees	304	Allotments		1,693.22
1072	Gosford Way Allotments	304	Allotments		105.00
1076	Precept	104	General Administration		334,971.00
1080	Grants Received	104	General Administration		3,028.00
4000	Town Clerk	101	Employee costs	33,966.70	
4001	Administration Assistant	101	Employee costs	8,969.10	
4002	Handyman/Groundsman	101	Employee costs	8,467.30	
4003	Litter Picker	101	Employee costs	7,982.00	
4004	Cleaner/keyholder	101	Employee costs	3,322.40	
4005	Overtime	101	Employee costs	4,512.50	
4007	NI (ER's)	101	Employee costs	3,800.18	
4008	Pension ER's contributions	101	Employee costs	1,842.09	
4010	Internal Auditor	101	Employee costs		298.20
4011	Administrative Asst/Ctee Clerk	101	Employee costs	9,002.77	
4012	Finance Assistant	101	Employee costs	8,987.30	
4014	Consultancy/Locum Clerk	101	Employee costs	2,368.35	
4015	Travelling expenses (parks)	101	Employee costs	367.12	
4016	Training Exps inc course fees	101	Employee costs	1,527.78	
4030	Postage	102	Administration	327.95	
4031	Stationery	102	Administration	818.21	
4032	Photocopier copy charges	102	Administration	1,361.72	
4036	Office IT equipment	102	Administration	2,940.42	
4037	Website	102	Administration	350.00	
4039	Legal fees	102	Administration	11,986.75	
4040	Audit Fees	102	Administration	800.00	
4043	Insurance Premiums	102	Administration	4,073.05	
4044	Insurance Tree Survey	102	Administration	294.00	
4045	Subscriptions	102	Administration	4,946.96	
4046	Publications	102	Administration	107.99	
4049	Tree Works	102	Administration	3,200.00	
4050	Town Council Elections	102	Administration	1,662.85	
4053	Refreshments	102	Administration	38.87	
4056	Bank/Barclaycard charges	102	Administration	733.10	
4059	First Aid	102	Administration	14.00	
4063	Hire of Halls	102	Administration	141.00	
4069	Office telephones	102	Administration	1,076.35	
4070	Broadband/Internet	102	Administration	401.70	
4071	IT Services	102	Administration	928.97	
4090	Councillors' allowances	103	Town Councillors	3,271.12	
4091	Councillors' expenses	103	Town Councillors	238.66	
4092	Councillors' training	103	Town Councillors	380.00	

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>
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,252.75	
4095	Mayor's Fund Raising Charity	103	Town Councillors	275.65	
4096	Remembrance Wreath	306	Prize and Prize Giving	25.00	
4100	Grants to other Organisations	104	General Administration	500.00	
4105	Finance Software	104	General Administration	436.30	
4130	Council Tax	201	Council Offices	6,628.50	
4131	Electricity	201	Council Offices	1,850.88	
4132	Water charges	201	Council Offices	305.42	
4136	Photocopier - lease	201	Council Offices	802.16	
4139	Window Cleaning	201	Council Offices	112.00	
4140	Alarm Maintenance	201	Council Offices	248.00	
4141	Fire Precautions	201	Council Offices	329.93	
4142	Other Maintenance	201	Council Offices	473.50	
4146	Other Office Equipment	201	Council Offices	1,079.61	
4154	Housekeeping Sanitary bins 49	201	Council Offices	146.82	
4155	Refuse Collecting	201	Council Offices	535.48	
4162	PWLB - Capital	201	Council Offices	3,940.69	
4163	PWLB- Interest	201	Council Offices	1,632.51	
4170	51 High Street - expenditure	202	51 High Street	614.76	
4180	Pavilion Electricity	203	The Pavilion	1,326.49	
4181	Pavilion water	203	The Pavilion	492.80	
4182	Pavilion sewerage	203	The Pavilion	308.12	
4186	Pavilion - fire precautions	203	The Pavilion	254.54	
4187	Pavilion - Refuse	203	The Pavilion	431.51	
4190	Wannock Office Electricity	204	Wannock Office	812.62	
4192	Wannock Office Sewage	204	Wannock Office	708.87	
4193	Wannock Office Council Tax	204	Wannock Office	3,633.40	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	13.00	
4201	CCTV costs	301	Town Centre and Community Safe	2,458.69	
4220	General Maintenance	302	Recreation Grounds	22,784.34	
4223	Grounds Maintenance	302	Recreation Grounds	6,445.51	
4230	Skate Park	302	Recreation Grounds	3,240.00	
4235	Toilets	302	Recreation Grounds	4,745.62	
4238	Litter Bins	302	Recreation Grounds	750.00	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	1,875.00	
4242	Playground Equipment	302	Recreation Grounds	10,902.64	
4243	Safety Inspections	302	Recreation Grounds	1,044.50	
4253	Highways litter bins	303	Highways	375.00	
4256	Urban grasscutting	303	Highways	17,100.00	
4257	Bench provisions - highways	303	Highways	1,179.59	
4258	Flower Beds	303	Highways	6,382.15	

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>
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	925.00	
4271	Allotments - improvements	304	Allotments	300.00	
4272	Allotments - water	304	Allotments	555.11	
4273	Allotment - rent of land Gosfo	304	Allotments	90.00	
4282	Street Light - new works/impro	305	Street Lighting	1,200.36	
4286	Christmas decorations	305	Street Lighting	10,620.97	
4306	Replace Hailsham Rd Beds	307	The Polegate Partnership	170.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	296.78	
4320	Planning Committee - Halls	401	The Planning Committee	11.00	
4500	Toilets High St - Cleaning	205	High Street Toilets	4,687.56	
4501	Toilets High St - Maintenance	205	High Street Toilets	444.71	
4502	Toilets High St - Electricity	205	High Street Toilets	381.90	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	673.16	
4504	Toilets High St - Other	205	High Street Toilets	205.26	
4505	Toilets High St - Non Domestic	205	High Street Toilets	1,006.55	
6000	Transfer from EMR	101	Employee costs		543.85
6000	Transfer from EMR	102	Administration		124.10
6000	Transfer from EMR	301	Town Centre and Community Safe		988.00
6000	Transfer from EMR	302	Recreation Grounds		18,956.24
6000	Transfer from EMR	303	Highways		1,055.00
6001	Transfer to EMR	104	General Administration	30,730.00	
Trial Balance Totals :				935,864.09	935,864.09
Difference				0.00	

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 Pavillion Refurbishment Fund	0.00		0.00
326 Youth Shelter Reserve	0.00		0.00
328 Office IT Equipment Reserve	124.10	-124.10	0.00
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	-34,000.00	130,793.00
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	-543.85	914.55
342 Age Gym S106 funds Centre	5,340.46	-5,340.46	0.00
343 Tree Audit	31.89	-31.89	0.00
344 Play Equipment	11,957.00	-11,957.00	0.00
345 Flower Bulbs EMR	1,565.00	-1,199.95	365.05
346 Neighbourhood Plan	15,000.00		15,000.00
347 CCTV reserve	4,332.00	-988.00	3,344.00
348 Consultation/Newsletter	1,003.00		1,003.00
349 CIL funds	5,189.89	21,299.40	26,489.29
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	34,000.00	51,000.00
	347,458.38	1,114.15	348,572.53

29/01/2020

Polegate Town Council

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15:14

Journal Detail

User: SG

Date 15/02/2020 Month No: 11 Next Period

Journal Ref: 471

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4007	NI (ER's)	101	Employee costs	Incorrect budget set offset		527.31
4008	Pension ER's contributions	101	Employee costs	Incorrect budget set offset	527.31	
Narrative: Offset for February will correct with virement at end of year if required. Resolved.					Journal Totals	
					527.31	527.31

Jo Ognjanovic

From: [REDACTED]
Sent: 03 February 2020 15:04
To: Jo Ognjanovic
Subject: One You: NHS Health Checks

Hi Jo,

As discussed last week, I have spoken to One You and they are very interested in delivering NHS health checks from their mobile vehicle (COLIN) using the Town Council's car park.

One You have stated they could provisionally look to deliver the health checks every Friday for six weeks from 10am to 3pm between 26 June and 31 July, once they have finished delivering health checks in Hailsham, Uckfield and Crowborough.

Here is a bit more detail on the health checks - One You East Sussex offer **FREE** 30-40 min health checks for East Sussex residents aged 40-74. It is designed to spot early signs of stroke, kidney disease, heart disease, type 2 diabetes or dementia. For further information visit <http://ow.ly/MPIW50xSjip>

Can you please let me know if these dates would be okay and if they are, I will let One You know and suggest they arrange a time with you to have a look at the car park entrance to ensure COLIN can go down the slope.

Many thanks,

[REDACTED] **Health and Wellbeing Officer**
Community and Regeneration Team, Wealden District Council

<http://www.wealden.gov.uk>

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Communities

Environment

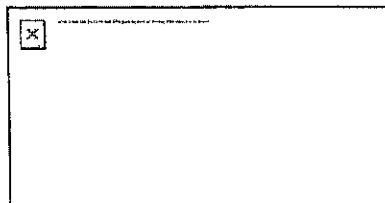
Economy

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ITEM 9b)

Jo Ognjanovic

From: [REDACTED]
Sent: 06 February 2020 14:51
To: [REDACTED]
Cc: [REDACTED]
Subject: PWMG Changing rooms

[REDACTED]
Further to our meeting this morning, to which we thank you for arranging and we all found very useful and informative.

I have spoken with [REDACTED] and the following are the first things that PTFC are willing to undertake at no cost to PTC.
Emulsion the walls in both changing rooms.

Paint doors, windows and skirting.

We have allowed that your [REDACTED] with the help of [REDACTED] shall rectify the damp/mould problem prior to us painting.

The other item, which is not as important but would need to be done to satisfy the Mid Sussex Football League, is to install a dividing partition within the shower room.

We would also like to move the pool table from the away team changing room and locate it in the main hall

I confirm that PTFC has the required insurance cover for us to undertake the work.

[REDACTED]
President
Polegate Town FC