UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 27th September 2021 7pm at Polegate Community Centre, Henry Twine Hall, Polegate BN26 6QF.
Present: **Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, R Shing, D Sanders, Mrs L Sargent, D Shing, M Cunningham, A Wood** (13)
Not Present: - Cllrs M Falkner, Mrs W Alexander (2)
1 member of the public was present & 3 staff members

Minute No.	Subject/Resolution
	Standing orders suspended
12884	**Opportunity for public comment** None received
12885	**Apologies for absence** Cllrs Mrs W Alexander, M Falkner
12886	**Declarations of interest in any items on the agenda** None
12887	**To approve and adopt the minutes of the Annual Statutory meeting of 5th May 2021.** **It was resolved to adopt the minutes of the Annual Statutory meeting of 5th May 2021 as an accurate record of the meeting VOTE All in favour Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, R Shing, D Sanders, Mrs L Sargent, M Cunningham, A Wood**
12888	**Mayors Verbal Report** The Mayor spoke about a number of events that he had attended over the last few months including: Dieppe Landing commemoration with the local MP and the Lord Lieutenant a discussion of the last time the monarchy visited Polegate ensued and The Mayor stated that he was honoured if this happened in the future and would put Polegate on the map. The Mayor stated that he was impressed by many of his fellow Mayors in their Regalia and finery. He mentioned that he had presented a cheque on behalf of Polegate Scarecrow Festival. He commented on the progress of the business plan and improvements at Brightling Road.
12889	**To adopt the Minutes and Recommendations of Committees and standing Committees** **a) Planning 24th August 2021 Minutes (delegated)** **It was resolved to adopt the minutes and recommendations of the Planning Committee of 24th August 2021. VOTE All in favour Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, R Shing, D Sanders, Mrs L Sargent, M Cunningham, A Wood**
12890	**Financial Update (NB Cllrs have seen April – July paperwork and payments have been on the website for public)** **a. Approval of payments as presented (some already approved under urgent payments)** **b. Barclaycard Statements – already authorised for noting** **c. Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals, to approve over and under spends as shown. Please note the grants to the CIC will create an overspend due to the VAT element.** **It was resolved to approve and note the payments presented; the Barclaycard statements and the bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals, to approve over and under spends as shown VOTE All in favour**

	<u>Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, R Shing, D Sanders, Mrs L Sargent, M Cunningham, A Wood</u> *Cllr D Shing arrived at 19:09* **d. Grant request Wealden Citizens advice £250 (£400 left in the budget)** **<u>It was resolved to grant £250 to Wealden Citizens Advice VOTE 12 Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, R Shing, D Sanders, Mrs L Sargent, D Shing, A Wood for 1 against Cllr M Cunningham</u>**
12891	**To approve and make note of the External Audit Report 2020/21** **<u>It was resolved to note, approve and take action on the recommendations of the external audit report 2020/21 VOTE All in favour Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, R Shing, D Sanders, Mrs L Sargent, M Cunningham, A Wood, D Shing</u>**
12892	**Dates of the next scheduled full council meetings** *A suggestion to add a motion to have fewer meetings during the year was mentioned. A Cllr stated that he was keen to see this happen.* Budget meetings TBA (Personnel, Planning) 25th October 2021 29th November 2021 13th December 2021 10th January 2022 28th February 2022 28th March 2022 25th April 2022 30th May 2022 27th June 2022 25th July 2022 26th September 2022

The meeting closed at 19:17pm

Signed Mayor of Polegate ____________________Date ______________________

Business Plan Update for ALL councillors Sept 2021

(via business Plan working group)

Dear All,

Latest updates Sept 2021

Business plan progress

1. Promote Polegate as a destination

1a - Investigate the possibility of a joint initiative with Southern Railways and the South Downs National Park Authority

Contact has been made and a small amount of progress on possibilities of grants and signage on the platform at Polegate Station. More work needs to be done.

1b – Investigate the feasibility of a circular bus route to ease access to the South Downs National Park from Polegate Station to include Friston, Seven Sisters Country Park and Jevington.

Initial discussions with Cuckmere buses and a further meeting to be held once Philip has spoken to other parties. PTC to show routes and bus timetables over the winter period and then in spring to encourage walkers and tourism through Polegate. (as a hub)

1c- Improve signage on and to the Cuckoo Trail and the 1066 Trail, as appropriate

Liaison with Healthy Wealden/WDC – potential signage in the town centre. In progress.

1d – Engage with the South Downs National Park Authority and other agencies to facilitate improvements and joint initiatives

In contact with Polegate Station, SDNP but no further progress at present.

1e - Implement any new projects and initiatives arising from the above: see above

1f - Provision of a range of events in the town with the Council's role either as organiser or facilitator

Some work underway restricted by covid at present, but work being carried out in the background. Grants being looked at. Groups/individuals with skills and/or experience. All council owned land now has a booklet for hiring/holding events.

Discussions re Town Market underway and pilot set. Will move from council car park to centre area. Community event. Scarecrows likely to hold more in the future and looking at a joint initiative with food partnership. Further meetings to take place. Other volunteers contacted re event on the filed as per hire agreement, likely to be commercial. Xmas event likely to get bigger as time goes on and funded. (covid permitting)

2 - Brightling Road:

2a - Development of a phased improvements plan, including budget and finance

Budgets mainly in place. Indemnity due to be signed shortly for bulk funding. Grants being looked at for each item, sponsorship etc.

Some issues with planning so collating a number together and discussing whether contractors would be prepared to carry out the planning within the contracts. (Not yet advertised but will be when time permits. B&L to discuss consultations etc and priority of works of next phase.)

2a - Play area:

I am currently getting some ideas through, but this will probably be something we will need consult on. Next process is setting the area to be looked at and the access across the land. It is likely that the specification will be on contracts finder, so this is also being worked on as it will need to be specific. Finance in place, but some decisions from B&L/council to take place.

2a - William Daly gates and fencing/stream area:

~~Countryman will be clearing this and carrying out the painting as soon as possible. Pre March. – Finance already in place.~~ Fencing along the stream, getting final quotes (these have been delayed by contractors being busy during summer).

2a - Tree survey and tree works:

~~Tree works will take place on 1st Feb and the wood chips will be used by our grounds maintenance people to lay in~~ areas ~~which get very muddy 9throuhg the trees and near the BMX track. – Finance already agreed.~~ All completed, this years annual survey will be going ahead soon.

2a - Tree insurance claim:

Our insurers deny liability, the works we have agreed from the report are not what was requested by the insurers and they have asked to discuss with our tree report specialist. (they want an additional tree felled).Insurers communicating re this years report.

2a - Other maintenance in the meadow area:

~~More works will be completed in the next few months on top of the usual annual work – finance already in place.~~

~~New grounds contract specification tightened up, schedule being updated then will pass to finance to view. Contract extended due to covid. Cost below contracts finder level.~~

Speaking to volunteers and awaiting friends of group to see about meadow, wildflowers etc. Most other works completed as annual items.

2a - Pump Track/BMX track:

~~I am currently in early consultation with three BMX users. I am also looking to see if there could be funding from some other sources even though we have finance in place, as we may be able to get grants for this. In progress. As part of this and other consultations we are expecting to arrange a subscription to survey monkey. (As per business plan)~~

Have had little feedback and was keen due to events during the Olympics. Have spoken to some contractors who have stated it can be formed without affecting planning. (none required). Need to see with user group if this would still be an exciting pump track.

2b - Upgrade the playground equipment

2b ~~The basketball was finished. We did have some subsidence which the insurers would not cover. The ground moves opens and then closes. We will monitor it as we spent a lower amount to resurface, rather than a full replacement. The surface is playable, but I will keep an eye on it. It seems to open up the ground somewhat in the dry season moving the surface and then moving back in the winter rainy season.~~ As summer was not excessively dry, there were no gaps in the tarmac. The basketball has been refurbished and enjoyed by many.

2b Skate park:

~~The user group selected EIBE. They are working around the weather and COVID at the moment, but we are looking at them taking away the old park and replacing quite quickly after around March, but we haven't got a set date at present. When they are on site, they will be moving the equipment over the bridge.~~

All completed and final surface works continuing. In dispute with contractor over a few things, consulted legal team. On going.

~~Also looking at prelim specification for concrete park, will assess with B&L. Finance of £100,000 allocated, so specification would reflect this. I am also looking to see if there is funding available for this or part funding even though finance is in place. In progress.~~

User group formed. Will likely need planning so discussing this with some contractors ready for the specifications etc.

2c - Establish a 'Friends of Brightling Road' group

Some work has been carried out on the legal position of these groups. Strategies of encouraging volunteers, conservations groups etc has been carried out. In progress.

Still in progress as two meetings having to be cancelled due to covid. Grant funding for some items being sought.

2d - Contact the local business community for prospective sponsors and grant funders

Grant funders are being assessed for appropriateness for the various projects underway.

2e - New Family & Community Events

~~A fair amount of research work has been carried out and some funding sources investigated. In progress. (Covid restrictions at present.)~~

Discussions with some groups and funding being sought. £200 charge may be an issues for some community ones.

2f - Picnic benches and seats; Additional trees; Wildflower area; Facilities for sport

~~I am currently liaising with the tree warden and a number of volunteers who wish to plant trees in Polegate. Trees are likely to be free and I am also speaking to a few people about this. Finances in~~

~~place. Risk assessment to be completed. Trees to be sourced (free). Awaiting some comments from Tree warden at present. Tree planting can't take place at the moment, so working on the arrangements ready for when that can happen. (COVD secure)~~

~~Picnic benches I am getting some quotes for concrete ones from our grounds maintenance team to see how much this would cost to install. Finance in place.~~

~~The wildflower areas are being updated this year and further work added to the annual contract to ensure that over time this becomes a revived wildflower meadow.~~

~~There is currently one set of football goals on the field. Consideration for an outdoor gym and other potential sports facilities on the field. – early work has been carried out only.~~

Awaiting quotes for fencing and picnic benches.

Wildflower area – awaiting creation of friends of group.

Tree planting – two separate groups. Possibly platinum jubilee time. Benches need ot be in place for one and friends of nature area for second group.

2g - Provision of power; Café or concession; Toilet facilities; Improved car parking

~~The approximate cost of power has been established and funding in place. No work has been carried out on a café at present, but concessions have been researched. Toilet facilities have been looked at in brief pending decisions on the council site and feasibility. Facilities for events has been researched and costs etc established. The car park has been looked at for approximate costs, funding is in place, but planning permission will be required.~~

Awaiting B&L discussions following CCTV contractor comments. Will go to B&L shortly for further discussions.

2h – Ensure project completion before the end of the current Council's term of office

Most projects are in hand or underway. Project software is being updated with a view to assessing if any projects are too far behind schedule.

2i - Bridge feasibility
Far end bridge assessment:

~~This has now come back and is 7.5 ton BUT the turning point is probably not conducive to driving over. (they've offered to do an assessment for us). They have also brought to our attention that there is a pipe across the stream which is incredibly close to the surface so it may be that a vehicle of that size could damage that pipe which isn't far underground. Once again, they have said that they could help with this. They brough to our attention a failing fence so I have instructed Countrymans (ground maintenance contractor) to repair this asap for us. Report to go to B&L and comments noted/acted upon.~~

Awaiting quote for removal of trees to facilitate use of far end bridge. Weight assessment completed and can be used for heavier vehicles. B&L discussions to tale place shortly.

2j - Community Garden

~~Research has been carried out. FiT will require a request and more details of the location as the land was originally allocated as allotment provision. Much of this will be determined by the right of way across the land and proximity to the stream. Funding is available and there are many community~~

~~garden groups. Some consultation will be required and encourage those with interests in a community garden to come forward to put forward their ideas for consideration.~~

B&L discussions to take place re further picnic benches suggested.

2k - Drainage of field

~~Initial research and cost estimates have been obtained but these need to be discussed further as the level of drainage and location of drainage drastically affects the costs involved. We now have copies of the pipes across the land (Southern water) however some are not on there that will affect some work that the council does and past comments indicates that there are tanks and not just pipes under the ground. The clerk will need to establish who is responsible for the repair of these pipes as there appears to be either a leak or a spring in a few areas.~~ Further B&L discussions to take place.

2l - Impact of right of way

~~This has now been established and further discussions due to take place regarding the next course of action.~~

Roadway – notice to residents of farmers intent to metal the road, but it appears planning permissions may be required. (WDC will NOT confirm either way).

PTC to carry out its works via discussions with B&L. Further meetings to take place shortly.

3. Future of Town Council Office

3a, 3d - Commission a building condition survey and feasibility report for Council Offices building and land. Consider enhancing the current Town Council offices to a multi-agency 'One Stop Shop' with other councils and agencies as part of the future development of the town.:

~~I am meeting remotely to make sure all is well and then PRP plan to go ahead as resolved. Will update once more info is available. This is expected to be back before end Feb for review and submission to B&L working group. The latest commission is to research the possibility of having affordable housing for elderly residents supported by Wealden District Council and to determine whether the funds raised will pay for the overall build and provide better more accessible office and community accommodation to the town.~~ B&L now to discuss following reports and multiple requests to WDC. Some related to flood risk assessments.

3b - Consider the relocation of public toilets to this site.

The old toilet block has now been sold and the new one in place. The radar key system has been installed now and payment sent off to them. **Project completed.**

3c, 3d - Consider the opportunities to develop a Community Hub on the site, including CAB, ESHR including lip readers. A range of tourism services associated with a 'Gateway' to the National Park. Consider enhancing the current Town Council offices to a multi-agency 'One Stop Shop' with other councils and agencies as part of the future development of the town.

~~Pre covid we now have Wealden Citizens Advice, CBT providers, lip readers (Hearing Resource), and during and since Covid we have now contacts with Mental health, wellbeing and befriending assistance for residents in the town (Sunflowers). We have also in the past had a mobile bank and a mobile unit giving information to older residents.~~ Sunflowers will be commencing their hub soon (mental health) others are in communication re some other new community projects. Market set up to link SDNP with potential Cuckmere bus bringing from other areas. Will probably not be held on council land now following queries re commercial fees as its run as a community market (non profit).

~~The clerk runs the Polegate Community Hub and this is facilitated by a great pool of volunteers helping residents in the area shielding and with other requirements, which do not come under the emergency hub run by Wealden District Council and the resilience Forum. The clerk gets regular updates and has meetings with other groups establishing best practices etc. Polegate has covered other local areas (Willingdon) as their volunteers dwindle.~~

The clerk has contacted SDNP with regards to the Gateway/Tourism etc, but this in in progress at present, at early stages. May involve the Cuckmere buses and other groups.

4. Appearance of Polegate

4a - Hold meetings with ESCC and WDC to ascertain the level and type of delegated functions they will consider.

~~Several meetings have already been held but no real information has been forthcoming from these authorities. The Wealden Clerks forum has also asked for this information, but once again very little has come forward. The SLR meeting will resume in the near future. Any queries relating to County Council service and District Council services should be forwarded to the clerk to enable an agenda to be crated for more serious issues to be discussed. (At present via teams).~~

No progress. Possible SLR meeting to be held more regularly again.

4b - Investigate the feasibility of a mobile maintenance resource to undertake ‘troubleshooting’ around the town such as litter, graffiti, vandalism damage and minor repairs.

~~Several options have been researched and already in use where required. Funding is already in place. Litter volunteer events have also been established and assistance given to smaller groups who wish to do their own. Wealden has facilitated the collection of waste and in some cases funding of litter resources (litter pickers bags gloves etc).~~

Building a pool of contractors to deal with tasks outside of the remit of current staff. Some volunteer groups supported and facilitated.

4c - Investigate the possibility of establishing such a service in partnership with neighbouring parish councils

~~The clerk liaises with the surrounding parishes/towns via the clerks. There is still reluctance from their council’s to be jointly involved in some projects. However, we do pool resources and knowledge between clerks. Research into joint contracts were not fruitful. The contractors were not willing to offer a discount for jointly held contracts at the time of asking. Most councils are inherently territorial and have their own business plans and priorities. There are usually better joint projects with the district council, who we also have good connections with.~~

May be future opportunities to have joint services.

4d - Revise the Business Plan in the light of the findings of those above.

Potentially 4c should be deleted or added to very long term.(10 years?)

5. Communications & Community Capacity Building

Improve communications and build relationship with the community. Much of this will be making better use of existing platforms such as Social Media.

5a - Install a Noticeboard in the north of the town

~~In progress. Original enquiries were for a noticeboard near to the bus stop at Dittons Corner and one near LIDL. At that time the land had not been adopted yet. Some work is being done on up to date prices of noticeboards, installation and licences etc. Will go back to B&L as soon as full report available.~~

The final quotes and license info is being collated and this will go back to B&L to discuss the location and style.

5b - Investigate a more modern corporate image for the Council

Policies, procedures and contracts are all being updated. Documents are being standardised.

5c - Community Capacity Building

~~Review current methods of communication with the community with a view to gaining better coverage across all sectors using a variety of methods, including Survey Monkey (an online survey)~~

~~Costs and training in survey monkey with a view to developing ongoing surveys on both the communication of the council; image; success in projects; wishes of the community are underway. Further work will progress as time permits. (Covid pandemic)~~

All underway now and survey monkey in place for digital consultations.

6. Strategic Development of Polegate

6a - Establish the 'principles of development' of Polegate in conjunction with the Neighbourhood Plan and Wealden Local Plan. The full range of infrastructure needs to be included.
This has been completed but put on hold pending the new emerging local plan.
6b - Create a Town Centre Development Plan in Partnership with the TCSG and other agencies.
6c - Undertake a survey to establish the needs of Polegate in the future.
6d - Revise the Business Plan in the light of the findings of 6c above.
~~Some work is in its infancy and discussions with consultants regarding reopening of the high streets and rejuvenation of the high street were taking place as the covid pandemic hit. More liaison with wealden and the consultants will take place as the consultations happen between the district and town councils for the new emerging local plan.~~
PTC continues to liaise with the WDC consultants. Still awaiting the local plan updates.

7. Influencing Strategy

7a - Improving Partnerships and Joint Initiatives for the benefit of Polegate
~~Open a dialogue with the Sussex Police, Wealden District Council, East Sussex County Council, NHS and other prospective partners~~
~~The council has specific meetings with all partners which enable the council to out the views, opinions and wishes of the town across. (CSAG, Cluster and other meetings, SLR, CCG/NHS liaison respectively).~~
CSAG continues and has been really useful. SLR to be held when queries re ESCC items come in.
7b Revise the Business Plan in the light of the findings of 7a above.

~~Not required at present. The police meetings facilitate local priorities agreed by the group, funding is also available for some projects. Wealden hold various meetings related to planning and other issues and the town council has good communications between the two authorities. The County Council facilitates SLR (strengthening Local Relationship) meetings and there will recommence shortly. The town council has good contacts with the surgeries in the town and contacts with the CCG etc. the town council have also written a number of letters to the CCG/NHS leaders recently regarding medical provision within the town.~~

8. Youth Issues

8a – Investigate the feasibility of establishing a Skate Forum

This has been completed and connections with Bourne extreme and skate users Including local youth users have been established and wish lists acted upon. The old skate park is soon to be removed and replaced by a similar but up to date facility. A new Concrete bowl is being looked at with a budget of around £100,000 and a pump track. A user group is now in its infancy and being developed as the project progresses.

8b – Revise the Business Plan in the light of the findings of 8a above.

No need to change at present.

9. High Street Improvements

9a – Improve planting

~~New planters are being purchased for the council garden along with sticker logos on those (plastic) containers. All high street containers are being refurbished and replanted. Winter bedding is now added to the budget for each year.~~

All completed now.

~~The planters at the crossroads are being moved to the entrance gates.~~

Flower working group, cannot be moved to gates so now going outside of grand parade near stud farm.

~~The planter at the crossroads near the Dr surgery/dentist will be moved in due course when the A2270 works commence in 2021.~~ This is being discussed in the flower working group at the moment.

~~This has all been approved. New planters have been sourced and ordered. Purchase orders sent off to flower contractor for the new planters, refurbishment of old planters and planting in flower beds at council area. Winter flower purchase order placed for winter flowers 2021/22. Summer planting still under contract. Logo labels ordered and ready to install on plastic planters.~~

9b - Condition survey of the public realm to form the basis of a rolling programme of new street furniture etc.

~~A survey of benches is underway and other street furniture. These will be repaired replaced and updated as required within the budget. Several benches have now been replaced, but in the business plan the whole street furniture is being assessed. I am waiting for the report back for the benches and will then arrange for repairs and replacements asap. I am expecting this work to be completed before the year end.~~ The survey is now completed and the works scheduled to be completed before the year end.

~~The current street lighting has been assessed and some being replaced / upgraded and the new contract will enable all columns in the town to have a condition survey and a budget set in place for replacement and repair as required. Bins are being looked at and two additional ones will be installed. Noticeboards are planned to be installed in the north of the town and others are being repaired and replaced as required. Bus shelters have been renewed and are in good condition. A schedule of cleaning/repair is being drafted at present.~~

~~A programme of replacement is still underway with the final section of the latest reports being carried out before March 31st. On 1st April a new contractor should be in place and they will be carrying out a complete review of what's left as the inventory. I have also made another complaint to E Sussex highways re the lack of supply of the commuted sum figures and details regarding the street design schemes and whether they will be required back for hand back to ESCC. This is in hand now by Dale Poore (contracts manager). This should allow a better assessment of what needs replacing each year. Our budget and reserve is adequate for repairs and replacements, however it may not be sufficient for hand back to ESCC. That will depend on the total they wish to receive per column/street etc. As soon as I have that information, I can pass it back to councillors and this will be discussed in the B&L working group. I am expecting the work on the lights (initial) to be completed before 31st March 2021. The remaining assessments before the end 2021.~~

All street lighting is now with the new contractor and it is working well. I have recently asked them to let me know of the SON lights and any other usual lighting, we are chasing ESCC to complete two missed SOX lights. I am expecting some reports soon from the new contractor. They have been helpful in some historical issues. This will be discussed at a later date once more information has been collated.

10. Community events

~~At present the covid pandemic has forced the cancellation of a number of events that are held annually by the council or on council land – Public Info day (April/October); Litter pick day in collaboration with keep Britain tidy April Annual Town Assembly March-May climate change theme cancelled; Remembrance Day Service Nov ; Mayors Christmas Tea Party Dec.~~

~~The booking forms and charges have now been agreed for council land and buildings. H&S training, event planning training has been undertaken by staff and ongoing research via other clerks, networking and online. Some contacts have bene made in respect of Christmas events, music festivals, vintage fair, food and drink festivals, mini railway, conservation events, climate change information event (including remote events), tree planting events, forest schools, community gardens, skate jam event/extreme sports, disabled sports events, sporting events, litter picking events, drama and arts festival and more. These are all in very early stages and at present all on hold due to the pandemic. As the pandemic becomes under control and restrictions lifted, some events may return. Funding is also being looked at, but many funders have directed their funds towards covid related causes at present. This will resume as restrictions lift and some may be reinvented post covid.~~

Some of these events are still half planned and are more likely to take place next year. There is one nature group still holding community sessions (free) in the meadow. The other group will be holding their event as soon as it can. Funding is being sought. Some will come through council but most will be direct hires. The council will be informed prior to the events taking place.

10b – create a town wide umbrella group for organising community events

Some work has been done; this may be revived post covid restrictions.

11. Local Facilities and services

~~NB Community services are also being looked at with regards to covid and post covid – reopening of the high streets safely; mental health services; The Polegate Covid Hub, Volunteers network, Liaison with many voluntary groups which have already helped during covid and will continue to expand in Polegate post covid. Support may be requested in the way of grants over the coming months/years to support these in the town.~~ These may be revitalised once covid lockdown threats have subsided.

11a - Litter – Working Group has been established and has met. More bins, dog bins and emptying to be funded.

~~Summer emptying of bins in the skate park area have been organised within budget. Bins will be replaced once the works have been completed on the A27/A22 junction.~~

~~There are requests on the new estates along Dittons road, but a survey needs to be carried out there.~~

~~Litter picking events have also been organised although cancelled due to covid at present.~~

One litter pick event has been organised and more will be organised next year (covid permitting)

Three new bins are due to be installed as per previously resolutions, we are currently awaiting the licences from East Sussex Highways, before the work can take place.

11b - Produce an improvement and development plan for the War Memorial Recreation Ground in partnership with community and sports groups. The feasibility of a CIC and lease arrangements to be considered.

~~This has been superseded as the handover to the CIC is almost complete and grants being raised to improve the facilities grounds and introduce new provisions at that location. (including disability sports and events). New CCTV is in hand funded by grants. Many facilities have been upgraded with grants and further improvements planned. Part of this will come under council and part under the CIC.~~ The lease has now been signed and the new CIC directors are considering some improvements of the grounds. A disability cricket took place this year (grant funded) as did some Boccia sessions also grant funded. The take up for the Boccia was low though, so at present it is not clear what if any sessions will be taking place.

NB a staff review is planned to take in relation to item 6.3 and 6.4 of the business plan.

The staff review has now taken place and confidential discussions will take place within personnel committee only. This may affect the staffing levels in order to meet the needs of the business plan and accordingly the budgets and office accommodation.

Business Plan working group meeting 8th October 2021

Minutes/notes

Present:

DM AS MP DD Town Clerk

1. Apologies DW
2. Declarations –
3. The working group discussed the update report and spoke about the SDNP; friends of group and delays

All cllrs were content with how things were progressing and did not wish to add any further updates. £1000 was being put forward for the extra flower bulbs each year into the budget considerations, but no other items needed to be changed at this stage.

It was noted that personnel would soon be discussing the staff review and potential changes.

The clerk agreed to pirnt off the illustration for cllrs to suggest areas for trees.

The clkr was asked to look to see if she had deeds from land registry for a strip of land near to the Meadow and BMX track.

The meeting closed at 10:54am

Current/Business Premium

List of Payments made between 01/09/2021 and 30/09/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2021	EDF Energy	DIRECT DEB	66.86		Electricity 49/51
01/09/2021	Wealden District Council	DIRECT DEB	369.00		Sept council tax Wannock
02/09/2021	Various see below	BX166240	2,621.16		Cllr allowances
07/09/2021	Barclays Bank	DIRECT DEB	56.20		Bank charges
08/09/2021	PKF Littlejohn LLP	BX733156	1,560.00		External Audit
08/09/2021	Reef Environmental Solutions	BX732947	64.26		Refuse and Recycling High St
08/09/2021	Countrymans Contractors Ltd	BX732677	3,600.00		Grass Cutting 8 & 9 of 13
08/09/2021	Polegate Community Centre	BX732525	35.00		Subscription
08/09/2021	Countrymans Contractors Ltd	BX732496	282.00		Bin emptying Skate Park
08/09/2021	Countrymans Contractors Ltd	BX732476	474.04		Grounds Maint 5of8
08/09/2021	Europlants Ltd	BX731911	36.72		Hailsham Beds and Mthly maint
08/09/2021	Lewes District Council	BX731722	54.00		Park Checks
08/09/2021	Lewes District Council	BX731466	54.00		Aug Checks
08/09/2021	Streetlights	BX731425	290.10		Repair of street light
08/09/2021	Streetlights	BX731242	117.30		Street light repairs
08/09/2021	Europlants Ltd	BX731174	1,008.06		Summer Maintenance 3 of 4
08/09/2021	SME IT Solutions Ltd	BX731149	327.54		MS and office IT INV 1884
08/09/2021	Haven Security Ltd	BX731122	291.60		Alarm maintenance and call cen
08/09/2021	Viking	BX730818	27.42		Stationery
08/09/2021	Viking	BX730421	87.71		Stationery
08/09/2021	Viking	BX730297	53.99		Stationery
08/09/2021	Viking	BX730256	122.23		Stationery
08/09/2021	Kingdom Services Group Ltd	BX729004	104.29		Deep Clean
08/09/2021	Council HR & Governance Suppor	BX627938	1,500.00		Consultancy
10/09/2021	EDF Energy	DIRECT DEB	0.43		Electricity Wannock Office
10/09/2021	Nest pension scheme	NEST	323.07		Pension Payment September
10/09/2021	Polegate WMRG CIC	BX180036	5,527.20		Polegate WMRG CIC
10/09/2021	Polegate WMRG CIC	BX181352	610.86		CIC budget remaining elec
10/09/2021	Polegate WMRG CIC	BX182163	2,311.95		CIC Pav electicity budget
10/09/2021	Polegate WMRG CIC	BX188673	7,292.80		Remainder budgets pay to CIC
10/09/2021	PWMRGCIC reversal	BX180036	-5,527.20		payment cancelled
14/09/2021	Polegate WMRG CIC	BX165051	2,408.74		Grant re INV 909 (VAT required
15/09/2021	Inland revenue	BX704314	2,016.46		Tax & NI EEs & ERs (August)
15/09/2021	MacConvilles Ltd	BX624555	900.00		Illustrative map Brightlign Rd
15/09/2021	MacConvilles Ltd	BX529623	49.51		Flower Maintenance
15/09/2021	Staff Salaries Cash Book	Sept Sals	6,548.94		September Salaries
15/09/2021	Wealden District Council	DIRECT DEB	674.00		Council tax High Street
15/09/2021	reversal	BX529623	-49.51		reversal
17/09/2021	Kingdom Services Group Ltd	BX627161	538.20		High St toilet cleaning
17/09/2021	Countrymans Contractors Ltd	BX627313	7,242.00		Nature Land
17/09/2021	Countrymans Contractors Ltd	BX626537	243.60		Bus shelter repalce glass
17/09/2021	Countrymans Contractors Ltd	BX626007	594.00		Vandalised tarmac repair
17/09/2021	Broxap ltd	BX623922	268.74		Bin for stud farm
20/09/2021	BarclayCard	BARCLAYCAR	359.86		Various
22/09/2021	Surrey Hills Solicitors LLP	BX08292	120.00		INVPOLEG01-13
22/09/2021	Police&Crime CommissionerSX	BX09587	228.22		CCTV Maintenance Q1 & 2
23/09/2021	Police&Crime CommissionerSX	BX09137	1,091.20		CCTV Transmission

Continued on Page 2

Polegate Town Council

Current/Business Premium

List of Payments made between 01/09/2021 and 30/09/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/09/2021	Wealden District Council	DD	120.00		Annual Gosford allotment rent
28/09/2021	PKF Littlejohn LLP	BX07256	1,560.00		External Audit fee
28/09/2021	EDF Energy	DIRECT DEB	44.00		Direct debit 51 electricity
28/09/2021	reversal	BX07256	-1,560.00		reversal
29/09/2021	SME IT Solutions Ltd	BX05269	126.05		Telecomms see detail
29/09/2021	SME IT Solutions Ltd	BX06747	327.54		Office packages and Emails
29/09/2021	Lewes District Council	BX08037	54.00		Play areas inspections mnthly
30/09/2021	Kingdom Services Group Ltd	BX08085`	160.61		Cleaning (HSE) Pav
30/09/2021	Streetlights	BX162647	185.10		Column photocells replacements
		Total Payments	47,993.85		

barclaycard commercial

barclays

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: [redacted]
Card number: [redacted]
Statement date: 20 Septe
Page number:
Monthly spend limit: [redacted]

Date	Description		Amount
		VAT	
21 Aug 2021 230885389241	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR MISCELLANEOUS AND RETAIL STORES	1.71 8.54. Gloves	10.25
22 Aug 2021 230885389241	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR MISCELLANEOUS AND RETAIL STORES	2.33 11.66 Masks.	13.99
26 Aug 2021 270805272461	WWW.DISCOUNTDISPLAYS.C INTERNET GBR MISCELLANEOUS AND RETAIL STORES	Screens VAT. 47.39 222 14.95. Delv.	284.34
3 new purchases / cash advances. Total of spending.			£308.58

[redacted]

commercial

barclaycard

STATEMENT FOR J P WEBBER

LAYCARD COMMERCIAL
OX 4000
FFRON ROAD
IGSTON LE18 9EN

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

Company reference: [redacted]
Card number:
Statement date: 20 September 2021
Page number: 3 of 3
Monthly spend limit: [redacted]

Date	Description		Amount
7 Sep 2021 090985481471	SCREWFIX DIRECT YEOVIL LUMBER AND BUILDING MATERIALS STORES	VAT 3.49 17.50.	20.99
7 Sep 2021 090985481471	CO-OP GROUP PETROL PETROL POLEGA UNITED KINGDOM SERVICE STATIONS	2.70 VAT.	16.19
13 Sep 2021 140915265671	eBay O*21-07595-24695 Luxembourg LUX DEPARTMENT STORES	NO VAT	14.10
3 new purchases / cash advances. Total of spending.			£51.28

[redacted]

001003 BBA1528A 83848
[redacted]
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

[redacted]

barclaycard commercial

barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 September 2021
Page number:	[redacted]
Monthly spend limit:	

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

Date of previous statement:	20 August 2021
Previous balance:	£928.85
Payment received:	£928.85 CR
Total of charges and adjustments:	£0.00
Total of new spending:	**£359.86**
New balance:	**£359.86**
Payment due by:	**27 September 2021**

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 September 2021."

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	**928.85**
27 Aug 2021	DIRECT DEBIT PAYMENT THANK YOU	928.85 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]		308.58
[redacted]			51.28
Total cardholder expenditure			**£359.86**
New balance			**£359.86**

001003 BBA1528A 83848
[redacted]
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

Polegate Town Council

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/09/2021	1	50,000.00
Business Premium Account	30/09/2021	1	838,407.26
			888,407.26

Unpresented Cheques (Minus)

			Amount	
16/03/2020	109077	Petty Cash	76.46	
22/09/2021	BX08292	Surrey Hills Solicitors LLP	120.00	
22/09/2021	BX09587	Police&Crime CommissionerSX	228.22	
23/09/2021	BX09137	Police&Crime CommissionerSX	1,091.20	
24/09/2021	DD	Wealden District Council	120.00	
29/09/2021	BX05269	SME IT Solutions Ltd	126.05	
29/09/2021	BX06747	SME IT Solutions Ltd	327.54	
29/09/2021	BX08037	Lewes District Council	54.00	
30/09/2021	BX08085`	Kingdom Services Group Ltd	160.61	
30/09/2021	BX162647	Streetlights	185.10	
				2,489.18
				885,918.08

Receipts not Banked/Cleared (Plus)

0.00	
	0.00
	885,918.08

Balance per Cash Book is :-	**885,918.08**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	30/09/2021	1	128,161.01
			128,161.01

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		128,161.01

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		128,161.01

Balance per Cash Book is :-	**128,161.01**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	30/09/2021	0	200.00
			200.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		200.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		200.00

Balance per Cash Book is :-	**200.00**
Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	30/09/2021	0	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		0.00

Balance per Cash Book is :-	**0.00**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	30/09/2021	1	85,104.65
			85,104.65

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		85,104.65

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		85,104.65

Balance per Cash Book is :-	**85,104.65**
Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	**Statement Date**	**Page No**	**Balances**
Natwest Reserve Account	30/09/2021	1	85,090.61
			85,090.61

Unpresented Cheques (Minus)	**Amount**	
	0.00	
		0.00
		85,090.61

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		85,090.61

Balance per Cash Book is :-	**85,090.61**
Difference is :-	**0.00**

Summary Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

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	0	0	1,135	1,135			0.0%
	Expenditure	120,810	57,573	135,170	77,597		77,597	42.6%
	Net Income over Expenditure	(120,810)	(57,573)	(134,035)	(76,462)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(120,810)	(57,573)					
	Grand Totals:- Income	**0**	**0**	**1,135**	**1,135**			**0.0%**
	Expenditure	**120,810**	**57,573**	**135,170**	**77,597**	**0**	**77,597**	**42.6%**
	Net Income over Expenditure	**(120,810)**	**(57,573)**	**(134,035)**	**(76,462)**			
	plus Transfer from EMR	**0**	**0**					
	Movement to/(from) Gen Reserve	**(120,810)**	**(57,573)**					

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6 **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	226	80	180	100			44.4%	
1060	Miscellaneous Income	1	0	0	0			0.0%	
	Administration :- Income	**227**	**80**	**180**	**100**			**44.4%**	**0**
4030	Postage	243	50	500	451		451	9.9%	
4031	Stationery	277	555	1,500	945		945	37.0%	
4032	Photocopier copy charges	335	236	1,500	1,264		1,264	15.7%	
4035	Computer consumables	176	0	200	200		200	0.0%	
4036	Office IT equip't inc antiviru	580	203	700	497		497	29.1%	
4037	Website	3,892	30	350	320		320	8.6%	
4039	Legal fees	4,418	1,261	4,400	3,139		3,139	28.7%	
4040	Audit Fees (external audit)	800	1,300	1,100	(200)		(200)	118.2%	
4043	Insurance Premiums	4,763	4,865	5,000	135		135	97.3%	
4044	Insurance Tree Survey	300	0	500	500		500	0.0%	
4045	Subscriptions	2,856	3,121	3,200	79		79	97.5%	
4046	Publications	94	0	200	200		200	0.0%	
4047	Advertising	0	0	100	100		100	0.0%	
4049	Tree Works	1,000	0	1,500	1,500		1,500	0.0%	
4050	Town Council Elections	0	0	5,500	5,500		5,500	0.0%	
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	753	295	1,350	1,055		1,055	21.8%	
4059	First Aid	44	0	150	150		150	0.0%	
4062	Newsletter Production	0	0	500	500		500	0.0%	
4063	Hire of Halls	0	0	300	300		300	0.0%	
4069	Office telephones	1,969	636	700	64		64	90.8%	
4070	Broadband/Internet	499	210	500	290		290	42.0%	
4071	IT Services incl backups	519	702	2,800	2,098		2,098	25.1%	
4072	IT costs office 365	1,429	673	1,700	1,027		1,027	39.6%	
4073	IT reserve for new machines	0	0	700	700		700	0.0%	
8060	Misc Resolved Gen Reserves & c	3,930	1,771	0	(1,771)		(1,771)	0.0%	
	Administration :- Indirect Expenditure	**28,878**	**15,907**	**35,200**	**19,293**	**0**	**19,293**	**45.2%**	**0**
	Net Income over Expenditure	**(28,652)**	**(15,827)**	**(35,020)**	**(19,193)**				
6000	plus Transfer from EMR	658	0						
	Movement to/(from) Gen Reserve	**(27,993)**	**(15,827)**						
103	Town Councillors								
1060	Miscellaneous Income	120	0	0	0			0.0%	
	Town Councillors :- Income	**120**	**0**	**0**	**0**				**0**

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090	Councillors' allowances	6,638	2,621	6,700	4,079		4,079	39.1%	
4091	Councillors' expenses	0	0	500	500		500	0.0%	
4092	Councillors' training	0	40	1,000	960		960	4.0%	
4093	Mayor's allowance Civic Duties	2,139	187	2,000	1,813		1,813	9.4%	
	Town Councillors :- Indirect Expenditure	**8,777**	**2,849**	**10,200**	**7,351**	**0**	**7,351**	**27.9%**	**0**
	Net Income over Expenditure	**(8,657)**	**(2,849)**	**(10,200)**	**(7,351)**				
104	General Administration								
1010	Investment Income	563	62	500	438			12.5%	
1063	CIL funds from developers	198,462	0	0	0			0.0%	
1076	Precept	349,877	354,402	354,402	0			100.0%	
	General Administration :- Income	**548,902**	**354,464**	**354,902**	**438**			**99.9%**	**0**
4100	Grants to other Organisations	2,000	600	1,000	400		400	60.0%	
4103	Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4105	Finance Software	947	387	1,000	613		613	38.7%	
	General Administration :- Indirect Expenditure	**2,947**	**987**	**3,000**	**2,013**	**0**	**2,013**	**32.9%**	**0**
	Net Income over Expenditure	**545,955**	**353,477**	**351,902**	**(1,575)**				
6001	less Transfer to EMR	198,617	0						
	Movement to/(from) Gen Reserve	**347,338**	**353,477**						
201	Council Offices								
1000	Hire of Chamber	0	(40)	0	40			0.0%	
1060	Miscellaneous Income	0	10,661	0	(10,661)			0.0%	
	Council Offices :- Income	**0**	**10,621**	**0**	**(10,621)**				**0**
4130	Council Tax	6,737	4,041	9,500	5,460		5,460	42.5%	
4131	Electricity	1,551	734	2,900	2,166		2,166	25.3%	
4132	Water charges	101	149	550	401		401	27.1%	
4133	Sewerage	284	93	550	457		457	16.8%	
4136	Photocopier - lease	802	361	810	449		449	44.6%	
4139	Window Cleaning	0	0	240	240		240	0.0%	
4140	Alarm Maintenance	334	353	450	97		97	78.4%	
4141	Fire Precautions	212	0	440	440		440	0.0%	
4142	Other Maintenance	436	0	560	560		560	0.0%	
4146	Other Office Equipment	380	630	1,250	620	600	20	98.4%	
4154	Housekeeping San bins 49 & gar	139	88	370	282		282	23.8%	
4155	Refuse Collecting	700	225	1,300	1,075		1,075	17.3%	
4162	PWLB - Capital	4,165	2,171	4,249	2,078		2,078	51.1%	

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163	PWLB- Interest	1,408	616	1,436	820		820	42.9%	
8060	Misc Resolved Gen Reserves & c	0	3,250	0	(3,250)		(3,250)	0.0%	
	Council Offices :- Indirect Expenditure	**17,249**	**12,709**	**24,605**	**11,896**	**600**	**11,296**	**54.1%**	**0**
	Net Income over Expenditure	**(17,249)**	**(2,088)**	**(24,605)**	**(22,517)**				
202	51 High Street								
4170	51 High Street - expenditure	(258)	171	1,800	1,629		1,629	9.5%	
	51 High Street :- Indirect Expenditure	**(258)**	**171**	**1,800**	**1,629**	**0**	**1,629**	**9.5%**	**0**
	Net Expenditure	**258**	**(171)**	**(1,800)**	**(1,629)**				
203	The Pavilion								
1030	Rental Income-Pavilion	70	640	1,200	560			53.3%	
1060	Miscellaneous Income	0	84	0	(84)			0.0%	
	The Pavilion :- Income	**70**	**724**	**1,200**	**476**			**60.3%**	**0**
4179	Pavilion Insurance (CIC)	1,200	1,200	1,200	(0)		(0)	100.0%	
4180	Pavilion Electricity	1,219	2,300	2,300	0		0	100.0%	
4181	Pavilion water	231	600	600	(0)		(0)	100.0%	
4182	Pavilion sewerage	0	500	500	0		0	100.0%	
4186	Pavilion - fire precautions	149	300	250	(50)		(50)	120.0%	
4187	Pavilion - Refuse	389	551	500	(51)		(51)	110.2%	
4188	Pavilion Sani bins	0	178	148	(30)		(30)	120.0%	
	The Pavilion :- Indirect Expenditure	**3,188**	**5,629**	**5,498**	**(131)**	**0**	**(131)**	**102.4%**	**0**
	Net Income over Expenditure	**(3,118)**	**(4,905)**	**(4,298)**	**607**				
204	Wannock Office								
1060	Miscellaneous Income	0	5,253	0	(5,253)			0.0%	
	Wannock Office :- Income	**0**	**5,253**	**0**	**(5,253)**				**0**
4190	Wannock Office Electrictiy	1,395	800	800	0		0	100.0%	
4192	Wannock Office Sewage	400	750	750	0		0	99.9%	
4193	Wannock Office Council Tax	3,693	1,848	3,811	1,963		1,963	48.5%	
4195	Wannock Office Maintenance inc	0	361	360	(1)		(1)	100.1%	
4196	Wannock Office Fire Precaution	0	180	150	(30)		(30)	120.0%	
4197	Wannock grounds Maintenance	4,323	7,247	6,700	(547)		(547)	108.2%	
4198	PWMRG CIC Grant (Interim)	225	581	200	(381)		(381)	290.3%	
8060	Misc Resolved Gen Reserves & c	822	0	0	0		0	0.0%	
	Wannock Office :- Indirect Expenditure	**10,857**	**11,765**	**12,771**	**1,006**	**0**	**1,006**	**92.1%**	**0**
	Net Income over Expenditure	**(10,857)**	**(6,512)**	**(12,771)**	**(6,259)**				

Continued over page

		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	1,234	617	1,234	617			50.0%	
1060	Miscellaneous Income	26,000	572	0	(572)			0.0%	
	High Street Toilets :- Income	**27,234**	**1,189**	**1,234**	**45**			**96.3%**	**0**
4500	Toilets High St - Cleaning	6,771	2,243	7,000	4,758		4,758	32.0%	
4501	Toilets High St - Maintenance	0	0	250	250		250	0.0%	
4502	Toilets High St - Electricity	155	0	0	0		0	0.0%	
4503	Toilets High St - Water & Sewe	188	0	0	0		0	0.0%	
4504	Toilets High St - Other	178	0	0	0		0	0.0%	
4505	Toilets High St - Non Domestic	572	0	0	0		0	0.0%	
8060	Misc Resolved Gen Reserves & c	68,991	0	0	0		0	0.0%	
	High Street Toilets :- Indirect Expenditure	**76,855**	**2,243**	**7,250**	**5,008**	**0**	**5,008**	**30.9%**	**0**
	Net Income over Expenditure	**(49,621)**	**(1,054)**	**(6,016)**	**(4,962)**				
6000	plus Transfer from EMR	66,500	0						
6001	less Transfer to EMR	23,709	0						
	Movement to/(from) Gen Reserve	**(6,830)**	**(1,054)**						
301	Town Centre and Community Safe								
4201	CCTV costs	2,639	1,319	3,500	2,181		2,181	37.7%	
	Town Centre and Community Safe :- Indirect Expenditure	**2,639**	**1,319**	**3,500**	**2,181**	**0**	**2,181**	**37.7%**	**0**
	Net Expenditure	**(2,639)**	**(1,319)**	**(3,500)**	**(2,181)**				
302	Recreation Grounds								
1022	Brightling Road lease	120	0	120	120			0.0%	
1050	Insurance Refunds/claim rebate	440	0	0	0			0.0%	
1060	Miscellaneous Income	0	599	0	(599)			0.0%	
1061	S106 funding	0	300,198	0	(300,198)			0.0%	300,198
	Recreation Grounds :- Income	**560**	**300,797**	**120**	**(300,677)**			**250663.**	**300,198**
4220	General Maintenance	8,454	4,810	9,000	4,190		4,190	53.4%	
4221	Recreation ground - water	0	350	350	0		0	100.0%	
4223	Grounds Maintenance	2,427	1,624	3,000	1,376		1,376	54.1%	
4224	Travel Costs re playgrounds	0	0	200	200		200	0.0%	
4230	Skate Park	1,120	39,791	6,000	(33,791)		(33,791)	663.2%	38,015
4235	Toilets	6,812	2,993	7,000	4,008		4,008	42.8%	
4238	Litter Bins	1,500	390	2,500	2,110		2,110	15.6%	
4240	Oakleaf Lease Charges	150	150	150	0		0	100.0%	

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4241	Dog Bins	2,500	650	2,575	1,925		1,925	25.2%	
4242	Playground Equipment	959	0	4,000	4,000		4,000	0.0%	
4243	Safety Inspections	1,501	414	1,500	1,086		1,086	27.6%	
8060	Misc Resolved Gen Reserves & c	16,117	6,000	0	(6,000)		(6,000)	0.0%	6,000
	Recreation Grounds :- Indirect Expenditure	**41,539**	**57,172**	**36,275**	**(20,897)**	**0**	**(20,897)**	**157.6%**	**44,015**
	Net Income over Expenditure	**(40,979)**	**243,624**	**(36,155)**	**(279,779)**				
6000	plus Transfer from EMR	0	44,015						
6001	less Transfer to EMR	0	300,198						
	Movement to/(from) Gen Reserve	**(40,979)**	**(12,559)**						
303	Highways								
1051	Urban Grasscutting Income	3,008	3,013	3,008	(5)			100.2%	
	Highways :- Income	**3,008**	**3,013**	**3,008**	**(5)**			**100.2%**	**0**
4256	Urban grasscutting	17,505	13,000	26,000	13,000		13,000	50.0%	
4257	Bench provisions - highways	0	0	1,000	1,000	3,747	(2,747)	374.7%	
4258	Flower Beds	5,695	4,993	6,000	1,007		1,007	83.2%	
4259	Council Gardens - office	650	650	650	0		0	100.0%	
8060	Misc Resolved Gen Reserves & c	2,904	224	0	(224)		(224)	0.0%	
	Highways :- Indirect Expenditure	**26,753**	**18,867**	**33,650**	**14,783**	**3,747**	**11,036**	**67.2%**	**0**
	Net Income over Expenditure	**(23,745)**	**(15,854)**	**(30,642)**	**(14,788)**				
304	Allotments								
1070	Allotment Fees	1,761	639	1,770	1,131			36.1%	
1072	Gosford Way Allotments	120	18	175	158			10.0%	
	Allotments :- Income	**1,881**	**656**	**1,945**	**1,289**			**33.7%**	**0**
4270	Allotments - maintenance	550	(560)	600	1,160		1,160	(93.3%)	
4271	Allotments - improvements	300	(48)	350	398		398	(13.6%)	
4272	Allotments - water	822	169	650	481		481	26.1%	
4273	Allotment - rent of land Gosfo	175	(55)	175	230		230	(31.4%)	
4274	Allotment Grounds maintenance	500	351	600	249		249	58.5%	
8060	Misc Resolved Gen Reserves & c	0	598	0	(598)		(598)	0.0%	
	Allotments :- Indirect Expenditure	**2,347**	**456**	**2,375**	**1,919**	**0**	**1,919**	**19.2%**	**0**
	Net Income over Expenditure	**(465)**	**200**	**(430)**	**(630)**				
305	Street Lighting								
4280	Street Light - energy	5,715	0	9,100	9,100		9,100	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6 **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
4281	Street Light - Maintenance	8,625	325	9,900	9,575		9,575	3.3%	
4282	Street Light - new works/impro	67,606	1,293	17,200	15,907		15,907	7.5%	368
4286	Christmas decorations	10,929	0	12,000	12,000		12,000	0.0%	
4287	Additional Christmas Decoratio	2,250	0	4,000	4,000		4,000	0.0%	
	Street Lighting :- Indirect Expenditure	**95,124**	**1,618**	**52,200**	**50,582**	**0**	**50,582**	**3.1%**	**368**
	Net Expenditure	**(95,124)**	**(1,618)**	**(52,200)**	**(50,582)**				
6000	plus Transfer from EMR	44,606	368						
	Movement to/(from) Gen Reserve	**(50,518)**	**(1,250)**						
306	Prize and Prize Giving								
4096	Remembrance Wreath	30	(30)	30	60		60	(100.0%)	
	Prize and Prize Giving :- Indirect Expenditure	**30**	**(30)**	**30**	**60**	**0**	**60**	**(100.0%)**	**0**
	Net Expenditure	**(30)**	**30**	**(30)**	**(60)**				
307	The Polegate Partnership								
1040	SponsorFlower Beds Hailsham Rd	750	0	1,000	1,000			0.0%	
	The Polegate Partnership :- Income	**750**	**0**	**1,000**	**1,000**			**0.0%**	**0**
4306	Replace Hailsham Rd Beds	1,342	0	500	500		500	0.0%	
4307	Hailsham Flowers Maintenance	367	184	500	316		316	36.7%	
	The Polegate Partnership :- Indirect Expenditure	**1,710**	**184**	**1,000**	**816**	**0**	**816**	**18.4%**	**0**
	Net Income over Expenditure	**(960)**	**(184)**	**0**	**184**				
6000	plus Transfer from EMR	842	0						
	Movement to/(from) Gen Reserve	**(117)**	**(184)**						
401	The Planning Committee								
4320	Planning Committee - Halls	0	0	200	200		200	0.0%	
	The Planning Committee :- Indirect Expenditure	**0**	**0**	**200**	**200**	**0**	**200**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(200)**	**(200)**				
	Grand Totals:- Income	**582,752**	**676,797**	**363,589**	**(313,208)**			**186.1%**	
	Expenditure	**318,634**	**131,845**	**229,554**	**97,709**	**4,347**	**93,362**	**59.3%**	
	Net Income over Expenditure	**264,119**	**544,952**	**134,035**	**(410,917)**				
	plus Transfer from EMR	**112,607**	**44,382**						
	less Transfer to EMR	**222,326**	**300,198**						
	Movement to/(from) Gen Reserve	**154,399**	**289,136**						

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1000	Hire of Chamber	201	Council Offices	40.00	
1009	Bank Loyalty Discount	102	Administration		79.90
1010	Investment Income	104	General Administration		62.33
1030	Rental Income-Pavilion	203	The Pavilion		640.00
1035	High St Toilets Community Sche	205	High Street Toilets		617.00
1051	Urban Grasscutting Income	303	Highways		3,013.00
1060	Miscellaneous Income	201	Council Offices		10,661.40
1060	Miscellaneous Income	203	The Pavilion		83.68
1060	Miscellaneous Income	204	Wannock Office		5,252.84
1060	Miscellaneous Income	205	High Street Toilets		571.73
1060	Miscellaneous Income	302	Recreation Grounds		598.50
1061	S106 funding	302	Recreation Grounds		300,198.21
1070	Allotment Fees	304	Allotments		638.75
1072	Gosford Way Allotments	304	Allotments		17.50
1076	Precept	104	General Administration		354,402.00
4030	Postage	102	Administration	49.50	
4031	Stationery	102	Administration	554.81	
4032	Photocopier copy charges	102	Administration	235.80	
4036	Office IT equip't inc antiviru	102	Administration	203.40	
4037	Website	102	Administration	29.97	
4039	Legal fees	102	Administration	1,261.02	
4040	Audit Fees (external audit)	102	Administration	1,300.00	
4043	Insurance Premiums	102	Administration	4,865.11	
4045	Subscriptions	102	Administration	3,121.29	
4056	Bank/Barclaycard charges	102	Administration	294.60	
4069	Office telephones	102	Administration	635.80	
4070	Broadband/Internet	102	Administration	209.94	
4071	IT Services incl backups	102	Administration	701.76	
4072	IT costs office 365	102	Administration	672.60	
4090	Councillors' allowances	103	Town Councillors	2,621.16	
4092	Councillors' training	103	Town Councillors	40.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	187.48	
4096	Remembrance Wreath	306	Prize and Prize Giving		30.00
4100	Grants to other Organisations	104	General Administration	600.00	
4105	Finance Software	104	General Administration	387.00	
4130	Council Tax	201	Council Offices	4,040.50	
4131	Electricity	201	Council Offices	733.94	
4132	Water charges	201	Council Offices	149.14	
4133	Sewerage	201	Council Offices	92.65	
4136	Photocopier - lease	201	Council Offices	360.96	
4140	Alarm Maintenance	201	Council Offices	353.00	
4146	Other Office Equipment	201	Council Offices	629.53	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4154	Housekeeping San bins 49 & gar	201	Council Offices	87.88	
4155	Refuse Collecting	201	Council Offices	225.15	
4162	PWLB - Capital	201	Council Offices	2,171.01	
4163	PWLB- Interest	201	Council Offices	615.59	
4170	51 High Street - expenditure	202	51 High Street	171.16	
4179	Pavilion Insurance (CIC)	203	The Pavilion	1,200.23	
4180	Pavilion Electricity	203	The Pavilion	2,300.00	
4181	Pavilion water	203	The Pavilion	600.09	
4182	Pavilion sewerage	203	The Pavilion	500.00	
4186	Pavilion - fire precautions	203	The Pavilion	300.00	
4187	Pavilion - Refuse	203	The Pavilion	550.91	
4188	Pavilion Sani bins	203	The Pavilion	177.60	
4190	Wannock Office Electrictiy	204	Wannock Office	800.00	
4192	Wannock Office Sewage	204	Wannock Office	749.52	
4193	Wannock Office Council Tax	204	Wannock Office	1,847.60	
4195	Wannock Office Maintenance inc	204	Wannock Office	360.50	
4196	Wannock Office Fire Precaution	204	Wannock Office	180.00	
4197	Wannock grounds Maintenance	204	Wannock Office	7,246.80	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	580.64	
4201	CCTV costs	301	Town Centre and Community Safe	1,319.42	
4220	General Maintenance	302	Recreation Grounds	4,810.47	
4221	Recreation ground - water	302	Recreation Grounds	350.00	
4223	Grounds Maintenance	302	Recreation Grounds	1,624.00	
4230	Skate Park	302	Recreation Grounds	39,791.40	
4235	Toilets	302	Recreation Grounds	2,992.50	
4238	Litter Bins	302	Recreation Grounds	390.00	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	650.00	
4243	Safety Inspections	302	Recreation Grounds	414.00	
4256	Urban grasscutting	303	Highways	13,000.00	
4258	Flower Beds	303	Highways	4,992.83	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments		560.00
4271	Allotments - improvements	304	Allotments		47.50
4272	Allotments - water	304	Allotments	169.39	
4273	Allotment - rent of land Gosfo	304	Allotments		55.00
4274	Allotment Grounds maintenance	304	Allotments	351.15	
4281	Street Light - Maintenance	305	Street Lighting	325.00	
4282	Street Light - new works/impro	305	Street Lighting	1,292.53	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	183.60	
4500	Toilets High St - Cleaning	205	High Street Toilets	2,242.50	
6000	Transfer from EMR	302	Recreation Grounds		44,014.96

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
6000	Transfer from EMR	305	Street Lighting		367.53
6001	Transfer to EMR	302	Recreation Grounds	300,198.21	
8060	Misc Resolved Gen Reserves & c	102	Administration	1,771.00	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	3,250.00	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	6,000.00	
8060	Misc Resolved Gen Reserves & c	303	Highways	223.95	
8060	Misc Resolved Gen Reserves & c	304	Allotments	598.00	
			Trial Balance Totals :	**432,775.59**	**721,911.83**
			Difference	**-289,136.24**	

Polegate Town Council

Trial Balance for Month No: 6

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Town Clerk	101	Employee costs	21,220.37	
4001	Administration Assistant	101	Employee costs	6,145.61	
4002	Handyman/Groundsman	101	Employee costs	5,212.01	
4003	Litter Picker	101	Employee costs	4,469.79	
4005	Overtime	101	Employee costs	2,904.32	
4007	NI (ER's)	101	Employee costs	3,122.16	
4008	Pension ER's contributions	101	Employee costs	913.75	
4009	Finance officer/payroll	101	Employee costs	118.64	
4010	Internal Auditor	101	Employee costs		537.00
4011	Administrative Asst/Ctee Clerk	101	Employee costs	5,709.83	
4012	Finance Assistant	101	Employee costs	5,898.03	
4014	Consultancy/Locum Clerk	101	Employee costs	2,295.00	
4016	Training Exps inc course fees	101	Employee costs	100.00	
			Trial Balance Totals :	**58,109.51**	**537.00**
			Difference	**57,572.51**	

Source	Ledger	Ref No	Month		Code	Gross	Net	VAT
Cashbook	1		4			272.47	272.47	0.00
Cashbook	5		4			0.70	0.70	0.00
Cashbook	6		4			0.70	0.70	0.00
Cashbook	1		5			108.49	108.49	0.00
Cashbook	5		5			0.72	0.72	0.00
Cashbook	6		5			0.75	0.75	0.00
		OUTPUT		**Total Rate:**	**E**	**383.83**	**383.83**	**0.00**
Cashbook	1		4			370.20	308.50	61.70
		OUTPUT		**Total Rate:**	**S**	**370.20**	**308.50**	**61.70**
Cashbook	1		4			537.05	537.05	0.00
Cashbook	1		5			59.30	59.30	0.00
		INPUT		**Total Rate:**	**E**	**596.35**	**596.35**	**0.00**
Cashbook	1		4			200.20	190.66	9.54
Cashbook	1		5			140.64	133.94	6.70
Cashbook	1		6			67.29	64.09	3.20
		INPUT		**Total Rate:**	**LR**	**408.13**	**388.69**	**19.44**
Cashbook	1		4			59,477.69	49,564.73	9,912.96
Cashbook	1		5			12,051.80	10,043.12	2,008.68
Cashbook	1		6			19,643.01	16,366.20	3,276.81
		INPUT		**Total Rate:**	**S**	**91,172.50**	**75,974.05**	**15,198.45**
Cashbook	1		4			189.13	189.13	0.00
		INPUT		**Total Rate:**	**Z**	**189.13**	**189.13**	**0.00**

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
VAT Return Summary:				**Total Outputs**	**754.03**	**692.33**	**61.70**
				Total Inputs	**92,366.11**	**77,148.22**	**15,217.89**

VAT due in the period on sales and other outputs	**Box 1**	61.70
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	**2**	0.00
Total VAT due	**3**	**61.70**
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	**4**	15,217.89
Net VAT to reclaim from HMRC	**5**	**15,156.19**
Total value of sales and all other outputs excluding any VAT	**6**	**692.00**
Total value of purchases and all other inputs excluding any VAT	**7**	**77,148.00**
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	**8**	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	**9**	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States		**0.00**

NOTICEBOARD COSTINGS ALL EXCLUDING VAT

LOCATION:	Grass area beside the ditton rd bus stop
ITEM	COSTINGS
Noticeboard from noticeboardcompany.com see image below	£994.08 Delivery £10.00
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	£399.61,PLUS £60.14 (Licence to place a Bench, Notice Board, Planter, Waste Bin, etc on the Highway) **TOTAL COST: £459.75**
LICENSE PLUS N/BOARD AND DELIVERY	£1,463.83
INSTALLATION OF N/BOARD	£350.00
	£1,814.00

LOCATION:	Grass area beside the ditton rd bus stop
ITEM	COSTINGS
Noticeboard from broxap see image below	£1215.00 Delivery £75.00
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	£399.61 PLUS £60.14 (Licence to place a Bench, Notice Board, Planter, Waste Bin, etc on the Highway) **TOTAL COST: £459.75**
LICENSE PLUS N/BOARD AND DELIVERY	£1,749.75
INSTALLATION OF N/BOARD	£350.00
	£2,100.00

LOCATION:	Grass area beside the ditton rd bus stop
ITEM	COSTINGS
Noticeboard from earth.ancors.com see image below	£960.60 Delivery £98.00
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	£399.61 PLUS £60.14 (Licence to place a Bench, Notice Board, Planter, Waste Bin, etc on the Highway) **TOTAL COST: £459.75**
LICENSE PLUS N/BOARD AND DELIVERY	£1,518.35
INSTALLATION OF N/BOARD	£350.00
	£1,869

LOCATION:	On the inside of the bus stop at Dittons corner
ITEM	COSTINGS
Noticeboard from littlethorpe who manufacture the bus shelter see image below	£500 PLUS £111 DELIVERY
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	N/A
INSTALLATION OF N/BOARD	£40.00 by DM
	£651.00

LOCATION:	On the inside of the bus stop at Dittons corner
ITEM	COSTINGS
Noticeboard from littlethorpe who manufacture the bus shelter see image below	£350 PLUS £111 DELIVERY
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	N/A
INSTALLATION OF N/BOARD	£40.00 by DM
NOTE ONLY 2 OF THESE N/B LEFT AS DISCONTINUED STOCK	£501

ITEM	COSTINGS
Noticeboard from signsforchurches see image below	£495 plus £20 delivery
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	N/A
INSTALLATION OF N/BOARD	£225 by signsforchurches
	£740

NOTICEBOARD REPORT

Council has in the business plan requested a noticeboard in the North of Polegate. I have looked at a few locations. Firstly ‘The Mill’ area in particular the large grass at the entrance to the housing estate. I have chased and chased Taylor Wimpey for permission to put a noticeboard there, but unfortunately have not received any responses. We had considered Lidl, but this is quite some way out of town, and it needs to be considered that most people who visit the store are in a car and are unlikely to look at a noticeboard located here in the car park area. I have also contacted them to discuss the idea in the past but have not received any response.

I contacted McColls (now Morrisons) to ask about putting a noticeboard on the wall adjacent to the shop, but the defib is now there and so the space is not available. They did suggest the grass area adjacent to the shop (in the left-hand corner), but this would incur license and excavation costs from ES Highways and the location means it would not be seen by many.

We then looked at putting a noticeboard on the grass area by the mini roundabout on Dittons/Pevensey Road opposite the entrance to ‘The Mill’ estate. This area gets a high footfall as many people walk to and from the Town and the bus stop here is well used. A noticeboard at this location would incur costs from ES Highways, license for the noticeboard and an excavation license. This is currently £460.00.

The other option was to put a noticeboard on one of our existing bus shelters. The big positive with this location is that we would not incur any license fees. I looked at several noticeboards to go on the side of the shelter but unfortunately the bus shelter side is too small for the type/size of notice board we would require. I contacted ‘Littlethorpe’ who manufacture and supply the bus shelters and they have noticeboards which will fit on the back of the shelter above the seat. This option is by far the cheapest and would mean the noticeboard could be in place before the end of the year.

I have attached a spreadsheet which lists the different noticeboards I have researched, and the costs associated with these.

<u>NOTICEBOARD COSTINGS</u> ALL EXCLUDING VAT

LOCATION:	**Grass area beside the ditton rd bus stop**

ITEM	COSTINGS
Noticeboard from noticeboardcompany.com see image below	£994.08 Delivery £10.00
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	£399.61,PLUS £60.14 (Licence to place a Bench, Notice Board, Planter, Waste Bin, etc on the Highway) **TOTAL COST: £459.75**
LICENSE PLUS N/BOARD AND DELIVERY	£1,463.83
INSTALLATION OF N/BOARD	£350.00
	£1,814.00

LOCATION:	**Grass area beside the ditton rd bus stop**

ITEM	COSTINGS
Noticeboard from broxap see image below	£1215.00 Delivery £75.00
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	£399.61 PLUS £60.14 (Licence to place a Bench, Notice Board, Planter, Waste Bin, etc on the Highway) **TOTAL COST: £459.75**
LICENSE PLUS N/BOARD AND DELIVERY	£1,749.75
INSTALLATION OF N/BOARD	£350.00
	£2,100.00

LOCATION:	**Grass area beside the ditton rd bus stop**

ITEM	COSTINGS
Noticeboard from earth.ancors.com see image below	£960.60 Delivery £98.00
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	£399.61 PLUS £60.14 (Licence to place a Bench, Notice Board, Planter, Waste Bin, etc on the Highway) **TOTAL COST: £459.75**
LICENSE PLUS N/BOARD AND DELIVERY	£1,518.35
INSTALLATION OF N/BOARD	£350.00
	£1,869

LOCATION:	**On the inside of the bus stop at Dittons corner**

ITEM	COSTINGS
Noticeboard from littlethorpe who manufacture the bus shelter see image below	£500 PLUS £111 DELIVERY
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	N/A
INSTALLATION OF N/BOARD	£40.00 by DM
	£651.00

LOCATION:	

ITEM
Noticeboard from littlethorpe who manufacture the bus shelter see image below
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.
INSTALLATION OF N/BOARD

NOTE ONLY 2 OF THESE N/B LEFT AS DISCONTINUED STOCK

On the inside of the bus stop at Dittons corner

COSTINGS
£350 PLUS £111 DELIVERY
N/A
£40.00 by DM
£501

ITEM	COSTINGS
Noticeboard from signsforchurches see image below	£495 plus £20 delivery
License from ES Highways: Licence to make an Excavation in the Highway AND place noticeboard on H/way.	N/A
INSTALLATION OF N/BOARD	£225 by signsforchurches
	£740

Budget meetings TBA (Personnel, Planning) REQUIRED

29th **November** 2021 REQUIRED FOR COMMENCEMENT OF BUDGETS FROM FINANCE

13th December 2021 REMOVE (AS WDC DATA ALWAYS RECEIVED LATE)

10th **January** 2022 **REQUIRED** FOR BDUGETS AND PRECEPT

NOTE NO END JAN MEETING

28th February 2022 REMOVE

28th **March** 2022 **REQUIRED** FOR END OF YEAR ADJUSTMENTS

25th April 2022 REQUIRED TO SIGN OFF ACCOUNTS BUT CAN BE REMOVED IF NOT REQUIRED

30th May 2022

27th **June** 2022 **REQUIRED** TO SIGN OFF INTERNAL AUDIT AND ACCOUNTS FOR SUBMISSION

25th July 2022 REQUIRED AS NO MEETINGS IN AUGIST – BUT IF NO ADDITONAL BUSINESS MAY BE REMOVED.

26th September 2022 REQUIRED BUT IF NO ADDITIONAL BUSINESS MAY BE REMOVED

OCT 2021 **REMOVE** SMALLER BUDGET MEETINGS INCLUDING FINANCE.

NB FINANCE MEETINGS MAY BE MORE FREQUENT TO SIGN OF PAYMENTS AND A LIST MAY BE ISSUED AT THE BEGINNING OF THE YEAR OF STANDARD PAYMENTS TO BE ACCEPTED.