

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 27th July 2020 7pm by REMOTE meeting

Present: Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar (13)

Not Present: Cllr J Harmer, Mrs M Piper (2)

No members of the public were present at the live event.

Minute No.	Subject/Resolution
12951	Standing orders suspended <u>VOTE All in favour Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar</u>
12952	Opportunity for public comment None received
12953	Apologies for absence Cllr J Harmer ill health accepted S85, Mrs M Piper (personal) accepted S85 <u>It was agreed to accept the apologies under S85 VOTE All in favour Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar</u>
12954	Declarations of interest in any items on the agenda Cllr D Shing, S Shing minutes number 12959, 12960 as County Councillors.
12955	To approve and adopt the minutes of the Full Council meetings of 6th July 2020 <u>It was resolved to adopt the minutes of the Full Council meetings of 6th July 2020 as an accurate record of the meeting VOTE All in favour Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar</u>
12956	Mayors Report (verbal) The Mayor stated that he had spoken to Lord Lieutenant of east Sussex Mr Peter field and how COVID was affecting many areas of everyday life.
12957	To adopt the minute and recommendations of standing committees a) Finance & Policy Committee (remote) meeting 17th July 2020 (if available) <u>It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee 17th July 2020. VOTE All in favour Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar</u> b) Planning committee (remote) meeting minutes 2nd July 2020 (delegated decisions) <u>It was resolved to adopt the minutes and recommendations of the Planning Committee 2nd July 2020. VOTE All in favour Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar</u> c) Personnel Committee (remote) meeting minutes 3rd July 2020 (delegated decisions) <u>It was resolved to adopt the minutes and recommendations of the Personnel Committee 3rd July 2020. VOTE All in favour Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar</u>
12958	Financial Update a. Approval of payments as presented (new) none

	b. Barclaycard Statements – already authorised for noting i. Feb, March, April, May, June c. Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals i. Feb, March (already seen as year-end close down figures), April, May & June. A councillor raised a question about COVID costs and recovery. The clerk stated that some had been able to be recovered but the rest was mainly in the general maintenance code 4220. <u>It was resolved to adopt the payments, changes and accounts as presented. VOTE All in favour Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar</u>
12959	Motion to send email response as shown below to East Sussex Waste and Minerals Local Plan Consultation (circulated to all councillors prior to the meeting) http://consult.eastsussex.gov.uk/portal/wmlpr/2020a/r03 <i>One areas of concern which related to page 23. 4:13 Policy RV1 point 4b in particular. It describes how major mineral and waste development that would affect the South Downs National Park and High Weald Area of Natural Beauty would be refused. This is fine, but then goes on to say 'except in exceptional circumstances' and lists these which include a need for development etc. This seems to hint that these areas could be used in the future if really needed. The Town Council is concerned this could be a threat to this land in the future if national circumstance/government policy dictated it at a future date.</i> <u>It was resolved to send the above comments to East Sussex County Council regarding the East Sussex Waste and Minerals Local Plan Consultation VOTE 11 for Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Sanders, Mrs W Alexander, D Murray, D Dunbar 2 abstentions Cllrs D Shing, S Shing</u>
12960	Correspondence for action a. Motion to accept memorandum of agreement of grass cutting contract with ESCC (new) as checked – see papers for agreement. And for it to be signed by two councillors and sealed. <u>It was resolved that the document be accepted, signed and sealed by two councillors. VOTE 11 for Cllrs D Watts, M Falkner, Ms A Snell, Mrs C Berry, A Wood, M Cunningham, R Shing, D Sanders, Mrs W Alexander, D Murray, D Dunbar 2 abstentions Cllrs D Shing, S Shing</u>
12961	Representatives of outside bodies a. Police liaison The report had been circulated to all councillors prior to the meeting. A councillor raised some issues about litter and litter along the trunk road (Highways England).
12962	Dates of the next scheduled meetings Full council 28th September 2020

The meeting closed at 7.35pm

Signed Mayor of Polegate _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 18th September 2020 by remote meeting at 10.00am

Present: Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell (6)

Not Present: Cllrs S Shing, D Sanders, D Dunbar (3)

2 members of the public present

Minute Number	Resolution
12672	Suspend standing orders (3 e,f,g &h) <i>Standing orders suspended</i> <u>VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell</u>
12673	Opportunity for Public Comment (via email comments) None
12674	Apologies for absence Cllrs D Sanders, S Shing, D Dunbar
12675	Declarations of interest in any items on the agenda None
12676	Minutes of Finance & Policy committee meeting of 27th July 2020 <u>It was resolved to accept the minutes of the Finance & Policy meetings of 27th July 2020 as an accurate record of the meeting and were duly signed.</u> <u>VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell</u>
12677	Payments of accounts as presented None
12678	Financial Regulations review The amendments were discussed by the committee <u>It was agreed to accept and adopt the draft Financial Regulations as presented. VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell</u>
12679	Buildings & Land working group recommendations report The report had been circulate to all Councillors prior to the meeting. <u>It was resolved to go ahead with the street lighting works with the current contractor as discussed to be paid for through the budget codes and ear marked reserves as required.(IRO £53,000) [concrete columns with LED and new columns; life expired columns and LED lanterns; remaining SOX replacements to LED. To change contractor to Streetlighting.co.uk and to give the appropriate notice to the outgoing contractor. To then review the energy costs once the new contractor was in place and an inventory and condition survey with the new contractor.</u> <u>It was resolved to set aside funding from either S106 (if appropriate) or CIL to replace the</u>

	<u>skate park with a smaller more modern facility and to investigate a new additional concrete skate park IRO £100,000 to be delegated to the clerk in liaison with the Buildings & land working group.</u> <u>It was resolved to charge £10 per session for any organized sports (where charging) using the field at Wannock with a booking system to ensure the grounds can be used by the existing clubs. To reduce the charges to the cricket and football clubs to £10 per session as they were unable to use the pavilion at this present time due to COVID.</u> <u>It was resolved that the clerk go ahead with the grant applications for CCTV at Wannock, Brightling and Oakleaf and to set aside enough budget funding for ongoing maintenance and any broadband/IT/transmission charges as appropriate. It was expected that these may be circa £600 per site (x 3) VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell</u>
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The meeting closed at 10.17am

Signed by _____ Chair of Finance & Policy

Dated _____

Buildings & Land Meeting 4th September 2020 10am

Present: Cllr D Murray, D watts, A Wood, D Dunbar, Mrs M Piper joined later

1. Apologies Cllrs J Harmer, Ms A Snell, Mrs M Piper (may join later)
2. Declarations – Cllrs D Watts, D Murray, Mrs M Piper directors of PWMRG CIC
3. Street lighting – the street lighting report was discussed in detail

It was agreed to recommend to Finance that the street lighting works go ahead as soon as possible to be paid for from the current budget and the street lighting reserve as required. VOTE All in favour DM, DW, AW, DD

4. Skatepark repairs versus new park – the report was discussed in great detail. The clerk stated that some had gone over the specification beyond tender limits. It was agreed this would be checked. The clerk was asked to check if the quote for £32,000 contractors would be able to carry out the work this year. The clerk was asked to arrange a remote meeting with the skate park users to see if this quote would be satisfactory for use. The Brightling Road report was referred to regards other facilities that were being proposed. (children's play area, outdoor gym, new concrete skate park bowl and other items). The group agreed that the works should be carried out sooner rather than later and it was better to pay a little extra for a new good standard park than to pay large amounts in repairs and have similar issues. The group discussed how popular the whole area was now and scooters using it as well as BMX and skate boarders. They referred to investigations into the potential of having a pump track where the BMX track is. The clerk was asked to continue to look at the costs of a concrete skate bowl around £100,000 or less and report back to the group. The clerk would check the issues with regards to timing and the Financial regulations.

It was agreed to recommend to Finance that the contract/repairs IRO £32,000 should be funded from CIL/S106 funds to be delegated to the clerk in liaison with the Buildings and Land working group. VOTE All in favour DM, DW, DD, AW.

5. Brightling Road Report – the draft report was discussed including issue with the basketball court and the potential of having a new bench situated nearby, for people sitting and watching. The group discussed the merits of improving the area including health benefits and encouraging residents to use facilities nearby. The entrance field and the right of way was discussed, and it was agreed that this should stay where it had been shown on the deeds. The clerk would get the area measured and continue to look at the play area, car park area and community garden issues. The clerk mentioned discussions with a contractor employed by other authorities working nearby who had volunteered some assistance in some of the ideas presented. The picnic area was discussed and the trees, fencing and benches.

It was agreed to propose to full council that a survey be carried out on the far end bridge into the field, estimated cost would be £600-1000. VOTE All in favour DM, DW, DD, AW.

Cllr Mrs M Piper joined the meeting at 10.32am

6. Charges for the field at Wannock for organised sports/activities (with particular interest in those using the field during COVID and free of charge but charging).

Following the advice from the solicitor and the increasing use of the field for organised sports

It was agreed to recommend to Finance that organised sports/activities who charged would be charged 310 per session for use of the field. VOTE All in favour DM, DW, DD, AW, MP

7. It was agreed to charge £10 and that rather than charge the full £30 to the sports groups only £10 would be charged as they had not had use of the pavilion. The clerk mentioned grants that she was claiming which could help with the pavilion. (she had not heard back from the funder yet).

It was agreed to recommend to Finance that whilst the pavilion could not be used the sports clubs would only be charged £10 per session for the use of the facilities. VOTE All in favour DM, DW, DD, AW, MP

8. Legionnaires Report at Pavilion – works will be required (awaiting full report)

The working group discussed the likely costs that could occur and agreed that the clerk would go ahead and organise the works required under her delegated authority once the full report was received. The clerk would let the working group know the final outcome.

9. A27 planters during works

It was agreed that the flower working group would be able to make the decision, but that the planters would be moved to the white gates entrances and exits. (and temporarily moved to the allotments if required).

10. Future of planters at the crossroads.

This was deferred.

11. CCTV grants

It was agreed to recommend to Finance that the Grants be applied for ASAP and that the maintenance charges would be added to the budgets for future years once any were installed. The expected costs were around £600per year based on the data chips and maintenance costs. (£600 x 3) Priority would be Wannock, Brightling then Oakleaf as discussed. VOTE All in favour DM, DW, DD, AW, MP

12. CIC progress verbal update

The (former) solicitor dealing with the lease had sent through further emails, these delays were discussed and issues with the lease. It was agreed (delegated) that the lease would be changed to reflect the FiT requirements.

It was agreed that the clerk would obtain a quote from Surrey Hills solicitors for the Service Level Agreement and report back. It was expected that these costs would be IRO £1000-1500 and would need to be funded from General reserves.

13. Offices and toilet update

The clerk stated that one member of staff was in each day (morning) and this had been risk assessed. There were no visits except for those made by appointment which allowed for the works taking place on site and ensuring that social distancing was adhered to. At present the remaining office staff were mainly working from home, although staggering visits for filing and times when visits to the office were required. Bandit screens which had already been investigated were considered and whilst these were considered appropriate, the situation was considered to be a moving one and therefore these would not be installed at the present time and the appointment system would continue. If the need to reopen the office fully presented itself, it was agreed that the £3000 could be spent from general reserves in order to adhere to Health & Safety regulations and COVID rules, but it was more likely that a simple Perspex screen, whether floor standing or on the counter may be more appropriate and better suited to the budget. The clerk stated that she would keep the group and councillors updated. The group discussed briefly the feasibility studies regarding potential changes to the building.

The meeting closed at 11.17am

Internal audit review minutes 4th Sept 2020

Present: DM, DW, MF

Apologies A Snell

The report had been circulated to all prior to the meeting. The group noted that COVID had delayed a few things including the annual stat meeting.

The group agreed to recommend the report to full council for formal approval. VOTE All in favour DM, DW, MF

The group agreed to recommend to full council appointing Mulberry & Co as internal auditor again (the contract is rolling, but different auditors attend) VOTE All in favour DM, DW, MF

It was agreed that instead of in person petty cash checks the clerk would arrange a date to count and call DW (Mayor) on a video call to witness the counting and slips.

The meeting ended at 11.42am

Notes/minutes Risk assessment working group 18th Sept 2020 10.20am

Present: Cllrs D Watts, Mrs M Piper, M Cunningham, A Wood

Apologies: Cllr J Harmer

The working group discussed the annual risk management in great detail and the resilience in the event of the long term illness of the clerk/death of the clerk. It was agreed that the suggestion to appoint a deputy in the future should staff levels change was a good idea and would be taken into consideration.

It was agreed to submit the schedule to full council for review and comment on 28th September.

Risks and risk assessments associated with COVID on council land, buildings and work were discussed in detail. The group was satisfied that all appropriate measures were being taken.

The meeting closed at 11.08am.

Polegate Town Council Risk Assessment

Notes

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCE AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's office. The Clerk makes back-ups of files to an external hard drive, which is backed up to a separate location. There is an automatic backup to an external drive held in the office. There is also an automated backup to a secure cloud facility compliant with GDPR. Recovery can be done remotely and onto new machines if there was a major disaster.	A new procedure being drafted, and will be reviewed periodically after created. <i>NB potentially employ a deputy clerk in the future to cover for the clerk in the event of long term illness.</i>
Precept	Adequacy of precept Requirements not submitted to PTC Amount not received by PTC	L L L	The Council reviews the Precept requirement annually at the November Finance & Policy meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figured for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Polegate Council. This figure is submitted by the Clerk in writing to WDC. The Clerk monitors and records when the monies are received.	Existing procedure adequate. Review periodically.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements.	Existing procedure adequate. Review the Financial Regulations Annually.
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statements arrive, these are dealt with immediately by informing the bank and awaiting their correction. The Clerk reviews the Councils banking arrangements regularly.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after Annual Council and an election. Monitor the bank statements monthly. The creation of new bank accounts with different group providers is currently in hand to protect against loss under the FSCS scheme.

Polegate Town Council Risk Assessment

Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations that set out the requirements. Cash received is banked within 3 banking days. Petty Cash is checked by one councillor annually and by the clerk monthly for accuracy. The Council's insurance policy has a Fidelity Guarantee.	Existing procedure adequate. Review the Financial Regulations annually Ensure Fidelity Insurance is adequate.
Reporting and auditing	Information communication Compliance	L M	A budget monitoring statement is produced for each Council/Committee meeting with the agenda and discussed and approved at the meeting. A full list of payment and receipts and cheques to be signed is provided at the full council or finance meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented at full council meetings. Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing communication procedures adequate. Council to appoint a Councillor to check financial records for Fidelity compliance. Mayor.
Direct costs Overhead expenses Debts	Goods or Services not supplied but billed for. Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L L	The Council has Financial Regulations that set out the requirements. At each Finance or Full Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. Council approves the list of requests for payment. The Council has minimal stocks, these are monitored by the Clerk. Unpaid invoices to the Council are pursued.	Existing procedure adequate. Review the Financial Regulation when necessary.
Grants and support – payable	Power to pay. Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. Many items are carried out under the General power of Competence.	Existing procedure adequate. Councillors request a copy of S137 rules if required. Eligibility for GPoC is reviewed annually.
Grants – receivable	Receipts of Grant	L	The Town Council receives a regular grant from WDC annually paid in two instalments with the precept. Receipt is reported to the Council at the next meeting of the Council. Any one-off grants awarded would come with terms and conditions to be satisfied.	Existing procedures adequate. S106 and CIL receipts are separated in the account codes and interest applied individually. The agreements are adhered to in accordance with the agreement.
Charges – Rentals payable	Payments of leases/rentals	L	The Council pays an annual sum to East Sussex County Council in respect of Oakleaf play area. It also pays in arrears a sum to WDC for the rental of Gosford Way allotment. This is based on the exact amount of income received from rents from the previous financial year.	Existing procedures adequate.
Charges – Rentals receivable	Receipt of rental Insurance implication	L M	Sports Facilities - The Council issued a 5 year agreement for usage with a rolling agreement to extend and both parties signed the agreement and the Council copy is held in Council records. The Council is notified accordingly. The sports Clubs arrange their own insurance and provide a copy to the Council each year. The system is being reviewed and a CIC being set up in order that a longer lease can be granted to one body of which all sports and recreational groups can join.	Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received. CIC in progress and changes will be documented accordingly.
Best value Accountability	Work awarded incorrectly Overspend of services	L M	As per Financial Regulations normal Council practice would be to seek, if possible, more than one quotation for any substantial work required	Existing procedure adequate. Review Financial Regulations regularly.

Polegate Town Council Risk Assessment

			to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council, committee or working group as appropriate.	
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	The Town Council has delegated the appointment of all employees to the Town Clerk, who liaises with the personnel committee regarding appointments. These are reported back to full council. Salary rates are assessed annually by the Council and applied on 1st April each year. Salaries are paid by online banking (or cheque in the event of a banking issue) each month which is pre-authorised and signed off manually by two councillors and reported to the Council. The Tax and NI contributions due are reported to the Council and signed off at full council or finance. The Tax and NI and pension contributions are worked out by the external payroll officer who supply the payment details to the town clerk for payment. This is also authorised by full council or finance and signed off by two councillors for payment. All Tax and NI payments are paid monthly and submitted to the Inland Revenue. The Clerk keeps a contracts of employment and job descriptions.	Existing appointment and payment system is adequate.
Clerk/Other workers (voluntary/casual)	Loss of Clerk Fraud Actions undertaken Health & Safety	L L L L	The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk & staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake their roles. The staff are also provided with adequate direction and safety equipment needed to undertake the role, i.e. protective clothing and training.	Existing procedure adequate. Purchase reference books where necessary. Membership of the SLCC and training through SSALC and outside bodies when required. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	The Mayor has annual civic allowance which is budgeted for annually. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council. All councillors are allocated an allowance in the budget. Payment of this is made via calculation by the payroll officer (external) and the appropriate TAX and Ni deductions are made. Approval of the rate is made periodically usually once per year.	Existing procedure adequate.
Election costs	Risk of an election cost	L	The Town Council currently budgets in advance ⅓ of the expected full election costs as each election is at present contested. The Town Council has also set a sum aside for the provision of a poll which is approximately the same cost in case of the event of a poll being called at the Annual Town Assembly. .	Existing procedure adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements.	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Annual Return is completed and submitted online and to	Existing procedures adequate.

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			the Inland Revenue within the prescribed time frame by the payroll officer (external). Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All activities and payments are within the powers of the council.
Council records – paper	Losses through; Theft Fire Damage	L M L	The Town Council records are stored at the council offices and other sites. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fire proof) and older more historical records offsite. Older minutes are archived at the Keep near Brighton. Some records are scanned and stored on the computer system.	Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases copied and deposited off-site. For security certain documentation is stored in lockable cabinets and in the safe.
Council records – electronic	Loss through; Theft, fire, damage Corruption of Computer	L M	The Town Council's electronic records are stored on an external hard drive and backup up both offside and on a secure UK based cloud server which is GDPR compliant. The data is backed up daily.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	M L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Interim issues are dealt with by finance and policies increased accordingly. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. Buildings are reassessed and the bank accounts are to be split as the town Council is within the threshold for FSCS protection.	Existing procedure sufficient, new accounts are set up and final one in the process of being split to provide protection to the £85,000 level, if reserves not depleted. Review insurance provision annually. Review of compliance.
Data Protection	Policy Provision	L/M	The Council is registered with the Information Commissioners Office and is GDPR compliant.	Ensure annual renewal of Registration via direct debit approved by full council. Monitor and report any impacts of request made under SAR/GDPR regulations.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.	Monitor and report any impacts of requests made under the FOI Act.
Meeting location	Adequacy Health & Safety	L M	The Town Council Meetings are usually held in the Council chambers or local church/church hall nearby. In the event the Clerk is indisposed the Mayor has a key to access the building. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Meetings where larger numbers are expected are booked in the halls	Existing location adequate. Access via stairs and stair lift only. Some meetings are held in halls nearby with sloped access if required. Refurbishment of building being considered.

Polegate Town Council Risk Assessment

			nearby.	
Street Lighting	Risk/Injury to third party	L	Insurance is in place. Maintenance contract with ESCC which is being reviewed.	Existing procedure adequate and works being implemented. Review in progress, almost completed.

Polegate Town Council Risk Assessment

ASSETS				
Subject	Risk(s) Identified	H / M / L	Management/Control Risk	Review/Assess/Revise
Street Furniture, Play Area Equipment and Open Spaces	Loss or Damage Risk/damage to third party(ies)/property	L L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Parks are checked weekly by qualified staff and most staff are qualified to carry out the checks in the event of sickness. Monthly checks are carried out by a member of staff usually the maintenance person and currently an outside organisation. Parks are checked visually daily for litter and major safety risks. These are dealt with immediately and the site secured or repaired accordingly. An annual inspection of the parks are carried out by a RoSPA approved contractor. Reports of defects and risks are reported back to the council and the appropriate action taken depending on the level of risk. Some items are then added to the maintenance schedule or a contractor sought to carry out the task. All items are addressed as soon as reasonably practicable. A risk audit on the trees on council land is on file and annual check are made and work scheduled in accordingly. Risk assessment of Play Area equipment made by LDC and annual inspection carried out by registered play inspection company. Reports are kept accordingly. Incidents are investigated for cause and added to the Health and Safety management/risk assessment list for review. Improvements are made on any areas where possible. These are usually assessed by either the risk management working group or the buildings and land working group and reported back to council where required.	Existing procedure adequate. Review insurance requirements annually. Review tree audit periodically, usually annually for changes.
Noticeboards	Risk/damage/injury to third parties Road side safety	L L	The Town Council has three notice boards sited around the Town. All locations have approval by relevant parties, insurance cover, inspected regularly by the staff periodically - any repairs/maintenance requirements brought to the attention of the maintenance man who has a contract to carry out works. Keys held in the office.	Existing procedure adequate.

LIABILITY				
Subject	Risk(s) Identified	H / M / L	Management/Control Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.	Existing procedure adequate.
	Working Parties taking decisions	L	Ensure established with clear terms of reference.	Monitor and review when required.
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next available Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk assessments regularly carried out to comply with requirements.	Ensure risk assessments are carried out. Existing procedures adequate.

Polegate Town Council Risk Assessment

Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from the SSALC/SLCC as required.	Existing procedures adequate.
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves Minutes at monthly meetings. Retention of document policy in place.	Existing procedures adequate.

COUNCILLORS' PROPRIETY				
Subject	Risk(s) Identified	H / M / L	Management/Control Risk	Review/Assess/Revise
Members interests	Conflict of interest Register of Members interests	M M	Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.



~~MRS JOCNANOVIC~~ 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 July 2020

Business Current Accounts

Business Current Account Statement	£50,000.00
------------------------------------	------------

Sort Code 2077 20 • Account No 0000 0000	✓
--	---

Business Savings Accounts

Business Premium Account	£490,171.68
--------------------------	-------------

Sort Code 2077 20 • Account No 0000 0000	✓
--	---

Business Premium Account	£128,114.36
--------------------------	-------------

Sort Code 2077 20 • Account No 0000 0000	✓
--	---

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

038174_194 1/ 2 00003 93821 22116 38500

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



Your Statement

Account Summary

Opening Balance	85,093.02
Payments In	0.70
Payments Out	0.00
Closing Balance	85,093.72

Interest Rate - Valid as at end date of the statement period
0.01% AER

International Bank Account Number

Branch Identifier Code

Sortcode

Account Number Sheet Number

Account Name

Polegate Town Council

13 June to 12 July 2020

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
12 Jun 20	BALANCE BROUGHT FORWARD			85,093.02
12 Jul 20	CR GROSS INTEREST TO 11JUL2020		0.70	85,093.72
12 Jul 20	BALANCE CARRIED FORWARD			85,093.72

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

02082257
00763 01



Business Reserve Account

Branch details

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

N38500/02082257/M 524100/00763



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

Summary

1 Jul 2020 to 31 Jul 2020
Sheet 9

Previous balance 85,079.96

Withdrawn 0.00

Paid in 0.72

New balance 85,080.68

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: 0.01% Gross / 0.01% AER

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

For Bank use

Account Number ~~02082257~~
Branch sort code ~~020822~~
National Westminster Bank Plc

POLEGATE TOWN COUNCIL
BUSINESS RESERVEACCOUNT

BIC ~~NWBKGB33~~
IBAN ~~GB25NWBK52410000000000000000~~

CASHBOOK 6

**Bank Reconciliation Statement as at 31/07/2020
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	31/07/2020	1	50,000.00
Business Premium Account	31/07/2020	1	490,171.68
			540,171.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/03/2020 109077 Petty Cash		76.46	
15/07/2020 BX302114 Inland revenue		1,747.76	
			1,824.22
			538,347.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			538,347.46
		Balance per Cash Book is :-	538,347.46
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
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	31/07/2020	1	128,114.36
			128,114.36
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			128,114.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			128,114.36
		Balance per Cash Book is :-	128,114.36
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
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	31/07/2020	0	200.00
			200.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Date: 03/08/2020

Polegate Town Council

Page 1

Time: 15:42

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 4 - Staff Salaries Cash Book**

User: SG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Salaries Control	31/07/2020	0	0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2020
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	31/07/2020	1	85,093.72
			<u>85,093.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,093.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,093.72
		Balance per Cash Book is :-	85,093.72
		Difference is :-	0.00

Date: 12/08/2020

Polegate Town Council

Page 1

Time: 14:45

User: SG

**Bank Reconciliation Statement as at 31/07/2020
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	31/07/2020	1	85,080.68
			<u>85,080.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,080.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,080.68
		Balance per Cash Book is :-	85,080.68
		Difference is :-	0.00

12/08/2020

Polegate Town Council

Page 2

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Summary Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

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	1,326	0	1,038	1,038			0.0%
	Expenditure	114,673	36,299	127,216	90,917		90,917	28.5%
	Net Income over Expenditure	<u>(113,347)</u>	<u>(36,299)</u>	<u>(126,178)</u>	<u>(89,879)</u>			
	plus Transfer from EMR	1,291	0					
	Movement to/(from) Gen Reserve	<u>(112,056)</u>	<u>(36,299)</u>					
	Grand Totals:- Income	1,326	0	1,038	1,038			0.0%
	Expenditure	114,673	36,299	127,216	90,917	0	90,917	28.5%
	Net Income over Expenditure	<u>(113,347)</u>	<u>(36,299)</u>	<u>(126,178)</u>	<u>(89,879)</u>			
	plus Transfer from EMR	1,291	0					
	Movement to/(from) Gen Reserve	<u>(112,056)</u>	<u>(36,299)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

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
--	---------------------	------------------------	-----------------------	--------------------------	--------------------------	--------------------	---------	-------------------------

101 Employee costs

Employee costs :- Indirect Expenditure	114,673	36,299	127,216	90,917	0	90,917	28.5%	0
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Net Income over Expenditure	(113,347)	(36,299)	(126,178)	(89,879)
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6000 plus Transfer from EMR	1,291	0
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Movement to/(from) Gen Reserve	(112,056)	(36,299)
---------------------------------------	------------------	-----------------

102 Administration

1009 Bank Loyalty Discount	227	88	140	52			62.7%	
Administration :- Income	227	88	140	52			62.7%	0
4030 Postage	328	0	500	500	500		0.0%	
4031 Stationery	1,331	(300)	1,500	1,800	1,800		(20.0%)	
4032 Photocopier copy charges	1,362	177	1,500	1,323	1,323		11.8%	
4035 Computer consumables	82	90	200	110	110		45.2%	
4036 Office IT equipment	4,038	0	700	700	700		0.0%	
4037 Website	350	15	5,800	5,785	5,785		0.3%	
4039 Legal fees	15,996	3,313	4,000	687	687		82.8%	
4040 Audit Fees	800	183	1,000	817	817		18.3%	
4043 Insurance Premiums	4,073	4,763	5,000	237	237		95.3%	
4044 Insurance Tree Survey	294	0	300	300	300		0.0%	
4045 Subscriptions	4,947	2,367	3,000	633	633		78.9%	

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

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
4046	Publications	108	0	120	120		120	0.0%	
4047	Advertising	0	0	100	100		100	0.0%	
4049	Tree Works	3,200	0	1,000	1,000		1,000	0.0%	
4050	Town Council Elections	1,663	0	5,500	5,500		5,500	0.0%	
4053	Refreshments	68	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	944	186	1,350	1,164		1,164	13.8%	
4059	First Aid	14	0	150	150		150	0.0%	
4062	Newsletter Production	0	0	500	500		500	0.0%	
4063	Hire of Halls	182	0	300	300		300	0.0%	
4069	Office telephones	1,418	1,465	1,600	135		135	91.6%	
4070	Broadband/Internet	524	219	550	331		331	39.9%	
4071	IT Services incl backups	1,045	250	832	582		582	30.0%	
4072	IT costs office 365	0	317	1,200	883		883	26.4%	
4073	IT reserve for new machines	0	0	700	700		700	0.0%	
8060	Misc Resolved Gen Reserves & c	0	425	0	(425)		(425)	0.0%	
	Administration :- Indirect Expenditure	42,766	13,471	37,652	24,181	0	24,181	35.8%	0
	Net Income over Expenditure	(42,539)	(13,383)	(37,512)	(24,129)				
6000	plus Transfer from EMR	124	0						
	Movement to/(from) Gen Reserve	(42,415)	(13,383)						
103 Town Councillors									
1006	Mayor's Charity Fund	449	0	0	0			0.0%	
1060	Miscellaneous Income	0	120	0	(120)			0.0%	
	Town Councillors :- Income	449	120	0	(120)				0
4090	Councillors' allowances	6,801	0	6,700	6,700		6,700	0.0%	
4091	Councillors' expenses	272	0	500	500		500	0.0%	
4092	Councillors' training	380	0	1,000	1,000		1,000	0.0%	
4093	Mayor's allowance Civic Duties	2,000	(121)	2,000	2,121		2,121	(6.0%)	
4095	Mayor's Fund Raising Charity	367	0	0	0		0	0.0%	
	Town Councillors :- Indirect Expenditure	9,820	(121)	10,200	10,321	0	10,321	(1.2%)	0
	Net Income over Expenditure	(9,372)	241	(10,200)	(10,441)				
104 General Administration									
1010	Investment Income	1,781	349	500	151			69.8%	
1063	CIL funds from developers	30,730	197,931	0	(197,931)			0.0%	197,931
1076	Precept	334,971	174,939	349,877	174,939			50.0%	
1080	Grants Received	3,028	0	0	0			0.0%	
	General Administration :- Income	370,511	373,218	350,377	(22,841)			106.5%	197,931

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

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
4100	Grants to other Organisations	500	0	1,000	1,000		1,000	0.0%	
4103	Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4105	Finance Software	996	387	1,000	613		613	38.7%	
	General Administration :- Indirect Expenditure	1,496	387	3,000	2,613	0	2,613	12.9%	0
	Net Income over Expenditure	369,014	372,831	347,377	(25,454)				
6001	less Transfer to EMR	30,798	197,931						
	Movement to/(from) Gen Reserve	338,216	174,901						
<u>201</u>	<u>Council Offices</u>								
1000	Hire of Chamber	775	(110)	500	610			(22.0%)	
1060	Miscellaneous Income	1,013	0	0	0			0.0%	
	Council Offices :- Income	1,788	(110)	500	610			(22.0%)	0
4130	Council Tax	6,629	2,693	8,000	5,308		5,308	33.7%	
4131	Electricity	2,576	397	2,200	1,803		1,803	18.0%	
4132	Water charges	305	0	250	250		250	0.0%	
4133	Sewerage	0	0	250	250		250	0.0%	
4136	Photocopier - lease	802	401	810	409		409	49.5%	
4139	Window Cleaning	154	0	240	240		240	0.0%	
4140	Alarm Maintenance	368	0	450	450		450	0.0%	
4141	Fire Precautions	330	0	360	360		360	0.0%	
4142	Other Maintenance	474	0	550	550		550	0.0%	
4146	Other Office Equipment	1,167	25	1,250	1,225		1,225	2.0%	
4154	Housekeeping Sanitary bins 49	170	0	240	240		240	0.0%	
4155	Refuse Collecting	709	65	1,300	1,236		1,236	5.0%	
4162	PWLB - Capital	3,941	2,054	4,166	2,112		2,112	49.3%	
4163	PWLB- Interest	1,633	733	1,408	675		675	52.0%	
	Council Offices :- Indirect Expenditure	19,257	6,366	21,474	15,108	0	15,108	29.6%	0
	Net Income over Expenditure	(17,469)	(6,476)	(20,974)	(14,498)				
6000	plus Transfer from EMR	87	0						
	Movement to/(from) Gen Reserve	(17,381)	(6,476)						
<u>202</u>	<u>51 High Street</u>								
1005	51 High Street Rent R'ved	585	(40)	900	940			(4.4%)	
	51 High Street :- Income	585	(40)	900	940			(4.4%)	0
4170	51 High Street - expenditure	1,787	(641)	900	1,541		1,541	(71.3%)	
	51 High Street :- Indirect Expenditure	1,787	(641)	900	1,541	0	1,541	(71.3%)	0
	Net Income over Expenditure	(1,202)	601	0	(601)				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

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
<u>203</u>	<u>The Pavilion</u>								
1030	Rental Income-Pavilion	1,249	0	1,600	1,600			0.0%	
	The Pavilion :- Income	<u>1,249</u>	<u>0</u>	<u>1,600</u>	<u>1,600</u>			<u>0.0%</u>	<u>0</u>
4179	Pavilion Insurance (CIC)	0	0	1,200	1,200		1,200	0.0%	
4180	Pavilion Electricity	2,405	253	2,300	2,047		2,047	11.0%	
4181	Pavilion water	346	0	500	500		500	0.0%	
4182	Pavilion sewerage	658	0	500	500		500	0.0%	
4186	Pavilion - fire precautions	255	0	250	250		250	0.0%	
4187	Pavilion - Refuse	545	44	455	411		411	9.8%	
	The Pavilion :- Indirect Expenditure	<u>4,209</u>	<u>298</u>	<u>5,205</u>	<u>4,907</u>	<u>0</u>	<u>4,907</u>	<u>5.7%</u>	<u>0</u>
	Net Income over Expenditure	<u>(2,959)</u>	<u>(298)</u>	<u>(3,605)</u>	<u>(3,307)</u>				
<u>204</u>	<u>Wannock Office</u>								
1032	Rental Income-Wannock Office	0	0	50	50			0.0%	
	Wannock Office :- Income	<u>0</u>	<u>0</u>	<u>50</u>	<u>50</u>			<u>0.0%</u>	<u>0</u>
4190	Wannock Office Electrictiy	1,922	521	800	279		279	65.1%	
4192	Wannock Office Sewage	891	400	750	350		350	53.3%	
4193	Wannock Office Council Tax	3,633	1,479	3,700	2,221		2,221	40.0%	
4195	Wannock Office Maintenance	0	0	360	360		360	0.0%	
4196	Wannock Office Fire Precaution	0	0	150	150		150	0.0%	
4197	Wannock grounds Maintenance	0	2,162	6,500	4,338		4,338	33.3%	
4198	PWMRG CIC Grant (Interim)	128	0	0	0		0	0.0%	
	Wannock Office :- Indirect Expenditure	<u>6,574</u>	<u>4,561</u>	<u>12,260</u>	<u>7,699</u>	<u>0</u>	<u>7,699</u>	<u>37.2%</u>	<u>0</u>
	Net Income over Expenditure	<u>(6,574)</u>	<u>(4,561)</u>	<u>(12,210)</u>	<u>(7,649)</u>				
<u>205</u>	<u>High Street Toilets</u>								
1035	High St Toilets Community Sche	926	0	1,234	1,234			0.0%	
1060	Miscellaneous Income	38	0	0	0			0.0%	
	High Street Toilets :- Income	<u>964</u>	<u>0</u>	<u>1,234</u>	<u>1,234</u>			<u>0.0%</u>	<u>0</u>
4500	Toilets High St - Cleaning	5,729	2,083	6,500	4,417		4,417	32.1%	
4501	Toilets High St - Maintenance	445	0	650	650		650	0.0%	
4502	Toilets High St - Electricity	562	105	500	395		395	21.0%	
4503	Toilets High St - Water & Sewe	673	0	900	900		900	0.0%	
4504	Toilets High St - Other	252	0	700	700		700	0.0%	
4505	Toilets High St - Non Domestic	1,007	411	1,200	789		789	34.2%	
	High Street Toilets :- Indirect Expenditure	<u>8,668</u>	<u>2,599</u>	<u>10,450</u>	<u>7,851</u>	<u>0</u>	<u>7,851</u>	<u>24.9%</u>	<u>0</u>
	Net Income over Expenditure	<u>(7,704)</u>	<u>(2,599)</u>	<u>(9,216)</u>	<u>(6,617)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

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
<u>301 Town Centre and Community Safe</u>								
4201 CCTV costs	3,664	660	3,500	2,840		2,840	18.8%	
Town Centre and Community Safe :- Indirect Expenditure	<u>3,664</u>	<u>660</u>	<u>3,500</u>	<u>2,840</u>	<u>0</u>	<u>2,840</u>	<u>18.8%</u>	<u>0</u>
Net Expenditure	(3,664)	(660)	(3,500)	(2,840)				
6000 plus Transfer from EMR	988	0						
Movement to/(from) Gen Reserve	(2,676)	(660)						
<u>302 Recreation Grounds</u>								
1022 Brightling Road lease	0	0	120	120			0.0%	
1050 Insurance Refunds/claim rebate	663	440	0	(440)			0.0%	
1060 Miscellaneous Income	2,178	0	0	0			0.0%	
Recreation Grounds :- Income	<u>2,841</u>	<u>440</u>	<u>120</u>	<u>(320)</u>			<u>366.7%</u>	<u>0</u>
4220 General Maintenance	23,661	535	9,000	8,465		8,465	5.9%	
4221 Recreation ground - water	0	0	350	350		350	0.0%	
4223 Grounds Maintenance	6,446	1,463	2,800	1,337		1,337	52.3%	
4224 Travel Costs re playgrounds	0	0	500	500		500	0.0%	
4230 Skate Park	4,840	1,120	6,000	4,880		4,880	18.7%	
4235 Toilets	5,808	2,083	6,500	4,417		4,417	32.1%	
4238 Litter Bins	1,125	375	2,500	2,125		2,125	15.0%	
4240 Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241 Dog Bins	2,500	625	2,500	1,875		1,875	25.0%	
4242 Playground Equipment	18,759	0	3,600	3,600		3,600	0.0%	
4243 Safety Inspections	1,120	375	1,500	1,125		1,125	25.0%	
8060 Misc Resolved Gen Reserves & c	0	14,254	0	(14,254)		(14,254)	0.0%	
Recreation Grounds :- Indirect Expenditure	<u>64,408</u>	<u>20,981</u>	<u>35,400</u>	<u>14,419</u>	<u>0</u>	<u>14,419</u>	<u>59.3%</u>	<u>0</u>
Net Income over Expenditure	(61,567)	(20,541)	(35,280)	(14,739)				
6000 plus Transfer from EMR	26,813	0						
Movement to/(from) Gen Reserve	(34,754)	(20,541)						
<u>303 Highways</u>								
1051 Urban Grasscutting Income	3,362	0	3,008	3,008			0.0%	
Highways :- Income	<u>3,362</u>	<u>0</u>	<u>3,008</u>	<u>3,008</u>			<u>0.0%</u>	<u>0</u>
4253 Highways litter bins	375	0	0	0		0	0.0%	
4256 Urban grasscutting	17,100	7,275	26,000	18,725		18,725	28.0%	
4257 Bench provisions - highways	1,835	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

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
4258 Flower Beds	6,548	3,679	6,000	2,321		2,321	61.3%	
4259 Council Gardens - office	650	0	650	650		650	0.0%	
Highways :- Indirect Expenditure	26,508	10,954	32,650	21,696	0	21,696	33.6%	0
Net Income over Expenditure	(23,146)	(10,954)	(29,642)	(18,688)				
6000 plus Transfer from EMR	1,200	0						
Movement to/(from) Gen Reserve	(21,946)	(10,954)						
304 Allotments								
1070 Allotment Fees	1,724	7	1,170	1,163			0.6%	
1072 Gosford Way Allotments	105	15	175	160			8.6%	
1073 Allotment Deposit Retained	520	0	0	0			0.0%	
Allotments :- Income	2,349	22	1,345	1,323			1.6%	0
4270 Allotments - maintenance	1,445	0	550	550		550	0.0%	
4271 Allotments - improvements	300	0	300	300		300	0.0%	
4272 Allotments - water	803	448	650	202		202	69.0%	
4273 Allotment - rent of land Gosfo	90	0	175	175		175	0.0%	
4274 Allotment Grounds maintenance	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	2,638	448	2,175	1,727	0	1,727	20.6%	0
Net Income over Expenditure	(289)	(426)	(830)	(404)				
305 Street Lighting								
1050 Insurance Refunds/claim rebate	950	0	0	0			0.0%	
Street Lighting :- Income	950	0	0	0				0
4280 Street Light - energy	7,221	(0)	9,100	9,100		9,100	0.0%	
4281 Street Light - Maintenance	8,600	0	9,900	9,900		9,900	0.0%	
4282 Street Light - new works/impro	14,014	3,014	23,000	19,986		19,986	13.1%	
4286 Christmas decorations	10,621	176	12,000	11,824		11,824	1.5%	
4287 Additional Christmas Decoratio	0	0	4,000	4,000		4,000	0.0%	
Street Lighting :- Indirect Expenditure	40,456	3,189	58,000	54,811	0	54,811	5.5%	0
Net Income over Expenditure	(39,506)	(3,189)	(58,000)	(54,811)				
306 Prize and Prize Giving								
4096 Remembrance Wreath	25	0	30	30		30	0.0%	
Prize and Prize Giving :- Indirect Expenditure	25	0	30	30	0	30	0.0%	0
Net Expenditure	(25)	0	(30)	(30)				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

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
<u>307 The Polegate Partnership</u>								
1040 SponsorFlower Beds Hailsham Rd	1,000	0	1,000	1,000			0.0%	
The Polegate Partnership :- Income	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4306 Replace Hailsham Rd Beds	170	1,342	500	(842)		(842)	268.5%	842
4307 Hailsham Flowers Maintenance	358	122	500	378		378	24.5%	
The Polegate Partnership :- Indirect Expenditure	<u>528</u>	<u>1,465</u>	<u>1,000</u>	<u>(465)</u>	<u>0</u>	<u>(465)</u>	<u>146.5%</u>	<u>842</u>
Net Income over Expenditure	<u>472</u>	<u>(1,465)</u>	<u>0</u>	<u>1,465</u>				
6000 plus Transfer from EMR	0	842						
Movement to/(from) Gen Reserve	<u>472</u>	<u>(622)</u>						
<u>401 The Planning Committee</u>								
4320 Planning Committee - Halls	11	0	200	200		200	0.0%	
The Planning Committee :- Indirect Expenditure	<u>11</u>	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(11)</u>	<u>0</u>	<u>(200)</u>	<u>(200)</u>				
Grand Totals:- Income	387,600	373,738	361,312	(12,426)			103.4%	
Expenditure	347,488	100,916	361,312	260,396	0	260,396	27.9%	
Net Income over Expenditure	<u>40,112</u>	<u>272,822</u>	<u>0</u>	<u>(272,822)</u>				
plus Transfer from EMR	30,503	842						
less Transfer to EMR	30,798	197,931						
Movement to/(from) Gen Reserve	<u>39,817</u>	<u>75,733</u>						

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			4,577.88	
200	Current/Business Premium			538,347.46	
201	Tracker Account			128,114.36	
203	HSBC Deposit A/C			85,093.72	
204	NatWest deposit A/C			85,080.68	
210	Petty Cash			200.00	
310	General reserves				176,041.01
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				29,320.00
329	Other Office Equipment				240.47
331	Brightling Reserve				19.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				167,779.04
336	Legals/fencing re s/water				6,000.00
337	High Street Toilets Reserve				14,284.00
338	Hailsham Beds Reserve				898.54
339	Office Alterations Reserve				26,165.00
341	Staff - Consultant/Temporary				167.55
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				224,435.41
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	110.00	
1005	51 High Street Rent R'ved	202	51 High Street	40.00	
1009	Bank Loyalty Discount	102	Administration		87.81
1010	Investment Income	104	General Administration		349.01
1050	Insurance Refunds/claim rebate	302	Recreation Grounds		440.00
1060	Miscellaneous Income	103	Town Councillors		120.00
1063	CIL funds from developers	104	General Administration		197,930.76
1070	Allotment Fees	304	Allotments		6.79
1072	Gosford Way Allotments	304	Allotments		15.00
1076	Precept	104	General Administration		174,938.50
4000	Town Clerk	101	Employee costs	13,891.68	
4001	Administration Assistant	101	Employee costs	3,664.28	
4002	Handyman/Groundsman	101	Employee costs	3,386.92	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4003	Litter Picker	101	Employee costs	3,192.80	
4004	Cleaner/keyholder	101	Employee costs	1,328.96	
4005	Overtime	101	Employee costs	1,371.32	
4007	NI (ER's)	101	Employee costs	2,106.87	
4008	Pension ER's contributions	101	Employee costs	109.96	
4009	Finance officer/payroll	101	Employee costs	35.61	
4010	Internal Auditor	101	Employee costs		365.00
4011	Administrative Asst/Ctee Clerk	101	Employee costs	3,664.28	
4012	Finance Assistant	101	Employee costs	3,664.28	
4014	Consultancy/Locum Clerk	101	Employee costs	247.49	
4031	Stationery	102	Administration		300.00
4032	Photocopier copy charges	102	Administration	177.08	
4035	Computer consumables	102	Administration	90.39	
4037	Website	102	Administration	15.00	
4039	Legal fees	102	Administration	3,313.00	
4040	Audit Fees	102	Administration	182.70	
4043	Insurance Premiums	102	Administration	4,763.17	
4045	Subscriptions	102	Administration	2,367.17	
4056	Bank/Barclaycard charges	102	Administration	185.75	
4069	Office telephones	102	Administration	1,465.02	
4070	Broadband/Internet	102	Administration	219.43	
4071	IT Services incl backups	102	Administration	249.88	
4072	IT costs office 365	102	Administration	317.20	
4093	Mayor's allowance Civic Duties	103	Town Councillors		120.74
4105	Finance Software	104	General Administration	387.00	
4130	Council Tax	201	Council Offices	2,692.50	
4131	Electricity	201	Council Offices	396.84	
4136	Photocopier - lease	201	Council Offices	401.08	
4146	Other Office Equipment	201	Council Offices	24.87	
4155	Refuse Collecting	201	Council Offices	64.50	
4162	PWLB - Capital	201	Council Offices	2,053.85	
4163	PWLB- Interest	201	Council Offices	732.75	
4170	51 High Street - expenditure	202	51 High Street		641.30
4180	Pavilion Electricity	203	The Pavilion	253.12	
4187	Pavilion - Refuse	203	The Pavilion	44.43	
4190	Wannock Office Electrictiy	204	Wannock Office	520.55	
4192	Wannock Office Sewage	204	Wannock Office	400.00	
4193	Wannock Office Council Tax	204	Wannock Office	1,478.60	
4197	Wannock grounds Maintenance	204	Wannock Office	2,161.52	
4201	CCTV costs	301	Town Centre and Community Safe	659.71	
4220	General Maintenance	302	Recreation Grounds	534.82	
4223	Grounds Maintenance	302	Recreation Grounds	1,463.48	

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>
4230	Skate Park	302	Recreation Grounds	1,120.00	
4235	Toilets	302	Recreation Grounds	2,083.36	
4238	Litter Bins	302	Recreation Grounds	375.00	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	625.00	
4243	Safety Inspections	302	Recreation Grounds	375.00	
4256	Urban grasscutting	303	Highways	7,275.00	
4258	Flower Beds	303	Highways	3,679.47	
4272	Allotments - water	304	Allotments	448.28	
4280	Street Light - energy	305	Street Lighting		0.10
4282	Street Light - new works/impro	305	Street Lighting	3,013.59	
4286	Christmas decorations	305	Street Lighting	175.60	
4306	Replace Hailsham Rd Beds	307	The Polegate Partnership	1,342.46	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	122.40	
4500	Toilets High St - Cleaning	205	High Street Toilets	2,083.36	
4502	Toilets High St - Electricity	205	High Street Toilets	105.03	
4505	Toilets High St - Non Domestic	205	High Street Toilets	410.95	
6000	Transfer from EMR	307	The Polegate Partnership		842.46
6001	Transfer to EMR	104	General Administration	197,930.76	
8060	Misc Resolved Gen Reserves & c	102	Administration	425.00	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	14,254.00	
Trial Balance Totals :				1,141,838.22	1,141,838.22
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	29,320.00		29,320.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	0.00		0.00
329	Other Office Equipment	240.47		240.47
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	167,779.04		167,779.04
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	1,741.00	-842.46	898.54
339	Office Alterations Reserve	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	167.55		167.55
342	Age Gym S106 funds Centre	0.00		0.00
343	Tree Audit	0.00		0.00
344	Play Equipment	0.00		0.00
345	Flower Bulbs EMR	365.05		365.05
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	3,344.00		3,344.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	26,504.65	197,930.76	224,435.41
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	51,000.00		51,000.00
		388,916.44	197,088.30	586,004.74

Date: 31/07/2020

Time: 13:45

Polegate Town Council

Page 1

Cashbook 1

User: SG

Current/Business Premium

Payments made between 23/07/2020 and 31/07/2020

						Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details	
23/07/2020	Nest pension scheme	NEST	64.14			4012	101	36.65	Pension Payment	July EEs
						4008	101	27.49	Pension Payment	July ERs
24/07/2020	You Raise Me Up	BX248199	100.00			4093	103	100.00	Mayor's Allowance	Donation
28/07/2020	Wealden District Council	DIRECT DEB	1,200.00		200.00	4241	302	625.00	Dog Bin Quarterly	Emptying
						4238	302	375.00	Litter Bin Quarterly	Emptying
29/07/2020	Rhino Rod Drains	202760	-72.00		-12.00	4501	205	-60.00	Cancelled cheque	dated 14/11/19
29/07/2020	East Sussex Highways	BX645602	1,053.59		175.60	4282	305	877.99	New lantern	Column G Lynholm Rd
29/07/2020	Kent County Council	BX645649	240.67		40.11	4136	201	200.54	Photocopier Rental	
						4032	102	0.02	Photocopier Copy	Charges
29/07/2020	Sign Studio Ltd	BX647448	162.00		27.00	4220	302	135.00	Stickers re COVID	
29/07/2020	Police & Crime Commissioner SX	BX648118	114.11			4201	301	114.11	CCTV Maintenance	Q1 2020-2021
29/07/2020	SME IT Solutions Ltd	BX648211	166.73		27.79	4069	102	54.47	Office Phones	
						4070	102	34.99	Office Broadband	
						4093	103	49.48	Mobile Broadband &	Phone
29/07/2020		BX648868	75.45		5.99	4220	302	29.98	Hazard Warning	Tapes re COVID
						4220	302	39.48	Hazard Warning	Tapes re COVID
29/07/2020	Police & Crime Commissioner SX	BX649013	545.60			4201	301	545.60	CCTV Transmission	Q1 2020-2021
29/07/2020	Lewes District Council	BX650165	90.00		15.00	4243	302	75.00	Monthly Play Area	Inspections
29/07/2020	Rhino Rod Drains	BX650207	72.00		12.00	4501	205	60.00	Re	cancelled chq 202760 14/11/19
29/07/2020	SME IT Solutions Ltd	BX650492	216.18		36.03	4071	102	56.75	Bitdefender &	Backup
						4072	102	123.40	Office 365	
29/07/2020	Surrey Hills Solicitors LLP	BX651109	903.00		150.00	4039	102	750.00	Fees re General	Legal Advice
						4039	102	3.00	Land Registry	Search Fees
Total Payments:			4,931.47	0.00	677.52			4,253.95		

Payments for noting July 1

DATE	NAME	DETAILS	NET	VAT	TOTAL
	DIRECT DEBITS				
01/07/2020	Wealden District Council				
06/07/2020	Barclays Bank	Rates Wannock Office	369.00	0.00	369.00
10/07/2020	EDF Energy	Commission Charges 13/05 - 14/06	58.50	0.00	58.50
10/07/2020	EDF Energy	Electricity Wannock Office	18.62	0.96	19.55
13/07/2020	EDF Energy	Electricity Pavilion	49.43	2.47	51.90
15/07/2020	Wealden District Council	Electricity 51 High Street	43.31	2.17	45.48
15/07/2020	Wealden District Council	Rates High St Toilets	102.00	0.00	102.00
15/07/2020	EDF Energy	Rates 49/51 High Street	674.00	0.00	674.00
15/07/2020	EDF Energy	Electricity 49 High Street	42.04	2.10	44.14
		Electricity High St Toilets	13.37	0.67	14.04
	BANK TRANSFERS				
01/07/2020	Withers DIY	Various maintenance & cleaning items	128.36	25.67	154.03
01/07/2020	Countrysmans Contractors	Basketball Court Balance	9977.80	1995.56	11973.36
01/07/2020	SME IT Solutions	Office Telephones & Broadband	150.61	30.12	180.73
01/07/2020	SME IT Solutions	Bitdefender, Office 365, Backup	163.35	32.67	196.02
15/07/2020	Staff Salaries Cash Book	July Salaries	6893.30	0.00	6893.30
03/07/2020	Haven Security Ltd	Refund re invoice error	-357.00	-71.40	-428.40
	CHEQUES				
		TOTAL	18326.69	2020.99	20347.65

20347.68

BARCLAYS

All Payments

Printed On: 24/08/2020 02:17 PM

Value Date: From 26/08/2020 To 26/08/2020 Creation Date: From 22/05/2020 To 24/08/2020

Priority Indicator	Transaction Reference Number	Status	Beneficiary Name	Payment Ccy	Payment Amount	Execution Date
	BX20082479887241	Level 1 Authorisation Required	SURREY HILLS SOLIC	GBP	333.00	24/08/2020
	BX20082479887277	Level 1 Authorisation Required	SURREY HILLS SOLIC	GBP	240.00	24/08/2020
	BX20082479888363	Level 1 Authorisation Required	LEWES DISTRICTCOUN	GBP	90.00	24/08/2020

(2) - Secondary Sort

E = Error, W = Warning, E/W = Error/Warning, H = High Priority

All Payments

Printed On:19/08/2020 10:15 AM

Execution Date: From 19/08/2020 To 19/08/2020 Creation Date: From 17/05/2020 To 19/08/2020

Priority Indicator	Transaction Reference Number	Status	Beneficiary Name	Payment Ccy	Payment Amount	Execution Date
	W BX20081979494440	Level 1 Authorisation Required	NETWORK RAIL	GBP	2,180.40	19/08/2020

(2) - Secondary Sort

E = Error, W = Warning, E/W = Error/Warning, H = High Priority



All Payments

Printed On: 17/08/2020 11:49 AM

Execution Date: From 17/08/2020 To 17/09/2020 Creation Date: From 15/05/2020 To 17/08/2020

Priority Indicator	Transaction Reference Number	Status	Beneficiary Name	Payment Ccy	Payment Amount	(2) Execution Date
	BX20081779307467	Level 1 Authorisation Required	KINGDOM SERVICES	GBP	1,250.02	17/08/2020
W	BX20081779308845	Level 1 Authorisation Required	WICKSTEED LEISURE	GBP	40.20	17/08/2020
W	BX20081779308488	Level 1 Authorisation Required	WICKSTEED LEISURE	GBP	188.80	17/08/2020
	BX20081779307547	Level 1 Authorisation Required	HAVEN SECURITY LTD	GBP	255.60	17/08/2020
	BX20081779308083	Level 1 Authorisation Required	SME IT SOLUTIONS	GBP	140.00	17/08/2020
	BX20081779310736	Level 1 Authorisation Required	INLAND REVENUE	GBP	2,108.10	15/09/2020

(2) - Secondary Sort

E = Error, W = Warning, EW = Error/Warning, H = High Priority

All Payments

Printed On:05/08/2020 03:11 PM

Execution Date: From 03/08/2020 To 05/08/2020 Creation Date: From 03/05/2020 To 05/08/2020

Priority Indicator	Transaction Reference Number	Status	Beneficiary Name	Payment Ccy	Payment Amount	Execution Date
	BX20080378267631	Level 1 Authorisation Required	REEF ENVIRONMENTAL	GBP	102.24	03/08/2020
	BX20080378267577	Level 1 Authorisation Required	REEF ENVIRONMENTAL	GBP	54.95	03/08/2020
	BX20080378268482	Level 1 Authorisation Required	EUROPLANTS LTD	GBP	988.30	03/08/2020
W	BX20080378267069	Level 1 Authorisation Required	PLAYSAFETY LTD	GBP	349.80	03/08/2020
	BX20080378269050	Level 1 Authorisation Required	SME IT SOLUTIONS	GBP	1,065.60	03/08/2020
	BX20080378268153	Level 1 Authorisation Required	BARKWEB	GBP	42.00	03/08/2020
	BX20080378269934	Level 1 Authorisation Required	EUROPLANTS LTD	GBP	36.72	03/08/2020
	BX20080578443883	Level 1 Authorisation Required	EUROPLANTS LTD	GBP	516.00	05/08/2020
	BX20080578446800	Level 1 Authorisation Required	SME IT SOLUTIONS	GBP	148.75	05/08/2020
	BX20080578446612	Level 1 Authorisation Required	COUNTRYMANS CONTRA	GBP	1,087.50	05/08/2020
W	BX20080578445056	Level 1 Authorisation Required	REDACTED	GBP	389.60	05/08/2020
	BX20080578446460	Level 1 Authorisation Required	COUNTRYMANS CONTRA	GBP	1,746.00	05/08/2020

(2) - Secondary Sort

SUMMARY FOR POLEGATE TOWN COUNCIL

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

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

~~20 June 2020~~
20 June 2020
1 of 3

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

Date of previous statement: 20 May 2020
Previous balance: £154.91 CR
Payment received: £0.00
Total of charges and adjustments: £0.00
Total of new spending: £12.23 CR
New balance: £167.14 CR

Payments, charges and adjustments

BALANCE FROM PREVIOUS STATEMENT

154.91 CR

Total of payment, charges and adjustments

£154.91 CR

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
POLEGATE TOWN COUNCIL	5634 7264 306 9697	1500	58.69 CR
POLEGATE TOWN COUNCIL	5634 7264 306 9697	1500	46.46
Total cardholder expenditure			£12.23 CR
New balance			£167.14 CR

We're updating our privacy policy effective from 25 May 2018

You may have already heard about the General Data Protection Regulation. It's a change to the law around personal information. In line with the regulation, we're updating our privacy notices to reflect the new and strengthened rights in relation to your data and the legal grounds for using it.

To see what's changing in more detail, go to barclaycard.co.uk/your-data

Please share this information with your cardholders - as it may affect them.

Barclays Bank PLC. Registered in England No. 1026167.
Registered Office: 1 Churchill Place, London, E14 5HP, United Kingdom

001683 BBA2884A 9710737728

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



STATEMENT FOR ~~XXXXXXXXXX~~

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:

Card number:

Statement date:

Page number:

Monthly spend limit:

~~XXXXXXXXXX~~~~XXXXXXXXXX~~

20 June 2020

2 of 3

~~XXXXXXXXXX~~

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



Date	Description	Amount
6 Jun 2020	MICROSOFT*365 MSBILL.INFO IRL MICROSOFT OUTLOOK REFUND	366.69 CR
080685207140	COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	
16 Jun 2020	SLCC ENTERPRISES LTD TAUNTON GBR SLCC MEMBERSHIP	308.00
170655184220	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
2 new purchases / cash advances. Total of spending.		£58.69 CR

	NET	VAT	TOTAL	
MICROSOFT	-366.69	-0.00	-366.69	0% VAT (E) 4071
SLCC	308.00	0.00	308.00	0% VAT (E) 4045
VIKING	22.89	4.58	27.47	20% VAT 4035
SCREWFIX	15.83	3.16	18.99	20% VAT 4220
	-19.97	7.74	-12.23	CREDIT

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~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

STATEMENT FOR ~~11/11/2019~~

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference:

Card number:

Statement date:

Page number:

Monthly spend limit:

~~85687229776024~~~~566772643000627~~

20 June 2020

3 of 3

~~£20000~~

Date	Description	Amount
2 Jun 2020	VIKING UK LEICESTER GBR INK CARTRIDGE - STAFF HOME	27.47
090615122620	STATIONERY, OFFICE SUPPLIES, PRINTING AND WRITING PAPER WORKING	
18 Jun 2020	SCREWFIX DIRECT YEOVIL COMBI PADLOCK	18.99
190685481470	HOME SUPPLY WAREHOUSE STORES	
2 new purchases / cash advances. Total of spending.		£46.46

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

SUMMARY FOR POLEGATE TOWN COUNCIL

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

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

20 July 2020
1 of 2

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

Date of previous statement: 20 June 2020
Previous balance: £167.14 CR
Payment received: £0.00
Total of charges and adjustments: £0.00
Total of new spending: £97.83
New balance: £69.31 CR

Payments, charges and adjustments

BALANCE FROM PREVIOUS STATEMENT

167.14 CR

Total of payment, charges and adjustments

£167.14 CR

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[REDACTED]	[REDACTED]	[REDACTED]	97.83
Total cardholder expenditure			£97.83
New balance			£69.31 CR

We're updating our privacy policy effective from 25 May 2018

You may have already heard about the General Data Protection Regulation. It's a change to the law around personal information. In line with the regulation, we're updating our privacy notices to reflect the new and strengthened rights in relation to your data and the legal grounds for using it.

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Registered Office: 1 Churchill Place, London, E14 5HP, United Kingdom

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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 July 2020
2 of 2

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

Date	Description	Amount
29 Jun 2020	WICKES HAILSHAM HAILSHAM UNITED KINGDOM EXPANDING FOAM FOR ALLOTMENT	4.00 ✓
300685481470	LUMBER AND BUILDING MATERIALS STORES	
30 Jun 2020	HALFORDS ON LINE REDDITCH GBR CABLE KEY & CABLE COMS	28.00 ✓
010705130860	BICYCLE SHOPS-SALES AND SERVICE	
6 Jul 2020	TESCO PFS 3038 POLEGATE GBR UNITED KINGDOM CLEANING PRODUCTS	33.50 X
070765377750	SERVICE STATIONS	
7 Jul 2020	SCREWFIX DIRECT YEOVIL ADHESIVE & CABLE TIES	23.54 ✓
080785481470	HOME SUPPLY WAREHOUSE STORES	
7 Jul 2020	WICKES HAILSHAM HAILSHAM UNITED KINGDOM HOOK FOR WANDBOCK TOILET DOOR	3.49 ✓
080785481470	LUMBER AND BUILDING MATERIALS STORES	
7 Jul 2020	TESCO PFS 3038 POLEGATE GBR UNITED KINGDOM CLEANING PRODUCTS	5.30 ✓
080765377750	SERVICE STATIONS	
8 Jul 2020	WICKES BUILDING WATFORD (HAZARD TAPE -	£ 9.75 CR ✓
090785481470	LUMBER AND BUILDING MATERIALS STORES	
8 Jul 2020	WICKES BUILDING WATFORD REFUNDED	£ 9.75 ✓
090785481470	LUMBER AND BUILDING MATERIALS STORES	
8 new purchases / cash advances. Total of spending.		£97.83

	NET	VAT	TOTAL	
WICKES	3.33	0.67	4.00	20% VAT 4220
HALFORDS	23.34	4.66	28.00	20% VAT 4220
TESCO	33.50	0.00	33.50	0% VAT (Z) 4220
SCREWFIX	19.62	3.92	23.54	20% VAT 4220
WICKES	2.91	0.58	3.49	20% VAT 4220
TESCO	4.42	0.88	5.30	20% VAT 4220
WICKES	8.12	1.63	9.75	20% VAT 4220
WICKES	-8.12	-1.63	-9.75	20% VAT 4220
	87.12	16.71	97.83	

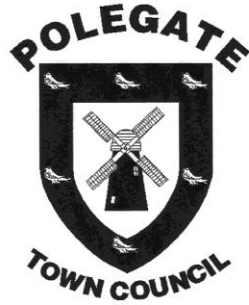
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POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

Date 19/08/2020		Month No: 5		Current Period		Journal Ref: 506	
<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
1010	Investment Income	104	General Administration	Interest for CIL funds	112.23		
349	CIL funds	0		Interest for CIL funds		112.23	
Narrative: Interest applied to CIL funding as per agreement					Journal Totals	112.23	112.23

Date	02/07/2020	Month No: 4	Current Period		Journal Ref: 505	
A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
4197	Wannock grounds Maintenance	204	Wannock Office	Adj INV2789 re Wannock grounds	540.38	
4223	Grounds Maintenance	302	Recreation Grounds	Adj INV2789 re Wannock grounds		540.38
4197	Wannock grounds Maintenance	204	Wannock Office	Adj INV2798 re Wannock grounds	540.38	
4223	Grounds Maintenance	302	Recreation Grounds	Adj INV2798 re Wannock grounds		540.38
4197	Wannock grounds Maintenance	204	Wannock Office	Adj INV2809 re Wannock grounds	540.38	
4223	Grounds Maintenance	302	Recreation Grounds	Adj INV2809 re Wannock grounds		540.38
Narrative: To split off the grounds maintenance related to Wannock Grounds Maintenance work. 4197 Three invoices originally coded to grounds maintenance (general) 4223				Journal Totals	1,621.14	1,621.14

Date	20/07/2020	Month No: 4	Current Period	Journal Ref: 504			
A/c	Description	Centre	Description	Transaction Detail	Debit	Credit	
4070	Broadband/Internet	102	Administration	adj INV9101	27.49		
4069	Office telephones	102	Administration	adj INV9101		27.49	
4070	Broadband/Internet	102	Administration	adj INV9258		52.40	
4069	Office telephones	102	Administration	adj INV9258	52.40		
4070	Broadband/Internet	102	Administration	adj INV9412		14.50	
4069	Office telephones	102	Administration	adj INV9412	14.50		
4071	IT Services incl backups	102	Administration	adj INV9412		34.99	
4070	Broadband/Internet	102	Administration	adj INV9412	34.99		
4069	Office telephones	102	Administration	adj INV9412	31.96		
4070	Broadband/Internet	102	Administration	adj INV9412		31.96	
4069	Office telephones	102	Administration	adj INV9412	2.97		
4070	Broadband/Internet	102	Administration	adj INV9412		2.97	
4069	Office telephones	102	Administration	adj INV9412	17.17		
4070	Broadband/Internet	102	Administration	adj INV9412		17.17	
Narrative: Adjustments to bills to split off Broadband and telephones on new system. includes line transfers and temporary numbers.				Journal Totals	181.48	181.48	



Polegate Town Council Standing Orders

Adopted
20th May 2019

List of model standing orders

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

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

1. Rules of debate at meetings

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

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

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

2. Disorderly conduct at meetings

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

3. Meetings generally

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

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

on the agenda.

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

- 

n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- 

o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- 



p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- 



q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or no the/she gave an original vote.**

See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. Voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question**
- s The minutes of a meeting shall include an accurate record of the following:

 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

if there was a public participation session; and the resolutions made.
- 



t **(England) A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

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

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

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

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

4. Committees and sub-committees

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

necessary, and:

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

5. Ordinary council meetings

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

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

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

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

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

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

7. Previous resolutions

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

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

8. Voting on appointments

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

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

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

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

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

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

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

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

11. Handling confidential or sensitive information

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

12. Draft minutes

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

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

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

13. Code of conduct and Dispensations

See also standing order 3(t) above.

England

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

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

14. Code of conduct complaints

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

15. Proper Officer

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

b The Proper Officer shall:

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

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

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

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

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

See also standing order 22 below.

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

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

16. Responsible Financial Officer

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

17. Accounts and accounting statements

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

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

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

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

18. Financial controls and procurement

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

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

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

19. Handling staff matters

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

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

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

20. Requests for information

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

21. Relations with the press/media

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

22. Execution and sealing of legal deeds

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

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

23. Communicating with District and County or Unitary councillors

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

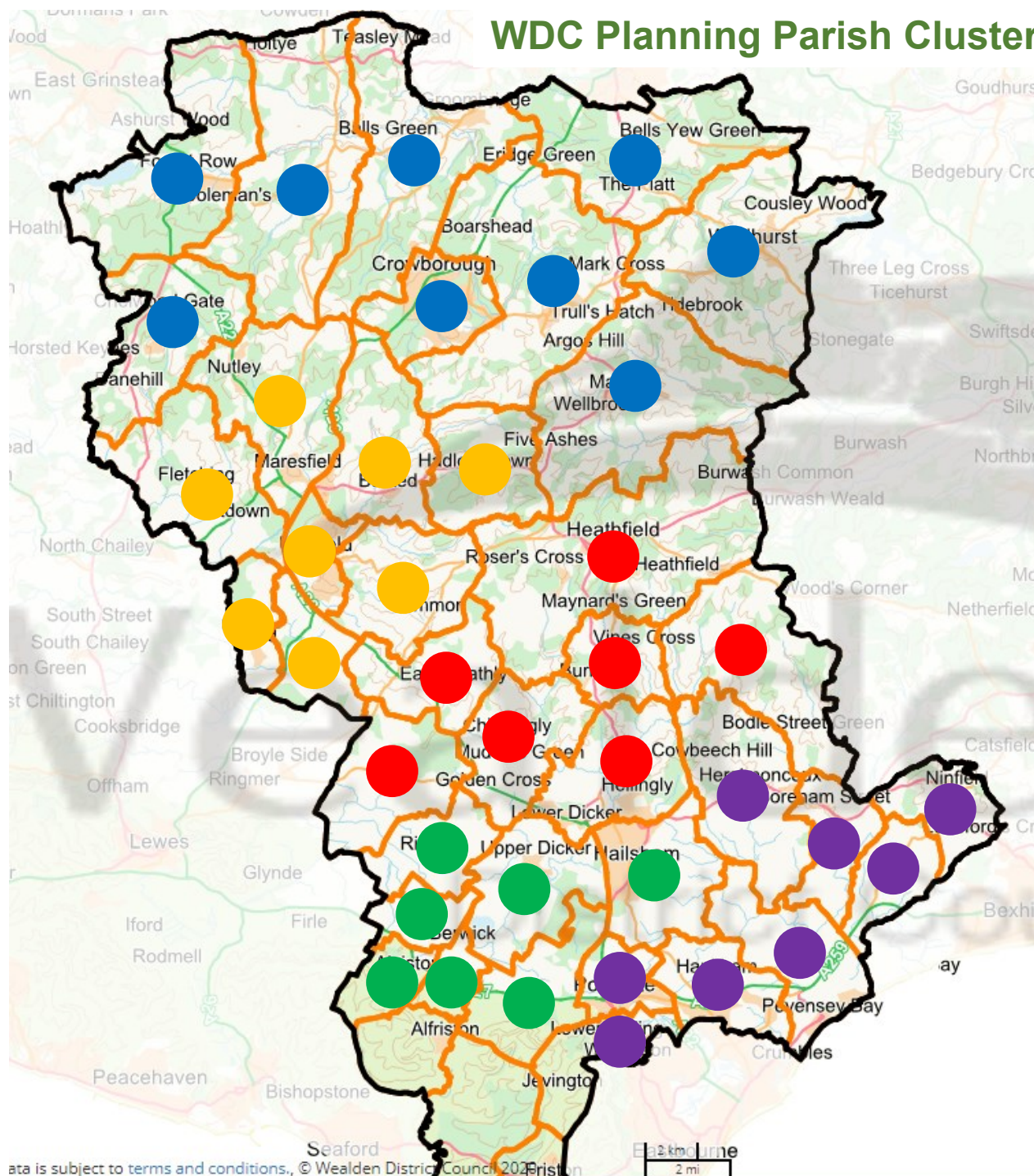
24. Restrictions on councillor activities

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

25. Standing orders generally

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

WDC Planning Parish Clusters



North	Central West	Central East	South West	South East
Crowborough	Uckfield	Heathfield & Waldron	Hailsham	Polegate
Forest Row	Maresfield	Horam	Arlington	Willingdon & Jevington
Danehill	Fletching	Chiddingly	Chalvington & Ripe	Westham
Hartfield	Isfield	East Hoathly with Halland	Selmeston	Pevensey
Withyham	Little Horsted	Hellingly	Alciston	Herstmonceux
Frant	Framfield	Laughton	Long Man	Wartling
Wadhurst	Hadlow Down	Warbleton	Berwick	Hooe
Rotherfield	Buxted			Ninfield
Mayfield & Five Ashes				