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

Telephone: 01323 488114

Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar:*
cllr.d.dunbar@polegatetowncouncil.gov.uk

Minutes of Meeting of the **FULL COUNCIL** held on **24th November 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 19:00.**

PRESENT: Councillors D Dunbar, S Shing, D Watts, J Heward, W Heasman O'Neill, M Caira, A O'Kane, G Archer **(8)**

NOT PRESENT: Cllrs M Piper, C Berry, D Murray, M Cunningham, A Wood, J Keen, D Shing **(7)**

13964 Item 1: Opportunity for Public Comment for items on the agenda

None

13965 Item 2: Apologies for absence

Apologies from Cllrs M Piper, C Berry, D Murray, M Cunningham, A Wood, J Keen, D Shing.

No other apologies received

13966 Item 3: Declarations of interest

No Declarations of interest were received

13967 Item 4: Mayors Update

The Mayor reported that he had hosted a Civic Reception at Polegate Community Centre, bringing together local charities and dignitaries. The event included a performance of 'A Night at the Musicals' by the Polegate Drama Group.

The Mayor attended the 80th anniversary celebrations of the Bernard Barron Cottage Homes, which included the official opening of a new activity centre. He was joined by a Deputy Lord-Lieutenant and noted the significance of the occasion in recognising the history and ongoing importance of the care home.

The Mayor reported that he had taken part in the Remembrance Sunday parade and services and had laid a wreath on Armistice Day in remembrance of those who have served.

The Mayor also reported that he had supported Polegate School in their involvement with the Eastbourne Youth Radio broadcasts. He had been interviewed alongside Trevor Weeks of East Sussex Wildlife Rescue and later attended the radio station again to mark its 25th anniversary.

In addition, the Mayor advised that he had attended the *Magic of Christmas* fundraising event hosted by Rick Bonner.

The Mayor concluded by advising that he would be hosting a Civic Carol Service on Monday 15 December at 7.00pm at St George's Church.

It was noted by all those present.

13968 Item 5: Clerks Update

It was noted by all those present.

13969 Item 6: Minutes of Full Council 28th September 2025 and 27th October 2025

To approve the minutes and recommendations of the last meeting as circulated on the agenda be confirmed as a correct record and signed by the chair.

It was resolved to adopt the minutes and recommendations of the Full Council Meeting 28th September 2025 and Full Council Meeting 27th October 2025. VOTE all in favour.

13970 Item 7: Minutes of the Committees and Standing Committees

To approve the minutes and recommendations of Committees and Standing Committees:

- Buildings and Land Committee Meeting 17th October 2025

It was resolved to adopt the minutes and recommendations of the Buildings and Land Committee Meeting 17th October 2025. VOTE all in favour.

13971 Item 7: Finances

a. To note by all present Barclay Card Statements July and August 2025
It was noted by everyone present the Barclay Card Statements for July and August 2025.
b. To resolve and accept the variances of Bank Reconciliations, income and expenditure reports, trial balances, ear marked reserves (July and August 2025) including VAT return. Financial Report for Full Council for income and expenditure variances. For approval of variances as shown.

It was resolved to accept the variances of Bank Reconciliations, income and expenditure reports, trial balances, ear marked reserves including VAT return for July and August 2025.

13972 Item 9: Reports from Outside bodies

a. Report from the MP's Office

It was noted by all those present.

13973 Item 10: Motion for Cllr Graeme Archer to become a bank signatory for Polegate Town Council

It was resolved for Cllr Graeme Archer to become a bank signatory for Polegate Town Council. It was also resolved to amend the motion to also add Cllr James Heward as a bank signatory for Polegate Town Council. VOTE all in favour.

13974 Item 11: To appoint Cllr M Caira to the following Standing Committees:

- Communities and Tourism Committee
- Finance and Policy Committee

It was resolved to appoint Cllr M Caira to Communities and Tourism Committee and Finance and Policy Committee. It was also resolved to amend the motion to appoint Cllr M Cunningham to the Devolution Working Group. VOTE all in favour.

13975 Item 12: Motion to adopt the revised Standing Orders based on the NALC model

This item was deferred to a future meeting as the required quorum for adopting the Standing Orders was not met. Adoption requires the attendance of two-thirds of councillors; however, only 8 of the 15 councillors were present, 10 required to vote.

13976 Item 13: Preliminary Budget for 2026-27

To look at and comment on the Preliminary budget for 2026/27 £639,260 (First Draft)

The Finance Committee have looked at this and have taken it away to make comments on it.

(Based on last year's tax base which will change)

There was discussion regarding the potential to secure sponsorship for lampposts within Polegate that are owned by the Council. Members also considered an increase in allotment fees, noting that these have not been reviewed for several years. In addition, the introduction of a water charge for allotments was discussed, with options including a fixed annual fee or charges based on actual usage.

Members further explored the possibility of encouraging allotment holders to participate in a water butt scheme or joining an existing scheme to promote water conservation.

It was noted by all present.

13977 Item 14: Date of the Next Meeting

To note the dates of the next Meetings:

- Full Council Meeting 5th January 2026 (Budget and Precept Setting 2026/27)
- Full Council Meeting 26th January 2026 (May not be required)
- Full Council Meeting 23rd February 2026
- Full Council Meeting 30th March 2026

It was noted by all present.

The meeting closed at 19:32

Signed Chair of Meeting ____________________________Date_________________________

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

Telephone: 01323 488114

Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar: cllr.d.dunbar@polegatetowncouncil.gov.uk*

Minutes of Meeting of the **FULL COUNCIL** held on **5th January 2026 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 19:00.**

PRESENT: Councillors D Dunbar, S Shing, D Murray, J Keen, M Caira, M Cunningham, W Heasman O'Neill, A Wood, G Archer, A O'Kane, D Shing **(11)**

NOT PRESENT: Cllrs J Heward, D Watts, C Berry, M Piper **(4)**

14010 Item 1: Opportunity for Public Comment for items on the agenda

None

14011 Item 2: Apologies for absence

Apologies from Cllrs J Heward, D Watts, C Berry, M Piper **(4)**

No other apologies received

14012 Item 3: Declarations of interest

No Declarations of interest were received

14013 Item 4: Minutes of the 24th November 2025 (if available)

To resolve that the minutes of the last meeting as circulated on the agenda be confirmed as a correct record and signed by the Chair.

This item was deferred.

14014 Item 5: To set the budget for 2026/27

It was resolved to set the 2026/27 budget at £587,130. VOTE all in favour.

14015 Item 6: To set the precept for 2026/27

It was resolved to set the 2026/27 precept at £587,130. VOTE all in favour.

The meeting closed at 19:13

Signed Chair of Meeting ______________________________Date___________________________

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

Telephone: 01323 488114

Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar: cllr.d.dunbar@polegatetowncouncil.gov.uk*

Minutes of Meeting of the **Personnel Committee Meeting** held on **19th December 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

PRESENT: Councillors C Berry, D Murray, D Dunbar, S Shing **(4)**

NOT PRESENT: Cllrs M Piper, D Shing, **(3)**

MINUTES

13978 Item 1: Opportunity for Public Comment for items on the agenda

None

13979 Item 2: Apologies for absence

Apologies from Cllrs M Piper, D Shing **(2)**

13980 Item 3: To receive any Declarations of interest in respects of items on the agenda

No Declarations of interest were received

13981 Item 4: Confidential

Personnel Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Discussion of Staff Matters)

It was resolved to go into confidential for the reasons shown discussion of staff matters. VOTE all in favour.

13982 Item 5: Verbal Staff update from the Clerk

It was noted by all those present.

The meeting closed at 10:03am

Signed Chair of Meeting ___________________________Date________________________

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

Telephone: 01323 488114

Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar: cllr.d.dunbar@polegatetowncouncil.gov.uk*

Minutes of Meeting of the **Buildings and Land** held on **19th December 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:15am.**

PRESENT: Councillors D Murray, D Dunbar, A Wood, J Keen, J Heward, G Archer, S Shing **(7)**

NOT PRESENT: Councillor M Piper, D Watts **(2)**

3 members of the public present

M I N U T E S

13983 Item 1: Opportunity for Public Comment for items on the agenda

A volunteer of the Friends of Jubilee Nature Reserve spoke about Item 5.

The Chair of the Friends of Jubilee Nature Reserve spoke about Item 5.

It was noted by all those present.

13984 Item 2: Apologies for absence

Apologies from Cllr Mrs M Piper, D Watts

13985 Item 3: Declarations of interest

Cllr S Shing – Item 6: Non-prejudicial.

S Shing, J Heward – Item 8 and 11: Non-prejudicial

13986 Item 4: Minutes of the meeting dated 17th October 2025

To resolve that the minutes of the last meeting as circulated on the agenda be confirmed as correct record and signed by the chair.

It was resolved to adopt the minutes of the Buildings and Land Meeting 17th October 2025. VOTE all in favour.

13987 Item 5: Jubilee Nature Reserve

Motion to take the Jubilee Nature Reserve land back under direct Council management and proceed with a structured plan for stewardship, biodiversity enhancement, and public engagement.

It was resolved to take the Jubilee Nature Reserve Land back in house and have a follow up Jubilee Nature Reserve Working Group Meeting to decide on a plan of what the future of the land will be and then bring it back to the Buildings and Land Committee. VOTE all in favour.

13989 Item 6: Grass Cutting for 2026-27:

Motion to decide how many grass cuts Polegate Town Council do a year.

It was resolved that Polegate has 13 cuts in a year including the 2 funded cuts from East Sussex Highways. VOTE 6 for 1 abstention S Shing.

13990 Item 7: Confidential

Buildings and Land Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land Matters/ Crime and investigations)

It was resolved to go into confidential session as above. VOTE all in favour.

13991 Item 8: Storage Container: Decision on style and contractors

It was resolved to select Company 1 – National Civil Utilities to supply a storage container for the Polegate Community Library book storage and to install it in the car park as discussed at £6,974.20. VOTE all in favour.

13992 Item 9: Brightling Update

Noted by all those present.

13993 Item 10: CCTV Cameras – Upgrade the High Street CCTV Cameras

It was resolved to upgrade the High Street CCTV Cameras and to use £3,528.37 out of general reserves to fund it. VOTE all in favour.

13994 Item 11: Update – Library

Noted by all those present.

The meeting closed at 11:27am

Signed Chair of Meeting ____________________________Date_________________________

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

Telephone: 01323 488114

Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar:*
cllr.d.dunbar@polegatetowncouncil.gov.uk

Minutes of Meeting of the **Finance and Policy Committee** held on **19th December 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 11:45.**

PRESENT: Councillors D Murray, J Keen, M Cunningham, G Archer, D Dunbar, S Shing **(6)**

NOT PRESENT: Councillor M Piper, M Caira, D Watts **(3)**

MINUTES

13995 Item 1: Opportunity for Public Comment for items on the agenda

None

13996 Item 2: Apologies for absence

Apologies from Cllr M Piper, M Caira, D Watts

No other apologies received

13997 Item 3: Declarations of interest

Item 8: Polegate Community Library CIC Director: S Shing – Non-prejudicial

13998 Item 4: Minutes of the meeting dated 19th September 2025

It was resolved to adopt the minutes of the Finance and Policy Committee Meeting 19th September 2025. VOTE all in favour.

13999 Item 5: Payments of accounts as presented

List of payments made between 01/11/2025 – 30/11/2025 = £39,659.26

It was resolved to approve the payments totalling at £39,659.26. VOTE all in favour.

14000 Item 6: Allotment Rates

To discuss how the Council can increase the Allotment Rates.

It was resolved to increase the allotment fees at Cophall from £7.70 per rod to £11.50 per rod with effect from 1st January 2027, and then to £12 per rod

from 1st January 2028. The fees at Gosford will increase from £5 per rod to £8 per rod with effect from 1st January 2027, and then to £12 per rod from 1st January 2028. VOTE all in favour.

14001 Item 7: Archaeological Testing

Motion to take £12,000 out of general reserves to fund the Archaeological work at Brightling Road Leisure Ground Project.

It was resolved to go ahead with the Archaeological works at Brightling Road Leisure Ground and use £12,000 from general reserves to fund it. VOTE all in favour.

14002 Item 8: To transfer £420 from EMR 353 to the Library CIC bank account

It was resolved to transfer £420 from EMR 353 to the Library CIC bank account. VOTE all in favour.

14003 Item 9: Confidential

Personnel Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Legal Matters)

It was resolved to go into confidential for the reasons shown discussion of staff matters. VOTE all in favour.

14004 Item 10: Banking Update

The clerk updated the committee about the issues with the councils banks. This was noted by all present.

The meeting closed at 12:10pm

Signed Chair of Meeting ____________________________Date_________________________

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

Telephone: 01323 488114

Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar: cllr.d.dunbar@polegatetowncouncil.gov.uk*

Minutes of Meeting of the **Communities and Tourism Meeting** held on **19th December 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 12:30am.**

PRESENT: Councillors D Murray, S Shing, M Cunningham, C Berry, J Keen, A Wood, D Dunbar **(7)**

NOT PRESENT: Councillors D Watts, M Piper, A O'Kane, M Caira **(4)**

14005 Item 1: Opportunity for Public Comment for items on the agenda

None

14006 Item 2: Apologies for absence

Apologies from Councillors D Watts, M Piper, A O'Kane, M Caira

No other apologies received

14007 Item 3: Declarations of interest

Item 5 – S Shing – Non-prejudicial

14008 Item 4: Minutes of the Meeting dated 22nd August 2025 and 12th September 2025

To resolve that the minutes of the last meetings circulated on the agenda be confirmed as a correct record and signed by the chair.

<u>It was resolved to confirm the minutes of Communities and Tourism Meeting 22nd August and 12th September 2025. VOTE all in favour.</u>

14009 Item 5: To consider combining the Annual Town Assembly with the Public Information Day, and to approve payment of a separate blanket testing hall fee, estimated between £30 and £50, in October 2026.

<u>It was resolved to combine the Annual Town Assembly with the Public Information Day. It was also resolved to approve the payment to have a separate blanket testing hall fee for £50. VOTE all in favour.</u>

The meeting closed at 12:33pm

Signed Chair of Meeting ______________________________Date___________________________

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

Telephone: 01323 488114

Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar:*
cllr.d.dunbar@polegatetowncouncil.gov.uk

Minutes of Meeting of the **Finance and Policy Committee** held on **23rd January 2026 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

PRESENT: Councillors D Murray, M Cunningham, G Archer, M Caira, S Shing **(5)**

NOT PRESENT: Councillor M Piper, D Dunbar, D Watts, J Keen **(4)**

MINUTES

14016 Item 1: Opportunity for Public Comment for items on the agenda

None

14017 Item 2: Apologies for absence

Apologies from Cllr M Piper, D Dunbar, D Watts

No other apologies received

14018 Item 3: Declarations of interest

No Declarations of interest received

14019 Item 4: Minutes of the meeting dated 10th January 2025, 25th July 2025, 17th October 2025, 7th November 2025, 19th December 2025

It was resolved to adopt the minutes of the Finance and Policy Committee Meetings dated 10th January 2025, 25th July 2025, 17th October 2025, 7th November 2025, 19th December. VOTE all in favour.

14020 Item 5: Payments of accounts as presented

List of payments made between 01/12/2025 – 31/12/2025 = £57,926.10

It was resolved to approve the payments totalling at £57,926.10. VOTE all in favour.

14021 Item 6: Motion to go over budget

a. **Motion to go over budget 2025/26 for the disposal of confidential waste and IT waste from general reserves by £300**

b. **Motion to go over budget 2025/26 for Grounds Maintenance by £1,290 from general reserves**
c. **Motion to go over budget 2025/26 for Councillors Training by £300**

A vote was taken en bloc.

It was resolved to go over budget 2025/26 for the disposal of confidential waste and IT waste from general reserves by £300, for Grounds Maintenance by £1,290 from general reserves, for Councillors training by £300 from general reserves. VOTE all in favour.

14022 Item 7: Motion to waive the Council Chamber hire charges in support of Wealden Works

It was resolved to waive the Council Chamber hire charges in support of Wealden Works, a charity that supports young residents of Polegate*. VOTE all in favour.

14023 Item 8: Confidential

Finance and Policy Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Contracts)

It was resolved to go into confidential for the reasons shown discussion of Contracts. VOTE all in favour.

14024 Item 9: Grass Cutting – To extend the contract with our current contractors for 2026/27

It was resolved to extend the grass cutting contract with our current contractors IDverde for 2026/27. VOTE all in favour.

14025 Item 10: Grounds Contracts – To select a contractor

It was resolved to go with ACE Landscapes for the Grounds Maintenance Contract. VOTE 4 for 1 Against Cllr M Cunningham.

The meeting closed at 10:24am

Signed Chair of Meeting ____________________________ Date_________________________

*Wealden Works Website: www.wealdenworks.co.uk

Current/Business Premium

List of Payments made between 01/01/2026 and 31/01/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2026	Business Stream	DIRECT DEB	41.07		49/51 High St Water
02/01/2026	Business Stream	DIRECT DEB	151.00		Cophall Allotment water
06/01/2026	BrightHR	DIRECT DEB	201.82		Provisinon of HR Services
08/01/2026	Barclays Bank	DIRECT DEB	46.77		Bank Charges
09/01/2026	Nest Pension Scheme	DIRECT DEB	911.01		Nest Pension for December 25
14/01/2026	Advo Group	DIRECT DEB	154.99		Payroll Services Jan 2026
15/01/2026	Wealden District Council	DIRECT DEB	11,456.29		July Election & Bins
15/01/2026	Wealden District Council	Std Ord	749.00		NNDR Payment
15/01/2026	Staff Salaries Cash Book	Jan Sals	12,059.76		January Salary
16/01/2026	Cydney Edwards	BX842527	175.00		Entertainment at Tea Party
16/01/2026	SME IT Solutions Ltd	BX861338	277.97		IT Office Costs
16/01/2026	SME IT Solutions Ltd	BX858740	149.15		IT Telephone Costs
16/01/2026	Polegate Community Library	BX846783	1,000.00		Pay outstanding invoicesb etc
16/01/2026	Blue Frog Cleaning Services Lt	BX842201	456.65		Cleaning Services
16/01/2026	Landscape Construction	BX852670	1,080.00		Work at Basketball Court
16/01/2026	Europlants Ltd	BX853493	57.58		Monthly Maintenance Costs
16/01/2026	Mr Dan Dunbar	BX868105	7.65		Polegate Christmas Lights
16/01/2026	Mulberry Local Aurhority Servi	BX863892	456.00		Professional Services
16/01/2026	ECO CLEAN SUSSEX LTD	BX848778	1,020.00		Removal of graffitti at Bright
16/01/2026	Richardson Architecture Limite	BX850515	354.00		Storage Unit Planning Applicat
16/01/2026	Mr Dan Dunbar	BX867493	5.40		Concentus Charity Concert
16/01/2026	Chris Butler Archaeological Se	BX849952	900.00		Preparing WSI method statement
16/01/2026	Polegate Community Association	BX843959	100.00		Hire of Hall for T Party
16/01/2026	SME IT Solutions Ltd	BX853878	330.26		IT Office Costs
19/01/2026	Mr Dan Dunbar	BX869392	27.00		Sussex Mayors Association
19/01/2026	Mr Dan Dunbar	BX868599	9.00		Seaford Civic Carol Service
19/01/2026	Echo Cleaning	BX853914	120.00		Office and Window Cleaning
19/01/2026	VIKING Office Depot Internatio	BX853258	106.65		Stationery
19/01/2026	SME IT Solutions Ltd	BX862120	135.82		Adobe Acrobat
19/01/2026	IDVerde	BX863886	2,592.00		Playground Inspections
19/01/2026	[redacted]	BX848166	59.98		[redacted]
19/01/2026	Mr Dan Dunbar	BX868118	4.50		Eastbourne Carol Service
19/01/2026	Ultralite Ltd	BX864480	15,921.60		Polegate Christmas Lights
19/01/2026	Lewes District Council	BX862176	54.00		Monthly Park Checks
19/01/2026	Drax Energy	DIRECT DEB	1,876.30		Supply of Street Lighting
22/01/2026	Inland Revenue	DIRECT DEB	4,371.19		Tax & NI December 25
22/01/2026	EDF Energy	DIRECT DEB	400.60		49 High St Electric
22/01/2026	EDF Energy	DIRECT DEB	59.93		51 High St Electric
26/01/2026	Petty Cash	Jan P Cash	92.51		Petty Cash
27/01/2026	BarclayCard	BARCLAYCAR	145.93		Misc spend
		Total Payments	58,118.38		

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 December 2025
Page number:	1 of 3
Monthly spend limit:	[redacted]

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

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date of previous statement:	20 November 2025
Previous balance:	£832.54
Payment received:	£832.54 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£178.12
New balance:	**£178.12**
Payment due by:	**29 December 2025**

1/2

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 29 December 2025."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.
The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	832.54
27 Nov 2025	DIRECT DEBIT PAYMENT THANK YOU	832.54 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	178.12
Total cardholder expenditure			**£178.12**
New balance			**£178.12**

	NET	VAT	GROSS
4286	7.40	1.48	8.88
7001	58.39	7.85	66.24
7001	28.50		28.50
4014	74.50		74.50
	168.79	9.33	178.12

[redacted]

barclaycard commercial

barclaycard

[redacted]

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: [redacted]
Card number:
Statement date: 20 December 2025

Monthly spend limit: [redacted]

Date	Description		Amount
24 Nov 2025 251152718715	AMZNMktplace*ZL98Z5MV4 LONDON GBR MISCELLANEOUS AND RETAIL STORES	146 - 148	8.88
1 Dec 2025 021285481475	SAINSBURY'S S/MKT HAMPDEN PARK GROCERY STORES, SUPERMARKETS		28.50
1 Dec 2025 021285207495	LIDL GB POLEGATE LIDL GB POLEGGBR GROCERY STORES, SUPERMARKETS		66.24
15 Dec 2025 161285383905	PLANNING PORTAL BIRMINGHAM LND BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED		74.50
4 new purchases / cash advances. Total of spending.			£178.12

[redacted]

barclaycard commercial

barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 January 2026
Page number:	1 of 3
Monthly spend limit:	[redacted]

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

Tel:	0800 008 008
Outside UK:	+44 1604 269452
ROI:	1800 849 123
Online:	www.barclaycard.co.uk/commercial

Date of previous statement:	20 December 2025
Previous balance:	£178.12
Payment received:	£178.12 CR
Total of charges and adjustments:	£0.00
Total of new spending:	**£145.93**
New balance:	**£145.93**
Payment due by:	**27 January 2026**

1/2

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 27 January 2026."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.
The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	178.12
29 Dec 2025	DIRECT DEBIT PAYMENT THANK YOU	178.12 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	145.93
Total cardholder expenditure			**£145.93**
New balance			**£145.93**

000562 BBA1784A Page 1 of 2

NET	VAT	GROSS
25:20	5:04	30:24
25:00	5:00	30:00
71:41	14.28	85.69
121.61	24.32	145.93

[redacted]

barclaycard commercial

barclaycard

[redacted]

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel:	0800 008 008
Outside UK:	+44 1604 269452
ROI:	1800 849 123
Online:	www.barclaycard.co.uk/commercial

Company reference:	[redacted]
Card number:	
Statement date:	20 January 2026
Page number:	3 of 3
Monthly spend limit:	[redacted]

Date	Description	Amount
21 Dec 2025 221252718715	AMZNMktplace*ZD4D53164 LONDON GBR MISCELLANEOUS AND RETAIL STORES	30.24
8 Jan 2026 090185383906	AT&F SOLUTIONS LTD WORCESTER LND SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	30.00
8 Jan 2026 090115122626	WORKWEAR EXPRESS DURHAM ENG MEN'S,WOMEN'S AND CHILDREN'S UNIFORMS AN	85.69
3 new purchases / cash advances. Total of spending.		£145.93

[redacted]

[redacted]

2/8

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 December 2025

Business Current Accounts	
Business Current Account Statement	£50,000.00
[redacted]	
Business Savings Accounts	
Business Premium Account	£723,533.17
[redacted]	
Business Premium Account	£133,187.62
[redacted]	

This is the end of your account summary.

HSBC UK

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

Your Statement

B

[redacted]

38867 046019 0143 E 38500

Account Summary	
Opening Balance	89,586.86
Payments In	103.09
Payments Out	0.00
Closing Balance	89,689.95

Interest Rate - Valid as at end date of the statement period
1.41% AER

International Bank Account Number
[redacted]

Branch Identifier Code
[redacted]

13 November to 12 December 2025

Account Name
Polegate Town Council

Sortcode	Account Number	Sheet Number
[redacted]		74

Your Business Money Manager details

Date		*Payment type and details*	*Paid out*	*Paid in*	*Balance*
12 Nov 25		**BALANCE BROUGHT FORWARD**			**89,586.86**
12 Dec 25	CR	GROSS INTEREST TO 11DEC2025		1010 103.09	89,689.95
12 Dec 25		**BALANCE CARRIED FORWARD**			**89,689.95**

1/1

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are 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 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 (hsbc.co.uk/fscs/).

Account Name	Account No	Sort Code	Page No
[redacted]	[redacted]		1 of 2

NatWest

[redacted]

Business Reserve Account

Summary	
Statement Date	01 SEP 2025
Period Covered	02 AUG 2025 to 01 SEP 2025
Previous Balance	£88,166.85
Paid In	£73.55
Withdrawn	£0.00
New Balance	£88,240.40
BIC	[redacted]
IBAN	[redacted]

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at **www.natwest.com**
If you have changed your address or telephone number please let us know.
Interest rate: 1.05% Gross / 1.06% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
02 AUG 2025	BROUGHT FORWARD			88,166.85
29 AUG	Interest 29AUG GRS 47542470	73.55		88,240.40

DORMANT TEAM
PHONE 0345 835 2118

1001036114000010001

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/12/2025		50,000.00
Business Premium Account	31/12/2025		723,533.17
			773,533.17

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		773,533.17

Unpresented Receipts (Plus)		
	0.00	
		0.00
		773,533.17

Balance per Cash Book is :- 773,533.17

Difference is :- 0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	31/12/2025		133,187.62
			133,187.62
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			133,187.62
Unpresented Receipts (Plus)			
		0.00	
			0.00
			133,187.62
		Balance per Cash Book is :-	133,187.62
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	31/12/2025		200.00
			200.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		200.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		200.00
	Balance per Cash Book is :-	200.00
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	31/12/2025		0.00
			0.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		0.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		0.00
	Balance per Cash Book is :-	0.00
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	31/12/2025		89,689.95
			89,689.95
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			89,689.95
Unpresented Receipts (Plus)			
		0.00	
			0.00
			89,689.95
		Balance per Cash Book is :-	89,689.95
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	31/12/2025		88,240.40
			88,240.40

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		88,240.40

Unpresented Receipts (Plus)		
	0.00	
		0.00
		88,240.40

Balance per Cash Book is :-	88,240.40
Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Summary Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	65	195	3,481	3,286			5.6%
	Expenditure	20,723	160,650	219,259	58,609	3,561	55,048	74.9%
	Net Income over Expenditure	(20,658)	(160,455)	(215,778)	(55,323)			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(20,658)	(160,455)	(215,778)	(55,323)			
	Grand Totals:- Income	65	195	3,481	3,286			5.6%
	Expenditure	20,723	160,650	219,259	58,609	3,561	55,048	74.9%
	Net Income over Expenditure	(20,658)	(160,455)	(215,778)	(55,323)			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(20,658)	(160,455)	(215,778)	(55,323)			

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Administration								
1009	Bank Loyalty Discount	0	0	170	170			0.0%	
1060	Miscellaneous Income	0	80	0	(80)			0.0%	
	Administration :- Income	0	80	170	90			47.1%	0
4010	Internal Auditor	0	213	500	287		287	42.6%	
4030	Postage	0	37	150	113		113	24.7%	
4031	Stationery	0	1,212	1,500	288		288	80.8%	
4032	Photocopier copy charges	0	939	1,500	561		561	62.6%	
4035	Computer consumables	0	16	350	334		334	4.4%	
4036	Office IT equip't inc antiviru	25	465	750	285		285	62.0%	
4037	Website	14	182	400	218		218	45.5%	
4039	Legal fees	0	3,454	5,000	1,546		1,546	69.1%	
4040	Audit Fees (external audit)	0	1,365	1,600	235		235	85.3%	
4043	Insurance Premiums	0	6,585	7,000	415		415	94.1%	
4044	Insurance Tree Survey	0	695	1,500	805		805	46.3%	
4045	Subscriptions	150	3,462	3,800	338		338	91.1%	
4046	Publications	0	43	400	357		357	10.8%	
4047	Advertising	0	0	150	150		150	0.0%	
4049	Tree Works	0	0	5,000	5,000		5,000	0.0%	
4050	Town Council Elections	0	0	3,000	3,000		3,000	0.0%	
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	47	431	800	369		369	53.9%	
4059	First Aid	0	64	150	86		86	42.8%	
4062	Newsletter Production	0	0	600	600		600	0.0%	
4063	Hire of Halls	0	41	300	260		260	13.5%	
4069	Office telephones	52	465	1,100	635		635	42.2%	
4070	Broadband/Internet	33	300	550	250		250	54.5%	
4071	IT Services incl backups	267	2,464	3,850	1,386		1,386	64.0%	
4072	IT costs office 365	208	1,779	2,420	641		641	73.5%	
4073	IT reserve for new machines	40	2,350	1,200	(1,150)		(1,150)	195.8%	852
8060	Misc Resolved Gen Reserves & c	0	2,580	0	(2,580)	243	(2,823)	0.0%	
	Administration :- Indirect Expenditure	835	29,141	43,820	14,679	243	14,436	67.1%	852
	Net Income over Expenditure	(835)	(29,061)	(43,650)	(14,589)				
6000	plus Transfer from EMR	0	852	0	(852)				
	Movement to/(from) Gen Reserve	(835)	(28,209)	(43,650)	(15,441)				
103	Town Councillors								
1060	Miscellaneous Income	586	586	0	(586)			0.0%	
	Town Councillors :- Income	586	586	0	(586)				0

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090	Councillors' allowances	0	3,629	7,600	3,971		3,971	47.8%	
4091	Councillors' expenses	19	469	600	131		131	78.2%	
4092	Councillors' training	0	570	500	(70)		(70)	114.0%	
4093	Mayor's allowance Civic Duties	353	1,545	2,000	455		455	77.2%	391
4097	Civic Event	0	906	1,000	94		94	90.6%	
8060	Misc Resolved Gen Reserves & c	3,812	3,812	0	(3,812)		(3,812)	0.0%	
	Town Councillors :- Indirect Expenditure	4,184	10,931	11,700	769	0	769	93.4%	391
	Net Income over Expenditure	(3,597)	(10,344)	(11,700)	(1,356)				
6000	plus Transfer from EMR	0	391	0	(391)				
	Movement to/(from) Gen Reserve	(3,597)	(9,954)	(11,700)	(1,746)				
104	General Administration								
1010	Investment Income	2,714	9,205	4,000	(5,205)			230.1%	
1076	Precept	0	514,937	514,937	0			100.0%	
	General Administration :- Income	2,714	524,142	518,937	(5,205)			101.0%	0
4100	Grants to other Organisations	0	350	1,000	650		650	35.0%	
4103	Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4104	Events	0	522	1,500	978		978	34.8%	
4105	Finance Software	0	1,538	1,800	262		262	85.4%	
8060	Misc Resolved Gen Reserves & c	0	310	0	(310)		(310)	0.0%	
	General Administration :- Indirect Expenditure	0	2,720	5,300	2,580	0	2,580	51.3%	0
	Net Income over Expenditure	2,714	521,423	513,637	(7,786)				
201	Council Offices								
1060	Miscellaneous Income	0	170	0	(170)			0.0%	
	Council Offices :- Income	0	170	0	(170)				0
4004	Cleaning contract	100	875	1,500	625		625	58.3%	
4130	Council Tax	749	6,736	9,500	2,764		2,764	70.9%	
4131	Electricity	352	2,133	5,000	2,867		2,867	42.7%	
4132	Water charges	41	370	700	330		330	52.8%	
4133	Sewerage	0	658	700	42		42	94.0%	
4136	Photocopier - lease	186	743	1,500	757		757	49.5%	
4139	Window Cleaning	25	200	400	200		200	50.0%	
4140	Alarm Maintenance	0	292	500	208		208	58.4%	
4141	Fire Precautions	0	329	500	171		171	65.8%	
4142	Other Maintenance	355	911	1,100	189	494	(305)	127.7%	
4146	Other Office Equipment	0	488	1,500	1,012		1,012	32.6%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4154	Housekeeping San bins 49 & gar	0	421	380	(41)		(41)	110.7%	
4155	Refuse Collecting	123	1,252	1,500	248		248	83.5%	220
4162	PWLB - Capital	0	2,710	2,711	1		1	100.0%	
4163	PWLB- Interest	0	76	76	(0)		(0)	100.3%	
8060	Misc Resolved Gen Reserves & c	0	3,093	0	(3,093)		(3,093)	0.0%	2,632
	Council Offices :- Indirect Expenditure	1,930	21,288	27,567	6,279	494	5,786	79.0%	2,852
	Net Income over Expenditure	(1,930)	(21,118)	(27,567)	(6,449)				
6000	plus Transfer from EMR	0	2,852	0	(2,852)				
	Movement to/(from) Gen Reserve	(1,930)	(18,266)	(27,567)	(9,301)				
202	51 High Street								
4170	51 High Street - expenditure	26	419	800	381		381	52.3%	
	51 High Street :- Indirect Expenditure	26	419	800	381	0	381	52.3%	0
	Net Expenditure	(26)	(419)	(800)	(381)				
203	The Pavilion								
1030	Rental Income-CIC	0	1,437	1,600	163			89.8%	
	The Pavilion :- Income	0	1,437	1,600	163			89.8%	0
	Net Income	0	1,437	1,600	163				
204	Wannock Office								
4198	PWMRG CIC Grant (Interim)	10,000	34,981	34,981	0		0	100.0%	
	Wannock Office :- Indirect Expenditure	10,000	34,981	34,981	0	0	0	100.0%	0
	Net Expenditure	(10,000)	(34,981)	(34,981)	0				
205	High Street Toilets								
1035	High St Toilets Community Sche	0	1,238	1,300	63			95.2%	
	High Street Toilets :- Income	0	1,238	1,300	63			95.2%	0
4500	Toilets High St - Cleaning	381	5,046	11,500	6,454		6,454	43.9%	
4501	Toilets High St - Maintenance	0	2,201	2,400	199		199	91.7%	
4504	Toilets High St - Other	0	392	790	398		398	49.7%	
4506	Toilets High St - Vandalism	0	0	350	350		350	0.0%	
	High Street Toilets :- Indirect Expenditure	381	7,639	15,040	7,401	0	7,401	50.8%	0
	Net Income over Expenditure	(381)	(6,402)	(13,740)	(7,338)				

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Town Centre and Community Safe								
1060 Miscellaneous Income	0	1,220	0	(1,220)			0.0%	
Town Centre and Community Safe :- Income	0	1,220	0	(1,220)				0
4201 CCTV costs	0	1,039	5,500	4,461	1,039	3,422	37.8%	
4202 Defibrillators	0	1,321	1,500	179	353	(174)	111.6%	
4203 Defib replace savings	0	1,743	2,000	257		257	87.2%	
Town Centre and Community Safe :- Indirect Expenditure	0	4,103	9,000	4,897	1,392	3,505	61.1%	0
Net Income over Expenditure	0	(2,883)	(9,000)	(6,117)				
302 Recreation Grounds								
1022 Brightling Road lease	0	0	120	120			0.0%	
1060 Miscellaneous Income	0	165	0	(165)			0.0%	
Recreation Grounds :- Income	0	165	120	(45)			137.7%	0
4199 Changing Places Toilet	0	171	0	(171)		(171)	0.0%	171
4220 General Maintenance	2,217	12,538	16,000	3,462	3,407	56	99.7%	
4223 Grounds Maintenance	1,430	7,290	6,000	(1,290)		(1,290)	121.5%	
4225 Vandalism	0	85	0	(85)		(85)	0.0%	
4230 Skate Park	0	52	3,000	2,948		2,948	1.7%	
4238 Litter Bins	246	3,105	7,600	4,495	1,356	3,139	58.7%	
4240 Oakleaf Lease Charges	0	170	180	10		10	94.4%	
4241 Dog Bins	0	1,465	2,860	1,395		1,395	51.2%	
4242 Playground Equipment	0	978	3,000	2,022		2,022	32.6%	
4243 Safety Inspections	0	924	1,800	876	135	741	58.8%	
8060 Misc Resolved Gen Reserves & c	0	3,079	0	(3,079)	14,036	(17,115)	0.0%	
Recreation Grounds :- Indirect Expenditure	3,894	29,857	40,440	10,583	18,933	(8,350)	120.6%	171
Net Income over Expenditure	(3,894)	(29,692)	(40,320)	(10,628)				
6000 plus Transfer from EMR	0	171	0	(171)				
Movement to/(from) Gen Reserve	(3,894)	(29,521)	(40,320)	(10,799)				
303 Highways								
1051 Urban Grasscutting Income	0	5,342	5,342	(0)			100.0%	
Highways :- Income	0	5,342	5,342	(0)			100.0%	0
4256 Urban grasscutting	6,536	22,716	29,000	6,284		6,284	78.3%	1,866
4258 Flower Beds	0	6,488	8,850	2,362		2,362	73.3%	
4259 Council Gardens - office	10	91	1,100	1,009		1,009	8.3%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4263	Bulb Planting	0	0	1,100	1,100		1,100	0.0%	
4264	SID/VAS maintenance moving	0	825	1,100	275	275	0	100.0%	
	Highways :- Indirect Expenditure	6,546	30,120	41,150	11,030	275	10,755	73.9%	1,866
	Net Income over Expenditure	(6,546)	(24,778)	(35,808)	(11,030)				
6000	plus Transfer from EMR	0	1,866	0	(1,866)				
	Movement to/(from) Gen Reserve	(6,546)	(22,912)	(35,808)	(12,896)				
304	Allotments								
1070	Allotment Fees	77	2,726	2,500	(226)			109.0%	
1072	Gosford Way Allotments	0	175	175	0			100.0%	
1073	Allotment Deposit Retained	0	300	0	(300)			0.0%	300
	Allotments :- Income	77	3,201	2,675	(526)			119.7%	300
4270	Allotments - maintenance	0	460	700	240	203	37	94.8%	1,791
4271	Allotments - improvements	110	2,806	6,000	3,194	540	2,654	55.8%	
4272	Allotments - water	151	515	1,000	485		485	51.5%	
4273	Allotment - rent of land Gosfo	0	90	180	90		90	50.0%	
4274	Allotment Grounds maintenance	0	0	800	800		800	0.0%	
8060	Misc Resolved Gen Reserves & c	0	595	0	(595)		(595)	0.0%	
	Allotments :- Indirect Expenditure	261	4,466	8,680	4,214	743	3,471	60.0%	1,791
	Net Income over Expenditure	(184)	(1,265)	(6,005)	(4,740)				
6000	plus Transfer from EMR	0	1,791	0	(1,791)				
6001	less Transfer to EMR	0	300	0	(300)				
	Movement to/(from) Gen Reserve	(184)	226	(6,005)	(6,231)				
305	Street Lighting								
4280	Street Light - energy	1,394	10,207	33,000	22,793		22,793	30.9%	
4281	Street Light - Maint contract	0	10,739	13,000	2,261		2,261	82.6%	
4282	St Light - works/impro/maint	0	829	10,000	9,171		9,171	8.3%	
4286	Christmas decorations	7	(369)	14,500	14,869		14,869	(2.5%)	
4287	Additional Christmas Decoratio	320	320	0	(320)	320	(640)	0.0%	
8060	Misc Resolved Gen Reserves & c	0	0	0	0	1,365	(1,365)	0.0%	
	Street Lighting :- Indirect Expenditure	1,722	21,726	70,500	48,774	1,685	47,089	33.2%	0
	Net Expenditure	(1,722)	(21,726)	(70,500)	(48,774)				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306	**Prize and Prize Giving**								
4096	Remembrance Wreath	0	48	60	13		13	79.2%	
	Prize and Prize Giving :- Indirect Expenditure	0	48	60	13	0	13	79.2%	0
	Net Expenditure	0	(48)	(60)	(13)				
307	**The Polegate Partnership**								
1040	SponsorFlower Beds Hailsham Rd	0	548	1,000	452			54.8%	
	The Polegate Partnership :- Income	0	548	1,000	452			54.8%	0
4305	Polegate Partnership Admin	0	298	0	(298)		(298)	0.0%	
4306	Replace Hailsham Rd Beds	0	0	450	450		450	0.0%	
4307	Hailsham Flowers Maintenance	38	585	580	(5)		(5)	100.9%	
	The Polegate Partnership :- Indirect Expenditure	38	883	1,030	147	0	147	85.8%	0
	Net Income over Expenditure	(38)	(335)	(30)	305				
401	**The Planning Committee**								
4320	Planning Committee - Halls	0	0	100	100		100	0.0%	
	The Planning Committee :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
	Net Expenditure	0	0	(100)	(100)				
701	**The Retired**								
7001	The Retired	287	1,404	1,800	396		396	78.0%	
	The Retired :- Indirect Expenditure	287	1,404	1,800	396	0	396	78.0%	0
	Net Expenditure	(287)	(1,404)	(1,800)	(396)				
	Grand Totals:- Income	3,377	538,129	531,144	(6,985)			101.3%	
	Expenditure	30,102	199,725	311,968	112,243	23,765	88,479	71.6%	
	Net Income over Expenditure	(26,725)	338,405	219,176	(119,229)				
	plus Transfer from EMR	0	7,922	0	(7,922)				
	less Transfer to EMR	0	300	0	(300)				
	Movement to/(from) Gen Reserve	(26,725)	346,027	219,176	(126,851)				

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			12,065.54	
200	Current/Business Premium			773,533.17	
201	Tracker Account			133,187.62	
203	HSBC Deposit A/C			89,689.95	
204	NatWest deposit A/C			88,240.40	
210	Petty Cash			200.00	
310	General reserves				249,666.03
320	Council Office Mntce Fund				12,763.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				20,972.97
328	Office IT Equipment Reserve				45.40
331	Brightling Reserve				8,514.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				85,174.06
338	Hailsham Beds Reserve				1,398.54
339	Office Alterations Reserve				19,899.75
341	Staff - Consultant/Temporary				3,290.55
342	S106 funds				247,799.45
344	Play Equipment				2,665.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				519.44
348	Consultation/Newsletter				448.00
349	CIL funds				89,104.11
350	Picnic Benches				68.51
351	Skate Park				9,346.00
352	Overtime				1,546.23
353	Polegate Community Library				50,780.00
354	New air con unit				1,220.00
355	Christmas Lights (new)				1,750.00
356	Bins				5,250.00
358	VAS (SID)				4,269.60
359	Land purchase car park				100.00
360	Land Purchase open space				40,100.00
362	emr training courses				2,476.00
364	Changing Places Toilet Maint				1,529.40
366	Allotment major works				5,372.61
367	Brightling Pathway				9,116.87
560	Deposits Held				3,910.00
1010	Investment Income	104	General Administration		9,205.44
1030	Rental Income-CIC	203	The Pavilion		1,437.21
1035	High St Toilets Community Sche	205	High Street Toilets		1,237.50
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		548.00

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1042	Sponsorship Litter Picker	101	Employee costs		195.01
1051	Urban Grasscutting Income	303	Highways		5,342.22
1060	Miscellaneous Income	102	Administration		80.00
1060	Miscellaneous Income	103	Town Councillors		586.15
1060	Miscellaneous Income	201	Council Offices		169.60
1060	Miscellaneous Income	301	Town Centre and Community Safe		1,220.00
1060	Miscellaneous Income	302	Recreation Grounds		165.26
1070	Allotment Fees	304	Allotments		2,725.80
1072	Gosford Way Allotments	304	Allotments		175.00
1073	Allotment Deposit Retained	304	Allotments		300.00
1076	Precept	104	General Administration		514,937.00
4000	[redacted]	101	Employee costs	[redacted]	
4002	[redacted]	101	Employee costs	[redacted]	
4003	[redacted]	101	Employee costs	[redacted]	
4004	Cleaning contract	201	Council Offices	875.00	
4005	[redacted]	101	Employee costs	[redacted]	
4007	NI (ER's)	101	Employee costs	12,671.49	
4008	Pension ER's contributions	101	Employee costs	3,716.97	
4009	Payroll	101	Employee costs	1,162.44	
4010	Internal Auditor	102	Administration	212.95	
4011	[redacted]	101	Employee costs	[redacted]	
4012	[redacted]	101	Employee costs	[redacted]	
4013	[redacted]	101	Employee costs	[redacted]	
4014	Consultancy/Locum Clerk	101	Employee costs	1,574.50	
4015	[redacted]	101	Employee costs	[redacted]	
4016	Training Exps inc course fees	101	Employee costs	2,200.00	
4019	[redacted]	101	Employee costs	[redacted]	
4022	[redacted]	101	Employee costs	[redacted]	
4023	[redacted]	101	Employee costs	[redacted]	
4024	HR Contract	101	Employee costs	1,429.67	
4030	Postage	102	Administration	37.09	
4031	Stationery	102	Administration	1,212.11	
4032	Photocopier copy charges	102	Administration	939.49	
4035	Computer consumables	102	Administration	15.56	
4036	Office IT equip't inc antiviru	102	Administration	465.30	
4037	Website	102	Administration	182.07	
4039	Legal fees	102	Administration	3,454.00	
4040	Audit Fees (external audit)	102	Administration	1,365.00	
4043	Insurance Premiums	102	Administration	6,584.91	
4044	Insurance Tree Survey	102	Administration	695.00	
4045	Subscriptions	102	Administration	3,461.60	
4046	Publications	102	Administration	43.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4056	Bank/Barclaycard charges	102	Administration	430.88	
4059	First Aid	102	Administration	64.15	
4063	Hire of Halls	102	Administration	40.50	
4069	Office telephones	102	Administration	464.66	
4070	Broadband/Internet	102	Administration	299.97	
4071	IT Services incl backups	102	Administration	2,463.61	
4072	IT costs office 365	102	Administration	1,778.96	
4073	IT reserve for new machines	102	Administration	2,350.08	
4090	Councillors' allowances	103	Town Councillors	3,629.27	
4091	Councillors' expenses	103	Town Councillors	469.25	
4092	Councillors' training	103	Town Councillors	570.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,544.95	
4096	Remembrance Wreath	306	Prize and Prize Giving	47.50	
4097	Civic Event	103	Town Councillors	905.65	
4100	Grants to other Organisations	104	General Administration	350.00	
4104	Events	104	General Administration	521.99	
4105	Finance Software	104	General Administration	1,537.70	
4130	Council Tax	201	Council Offices	6,736.00	
4131	Electricity	201	Council Offices	2,133.15	
4132	Water charges	201	Council Offices	369.63	
4133	Sewerage	201	Council Offices	658.05	
4136	Photocopier - lease	201	Council Offices	742.80	
4139	Window Cleaning	201	Council Offices	200.00	
4140	Alarm Maintenance	201	Council Offices	292.00	
4141	Fire Precautions	201	Council Offices	328.88	
4142	Other Maintenance	201	Council Offices	911.25	
4146	Other Office Equipment	201	Council Offices	488.47	
4154	Housekeeping San bins 49 & gar	201	Council Offices	420.72	
4155	Refuse Collecting	201	Council Offices	1,252.04	
4162	PWLB - Capital	201	Council Offices	2,710.31	
4163	PWLB- Interest	201	Council Offices	76.23	
4170	51 High Street - expenditure	202	51 High Street	418.63	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	34,981.00	
4199	Changing Places Toilet	302	Recreation Grounds	170.90	
4201	CCTV costs	301	Town Centre and Community Safe	1,038.88	
4202	Defibrillators	301	Town Centre and Community Safe	1,321.00	
4203	Defib replace savings	301	Town Centre and Community Safe	1,743.00	
4220	General Maintenance	302	Recreation Grounds	12,537.94	
4223	Grounds Maintenance	302	Recreation Grounds	7,290.18	
4225	Vandalism	302	Recreation Grounds	85.00	
4230	Skate Park	302	Recreation Grounds	51.67	
4238	Litter Bins	302	Recreation Grounds	3,105.48	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4240	Oakleaf Lease Charges	302	Recreation Grounds	170.00	
4241	Dog Bins	302	Recreation Grounds	1,465.00	
4242	Playground Equipment	302	Recreation Grounds	977.68	
4243	Safety Inspections	302	Recreation Grounds	924.00	
4256	Urban grasscutting	303	Highways	22,715.76	
4258	Flower Beds	303	Highways	6,487.98	
4259	Council Gardens - office	303	Highways	91.44	
4264	SID/VAS maintenance moving	303	Highways	825.00	
4270	Allotments - maintenance	304	Allotments	460.00	
4271	Allotments - improvements	304	Allotments	2,806.00	
4272	Allotments - water	304	Allotments	514.56	
4273	Allotment - rent of land Gosfo	304	Allotments	90.00	
4280	Street Light - energy	305	Street Lighting	10,207.09	
4281	Street Light - Maint contract	305	Street Lighting	10,739.30	
4282	St Light - works/impro/maint	305	Street Lighting	829.30	
4286	Christmas decorations	305	Street Lighting		369.24
4287	Additional Christmas Decoratio	305	Street Lighting	320.00	
4305	Polegate Partnership Admin	307	The Polegate Partnership	298.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	585.38	
4500	Toilets High St - Cleaning	205	High Street Toilets	5,045.84	
4501	Toilets High St - Maintenance	205	High Street Toilets	2,201.00	
4504	Toilets High St - Other	205	High Street Toilets	392.38	
6000	Transfer from EMR	102	Administration		851.60
6000	Transfer from EMR	103	Town Councillors		390.53
6000	Transfer from EMR	201	Council Offices		2,852.00
6000	Transfer from EMR	302	Recreation Grounds		170.90
6000	Transfer from EMR	303	Highways		1,866.39
6000	Transfer from EMR	304	Allotments		1,791.00
6001	Transfer to EMR	304	Allotments	300.00	
7001	The Retired	701	The Retired	1,404.33	
8060	Misc Resolved Gen Reserves & c	101	Employee costs	19,909.60	
8060	Misc Resolved Gen Reserves & c	102	Administration	2,579.63	
8060	Misc Resolved Gen Reserves & c	103	Town Councillors	3,811.50	
8060	Misc Resolved Gen Reserves & c	104	General Administration	310.00	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	3,093.19	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	3,079.01	
8060	Misc Resolved Gen Reserves & c	304	Allotments	595.00	
			Trial Balance Totals :	1,457,960.78	1,457,960.78
			Difference	0.00	

List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2025	Rhino Rod	BX565333	85.00		Clear blocked toilet High St
01/12/2025	Ace Landscapes	BX568177	72.00		Plot C39 Rubbish removal
01/12/2025	Meridian Toilet Hire	BX567280	372.00		Provision of toilets
01/12/2025	Sussex Tree Surgeons	BX570164	714.00		Tree work Plot C39
01/12/2025	Lewes District Council	BX564384	54.00		Monthly Park Checks
01/12/2025	Recorra Sout East Ltd	BX563685	95.29		Refuse Collection
01/12/2025	Defib Warehouse	BX567749	346.80		Powerhert G5 AED Battery
01/12/2025	Ace Landscapes	BX569129	295.78		Saturday Bin Emptying Oct 25
01/12/2025	Prime Signs	BX562234	30.00		Delivery costs for posts
01/12/2025	PCA Drama Group	BX569247	299.00		Panto Show Tickets
01/12/2025	Prime Signs	BX636653	294.00		4 x Posts and Caps
01/12/2025	VIKING Office Depot Internatio	BX659722	105.76		Postage & Stationery
01/12/2025	VIKING Office Depot Internatio	BX565773	124.28		Stationery
01/12/2025	Wealden District Council	BX567304	60.00		Wealden Parish Conference
01/12/2025	Business Stream	DIRECT DEB	41.07		49/51 High St Water
01/12/2025	Business Stream	DIRECT DEB	151.00		Cophall Water
05/12/2025	Barclays Bank	DIRECT DEB	46.93		Bank Charges
05/12/2025	BrightHR	DIRECT DEB	201.82		Provision of HR Services
09/12/2025	Nest Pension Scheme	DIRECT DEB	1,089.91		Nest Pension November 25
15/12/2025	Advo Group	DIRECT DEB	154.99		Payroll Services for December
15/12/2025	Wealden District Council	Std Ord	749.00		NNDR Payment
15/12/2025	Staff Salaries Cash Book	Dec Sals	11,767.25		Dec Salary
16/12/2025	Drax Energy	DIRECT DEB	1,673.21		Supply of Street Lighting
17/12/2025	EDF Energy	DIRECT DEB	422.12		49 High St Electric
17/12/2025	EDF Energy	DIRECT DEB	26.90		51 High St Electric
18/12/2025	Ace Landscapes	BX516756	1,072.80		Supply & Install concrete pad
18/12/2025	Moonlight Dreams	BX523123	150.00		4 Elves for Christmas Party
18/12/2025	Polegate War Memorial Recreati	BX511909	10,000.00		Remainder of Grant for 25/26
18/12/2025	DCM Pest Control	BX511769	132.00		Wasp Treatment at Allotments
18/12/2025	Echo Cleaning	BX505371	150.00		Office & Window Cleaning
18/12/2025	Southern Mobility Centres Ltd	BX520222	66.00		Service stair lift 49 High St
18/12/2025	Ace Landscapes	BX518621	295.78		Saturday Bin Emptying
18/12/2025	South East Water	BX514456	98.00		Brightling Park Leisure Ground
18/12/2025	Toye, Kenning & Spencer Ltd	BX511332	4,573.80		Mayors New Chain
18/12/2025	St Georges Church	BX515754	100.00		Donation for refreshments
18/12/2025	IDVerde	BX505214	2,614.32		Urban Grascut for Oct25
18/12/2025	IDVerde	BX505245	1,716.12		Grounds Maintenance Nov 25
18/12/2025	IDVerde	BX504367	5,228.64		Urban Grasscut for Nov 25
18/12/2025	Ripley Ltd	BX516226	359.70		New Water Heater in Kitchen
18/12/2025	Mr Dan Dunbar	BX534049	252.67		Cards, Donations & Gifts
18/12/2025	Mr Dan Dunbar	BX510357	50.00		Auction Prize for WRAS
18/12/2025	Mr Dan Dunbar	BX504314	5.40		Ukraine fundraising event
18/12/2025	Recorra Sout East Ltd	BX501828	147.41		Refuse Collection
18/12/2025	Europlants Ltd	BX508093	57.58		Monthly Maintenance costs
18/12/2025	Parish Online	BX520755	180.00		Parish Online
18/12/2025	Red Roses Gardening Services	BX522062	812.98		Various handyman jobs
18/12/2025	Streetlights	BX505892	384.00		Col A Roy Martin Way RCD etc

Continued on Page 2

Current/Business Premium

List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/12/2025	SME IT Solutions Ltd	BX509743	149.78		It Telephone Costs
18/12/2025	Mulberry Local Aurhority Servi	BX505386	960.00		Professional Services
18/12/2025	SME IT Solutions Ltd	BX509776	279.74		IT Office Costs
18/12/2025	Kent County Council KCS	BX506693	222.84		Photocopy Lease
18/12/2025	Ace Landscapes	BX519638	494.40		To install new park bench
18/12/2025	Grounds Maintenance Associatio	BX513963	2,537.40		Work Package 1
18/12/2025	Blue Frog Cleaning Services Lt	BX522591	456.65		Cleaning Services
18/12/2025	Mr Dan Dunbar	BX502408	3.15		EYR Sussex Downs College
18/12/2025	Mr Dan Dunbar	BX500412	16.20		Peacehaven Carol Concert
18/12/2025	SME IT Solutions Ltd	BX509518	330.26		IT Office Costs
22/12/2025	Inland Revenue	DIRECT DEB	4,578.25		Tax & NI Nov 25
29/12/2025	BarclayCard	DIRECT DEB	178.12		Misc Spend

Total Payments	57,926.10

Source	Ledger	Ref No	Month		Code	Gross	Net	VAT
Cashbook	1		7			1,152.60	960.50	192.10
Cashbook	1		9			78.00	65.00	13.00
		OUTPUT		Total Rate:	S	1,230.60	1,025.50	205.10
Cashbook	1		7			1,965.16	1,965.16	0.00
Cashbook	1		9			655.40	655.40	0.00
		OUTPUT		Total Rate:	Z	2,620.56	2,620.56	0.00
Cashbook	1		7			199.04	189.56	9.48
Cashbook	1		8			285.50	271.90	13.60
Cashbook	1		9			26.90	25.62	1.28
		INPUT		Total Rate:	LR	511.44	487.08	24.36
Purchase Ledger	1	243	7			4,047.88	3,373.23	674.65
Purchase Ledger	1	244	7			10,800.74	9,000.62	1,800.12
Purchase Ledger	1	246	7			1,352.28	1,126.90	225.38
Purchase Ledger	1	250	7			8,334.29	6,945.24	1,389.05
Cashbook	1		7			1,559.13	1,299.28	259.85
Purchase Ledger	1	252	8			17,391.05	14,492.53	2,898.52
Purchase Ledger	1	255	8			2,476.07	2,063.39	412.68
Cashbook	1		8			2,477.23	2,042.50	434.73
Purchase Ledger	1	256	9			22,409.22	18,674.35	3,734.87
Cashbook	1		9			2,517.81	2,101.38	416.43
		INPUT		Total Rate:	S	73,365.70	61,119.42	12,246.28
Purchase Ledger	1	243	7			77.65	77.65	0.00
Purchase Ledger	1	244	7			150.00	150.00	0.00
Purchase Ledger	1	247	7			280.00	280.00	0.00
Purchase Ledger	1	249	7			30.00	30.00	0.00
Purchase Ledger	1	250	7			338.40	338.40	0.00
Cashbook	1		7			995.66	995.66	0.00
Purchase Ledger	1	252	8			1,005.57	1,005.57	0.00
Purchase Ledger	1	254	8			75.67	75.67	0.00
Purchase Ledger	1	255	8			471.84	471.84	0.00
Cashbook	1		8			1,189.22	1,189.22	0.00
Purchase Ledger	1	256	9			11,488.40	11,488.40	0.00
Cashbook	1		9			1,100.45	1,100.45	0.00
		INPUT		Total Rate:	Z	17,202.86	17,202.86	0.00

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
VAT Return Summary:				Total Outputs	3,851.16	3,646.06	205.10
				Total Inputs	91,080.00	78,809.36	12,270.64

	Box	
VAT due in the period on sales and other outputs	Box 1	205.10
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	2	0.00
Total VAT due	3	205.10
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	4	12,270.64
Net VAT to reclaim from HMRC	5	12,065.54
Total value of sales and all other outputs excluding any VAT	6	3,646.00
Total value of purchases and all other inputs excluding any VAT	7	78,809.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States		0.00

BARCLAYS

30 January 2026

[redacted]

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 30 January 2026

Business Current Accounts	
Business Current Account Statement	£50,000.00
[redacted]	

Business Savings Accounts	
Business Premium Account	£677,514.67
[redacted]	
Business Premium Account	£133,187.62
[redacted]	

This is the end of your account summary.

HSBC UK

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

Your Statement

B

[redacted]

71683 044925 0140 E 38500

Account Summary	
Opening Balance	89,689.95
Payments In	106.65
Payments Out	0.00
Closing Balance	89,796.60

Interest Rate - Valid as at end date of the statement period
1.41% AER

International Bank Account Number
[redacted]

Branch Identifier Code
[redacted]

13 December 2025 to 12 January 2026

Account Name
Polegate Town Council

Sortcode	Account Number	Sheet Number
[redacted]	[redacted]	75

1/1

Your Business Money Manager details

Date		Payment type and details	Paid out	Paid in	Balance
12 Dec 25		**BALANCE BROUGHT FORWARD**			**89,689.95**
12 Jan 26	CR	GROSS INTEREST TO 11JAN2026		106.65	89,796.60
12 Jan 26		**BALANCE CARRIED FORWARD**			**89,796.60**

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are 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 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 (hsbc.co.uk/fscs/).

Account Name	Account No Sort Code	Page No
[redacted]	[redacted]	

NatWest

[redacted]

Business Reserve Account

Summary	
Statement Date	01 SEP 2025
Period Covered	02 AUG 2025 to 01 SEP 2025
Previous Balance	£88,166.85
Paid In	£73.55
Withdrawn	£0.00
New Balance	£88,240.40
BIC	[redacted]
IBAN	[redacted]

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at **www.natwest.com**
If you have changed your address or telephone number please let us know.
Interest rate: 1.05% Gross / 1.06% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
02 AUG 2025	BROUGHT FORWARD			88,166.85
29 AUG	Interest 29AUG GRS 47542470	73.55		88,240.40

DORMANT TEAM
PHONE 0345 835 2118
23 | 10 | 25 - CALL
22 | 12 | 25 REQ LETTER
9 | 1 | 25 REQ LETTER

1001036114000100001

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/01/2026		50,000.00
Business Premium Account	31/01/2026		677,514.67
			727,514.67
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			727,514.67
Unpresented Receipts (Plus)			
		0.00	
			0.00
			727,514.67
		Balance per Cash Book is :-	727,514.67
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	31/01/2026		133,187.62
			133,187.62
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			133,187.62
Unpresented Receipts (Plus)			
		0.00	
			0.00
			133,187.62
		Balance per Cash Book is :-	133,187.62
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	31/01/2026		200.00
			200.00
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			200.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	31/01/2026		0.00
			0.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		0.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		0.00
	Balance per Cash Book is :-	0.00
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	31/01/2026		89,796.60
			89,796.60

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		89,796.60

Unpresented Receipts (Plus)		
	0.00	
		0.00
		89,796.60
	Balance per Cash Book is :-	89,796.60
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	31/01/2026		88,240.40
			88,240.40

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		88,240.40

Unpresented Receipts (Plus)		
	0.00	
		0.00
		88,240.40
	Balance per Cash Book is :-	88,240.40
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Summary Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	0	195	3,481	3,286			5.6%
	Expenditure	21,532	182,183	219,259	37,076	1,235	35,841	83.7%
	Net Income over Expenditure	(21,532)	(181,988)	(215,778)	(33,790)			
	plus Transfer from EMR	900	900	0	(900)			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(20,632)	(181,088)	(215,778)	(34,690)			
	Grand Totals:- Income	0	195	3,481	3,286			5.6%
	Expenditure	21,532	182,183	219,259	37,076	1,235	35,841	83.7%
	Net Income over Expenditure	(21,532)	(181,988)	(215,778)	(33,790)			
	plus Transfer from EMR	900	900	0	(900)			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(20,632)	(181,088)	(215,778)	(34,690)			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Administration								
1009	Bank Loyalty Discount	0	0	170	170			0.0%	
1060	Miscellaneous Income	0	80	0	(80)			0.0%	
	Administration :- Income	0	80	170	90			47.1%	0
4010	Internal Auditor	1,000	1,213	500	(713)		(713)	242.6%	1,000
4030	Postage	13	50	150	100		100	33.1%	
4031	Stationery	99	1,311	1,500	189		189	87.4%	
4032	Photocopier copy charges	0	939	1,500	561		561	62.6%	
4035	Computer consumables	0	16	350	334		334	4.4%	
4036	Office IT equip't inc antiviru	161	626	750	124		124	83.4%	
4037	Website	14	196	400	204		204	49.0%	
4039	Legal fees	0	3,454	5,000	1,546		1,546	69.1%	
4040	Audit Fees (external audit)	0	1,365	1,600	235		235	85.3%	
4043	Insurance Premiums	0	6,585	7,000	415		415	94.1%	
4044	Insurance Tree Survey	0	695	1,500	805		805	46.3%	
4045	Subscriptions	0	3,462	3,800	338		338	91.1%	
4046	Publications	0	43	400	357		357	10.8%	
4047	Advertising	0	0	150	150		150	0.0%	
4049	Tree Works	0	0	5,000	5,000		5,000	0.0%	
4050	Town Council Elections	9,746	9,746	3,000	(6,746)		(6,746)	324.9%	9,746
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	47	478	800	322		322	59.7%	
4059	First Aid	0	64	150	86		86	42.8%	
4062	Newsletter Production	0	0	600	600		600	0.0%	
4063	Hire of Halls	0	41	300	260		260	13.5%	
4069	Office telephones	51	516	1,100	584	3,238	(2,653)	341.2%	
4070	Broadband/Internet	33	333	550	217		217	60.6%	
4071	IT Services incl backups	261	2,725	3,850	1,125		1,125	70.8%	
4072	IT costs office 365	207	1,986	2,420	434		434	82.1%	
4073	IT reserve for new machines	40	2,390	1,200	(1,190)		(1,190)	199.2%	852
8060	Misc Resolved Gen Reserves & c	0	2,580	0	(2,580)		(2,580)	0.0%	
	Administration :- Indirect Expenditure	11,671	40,812	43,820	3,008	3,238	(230)	100.5%	11,598
	Net Income over Expenditure	(11,671)	(40,732)	(43,650)	(2,918)				
6000	plus Transfer from EMR	10,746	11,598	0	(11,598)				
	Movement to/(from) Gen Reserve	(925)	(29,134)	(43,650)	(14,516)				
103	Town Councillors								
1060	Miscellaneous Income	50	636	0	(636)			0.0%	
	Town Councillors :- Income	50	636	0	(636)				0

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090	Councillors' allowances	0	3,629	7,600	3,971		3,971	47.8%	
4091	Councillors' expenses	73	543	600	57		57	90.4%	
4092	Councillors' training	0	570	500	(70)		(70)	114.0%	
4093	Mayor's allowance Civic Duties	0	1,545	2,000	455	289	166	91.7%	391
4097	Civic Event	0	906	1,000	94		94	90.6%	
8060	Misc Resolved Gen Reserves & c	0	3,812	0	(3,812)		(3,812)	0.0%	
	Town Councillors :- Indirect Expenditure	73	11,004	11,700	696	289	407	96.5%	391
	Net Income over Expenditure	(23)	(10,368)	(11,700)	(1,332)				
6000	plus Transfer from EMR	0	391	0	(391)				
	Movement to/(from) Gen Reserve	(23)	(9,977)	(11,700)	(1,723)				
104	General Administration								
1010	Investment Income	118	9,324	4,000	(5,324)			233.1%	
1076	Precept	0	514,937	514,937	0			100.0%	
	General Administration :- Income	118	524,261	518,937	(5,324)			101.0%	0
4100	Grants to other Organisations	0	350	1,000	650		650	35.0%	
4103	Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4104	Events	0	522	1,500	978		978	34.8%	
4105	Finance Software	0	1,538	1,800	262		262	85.4%	
8060	Misc Resolved Gen Reserves & c	0	310	0	(310)		(310)	0.0%	
	General Administration :- Indirect Expenditure	0	2,720	5,300	2,580	0	2,580	51.3%	0
	Net Income over Expenditure	118	521,541	513,637	(7,904)				
201	Council Offices								
1060	Miscellaneous Income	0	170	0	(170)			0.0%	
	Council Offices :- Income	0	170	0	(170)				0
4004	Cleaning contract	75	950	1,500	550		550	63.3%	
4130	Council Tax	749	7,485	9,500	2,015		2,015	78.8%	
4131	Electricity	334	2,467	5,000	2,533		2,533	49.3%	
4132	Water charges	41	411	700	289		289	58.7%	
4133	Sewerage	0	658	700	42		42	94.0%	
4136	Photocopier - lease	0	743	1,500	757		757	49.5%	
4139	Window Cleaning	25	225	400	175		175	56.3%	
4140	Alarm Maintenance	0	292	500	208		208	58.4%	
4141	Fire Precautions	0	329	500	171		171	65.8%	
4142	Other Maintenance	0	911	1,100	189		189	82.8%	
4146	Other Office Equipment	25	514	1,500	986	144	842	43.8%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4154	Housekeeping San bins 49 & gar	0	421	380	(41)		(41)	110.7%	
4155	Refuse Collecting	0	1,252	1,500	248		248	83.5%	220
4162	PWLB - Capital	0	2,710	2,711	1		1	100.0%	
4163	PWLB- Interest	0	76	76	(0)		(0)	100.3%	
8060	Misc Resolved Gen Reserves & c	0	3,093	0	(3,093)		(3,093)	0.0%	2,632
	Council Offices :- Indirect Expenditure	1,249	22,537	27,567	5,030	144	4,886	82.3%	2,852
	Net Income over Expenditure	(1,249)	(22,367)	(27,567)	(5,200)				
6000	plus Transfer from EMR	0	2,852	0	(2,852)				
	Movement to/(from) Gen Reserve	(1,249)	(19,515)	(27,567)	(8,052)				
202	51 High Street								
4170	51 High Street - expenditure	57	476	800	324		324	59.5%	
	51 High Street :- Indirect Expenditure	57	476	800	324	0	324	59.5%	0
	Net Expenditure	(57)	(476)	(800)	(324)				
203	The Pavilion								
1030	Rental Income-CIC	0	1,437	1,600	163			89.8%	
	The Pavilion :- Income	0	1,437	1,600	163			89.8%	0
	Net Income	0	1,437	1,600	163				
204	Wannock Office								
4198	PWMRG CIC Grant (Interim)	0	34,981	34,981	0		0	100.0%	
	Wannock Office :- Indirect Expenditure	0	34,981	34,981	0	0	0	100.0%	0
	Net Expenditure	0	(34,981)	(34,981)	0				
205	High Street Toilets								
1035	High St Toilets Community Sche	0	1,238	1,300	63			95.2%	
	High Street Toilets :- Income	0	1,238	1,300	63			95.2%	0
4500	Toilets High St - Cleaning	381	5,426	11,500	6,074		6,074	47.2%	
4501	Toilets High St - Maintenance	0	2,201	2,400	199		199	91.7%	
4504	Toilets High St - Other	27	419	790	371		371	53.1%	
4506	Toilets High St - Vandalism	0	0	350	350		350	0.0%	
	High Street Toilets :- Indirect Expenditure	408	8,047	15,040	6,993	0	6,993	53.5%	0
	Net Income over Expenditure	(408)	(6,809)	(13,740)	(6,931)				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	**Town Centre and Community Safe**								
1060	Miscellaneous Income	0	1,220	0	(1,220)			0.0%	
	Town Centre and Community Safe :- Income	0	1,220	0	(1,220)				0
4201	CCTV costs	0	1,039	5,500	4,461		4,461	18.9%	
4202	Defibrillators	0	1,321	1,500	179	353	(174)	111.6%	
4203	Defib replace savings	0	1,743	2,000	257		257	87.2%	
8060	Misc Resolved Gen Reserves & c	0	0	0	0	3,528	(3,528)	0.0%	
	Town Centre and Community Safe :- Indirect Expenditure	0	4,103	9,000	4,897	3,881	1,016	88.7%	0
	Net Income over Expenditure	0	(2,883)	(9,000)	(6,117)				
302	**Recreation Grounds**								
1022	Brightling Road lease	0	0	120	120			0.0%	
1060	Miscellaneous Income	0	165	0	(165)			0.0%	
	Recreation Grounds :- Income	0	165	120	(45)			137.7%	0
4199	Changing Places Toilet	0	171	0	(171)		(171)	0.0%	171
4220	General Maintenance	850	13,633	16,000	2,367	3,450	(1,083)	106.8%	
4223	Grounds Maintenance	0	7,290	6,000	(1,290)		(1,290)	121.5%	
4225	Vandalism	0	85	0	(85)		(85)	0.0%	
4230	Skate Park	0	52	3,000	2,948		2,948	1.7%	
4238	Litter Bins	675	3,780	7,600	3,820	1,356	2,464	67.6%	
4240	Oakleaf Lease Charges	0	170	180	10		10	94.4%	
4241	Dog Bins	750	2,215	2,860	645		645	77.4%	
4242	Playground Equipment	0	978	3,000	2,022		2,022	32.6%	
4243	Safety Inspections	45	969	1,800	831	90	741	58.8%	
8060	Misc Resolved Gen Reserves & c	750	3,829	0	(3,829)	14,036	(17,865)	0.0%	
	Recreation Grounds :- Indirect Expenditure	3,070	33,172	40,440	7,268	18,932	(11,664)	128.8%	171
	Net Income over Expenditure	(3,070)	(33,007)	(40,320)	(7,313)				
6000	plus Transfer from EMR	0	171	0	(171)				
	Movement to/(from) Gen Reserve	(3,070)	(32,836)	(40,320)	(7,484)				
303	**Highways**								
1051	Urban Grasscutting Income	0	5,342	5,342	(0)			100.0%	
	Highways :- Income	0	5,342	5,342	(0)			100.0%	0
4256	Urban grasscutting	0	22,716	29,000	6,284		6,284	78.3%	1,866
4258	Flower Beds	0	6,488	8,850	2,362		2,362	73.3%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4259	Council Gardens - office	10	101	1,100	999		999	9.2%	
4263	Bulb Planting	0	0	1,100	1,100		1,100	0.0%	
4264	SID/VAS maintenance moving	0	825	1,100	275	275	0	100.0%	
	Highways :- Indirect Expenditure	10	30,130	41,150	11,020	275	10,745	73.9%	1,866
	Net Income over Expenditure	(10)	(24,788)	(35,808)	(11,020)				
6000	plus Transfer from EMR	0	1,866	0	(1,866)				
	Movement to/(from) Gen Reserve	(10)	(22,922)	(35,808)	(12,886)				
304	Allotments								
1070	Allotment Fees	0	2,726	2,500	(226)			109.0%	
1072	Gosford Way Allotments	0	175	175	0			100.0%	
1073	Allotment Deposit Retained	0	300	0	(300)			0.0%	300
	Allotments :- Income	0	3,201	2,675	(526)			119.7%	300
4270	Allotments - maintenance	0	460	700	240		240	65.7%	1,791
4271	Allotments - improvements	0	2,806	6,000	3,194		3,194	46.8%	
4272	Allotments - water	151	666	1,000	334		334	66.6%	
4273	Allotment - rent of land Gosfo	0	90	180	90		90	50.0%	
4274	Allotment Grounds maintenance	0	0	800	800		800	0.0%	
8060	Misc Resolved Gen Reserves & c	0	595	0	(595)		(595)	0.0%	
	Allotments :- Indirect Expenditure	151	4,617	8,680	4,063	0	4,063	53.2%	1,791
	Net Income over Expenditure	(151)	(1,416)	(6,005)	(4,589)				
6000	plus Transfer from EMR	0	1,791	0	(1,791)				
6001	less Transfer to EMR	0	300	0	(300)				
	Movement to/(from) Gen Reserve	(151)	75	(6,005)	(6,080)				
305	Street Lighting								
4280	Street Light - energy	1,564	11,771	33,000	21,229		21,229	35.7%	
4281	Street Light - Maint contract	0	10,739	13,000	2,261		2,261	82.6%	
4282	St Light - works/impro/maint	0	829	10,000	9,171		9,171	8.3%	
4286	Christmas decorations	13,268	12,899	14,500	1,601		1,601	89.0%	
4287	Additional Christmas Decoratio	0	320	0	(320)		(320)	0.0%	
8060	Misc Resolved Gen Reserves & c	0	0	0	0	1,365	(1,365)	0.0%	
	Street Lighting :- Indirect Expenditure	14,832	36,558	70,500	33,942	1,365	32,577	53.8%	0
	Net Expenditure	(14,832)	(36,558)	(70,500)	(33,942)				

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306	**Prize and Prize Giving**								
4096	Remembrance Wreath	0	48	60	13		13	79.2%	
	Prize and Prize Giving :- Indirect Expenditure	0	48	60	13	0	13	79.2%	0
	Net Expenditure	0	(48)	(60)	(13)				
307	**The Polegate Partnership**								
1040	SponsorFlower Beds Hailsham Rd	0	548	1,000	452			54.8%	
	The Polegate Partnership :- Income	0	548	1,000	452			54.8%	0
4305	Polegate Partnership Admin	0	298	0	(298)		(298)	0.0%	
4306	Replace Hailsham Rd Beds	0	0	450	450		450	0.0%	
4307	Hailsham Flowers Maintenance	38	378	580	202		202	65.2%	
	The Polegate Partnership :- Indirect Expenditure	38	676	1,030	354	0	354	65.7%	0
	Net Income over Expenditure	(38)	(128)	(30)	98				
401	**The Planning Committee**								
4320	Planning Committee - Halls	0	0	100	100		100	0.0%	
	The Planning Committee :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
	Net Expenditure	0	0	(100)	(100)				
701	**The Retired**								
7001	The Retired	298	1,703	1,800	97		97	94.6%	
	The Retired :- Indirect Expenditure	298	1,703	1,800	97	0	97	94.6%	0
	Net Expenditure	(298)	(1,703)	(1,800)	(97)				
	Grand Totals:- Income	168	538,297	531,144	(7,153)			101.3%	
	Expenditure	31,857	231,582	311,968	80,386	28,124	52,262	83.2%	
	Net Income over Expenditure	(31,689)	306,716	219,176	(87,540)				
	plus Transfer from EMR	10,746	18,669	0	(18,669)				
	less Transfer to EMR	0	300	0	(300)				
	Movement to/(from) Gen Reserve	(20,943)	325,084	219,176	(105,908)				

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			4,756.03	
200	Current/Business Premium			727,514.67	
201	Tracker Account			133,187.62	
203	HSBC Deposit A/C			89,796.60	
204	NatWest deposit A/C			88,240.40	
210	Petty Cash			200.00	
310	General reserves				249,666.03
320	Council Office Mntce Fund				12,763.00
322	Town Election/Poll/Referendum				6,910.71
324	Elections Fund				20,972.97
328	Office IT Equipment Reserve				45.40
331	Brightling Reserve				8,514.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				85,174.06
338	Hailsham Beds Reserve				1,398.54
339	Office Alterations Reserve				19,899.75
341	Staff - Consultant/Temporary				2,390.55
342	S106 funds				247,799.45
344	Play Equipment				2,665.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				519.44
348	Consultation/Newsletter				448.00
349	CIL funds				89,104.11
350	Picnic Benches				68.51
351	Skate Park				9,346.00
352	Overtime				1,546.23
353	Polegate Community Library				49,780.00
354	New air con unit				1,220.00
355	Christmas Lights (new)				1,750.00
356	Bins				5,250.00
358	VAS (SID)				4,269.60
359	Land purchase car park				100.00
360	Land Purchase open space				40,100.00
362	emr training courses				2,476.00
364	Changing Places Toilet Maint				1,529.40
366	Allotment major works				5,372.61
367	Brightling Pathway				9,116.87
560	Deposits Held				3,910.00
1010	Investment Income	104	General Administration		9,323.59
1030	Rental Income-CIC	203	The Pavilion		1,437.21
1035	High St Toilets Community Sche	205	High Street Toilets		1,237.50
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		548.00

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1042	Sponsorship Litter Picker	101	Employee costs		195.01
1051	Urban Grasscutting Income	303	Highways		5,342.22
1060	Miscellaneous Income	102	Administration		80.00
1060	Miscellaneous Income	103	Town Councillors		636.15
1060	Miscellaneous Income	201	Council Offices		169.60
1060	Miscellaneous Income	301	Town Centre and Community Safe		1,220.00
1060	Miscellaneous Income	302	Recreation Grounds		165.26
1070	Allotment Fees	304	Allotments		2,725.80
1072	Gosford Way Allotments	304	Allotments		175.00
1073	Allotment Deposit Retained	304	Allotments		300.00
1076	Precept	104	General Administration		514,937.00
4000	[redacted]	101	Employee costs	[redacted]	
4002	[redacted]	101	Employee costs	[redacted]	
4003	[redacted]	101	Employee costs	[redacted]	
4004	Cleaning contract	201	Council Offices	950.00	
4005	[redacted]	101	Employee costs	[redacted]	
4007	NI (ER's)	101	Employee costs	14,113.95	
4008	Pension ER's contributions	101	Employee costs	4,206.78	
4009	Payroll	101	Employee costs	1,291.60	
4010	Internal Auditor	102	Administration	1,212.95	
4011	[redacted]	101	Employee costs	[redacted]	
4012	[redacted]	101	Employee costs	[redacted]	
4013	[redacted]	101	Employee costs	[redacted]	
4014	Consultancy/Locum Clerk	101	Employee costs	2,769.50	
4015	Travelling expenses (parks)	101	Employee costs	220.50	
4016	Training Exps inc course fees	101	Employee costs	2,225.00	
4019	[redacted]	101	Employee costs	[redacted]	
4022	[redacted]	101	Employee costs	[redacted]	
4023	[redacted]	101	Employee costs	[redacted]	
4024	HR Contract	101	Employee costs	1,599.43	
4030	Postage	102	Administration	49.63	
4031	Stationery	102	Administration	1,310.96	
4032	Photocopier copy charges	102	Administration	939.49	
4035	Computer consumables	102	Administration	15.56	
4036	Office IT equip't inc antiviru	102	Administration	625.82	
4037	Website	102	Administration	196.05	
4039	Legal fees	102	Administration	3,454.00	
4040	Audit Fees (external audit)	102	Administration	1,365.00	
4043	Insurance Premiums	102	Administration	6,584.91	
4044	Insurance Tree Survey	102	Administration	695.00	
4045	Subscriptions	102	Administration	3,461.60	
4046	Publications	102	Administration	43.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4050	Town Council Elections	102	Administration	9,746.29	
4056	Bank/Barclaycard charges	102	Administration	477.65	
4059	First Aid	102	Administration	64.15	
4063	Hire of Halls	102	Administration	40.50	
4069	Office telephones	102	Administration	515.64	
4070	Broadband/Internet	102	Administration	333.30	
4071	IT Services incl backups	102	Administration	2,724.85	
4072	IT costs office 365	102	Administration	1,985.90	
4073	IT reserve for new machines	102	Administration	2,390.06	
4090	Councillors' allowances	103	Town Councillors	3,629.27	
4091	Councillors' expenses	103	Town Councillors	542.60	
4092	Councillors' training	103	Town Councillors	570.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,544.95	
4096	Remembrance Wreath	306	Prize and Prize Giving	47.50	
4097	Civic Event	103	Town Councillors	905.65	
4100	Grants to other Organisations	104	General Administration	350.00	
4104	Events	104	General Administration	521.99	
4105	Finance Software	104	General Administration	1,537.70	
4130	Council Tax	201	Council Offices	7,485.00	
4131	Electricity	201	Council Offices	2,466.98	
4132	Water charges	201	Council Offices	410.70	
4133	Sewerage	201	Council Offices	658.05	
4136	Photocopier - lease	201	Council Offices	742.80	
4139	Window Cleaning	201	Council Offices	225.00	
4140	Alarm Maintenance	201	Council Offices	292.00	
4141	Fire Precautions	201	Council Offices	328.88	
4142	Other Maintenance	201	Council Offices	911.25	
4146	Other Office Equipment	201	Council Offices	513.67	
4154	Housekeeping San bins 49 & gar	201	Council Offices	420.72	
4155	Refuse Collecting	201	Council Offices	1,252.04	
4162	PWLB - Capital	201	Council Offices	2,710.31	
4163	PWLB- Interest	201	Council Offices	76.23	
4170	51 High Street - expenditure	202	51 High Street	475.71	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	34,981.00	
4199	Changing Places Toilet	302	Recreation Grounds	170.90	
4201	CCTV costs	301	Town Centre and Community Safe	1,038.88	
4202	Defibrillators	301	Town Centre and Community Safe	1,321.00	
4203	Defib replace savings	301	Town Centre and Community Safe	1,743.00	
4220	General Maintenance	302	Recreation Grounds	13,632.94	
4223	Grounds Maintenance	302	Recreation Grounds	7,290.18	
4225	Vandalism	302	Recreation Grounds	85.00	
4230	Skate Park	302	Recreation Grounds	51.67	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4238	Litter Bins	302	Recreation Grounds	3,780.48	
4240	Oakleaf Lease Charges	302	Recreation Grounds	170.00	
4241	Dog Bins	302	Recreation Grounds	2,215.00	
4242	Playground Equipment	302	Recreation Grounds	977.68	
4243	Safety Inspections	302	Recreation Grounds	969.00	
4256	Urban grasscutting	303	Highways	22,715.76	
4258	Flower Beds	303	Highways	6,487.98	
4259	Council Gardens - office	303	Highways	101.44	
4264	SID/VAS maintenance moving	303	Highways	825.00	
4270	Allotments - maintenance	304	Allotments	460.00	
4271	Allotments - improvements	304	Allotments	2,806.00	
4272	Allotments - water	304	Allotments	665.56	
4273	Allotment - rent of land Gosfo	304	Allotments	90.00	
4280	Street Light - energy	305	Street Lighting	11,770.67	
4281	Street Light - Maint contract	305	Street Lighting	10,739.30	
4282	St Light - works/impro/maint	305	Street Lighting	829.30	
4286	Christmas decorations	305	Street Lighting	12,898.76	
4287	Additional Christmas Decoratio	305	Street Lighting	320.00	
4305	Polegate Partnership Admin	307	The Polegate Partnership	298.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	378.36	
4500	Toilets High St - Cleaning	205	High Street Toilets	5,426.38	
4501	Toilets High St - Maintenance	205	High Street Toilets	2,201.00	
4504	Toilets High St - Other	205	High Street Toilets	419.38	
6000	Transfer from EMR	101	Employee costs		900.00
6000	Transfer from EMR	102	Administration		11,597.89
6000	Transfer from EMR	103	Town Councillors		390.53
6000	Transfer from EMR	201	Council Offices		2,852.00
6000	Transfer from EMR	302	Recreation Grounds		170.90
6000	Transfer from EMR	303	Highways		1,866.39
6000	Transfer from EMR	304	Allotments		1,791.00
6001	Transfer to EMR	304	Allotments	300.00	
7001	The Retired	701	The Retired	1,702.52	
8060	Misc Resolved Gen Reserves & c	101	Employee costs	23,861.22	
8060	Misc Resolved Gen Reserves & c	102	Administration	2,579.63	
8060	Misc Resolved Gen Reserves & c	103	Town Councillors	3,811.50	
8060	Misc Resolved Gen Reserves & c	104	General Administration	310.00	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	3,093.19	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	3,829.01	
8060	Misc Resolved Gen Reserves & c	304	Allotments	595.00	
			Trial Balance Totals :	1,457,759.69	1,457,759.69
			Difference	0.00	

Current/Business Premium

List of Payments made between 01/01/2026 and 31/01/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2026	Business Stream	DIRECT DEB	41.07		49/51 High St Water
02/01/2026	Business Stream	DIRECT DEB	151.00		Cophall Allotment water
06/01/2026	BrightHR	DIRECT DEB	201.82		Provisinon of HR Services
08/01/2026	Barclays Bank	DIRECT DEB	46.77		Bank Charges
09/01/2026	Nest Pension Scheme	DIRECT DEB	911.01		Nest Pension for December 25
14/01/2026	Advo Group	DIRECT DEB	154.99		Payroll Services Jan 2026
15/01/2026	Wealden District Council	DIRECT DEB	11,456.29		July Election & Bins
15/01/2026	Wealden District Council	Std Ord	749.00		NNDR Payment
15/01/2026	Staff Salaries Cash Book	Jan Sals	12,059.76		January Salary
16/01/2026	Cydney Edwards	BX842527	175.00		Entertainment at Tea Party
16/01/2026	SME IT Solutions Ltd	BX861338	277.97		IT Office Costs
16/01/2026	SME IT Solutions Ltd	BX858740	149.15		IT Telephone Costs
16/01/2026	Polegate Community Library	BX846783	1,000.00		Pay outstanding invoicesb etc
16/01/2026	Blue Frog Cleaning Services Lt	BX842201	456.65		Cleaning Services
16/01/2026	Landscape Construction	BX852670	1,080.00		Work at Basketball Court
16/01/2026	Europlants Ltd	BX853493	57.58		Monthly Maintenance Costs
16/01/2026	Mr Dan Dunbar	BX868105	7.65		Polegate Christmas Lights
16/01/2026	Mulberry Local Aurhority Servi	BX863892	456.00		Professional Services
16/01/2026	ECO CLEAN SUSSEX LTD	BX848778	1,020.00		Removal of graffitti at Bright
16/01/2026	Richardson Architecture Limite	BX850515	354.00		Storage Unit Planning Applicat
16/01/2026	Mr Dan Dunbar	BX867493	5.40		Concentus Charity Concert
16/01/2026	Chris Butler Archaeological Se	BX849952	900.00		Preparing WSI method statement
16/01/2026	Polegate Community Association	BX843959	100.00		Hire of Hall for T Party
16/01/2026	SME IT Solutions Ltd	BX853878	330.26		IT Office Costs
19/01/2026	Mr Dan Dunbar	BX869392	27.00		Sussex Mayors Association
19/01/2026	Mr Dan Dunbar	BX868599	9.00		Seaford Civic Carol Service
19/01/2026	Echo Cleaning	BX853914	120.00		Office and Window Cleaning
19/01/2026	VIKING Office Depot Internatio	BX853258	106.65		Stationery
19/01/2026	SME IT Solutions Ltd	BX862120	135.82		Adobe Acrobat
19/01/2026	IDVerde	BX863886	2,592.00		Playground Inspections
19/01/2026	Hannah Young	BX848166	59.98		Work Boots
19/01/2026	Mr Dan Dunbar	BX868118	4.50		Eastbourne Carol Service
19/01/2026	Ultralite Ltd	BX864480	15,921.60		Polegate Christmas Lights
19/01/2026	Lewes District Council	BX862176	54.00		Monthly Park Checks
19/01/2026	Drax Energy	DIRECT DEB	1,876.30		Supply of Street Lighting
22/01/2026	Inland Revenue	DIRECT DEB	4,371.19		Tax & NI December 25
22/01/2026	EDF Energy	DIRECT DEB	400.60		49 High St Electric
22/01/2026	EDF Energy	DIRECT DEB	59.93		51 High St Electric
26/01/2026	Petty Cash	Jan P Cash	92.51		Petty Cash
27/01/2026	BarclayCard	BARCLAYCAR	145.93		Misc spend
		Total Payments	58,118.38		

A/c Code 4091 Councillors' expenses — Annual Budget 600
Centre 103 Town Councillors — Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	22/03/2025	DDUNBAR	Purchase Ledger	Charity Birthday Concert	11.70	
1	25/03/2025	DDUNBAR	Purchase Ledger	ESCC Chairmans Volunteers	6.30	
1	29/03/2025	DDUNBAR	Purchase Ledger	Seaford Civic Charity Event	9.00	
1	16/04/2025	DDUNBAR	Purchase Ledger	Sussex Mayors Assoc 16 04 25	20.70	
1	16/04/2025	DDUNBAR	Purchase Ledger	Barchester Care Home Visit	9.00	
1	23/04/2025	DDUNBAR	Purchase Ledger	RSSG Seaford 23 04 25	9.90	
1	26/04/2025	DDUNBAR	Purchase Ledger	Uckfield Mayors Civic Receptio	13.50	
1	29/04/2025	DDUNBAR	Purchase Ledger	Cuckmere Buses AGM 29 4 25	5.85	
4	04/06/2025	DDUNBAR	Purchase Ledger	Lord Lieutenant Lewes	15.15	
4	04/06/2025	DDUNBAR	Purchase Ledger	Kings Award Nomination E'bourn	6.30	
4	04/06/2025	DDUNBAR	Purchase Ledger	Sussex Day Luncheon Hastings	18.60	
4	04/06/2025	DDUNBAR	Purchase Ledger	Ebourne Charity Choir Concert	6.30	
4	04/06/2025	DDUNBAR	Purchase Ledger	ES School of Circus Arts	4.05	
4	04/06/2025	DDUNBAR	Purchase Ledger	Visit to Bishop of Chichester	65.70	
5	04/07/2025	DDUNBAR	Purchase Ledger	Visit ES Wildlife Rescue	7.20	
5	15/07/2025	DDUNBAR	Purchase Ledger	ES School of Circus Arts	3.60	
5	16/07/2025	DDUNBAR	Purchase Ledger	Sussex Mayors Ass	27.90	
5	29/07/2025	DDUNBAR	Purchase Ledger	Garden & Allotment Comp	9.90	
6	12/09/2025	DDUNBAR	Purchase Ledger	Brighton Civic Reception	32.85	
6	12/09/2025	DDUNBAR	Purchase Ledger	Weald on the Field	13.50	
6	12/09/2025	DDUNBAR	Purchase Ledger	Dieppe Raid Service Newhaven	14.40	
6	12/09/2025	DDUNBAR	Purchase Ledger	VJ Day Anniversary Service	16.20	
7	05/09/2025	DDUNBAR	Purchase Ledger	Polegate Scouts AGM	3.15	
7	08/09/2025	DDUNBAR	Purchase Ledger	Civic visit to Redhill	44.10	
7	21/09/2025	DDUNBAR	Purchase Ledger	Civic Event Peacehaven	16.20	
7	21/09/2025	DDUNBAR	Purchase Ledger	ESCC Chairmans reception	7.20	
8	03/10/2025	DDUNBAR	Purchase Ledger	Wealden Forum Heathfield	10.80	
8	14/10/2025	DDUNBAR	Purchase Ledger	Cuckmere Buses Stakeholders	5.40	
8	20/10/2025	DDUNBAR	Purchase Ledger	Radio DGH	3.15	
8	21/10/2025	DDUNBAR	Purchase Ledger	WDC Parish Conference Uckfield	18.40	
8	31/10/2025	DDUNBAR	Purchase Ledger	High Sheriffs Judges Services	13.90	
9	20/11/2025	DDUNBAR	Purchase Ledger	EYR Sussex Downs College	3.15	
9	28/11/2025	DDUNBAR	Purchase Ledger	Peacehaven Carol Concert	16.20	
10	03/12/2025	DDUNBAR	Purchase Ledger	Sussex Mayors Association	27.00	
10	10/12/2025	DDUNBAR	Purchase Ledger	Seaford Civic Carol Service	9.00	
10	13/12/2025	DDUNBAR	Purchase Ledger	Eastbourne Carol Service	4.50	
10	17/12/2025	DDUNBAR	Purchase Ledger	Polegate Christmas Lights	7.65	
10	20/12/2025	DDUNBAR	Purchase Ledger	Concentus Charity Concert	5.40	
10	02/01/2026	EXPENSES	Cashbook	Travel Expense	19.80	
		Account	Councillors' expenses	Account Totals	542.60	0.00
		Centre	Town Councillors	Net Balance Month 11	542.60	

A/c Code 4093 Mayor's allowance Civic Duties — Annual Budget 2,000
Centre 103 Town Councillors — Committed 289

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	22/04/2025	PTA	Purchase Ledger	Donation from Mayor	200.00	
1	22/04/2025	DDUNBAR	Purchase Ledger	Reimbursements of Donations et	78.98	
1	23/04/2025	NETROPHIES	Purchase Ledger	Innovate Award	43.33	
1	30/04/2025	MAYORSASS	Purchase Ledger	Donation from Polegate T C	50.00	
1	30/04/2025	FIRSTRESPO	Purchase Ledger	Donation from Polegate TC	18.22	
5	21/06/2025	DDUNBAR	Purchase Ledger	Donation to Epilepsy Sussex	20.00	
5	26/07/2025	DDUNBAR	Purchase Ledger	Donation to Bernard Baron	10.00	
5	28/07/2025	EEBP	Purchase Ledger	Youth Radio - Polegate School	250.00	
5	01/08/2025	DDUNBAR	Purchase Ledger	Slate Coasters	105.98	
5	06/08/2025	DDUNBAR	Purchase Ledger	Tea & Cakes with Mayor BHCC	10.00	
5	12/08/2025	TOTAL	Purchase Ledger	250 Metal Stylus Pens	180.00	
6	12/09/2025	DDUNBAR	Purchase Ledger	Personalised T Towel	78.00	
7	21/10/2025	DRAMAGRO	Purchase Ledger	Donation Oct 25	100.00	
7	27/10/2025	BARCLAYCA	Cashbook	Misc Spend	23.75	
8	01/11/2025	DDUNBAR	Purchase Ledger	Civic reception refreshments	24.02	
8	14/11/2025	DRAMAGRO	Purchase Ledger	Panto Show Tickets	299.00	
8	14/11/2025	810	Journal	Panto Show Tickets		299.00
9	02/12/2025	STGEORGES	Purchase Ledger	Donation for refreshments	100.00	
9	04/12/2025	DDUNBAR	Purchase Ledger	Cards, Donations & Gifts	252.67	
11	24/01/2026	DDUNBAR	Purchase Ledger	Polegate Pantomime	1.00	
11	02/02/2026	WRAS	Purchase Ledger	Donation from Mayor	636.15	
		Account	Mayor's allowance Civic Duties	Account Totals	2,481.10	299.00
		Centre	Town Councillors	Net Balance Month 11	2,182.10	

	Account	Opening Balance	Net Transfers	Closing Balance
320	Council Office Mntce Fund	15,395.00	-2,632.00	12,763.00
322	Town Election/Poll/Referendum	16,657.00	-9,746.29	6,910.71
324	Elections Fund	20,972.97		20,972.97
328	Office IT Equipment Reserve	897.00	-851.60	45.40
331	Brightling Reserve	8,514.21		8,514.21
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	85,174.06		85,174.06
338	Hailsham Beds Reserve	1,398.54		1,398.54
339	Office Alterations Reserve	19,899.75		19,899.75
341	Staff - Consultant/Temporary	3,290.55	-3,070.00	220.55
342	S106 funds	247,799.45		247,799.45
344	Play Equipment	2,665.00		2,665.00
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	519.44		519.44
348	Consultation/Newsletter	448.00		448.00
349	CIL funds	89,104.11		89,104.11
350	Picnic Benches	68.51		68.51
351	Skate Park	9,346.00		9,346.00
352	Overtime	1,546.23		1,546.23
353	Polegate Community Library	51,000.00	-1,220.00	49,780.00
354	New air con unit	1,220.00		1,220.00
355	Christmas Lights (new)	1,750.00		1,750.00
356	Bins	5,250.00		5,250.00
358	VAS (SID)	4,269.60		4,269.60
359	Land purchase car park	100.00		100.00
360	Land Purchase open space	40,100.00		40,100.00
361	Allotment unreturned deposits	1,475.00	-1,475.00	0.00
362	emr training courses	2,476.00		2,476.00
364	Changing Places Toilet Maint	1,700.30	-664.60	1,035.70
365	Mayors residual fund	390.53	-390.53	0.00
366	Allotment major works	7,255.00	-1,882.39	5,372.61
367	Brightling Pathway	9,116.87		9,116.87
		665,391.32	-21,932.41	643,458.91

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2026/27

Introduction

1. This is the report of the Parish Independent Remuneration Panel to make recommendations regarding the amount of allowances that may be made to Town and Parish Councillors. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Recommendations

2. The Panel recommends:
   a) That allowances should be paid in accordance with three bands, Levels 1 to 3, as defined in Appendix A.
   b) That there be an increase in allowances in line with that recommended for District Councillors, with Basic and Chairman's Allowances rounded up to the nearest pound. These allowances for 2026/27 to be as set out below.

2026/27	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£201	£500	£1,595
Chairman's Allowance	£349	£785	£2,203

   c) That Travelling Allowances continue to be in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP). These allowances for 2026/27 are set out in the table below.

Car or Van	45p per mile for the first 10,000 miles and 25p per mile thereafter
Motor cycle	24p per mile (all miles)
Cycle	20p per mile (all miles)
Passenger supplement	5p per mile for up to four passengers
Public transport	Actual cost subject to the Council's approval

   d) Subsistence Allowance to be the same as those indicated for District Councillors. These allowances for 2026/27 are set out in the table below.

Breakfast	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London

London and specified Conferences	£110	

e) That all Travelling and Subsistence Allowance claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

f) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2026/27. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and

g) That all Parish and Town Councils consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover costs if needed to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel initially met on 10 October 2025, again on 31 October 2025 and communicated by telephone and email at other times.

Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003, as to:

   a) the amount of parish basic allowance payable to members of such town and parish councils;

   b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;

   c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;

   d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable; and

   e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.

7. The Panel has considered previous year's reports to Town and Parish Councils recommending allowances.
8. The Clerk to the Panel had invited all Town and Parish Councils, via the clerks, to provide any comments on the allowance scheme. Ten responses had been received and welcomed.
9. The Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.
10. Following discussion, the Panel recommends that the increase in the Parish / Town Council Basic allowance is in line with that recommended for Wealden District Councillors, at 3.8% (in line with the Consumer Prices Index inflation rate as defined by the Office of National Statistics in September 2025), rounded up to the nearest pound (£).
11. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £5,496 per annum for the financial year 2026/27. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

12. Individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
13. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
14. The Panel recommends an increase to the Chairman's Allowance of 3.8%, on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

15. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation. This also includes provision for encouraging car sharing.
16. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (AMAP), and Town and Parish Councils are recommended to adopt the HM Revenues and Customs rates.
17. It was confirmed that payment should still be subject to Parish/Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

Subsistence Allowance

18. The Panel recommends that the current level of subsistence rates be the same as those indicated for District Councillors.
19. It was confirmed that payment should still be subject to Parish/Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.
20. The Panel noted that subsistence allowance was a ‘top up’ on the amount it would cost a councillor to eat at home.

Co-opted Members

21. The Panel received independent legal advice on the payment of allowances to co-opted members of the Council.
22. Regulation 24 of the 2003 Regulations provides that “a reference to a member is, unless otherwise specified or the context otherwise requires, a reference to a member of a parish council, whether or not elected to such office.”
23. Regulation 25 of the 2003 Regulations, concerning the payment of Basic Allowance, subsection 10 expressly provides that “for the purposes of this Regulation any reference to a member is a reference to an elected member of a parish council.”
24. Therefore, the Basic Allowance is <u>not</u> payable to co-opted members of the Council.
25. Regulation 26 of the 2003 Regulations, concerning the payment of Travelling and Subsistence Allowances, does not contain such a distinction so the definition of a member contained in Regulation 24 prevails.
26. Therefore, Travelling and Subsistence Allowances may be paid to co-opted members of the Council.

Carers’ Allowance

27. In response to questions raised, the Panel cannot recommend the payment of Carers’ Allowance as this is not provided for within the scope of the 2003 Regulations.

Communication of Allowances

28. On receipt of this Report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
29. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP’s recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.

Edward Stone
Chairman
Dated: 25 November 2025

Appendix A

	LEVEL1	**_LEVEL2_**	**_LEVEL 3_**
Parish Basic Allowance:	*£201*	*£500*	*£1,595*
Parish Basic Allowance as a percentage of the recommended District Basic Allowance:	*3.66%*	*9.09%*	*29.02%*
Chairman's Allowance:	*£349*	*£785*	*£2,203*
Applicable Towns/Parishes:	*Cuckmere Valley Berwick Wartling Long Man Hooe Arlington Laughton Isfield Chiddingly Hellingly Hadlow Down Fletching Warbleton Frant Alfriston East Hoathly/Halland Chalvington/Ripe Horam East Dean/Friston Framfield Hartfield Ninfield Danehill Buxted Withyham Herstmonceux Mayfield/ Five Ashes Maresfield Rotherfield Westham Pevensey Wadhurst*	*Forest Row Willingdon/Jevington Polegate Heathfield/Waldron*	*Hailsham Uckfield Crowborough*