



Clerks report end November 2025

Summary of Projects

Completed Projects

- Benches, noticeboards, heater/sockets, cupboard repair, fences, outdoor gym, roadway, wildflower area, Jubilee Nature Reserve, various signage and defibrillator installations, flower bed refurbishments, tree planting events, festival and remembrance services, coronation, flood risk project, energy contract updates, grit bins, and many more routine maintenance and community improvements.

Outstanding Projects

NB all Brightling works have further reports required for planning. (Archaeological test £11k, BNG £3k and further work; Tree report work)

- Drainage & Grass Pitch Improvement – Awaiting GMA report and funding before work can start.
- BMX / Pump Track – More quotes needed; funding and commissioning pending. Bridge issue.
- Solar Lighting & Power for CCTV – Funding required and further quotes.
- Concrete Skate Park – Prices increased; needs additional estimate and funding confirmation. Bridge issues.
- Car Park & Accessible Play Area – Planning permission granted; quotes and commissioning required. Discussions with water board and EA.
- Climbing Wall – Delivery issues due to bridge weight limit; funding and logistics need resolution. Cost is now extremely high.
- Library Relocation – Ramp, shelving, and refurb pending; urgent funding and volunteer recruitment needed. Awaiting CLIF response and further lawful certificate work. Awaiting air con planning, need further noise assessment for both.

- Allotment Improvements – Awaiting council approval and funding allocation. Obtaining quotes.
- Bridge Weight Increase – No budget for permanent solution; temporary bridge under review. To be discussed in B&L.
- New CCTV System – Estimated cost for power £150K; funding discussions ongoing.
- Various Repairs & Installations – Includes vandalised bus shelter, skate park surface, basketball court, and new signage. Both surface repairs are substantially higher than expected and required additional work.
- Strategic Initiatives – Biodiversity policy, climate policy, EPC upgrades, and procurement compliance in progress.

Common Delays:

- Funding approvals (CLIF, SIF, council reserves)
- Planning permissions and specifications with additional reports required and work surrounding them.
- Supplier quotes and tender compliance. Tender specification matrices and stakeholders for each project.
- Physical constraints (bridge weight limits for deliveries) to be discussed by B&L.

Colin Health Bus

We have successfully secured four dates for the Colin Health Bus to operate from the council car park in Polegate. These sessions will provide valuable health services to residents. Dates will be confirmed and publicised shortly.

**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 **27th October 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 19:00**

PRESENT: Councillors D Dunbar, S Shing, D Murray, D Watts, Mrs C Berry, J Heward, J Keen, W Heasman O'Neill, M Caira, G Archer, A O'Kane, A Wood, Mrs M Piper, M Cunningham **(14)**

NOT PRESENT: Cllr D Shing **(1)**

13937 Item 1: Opportunity for Public Comment for items on the agenda

None

13938 Item 2: Apologies for absence

Apologies from Cllr D Shing

No other apologies were received

13939 Item 3: Declarations of interest

No Declarations of interest were received

13940 Item 4: Mayors Update

It was noted by all those present.

13941 Item 5: Minutes of the Special Full Council Meeting 5th September 2025

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.

It was resolved to confirm the minutes of Special Full Council 5th September 2025 as correct records of minute. VOTE all in favour.

13942 Item 6: Minutes of the Committees and Standing Committees

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

- Planning Committee Meeting 22nd August 2025
- Personnel Committee Meeting 11th September 2025

A vote was taken en bloc.

It was resolved to adopt the minutes and recommendations of the Planning Committee Meeting 22nd August 2025 and Personnel Committee Meeting 11th September 2025. VOTE all in favour.

13943 Item 7: Finances

- a. To note by all present Barclay Card Statements September 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 September 2025.

13944 Item 8: Reports from Outside bodies

- a. Report from Cuckmere Buses

It was noted by all those present.

13945 Item 9: Grant Application

Grant Request from Cuckmere Buses for £350 for their New Year Day Service

It was resolved to grant Cuckmere Buses with their Grant Request for £350 for their New Years Day Service. VOTE all in favour.

13946 Item 10: Internal Audit Report

To review, accept and agree to take any recommended actions from the Internal Audit Interim Report

It was resolved to accept and agree the Internal Audit Interim Report and to take action as appropriate. VOTE all in favour.

13947 Item 11: Date of the Next Meeting

- Full Council Meeting 24th November 2025
- Full Council Meeting 5th January 2026 (Budget and Precept Setting 2026/27)
- Full Council Meeting 26th January 2026
- Full Council Meeting 23rd February 2026

- Full Council Meeting 30th March 2026

It was noted by all present.

The meeting closed at 19:11

Signed Chair of Meeting _____ Date _____

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cllr.d.dunbar@polegatetowncouncil.gov.uk



Minutes of Meeting of the **FULL COUNCIL** held on **29th September 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 19:00**

PRESENT: Councillors D Murray, D Watts, J Keen, J Heward, M Cunningham, D Murray, G Archer, D Shing, C Berry, A Wood, A O’Kane **(11)**

NOT PRESENT: Cllrs S Shing, D Dunbar, J Heward, M Piper **(4)**

Cllr D Murray was voted in as chair.

13912 Item 1: Opportunity for Public Comment for items on the agenda

None

13913 Item 2: Apologies for absence

Apologies from Cllrs S Shing, D Dunbar, J Heward, M Piper

No other apologies received

13914 Item 3: Declarations of interest

No Declarations of interest were received

13915 Item 4: Mayors Update

It was noted by all those present.

13916 Item 5: Minutes of Full Council 30th June 2025 and 28th July 2025

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.

It was resolved to confirm the minutes of Full Council 30th June 2025 and 28th July as correct records of minute. VOTE all in favour.

13917 Item 6: Minutes of the Committees and Standing Committees

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

- Buildings and Land Committee Meeting 27th June 2025
- Communities and Tourism Committee Meeting 18th July 2025
- Finance and Policy Committee Meeting 25th July 2025
- Christmas Lights Committee Meeting 8th August 2025

A vote was taken en bloc.

It was resolved to adopt the minutes and recommendations of the Buildings and Land Committee Meeting 27th June 2025, Community and Tourism Committee Meeting 18th July 2025, Finance and Policy Committee Meeting 25th July 2025, Christmas Lights Committee Meeting 8th August 2025. VOTE all in favour.

13918 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.

13919 Item 8: Grant Application

Grant Request from Polegate Twinning Association £90

It was resolved to defer this item. VOTE 5 for 3 against. 1 abstention from M Cunningham.

19:06 – D Shing arrived.

13920 Item 9: Reports from Outside bodies

- a. Report from the MP's Office

It was noted by all those present.

13921 Item 10: Vandalism Log

To note the vandalism in Polegate since June 2022

It was noted by all those present.

13922 Item 11: Solar Panels

- a. Motion in principle, to investigate feasibility and grants for Solar Panels on the roof of Polegate War Memorial Recreation Ground Pavillion and Office Building.

It was agreed to investigate grants for Solar Panels on Polegate War Memorial Recreation Ground Pavillion and Office Building and if possible bring back to Buildings and Land Committee for a decision. VOTE all in favour.

- b. Motion in principle to investigate feasibility and grant of Solar Panels on 49/51 High Street Offices.

It was agreed to investigate grants for Solar Panels on 49/51 High Street Offices and if possible bring back to Buildings and Land Committee for a decision. VOTE all in favour.

13923 Item 12: Date of the Next Meeting

To note the dates of the next Meetings:

- Planning Budget Meeting TBC
- Personnel Budget Meeting TBC
- Full Council Meeting 27th October 2025
- Full Council Meeting 24th November 2025
- Full Council Meeting 5th January 2026 (Budget and Precept Setting 2026/27)
- Full Council Meeting 26th January 2026
- Full Council Meeting 23rd February 2026
- Full Council Meeting 30th March 2026

It was noted by all present.

13924 Item 13: Confidential

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

It was resolved to go into confidential.

13925 Item 14 : Motion to agree sum to allow a charge on a property to be discharged including associated costs. To determine final costs etc.

It was resolved to go with the Solicitors advice with the charge on a property to be discharged, with the final cost of £6,720 (including solicitors costs and VAT) VOTE all in favour and 1 abstention from A Wood.

The meeting closed at 19:39

Signed Chair of Meeting _____ Date _____

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

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



Minutes of Meeting of the **Buildings and Land** held on **17th October 2025** in **Council Chamber, 49 High Street, Polegate, BN26 6AL** at **10:00am**.

PRESENT: Councillors D Murray, D Watts, D Dunbar, A Wood, J Keen, J Heward, G Archer, S Shing **(8)**

NOT PRESENT: Councillor M Piper **(1)**

3 members of the public present

MINUTES

13930 Item 1: Opportunity for Public Comment for items on the agenda

None

13931 Item 2: Apologies for absence

Apologies from Cllr Mrs M Piper

13932 Item 3: Declarations of interest

Library CIC Directors in Item 5 non-prejudicial

13933 Item 4: Motion to replace the broken Air Conditioning/ heating units in the 2 offices in 49 High Street

It was resolved to select Company 3 Bourne Air Conditioning £4230.00 to replace the broken Air Conditioning/ heating units in the 2 offices in 49 High Street. VOTE all in favour.

13934 Item 5: Polegate Community Library

Item 5a. Motion to install Air Sourced Heat Pump in 51 High Street (Polegate Community Library) replacing broken storage heaters.

It was resolved to select for Company 1 – Aspen at the price of £2,785 to install Air Sourced Heat Pump in 51 High Street (Polegate Community Library) replacing broken storage heaters. VOTE all in favour.

Item 5b. Motion to select a Contractor for the Accessibility ramp and doorway for 51 High Street

It was resolved to select with Company 1 – Booker Best to install the Accessibility and doorway for 51 High Street at £10,278.84. VOTE all in favour.

Item 5c. Motion to select a contractor for 51 High Street refurbishments for it to be converted into a library

It was resolved to go with Company 3 CTEC for the refurbishments for 51 High street at £14,845.00. VOTE all in favour.

Item 5d. Motion to select a supplier for the storage container for the library

It was resolved to defer this item until members had viewed the approx. location marked on the car park. VOTE 7 for 1 abstention Cllr J Keen.

A Wood left at 11:06am

S Shing left at 11:16am

13935 Item 6: 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. (Crime and investigations)

It was resolved to go into Confidential. VOTE all in favour.

13936 Item 7: Motion to upgrade the High Street Police-controlled CCTV cameras (2) to be funded from general reserves - 2 No 4-way Multisensors £4,223.52

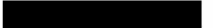
It was resolved to defer this item to get a new quote to have a 2-way camera at the Doctors Surgery and a 4-way camera down the high street. VOTE all in favour to defer.

The meeting closed at 11:30am

Signed Chair of Meeting _____ Date _____

SUMMARY FOR POLEGATE TOWN COUNCIL

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

Company reference: 
Statement date: 20 October 2025
Page number: 1 of 3
Monthly spend limit: 

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

Date of previous statement: 20 September 2025
Previous balance: £139.60
Payment received: £139.60 CR
Total of charges and adjustments: £0.00
Total of new spending: £40.38
New balance: £40.38
Payment due by: 27 October 2025

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 October 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	139.60
29 Sep 2025	DIRECT DEBIT PAYMENT THANK YOU	139.60 CR
	Total of payment, charges and adjustments	£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
			40.38
	Total cardholder expenditure		£40.38
	New balance		£40.38

NET	VAT	GROSS
23.75	4.75	28.50
9.90	1.98	11.88
<u>33.65</u>	<u>6.73</u>	<u>40.38</u>

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

20 October 2025
3 of 3

Date	Description	Amount
1 Oct 2025	SP RBL POPPY APPEAL LONDON ENG	28.50
021085383905	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
5 Oct 2025	AMZNMktplace*OO4D220R5 amazon.co.uk GBR	11.88
061052718715	MISCELLANEOUS AND RETAIL STORES	
2 new purchases / cash advances. Total of spending.		£40.38

MG 025677 F1VI584A 709F307AK00109 38500 B 87814



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 October 2025

Business Current Accounts

Business Current Account Statement	✓ £50,053.90
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Business Savings Accounts

Business Premium Account	✓ £817,591.91
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Business Premium Account	✓ £132,800.14
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This is the end of your account summary.

Your Statement

B

Account Summary

Opening Balance	89,365.17
Payments In	112.65
Payments Out	0.00
Closing Balance	89,477.82

Interest Rate - Valid as at end date of the statement period
1.53% AER

International Bank Account Number

Branch Identifier Code

Sortcode Account Number Sheet Number
72

13 September to 12 October 2025

Account Name
Polegate Town Council

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
12 Sep 25	BALANCE BROUGHT FORWARD			89,365.17
25 Sep 25	CR POLEGATE TC		✓1.00	89,366.17
12 Oct 25	CR GROSS INTEREST TO 11OCT2025		✓111.65	89,477.82
12 Oct 25	BALANCE CARRIED FORWARD		1010	89,477.82

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
POLEGATE TOWN COUNCIL
BUSINESS RESERVEACCOUNT

Account No Sort Code Page No
[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



100103611400010001

**Bank Reconciliation Statement as at 31/10/2025
for Cashbook 1 - Current/Business Premium**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/10/2025		50,053.90
Business Premium Account	31/10/2025		817,591.91
			867,645.81
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			867,645.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			867,645.81
		Balance per Cash Book is :-	867,645.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 2 - Tracker Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker Account	31/10/2025		132,800.14
			<u>132,800.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			132,800.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			132,800.14
		Balance per Cash Book is :-	132,800.14
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash Account	31/10/2025		200.00
			<u>200.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 4 - Staff Salaries Cash Book

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Salaries Control	31/10/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 5 - Current/Business Premium HSBC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC deposit Account	31/10/2025		89,477.82
			<u>89,477.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89,477.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			89,477.82
		Balance per Cash Book is :-	89,477.82
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 6 - NatWest deposit A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Reserve Account	31/10/2025		88,240.40
			<u>88,240.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,240.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,240.40
		Balance per Cash Book is :-	88,240.40
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Summary Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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	130	3,481	3,351			3.7%
	Expenditure	20,981	121,263	219,259	97,996	2,271	95,725	56.3%
	Net Income over Expenditure	<u>(20,981)</u>	<u>(121,133)</u>	<u>(215,778)</u>	<u>(94,645)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(20,981)</u>	<u>(121,133)</u>	<u>(215,778)</u>	<u>(94,645)</u>			
	Grand Totals:- Income	0	130	3,481	3,351			3.7%
	Expenditure	20,981	121,263	219,259	97,996	2,271	95,725	56.3%
Net Income over Expenditure		<u>(20,981)</u>	<u>(121,133)</u>	<u>(215,778)</u>	<u>(94,645)</u>			
plus Transfer from EMR		0	0	0	0			
less Transfer to EMR		0	0	0	0			
Movement to/(from) Gen Reserve		<u>(20,981)</u>	<u>(121,133)</u>	<u>(215,778)</u>	<u>(94,645)</u>			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102</u>	<u>Administration</u>								
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	213	213	500	287		287	42.6%	
4030	Postage	0	0	150	150		150	0.0%	
4031	Stationery	246	1,044	1,500	456		456	69.6%	
4032	Photocopier copy charges	388	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	416	750	334		334	55.5%	
4037	Website	14	143	400	257		257	35.7%	
4039	Legal fees	2,507	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	695	695	1,500	805		805	46.3%	
4045	Subscriptions	46	3,312	3,800	488		488	87.1%	
4046	Publications	43	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	45	328	800	472		472	41.0%	
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	361	1,100	739		739	32.8%	
4070	Broadband/Internet	33	233	550	317		317	42.4%	
4071	IT Services incl backups	255	1,942	3,850	1,908		1,908	50.4%	
4072	IT costs office 365	199	1,372	2,420	1,048		1,048	56.7%	
4073	IT reserve for new machines	40	2,270	1,200	(1,070)		(1,070)	189.2%	852
8060	Misc Resolved Gen Reserves & c	2,286	2,286	0	(2,286)	243	(2,529)	0.0%	
	Administration :- Indirect Expenditure	7,085	27,120	43,820	16,700	243	16,457	62.4%	852
	Net Income over Expenditure	(7,085)	(27,040)	(43,650)	(16,610)				
6000	plus Transfer from EMR	0	852	0	(852)				
	Movement to/(from) Gen Reserve	(7,085)	(26,189)	(43,650)	(17,461)				
<u>103</u>	<u>Town Councillors</u>								
4090	Councillors' allowances	587	3,629	7,600	3,971		3,971	47.8%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4091 Councillors' expenses	71	398	600	202		202	66.4%	
4092 Councillors' training	210	570	500	(70)		(70)	114.0%	
4093 Mayor's allowance Civic Duties	124	1,168	2,000	832		832	58.4%	391
4097 Civic Event	0	0	1,000	1,000		1,000	0.0%	
8060 Misc Resolved Gen Reserves & c	0	0	0	0	3,793	(3,793)	0.0%	
Town Councillors :- Indirect Expenditure	991	5,766	11,700	5,934	3,793	2,141	81.7%	391
Net Expenditure	(991)	(5,766)	(11,700)	(5,934)				
6000 plus Transfer from EMR	0	391	0	(391)				
Movement to/(from) Gen Reserve	(991)	(5,375)	(11,700)	(6,325)				
104 General Administration								
1010 Investment Income	113	6,382	4,000	(2,382)			159.6%	
1076 Precept	0	514,937	514,937	0			100.0%	
General Administration :- Income	113	521,319	518,937	(2,382)			100.5%	0
4100 Grants to other Organisations	0	0	1,000	1,000		1,000	0.0%	
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%	
General Administration :- Indirect Expenditure	0	2,060	5,300	3,240	0	3,240	38.9%	0
Net Income over Expenditure	113	519,260	513,637	(5,623)				
201 Council Offices								
1060 Miscellaneous Income	0	170	0	(170)			0.0%	
Council Offices :- Income	0	170	0	(170)				0
4004 Cleaning contract	100	675	1,500	825		825	45.0%	
4130 Council Tax	749	5,238	9,500	4,262		4,262	55.1%	
4131 Electricity	164	1,536	5,000	3,464		3,464	30.7%	
4132 Water charges	41	287	700	413		413	41.1%	
4133 Sewerage	0	658	700	42		42	94.0%	
4136 Photocopier - lease	0	557	1,500	943		943	37.1%	
4139 Window Cleaning	25	150	400	250		250	37.5%	
4140 Alarm Maintenance	0	292	500	208		208	58.4%	
4141 Fire Precautions	0	0	500	500		500	0.0%	
4142 Other Maintenance	364	557	1,100	544		544	50.6%	
4146 Other Office Equipment	0	393	1,500	1,107		1,107	26.2%	
4154 Housekeeping San bins 49 & gar	305	421	380	(41)		(41)	110.7%	
4155 Refuse Collecting	66	1,050	1,500	450		450	70.0%	220

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	1,815	17,693	27,567	9,874	0	9,874	64.2%	2,852
Net Income over Expenditure	(1,815)	(17,523)	(27,567)	(10,044)				
6000 plus Transfer from EMR	0	2,852	0	(2,852)				
Movement to/(from) Gen Reserve	(1,815)	(14,671)	(27,567)	(12,896)				
<u>202 51 High Street</u>								
4170 51 High Street - expenditure	25	367	800	433		433	45.9%	
51 High Street :- Indirect Expenditure	25	367	800	433	0	433	45.9%	0
Net Expenditure	(25)	(367)	(800)	(433)				
<u>203 The Pavilion</u>								
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				
<u>204 Wannock Office</u>								
4198 PWMRG CIC Grant (Interim)	0	24,981	34,981	10,000		10,000	71.4%	
Wannock Office :- Indirect Expenditure	0	24,981	34,981	10,000	0	10,000	71.4%	0
Net Expenditure	0	(24,981)	(34,981)	(10,000)				
<u>205 High Street Toilets</u>								
1035 High St Toilets Community Sche	413	1,238	1,300	63			95.2%	
High Street Toilets :- Income	413	1,238	1,300	63			95.2%	0
4500 Toilets High St - Cleaning	381	4,285	11,500	7,215		7,215	37.3%	
4501 Toilets High St - Maintenance	0	2,201	2,400	199		199	91.7%	
4504 Toilets High St - Other	258	370	790	420		420	46.8%	
4506 Toilets High St - Vandalism	0	0	350	350		350	0.0%	
High Street Toilets :- Indirect Expenditure	639	6,856	15,040	8,184	0	8,184	45.6%	0
Net Income over Expenditure	(226)	(5,618)	(13,740)	(8,122)				

	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	1,220	1,220	0	(1,220)			0.0%	
Town Centre and Community Safe :- Income	1,220	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	1,032	1,500	468	353	115	92.3%	
4203 Defib replace savings	0	1,743	2,000	257		257	87.2%	
Town Centre and Community Safe :- Indirect Expenditure	0	3,814	9,000	5,186	1,392	3,794	57.8%	0
Net Income over Expenditure	1,220	(2,594)	(9,000)	(6,406)				
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	171	171	0	(171)		(171)	0.0%	171
4220 General Maintenance	1,757	10,146	16,000	5,854	3,829	2,025	87.3%	
4223 Grounds Maintenance	0	3,000	6,000	3,000		3,000	50.0%	
4230 Skate Park	0	52	3,000	2,948		2,948	1.7%	
4238 Litter Bins	0	2,613	7,600	4,987	1,849	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	772	978	3,000	2,022		2,022	32.6%	
4243 Safety Inspections	45	879	1,800	921	225	696	61.3%	
8060 Misc Resolved Gen Reserves & c	0	2,354	0	(2,354)		(2,354)	0.0%	
Recreation Grounds :- Indirect Expenditure	2,745	21,827	40,440	18,613	5,903	12,711	68.6%	171
Net Income over Expenditure	(2,745)	(21,661)	(40,320)	(18,659)				
6000 plus Transfer from EMR	171	171	0	(171)				
Movement to/(from) Gen Reserve	(2,574)	(21,490)	(40,320)	(18,830)				
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	4,357	14,001	29,000	14,999		14,999	48.3%	1,866
4258 Flower Beds	0	6,488	8,850	2,362		2,362	73.3%	
4259 Council Gardens - office	10	71	1,100	1,029		1,029	6.5%	
4263 Bulb Planting	0	0	1,100	1,100		1,100	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4264 SID/VAS maintenance moving	275	825	1,100	275	275	0	100.0%	
Highways :- Indirect Expenditure	4,642	21,386	41,150	19,764	275	19,489	52.6%	1,866
Net Income over Expenditure	(4,642)	(16,044)	(35,808)	(19,764)				
6000 plus Transfer from EMR	0	1,866	0	(1,866)				
Movement to/(from) Gen Reserve	(4,642)	(14,177)	(35,808)	(21,631)				
<u>304 Allotments</u>								
1070 Allotment Fees	1,040	2,341	2,500	159			93.6%	
1072 Gosford Way Allotments	25	125	175	50			71.4%	
1073 Allotment Deposit Retained	0	300	0	(300)			0.0%	300
Allotments :- Income	1,065	2,766	2,675	(91)			103.4%	300
4270 Allotments - maintenance	0	400	700	300	263	37	94.8%	1,791
4271 Allotments - improvements	0	2,101	6,000	3,899	380	3,519	41.4%	
4272 Allotments - water	151	213	1,000	787		787	21.3%	
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	0	0	0	595	(595)	0.0%	
Allotments :- Indirect Expenditure	151	2,804	8,680	5,876	1,238	4,638	46.6%	1,791
Net Income over Expenditure	914	(38)	(6,005)	(5,967)				
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	914	1,453	(6,005)	(7,458)				
<u>305 Street Lighting</u>								
4280 Street Light - energy	976	7,579	33,000	25,421		25,421	23.0%	
4281 Street Light - Maint contract	0	5,370	13,000	7,630		7,630	41.3%	
4282 St Light - works/impro/maint	109	829	10,000	9,171		9,171	8.3%	
4286 Christmas decorations	0	(377)	14,500	14,877		14,877	(2.6%)	
4287 Additional Christmas Decoratio	0	0	0	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	1,085	13,401	70,500	57,099	1,685	55,414	21.4%	0
Net Expenditure	(1,085)	(13,401)	(70,500)	(57,099)				
<u>306 Prize and Prize Giving</u>								
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)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>307 The Polegate Partnership</u>								
1040 SponsorFlower Beds Hailsham Rd	548	548	1,000	452			54.8%	
The Polegate Partnership :- Income	548	548	1,000	452			54.8%	0
4305 Polegate Partnership Admin	298	298	0	(298)		(298)	0.0%	
4306 Replace Hailsham Rd Beds	0	0	450	450		450	0.0%	
4307 Hailsham Flowers Maintenance	38	264	580	316		316	45.6%	
The Polegate Partnership :- Indirect Expenditure	336	562	1,030	468	0	468	54.6%	0
Net Income over Expenditure	212	(14)	(30)	(16)				
<u>401 The Planning Committee</u>								
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)				
<u>701 The Retired</u>								
7001 The Retired	805	805	1,800	995		995	44.7%	
The Retired :- Indirect Expenditure	805	805	1,800	995	0	995	44.7%	0
Net Expenditure	(805)	(805)	(1,800)	(995)				
Grand Totals:- Income	3,358	534,285	531,144	(3,141)			100.6%	
Expenditure	20,320	149,489	311,968	162,479	14,529	147,951	52.6%	
Net Income over Expenditure	(16,962)	384,796	219,176	(165,620)				
plus Transfer from EMR	171	7,922	0	(7,922)				
less Transfer to EMR	0	300	0	(300)				
Movement to/(from) Gen Reserve	(16,791)	392,419	219,176	(173,243)				

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control			4,166.43	
200	Current/Business Premium			867,645.81	
201	Tracker Account			132,800.14	
203	HSBC Deposit A/C			89,477.82	
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				3,810.00
1010	Investment Income	104	General Administration		6,382.26
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

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1042	Sponsorship Litter Picker	101	Employee costs		130.01
1051	Urban Grasscutting Income	303	Highways		5,342.22
1060	Miscellaneous Income	102	Administration		80.00
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		2,340.80
1072	Gosford Way Allotments	304	Allotments		125.00
1073	Allotment Deposit Retained	304	Allotments		300.00
1076	Precept	104	General Administration		514,937.00
████	██████████	████	██████████	████████	
████	██████████	████	██████████	████████	
████	██████████	████	██████████	████████	
4004	Cleaning contract	201	Council Offices	675.00	
████	██████████	████	██████████	████████	
4007	NI (ER's)	101	Employee costs	9,663.20	
4008	Pension ER's contributions	101	Employee costs	2,724.37	
4009	Payroll	101	Employee costs	904.12	
4010	Internal Auditor	102	Administration	212.95	
████	██████████	████	██████████	████████	
████	██████████	████	██████████	████████	
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████	██████████	████	██████████	████████	
████	██████████	████	██████████	████████	
4016	Training Exps inc course fees	101	Employee costs	2,100.00	
████	██████████	████	██████████	████████	
████	██████████	████	██████████	████████	
████	██████████	████	██████████	████████	
4024	HR Contract	101	Employee costs	1,090.15	
4031	Stationery	102	Administration	1,043.61	
4032	Photocopier copy charges	102	Administration	939.49	
4035	Computer consumables	102	Administration	15.56	
4036	Office IT equip't inc antiviru	102	Administration	415.90	
4037	Website	102	Administration	142.86	
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	3,311.60	
4046	Publications	102	Administration	43.00	
4056	Bank/Barclaycard charges	102	Administration	328.25	
4059	First Aid	102	Administration	64.15	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4063	Hire of Halls	102	Administration	40.50	
4069	Office telephones	102	Administration	361.15	
4070	Broadband/Internet	102	Administration	233.31	
4071	IT Services incl backups	102	Administration	1,941.71	
4072	IT costs office 365	102	Administration	1,371.76	
4073	IT reserve for new machines	102	Administration	2,270.12	
4090	Councillors' allowances	103	Town Councillors	3,629.27	
4091	Councillors' expenses	103	Town Councillors	398.25	
4092	Councillors' training	103	Town Councillors	570.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,168.26	
4096	Remembrance Wreath	306	Prize and Prize Giving	47.50	
4104	Events	104	General Administration	521.99	
4105	Finance Software	104	General Administration	1,537.70	
4130	Council Tax	201	Council Offices	5,238.00	
4131	Electricity	201	Council Offices	1,535.64	
4132	Water charges	201	Council Offices	287.49	
4133	Sewerage	201	Council Offices	658.05	
4136	Photocopier - lease	201	Council Offices	557.10	
4139	Window Cleaning	201	Council Offices	150.00	
4140	Alarm Maintenance	201	Council Offices	292.00	
4142	Other Maintenance	201	Council Offices	556.50	
4146	Other Office Equipment	201	Council Offices	392.82	
4154	Housekeeping San bins 49 & gar	201	Council Offices	420.72	
4155	Refuse Collecting	201	Council Offices	1,049.79	
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	366.85	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	24,981.00	
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	1,032.00	
4203	Defib replace savings	301	Town Centre and Community Safe	1,743.00	
4220	General Maintenance	302	Recreation Grounds	10,145.96	
4223	Grounds Maintenance	302	Recreation Grounds	2,999.88	
4230	Skate Park	302	Recreation Grounds	51.67	
4238	Litter Bins	302	Recreation Grounds	2,612.52	
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	879.00	
4256	Urban grasscutting	303	Highways	14,001.36	
4258	Flower Beds	303	Highways	6,487.98	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4259	Council Gardens - office	303	Highways	71.44	
4264	SID/VAS maintenance moving	303	Highways	825.00	
4270	Allotments - maintenance	304	Allotments	400.00	
4271	Allotments - improvements	304	Allotments	2,101.00	
4272	Allotments - water	304	Allotments	212.56	
4273	Allotment - rent of land Gosfo	304	Allotments	90.00	
4280	Street Light - energy	305	Street Lighting	7,579.13	
4281	Street Light - Maint contract	305	Street Lighting	5,369.65	
4282	St Light - works/impro/maint	305	Street Lighting	829.30	
4286	Christmas decorations	305	Street Lighting		376.64
4305	Polegate Partnership Admin	307	The Polegate Partnership	298.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	264.42	
4500	Toilets High St - Cleaning	205	High Street Toilets	4,284.76	
4501	Toilets High St - Maintenance	205	High Street Toilets	2,201.00	
4504	Toilets High St - Other	205	High Street Toilets	369.98	
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	805.00	
8060	Misc Resolved Gen Reserves & c	101	Employee costs	10,531.48	
8060	Misc Resolved Gen Reserves & c	102	Administration	2,285.63	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	3,093.19	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	2,354.01	
Trial Balance Totals :				1,453,958.85	1,453,958.85
Difference				0.00	

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	Business Stream	DIRECT DEB	41.07		49/51 High St Water
06/10/2025	Barclays Bank	DIRECT DEB	45.14		Bank Charges
07/10/2025	BrightHR	DIRECT DEB	201.82		Provision of HR Services
09/10/2025	Nest Pension Scheme	DIRECT DEB	876.56		Nest Pension Sept 25
13/10/2025	Surrey Hills Solicitors	BX967780	3,007.00		Professional Charges
13/10/2025	Mr Dan Dunbar	BX965156	3.15		Polegate Scouts AGM
13/10/2025	Mr Dan Dunbar	BX965951	16.20		Civic Event Peacehaven
13/10/2025	Mr Dan Dunbar	BX965734	7.20		ESCC Chairmans reception
13/10/2025	Mr Dan Dunbar	BX965759	44.10		Civic visit to Redhill
13/10/2025	Echo Cleaning	BX062833	150.00		Office and Window Cleaning
13/10/2025	SME IT Solutions Ltd	BX080580	291.60		Adobe Acrobat
13/10/2025	SLCC	BX084190	144.00		PIALC Training for Staff
13/10/2025	SME IT Solutions Ltd	BX058089	268.18		IT Office Costs
13/10/2025	Mulberry Local Authority Servi	BX085234	54.00		Finance Training for Cllr
13/10/2025	VIKING Office Depot Internatio	BX084003	115.22		Stationery
13/10/2025	SME IT Solutions Ltd	BX058600	323.05		IT Office Costs
13/10/2025	SME IT Solutions Ltd	BX066576	2,246.36		3 Terra Laptops for Staff
13/10/2025	SLCC	BX085190	72.00		Staff Training
13/10/2025	SLCC	BX086949	72.00		Staff Training
13/10/2025	SLCC	BX083966	144.00		PIALC Training for Staff
13/10/2025	Prime Signs	BX092616	498.00		Oval Gym Sign
13/10/2025	Mulberry Local Authority Servi	BX061200	1,224.00		Provision of Professional Serv
13/10/2025	IDVerde	BX060067	2,614.32		Urban Grass Cut for Sept 25
13/10/2025	SLCC	BX085503	72.00		Staff Training
13/10/2025	Blue Frog Cleaning Services Lt	BX092686	456.65		Cleaning Serv ices
13/10/2025	Prime Signs	BX083348	357.60		RAM Const Sponsorship sign
13/10/2025	PJC Consultancy Ltd	BX096203	834.00		Tree Survey at Brightling
13/10/2025	Ace Landscapes	BX092798	330.00		Move the SID
13/10/2025	Europlants Ltd	BX061142	57.58		Hailsham & Council office beds
13/10/2025	GDPR-INFO	BX087770	150.00		GDPR Training for Staff & Cllr
13/10/2025	SLCC	BX085731	72.00		Staff Training
13/10/2025	MULTICARE MEDICAL	BX094513	205.08		Repair to ceiling Hoist
13/10/2025	SME IT Solutions Ltd	BX066534	99.98		Docking Station for 2 Laptops
13/10/2025	Eastbourne Electrical LLP	BX088348	144.00		Fix twitch in 49 High St
13/10/2025	PHS Group	BX091553	336.53		Hygiene bins for 49/51 High St
13/10/2025	PHS Group	BX091733	309.59		Hygiene bins Public Toilet
13/10/2025	SLCC	BX089235	108.00		Staff Training
13/10/2025	PHS Group	BX091553A	30.00		Hygiene bins for 49/51 High St
13/10/2025	MacConvilles Ltd	BX152326	1,440.00		Feasibility Costings
13/10/2025	██████████	BX098249	30.00		Travel Expenses
13/10/2025	Streetlights	BX084172	131.16		Column A Willow Drive
13/10/2025	DRW Property & Equestrian Serv	BX157717	280.00		Goalpost maintenance
15/10/2025	Wealden District Council	Std Ord	749.00		NNDR Payment
15/10/2025	Advo Group	DIRECT DEB	154.99		Payroll Services Sept 2025
16/10/2025	EDF Energy	DIRECT DEB	172.40		49 High St Electric
16/10/2025	Drax Energy	DIRECT DEB	1,171.39		Supply of Street Lighting
20/10/2025	EDF Energy	DIRECT DEB	26.64		51 High St Electric

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/10/2025	Inland Revenue	DIRECT DEB	5,022.73		Tax & NI Sept 25
27/10/2025	BarclayCard	BARCLAYCAR	40.38		Misc Spend
29/10/2025	SME IT Solutions Ltd	BX520426	149.71		IT Telephone Costs
29/10/2025	Eibe Play Ltd	BX530307	313.64		Skate Park Ramp Sign
29/10/2025	SLCC	BX509172	42.00		Understanding Quotes, Tenders
29/10/2025	SLCC	BX510805	54.00		Public Play Spaces
29/10/2025	SLCC	BX500105	43.90		Law of Allotments
29/10/2025	SLCC	BX503395	72.00		Managing Grant Applications
29/10/2025	SLCC	BX509314	54.00		Public Play Spaces
29/10/2025	SLCC	BX510994	36.00		Shaping the Future
29/10/2025	SLCC	BX223122-1	42.00		Make Your Writing Grab Attenti
29/10/2025	SLCC	BX510844	60.00		Powers and Duties
29/10/2025	SLCC	BX513848	36.00		Transfer of Assets
29/10/2025	SLCC	BX498989	144.00		ILCA Qualification
29/10/2025	SLCC	BX510031	54.00		Public Play Spaces
29/10/2025	SLCC	BX223117-1	60.00		Allotment Management
29/10/2025	SLCC	BX223099-1	36.00		Understanding Quotes, Tenders
29/10/2025	SLCC	BX509285	42.00		Understanding Quotes, Tenders
29/10/2025	SLCC	BX222812-1	42.00		Your Social Media Content
29/10/2025	Green Fig Catering Company	BX529556	966.00		Buffet Items for 5 Dec 25
29/10/2025	Ace Landscapes	BX525086	926.40		5 Tonnes of woodchip
29/10/2025	Eastbourne Electrical LLP	BX520878	198.00		Fault on CPT
29/10/2025	Kent County Council KCS	BX519776	465.35		Photocopy Charges
29/10/2025	PCA Drama Group	BX526957	100.00		Donation Oct 25
29/10/2025	GW Shelter solutions	BX526241	570.79		Supply & Install Glass
29/10/2025	Lewes District Council	BX6260664	54.00		Park Checks
29/10/2025	Mulberry Local Authority Servi	BX521413	348.00		Training Courses
29/10/2025	Recorra Sout East Ltd	BX523284	79.12		Refuse Collection
29/10/2025	Aspen Service Ltd	BX516832	288.00		AC Service/Maintenance
29/10/2025	Wealden District Assoc of Loca	BX515006	45.85		Subscriptions for 25/26
29/10/2025	IDVerde	BX515031	2,614.32		Urban Grass Cut 17 Sept 25
29/10/2025	Eastbourne Electrical LLP	BX513447	82.80		Replaced faulty light in 51
29/10/2025	Rhino Rod	BX518642	95.00		Blocked Toilet at Wannock
29/10/2025	SME IT Solutions Ltd	BX520229	149.39		IT Telephone Costs
29/10/2025	SLCC	BX513260	42.00		Powerful Confidence
29/10/2025	Grounds Maintenance Associatio	BX530332	93.00		Community Subscription
29/10/2025	VIKING Office Depot Internatio	BX513963	79.39		Stationery
29/10/2025	VIKING Office Depot Internatio	BX521389	88.20		Stationery
29/10/2025	Mulberry Local Authority Servi	BX517884	255.54		Internal Audit Charges
29/10/2025		BX524584	100.00		Plots C35a & C35b
Total Payments			34,163.07		



State of the Region 2025 Report

September 8, 2025

This is the second State of the Region report from Transport for the South East (TfSE). It has been designed to provide an overview of how the region is changing through key indicators linked to our Transport Strategy.

Each indicator is connected to one of our five Transport Strategy missions. These are:

- [Strategic Connectivity](#)
- [Resilience](#)
- [Inclusion and Integration](#)
- [Decarbonisation](#)
- [Sustainable Growth](#)

However, as these high-level measures are shaped by many wider factors, this report should not be taken on its own as a direct assessment of our progress in delivering the Transport Strategy or the Strategic Investment Plan (SIP). Instead, the metrics give a snapshot of how the South East is evolving across key aspects of the economy, society and environment.

The findings in this report are based on a wide range of data sources, including open datasets, government and ONS releases, as well as information provided by Network Rail, Solent Transport, Transport for the North and Steer.

We have also drawn on our own Regional Travel Survey. For all graphs and charts, you can view the data source by clicking on the icon

We plan to publish this report every two years to highlight key trends and developments shaping the region.

Transport for the South East (TfSE) have prepared this information using data available at the time of authorship. Any new information released since may alter the validity of the conclusions reached. TfSE does not accept any liability for any financial loss or damages incurred due to the use of any data in this report where the data is used without express permission from TfSE.

Our region

These initial indicators set the scene for the general economic state of the region. Please note throughout this report, some of the supporting evidence is aggregated on the census defined South East region level, which in addition to the TfSE local transport authorities (Bracknell Forest, Brighton and Hove, East Sussex, Hampshire, Isle of Wight, Kent, Medway, Portsmouth, Reading, Royal Borough of Windsor and Maidenhead, Slough, Southampton, Surrey, West Berkshire, West Sussex, Wokingham), also includes Buckinghamshire, Milton Keynes and Oxfordshire.



Figure 0.1: TfSE geography prepared by Steer for 2023 state of the region report

Figure 0.2: GVA percentage growth



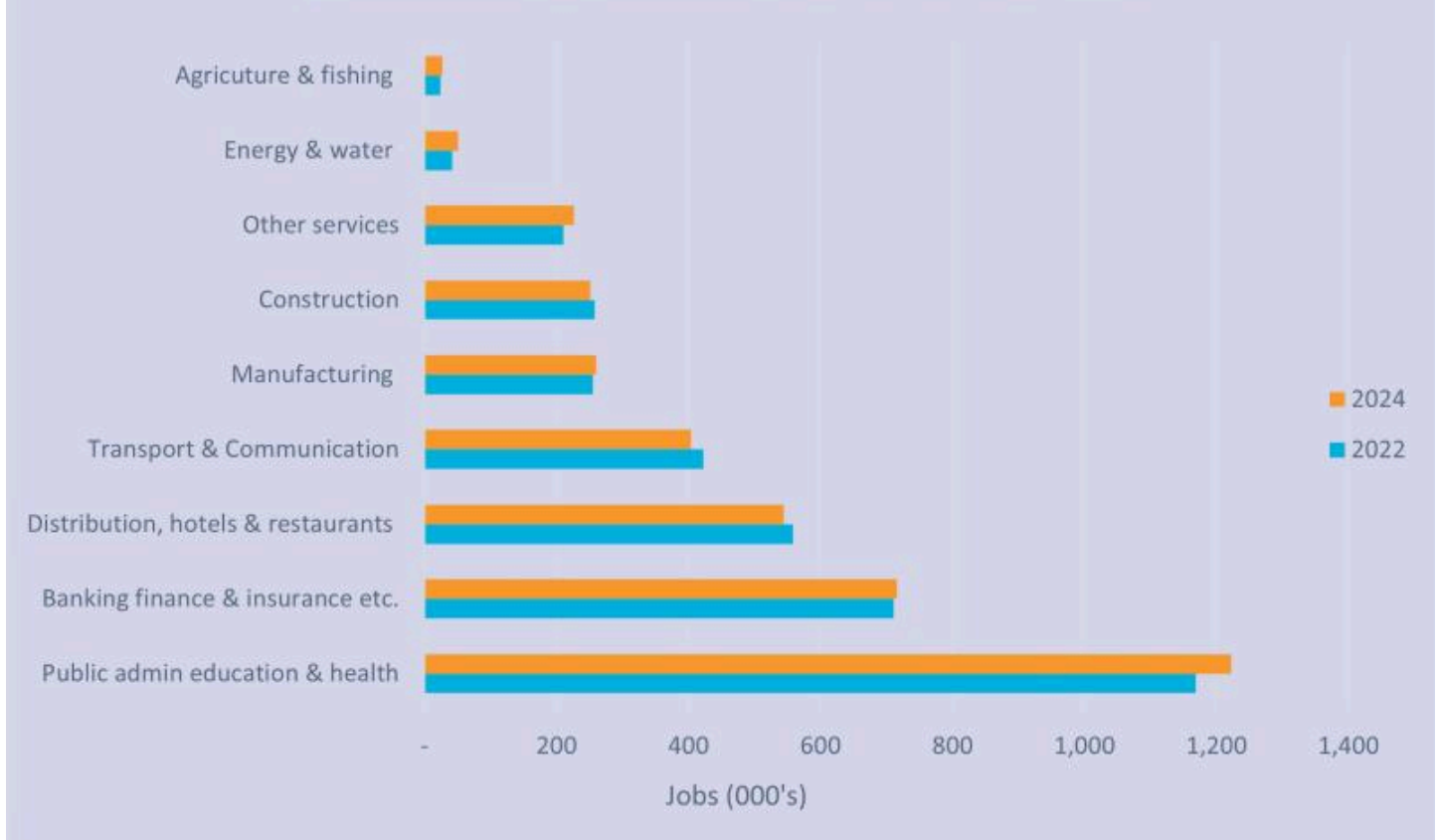
Productivity

Gross Value Added (GVA).

Figure 0.2 shows that although the TfSE region has seen an increase in GVA per head of population since the last report, the rate of increase has been lower than that seen across the UK as a whole.

The total GVA per head in our geography is still higher than the UK average (£37,501 in TfSE, £36,103 in UK). However, the difference in GVA generated within the TfSE area has decreased from 5.1% more productive than the UK as a whole in 2021 to only 3.9% more productive in 2023.

Figure 0.3: Employment by sector in the TfSE region



Employment

Jobs by sector

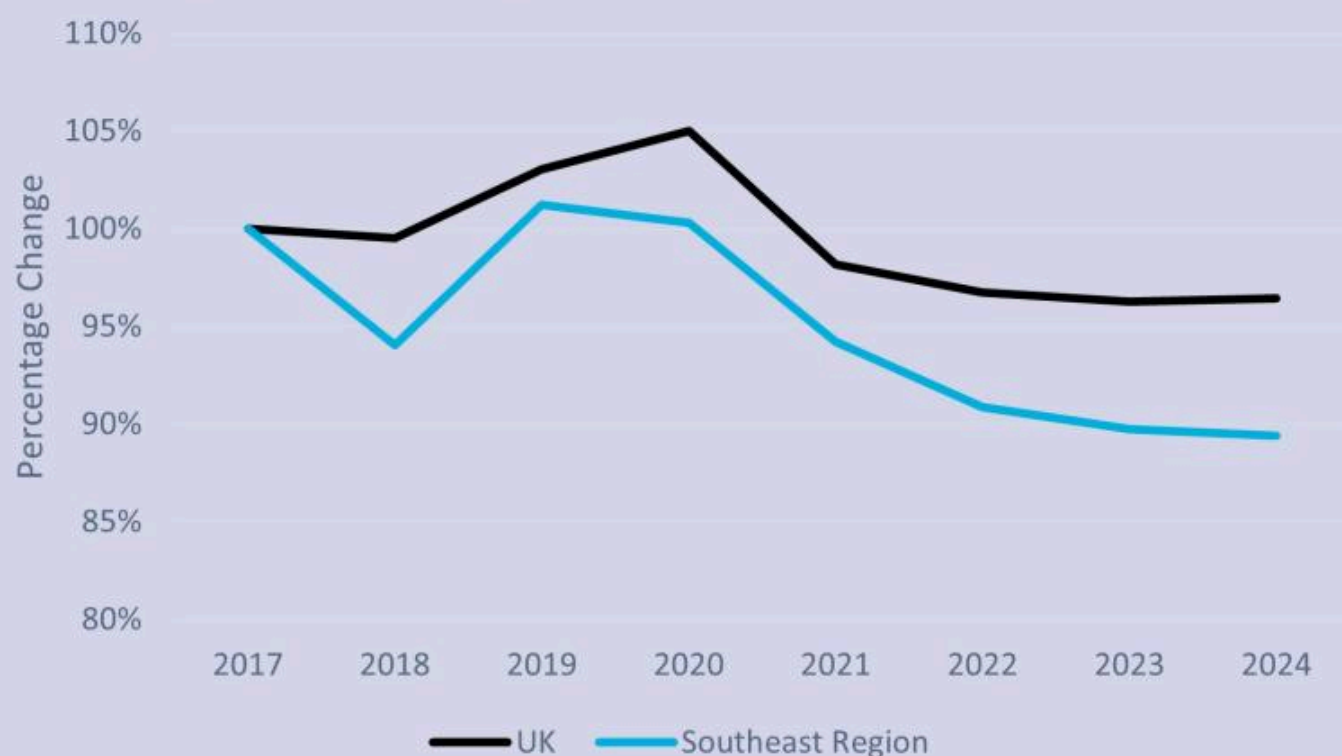
Figure 0.3 shows the change in employment by sector in the past two years in the TfSE geography. The number of people employed in each sector has remained relatively stable.

Jobs in agriculture & fishing, manufacturing, construction, and transport & communication, are considered to be reliant on the Strategic Road Network (SRN), and therefore require a resilient and reliable highway network.

Unemployment

The rate of unemployment in the region has increased from 3.2 in 2022, to 3.6 in 2024. This remains lower than the rate in the UK as a whole, which has increased from 3.7 in 2022, to 4.3 in 2024.

Figure 0.4: Change in total number of businesses



Businesses

Total businesses

Figure 0.4, uses a baseline of number of businesses in 2017 to show the change in total number of businesses in the region. The number of businesses in the ONS-defined South East region has decreased more than the UK as a whole. In the past two years there has been a further decline in total businesses, with a net loss of 13,410 businesses from 2022 to 2024. The total businesses in the South East in 2024 was 830,570.

Figure 0.5: Total number of South East businesses exporting goods



Exporters

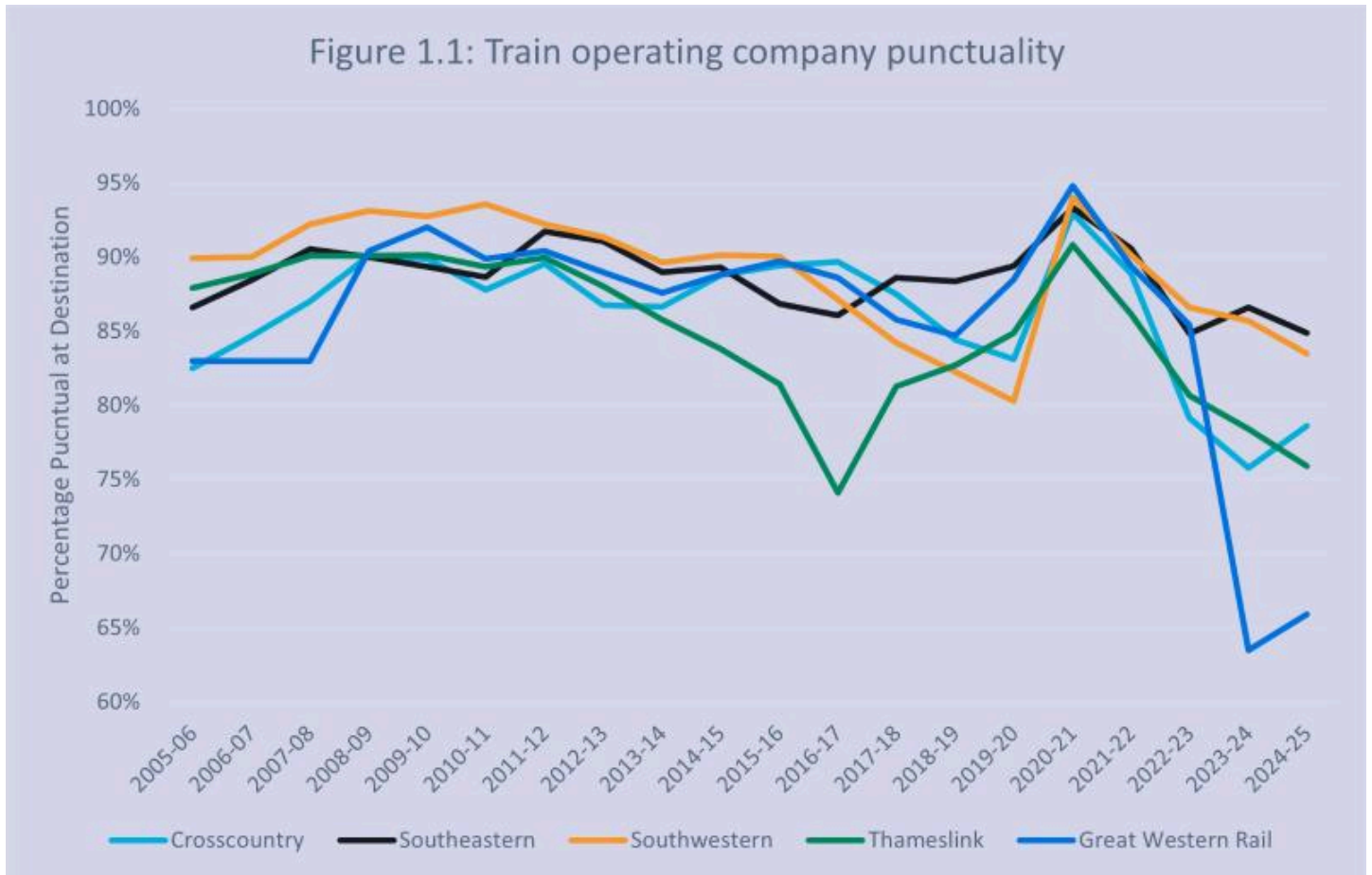
Figure 0.5 shows the total number of South East Businesses that are exporting goods.

Given the number and scale of international gateways (ports and airports) in the region, a thriving economy would be expected to generate a high number of businesses exporting goods. In the most recent two years of available data, the total number of exporters has increased, with 2023 recording the second-highest figure on record, surpassed only by 2020.

Strategic connectivity

This mission aims to improve strategic connectivity within the South East by enhancing regional transport corridors, ensuring communities have access to high quality transport links and essential services.

The following series of indicators measure strategic connectivity by monitoring the performance of the highway and public transport networks in the region, and the impact it has on freight movements.



Journey time reliability

Rail

Figure 1.1 shows the reliability for total services run by each train operator in our geography. It is important to note that services for each operator do not exclusively run in the TfSE region. However, it still provides a good indicator for how punctual trains are for residents.

In the two years since the last *State of the Region* report, there has been a decline in average punctuality of

operators from 83.3% in 22/23 to 77.8% in 24/25. However, this is heavily skewed by the performance of Great Western. For the other operators in our geography the average has decreased from 82.8% to 80.7% in the same timeframe.

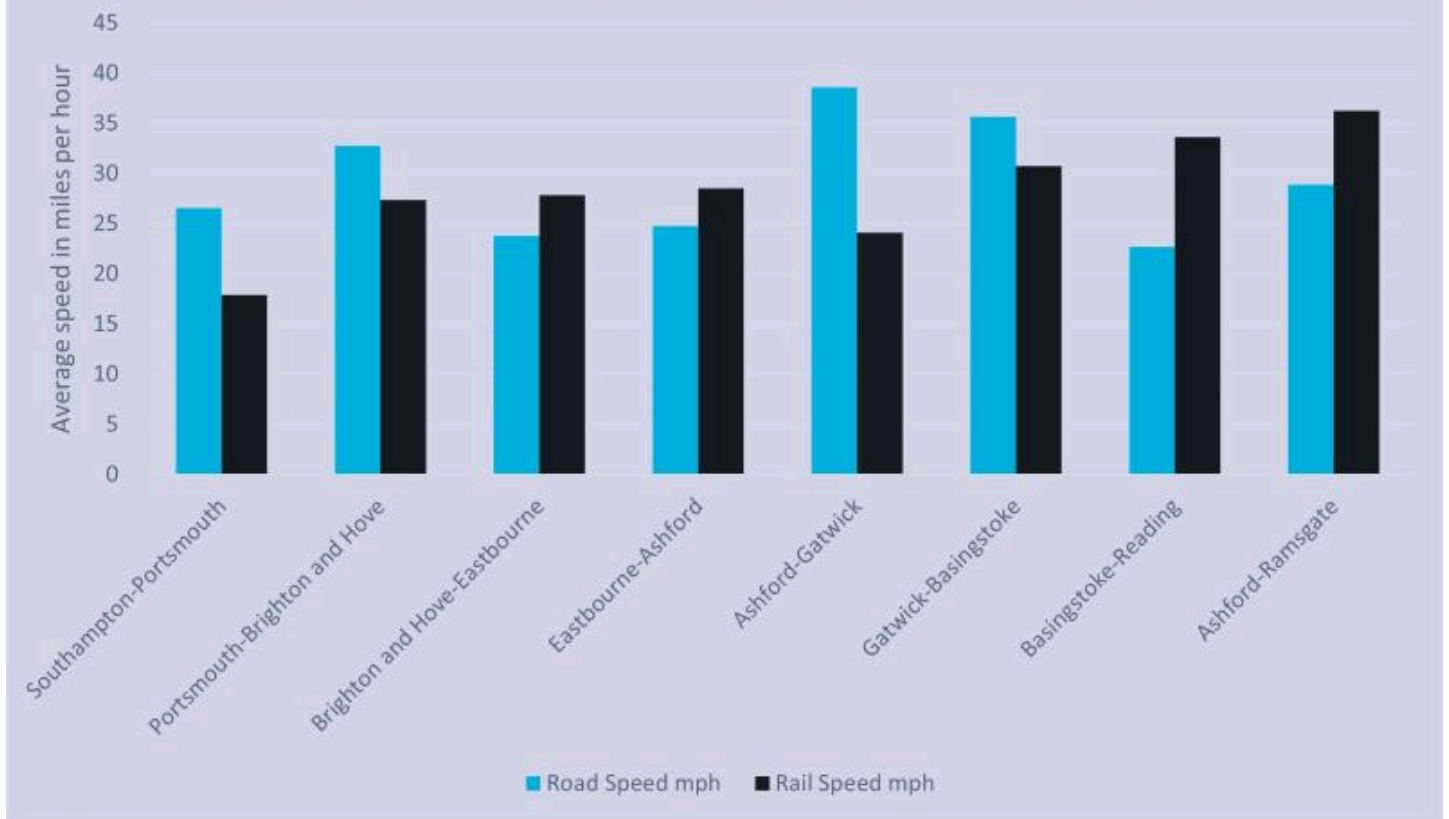


Highway

Figure 1.2 shows the average delay in seconds on the Major Road Network (MRN) and the Strategic Road Network (SRN) in our geography. Please note that the MRN and the SRN delay is calculated on different link lengths, so using this data to compare performance of the SRN against performance of the MRN is not appropriate.

Since the last report the average delay has returned to pre-pandemic levels on both the MRN and the SRN.

Figure 1.3: Average road and rail speeds between destinations



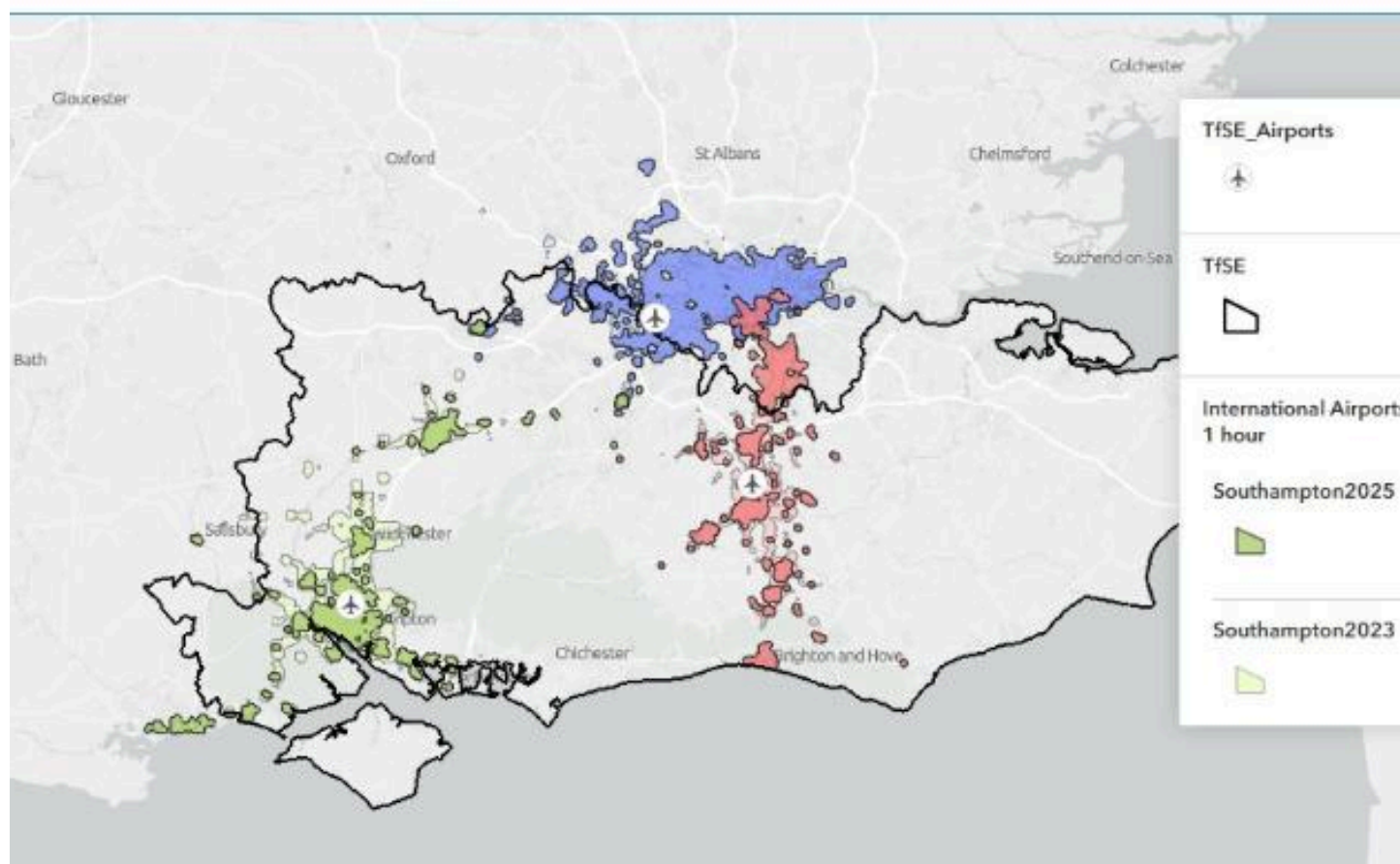
Journey times

Figure 1.3 shows the difference in average speed for point-to-point journeys in our region that do not originate or end in London.

The data is taken as a snapshot for a mid-week off peak journey time. For peak journeys road speed would decrease due to more congestion.

For some journeys between key centres in the region, average rail speeds are faster than those by road. However, these figures reflect only speed and do not take into account the frequency of services or the time needed to access a station.

This suggests that where rail is as fast as, or faster than, road travel, the choice to use a private car is likely motivated by other factors, such as greater convenience or reliability.



Airport accessibility

Figure 1.4 shows the geography of residents who are able to access international airports within one hour by public transport.

The number of residents in our geography able to access Gatwick within one hour has increased from 533,619 in 2023 to 703,568 in 2025. This increase can be attributed to more parts of Brighton and Hove, and Oxted and Shalford moving into this catchment area, likely caused by an increased frequency of public transport. Access to Gatwick is still much easier from north-south compared to east-west of the region, we are advocating for enhanced rail from both Kent and the North Downs line to Gatwick Airport to improve public transport accessibility from the East and West to the airport.

Heathrow has also seen a large increase, from 412,982 in 2023 to 703,568 in 2025. Despite this increase, public

transport accessibility to Heathrow from our region remains poor when compared to equivalent distance journeys from London.

Southampton Airport has seen a moderate increase, rising slightly from 1,003,429 in 2023 to 1,065,702 in 2025.

Southampton Airport has the highest number of residents within our region who can access it by public transport in under an hour.

Despite the increases in total residents able to access airports within one hour by public transport, some areas which were previously within an hour journey time of an airport in 2023, are no longer within this catchment. This is most likely attributed to timetable changes for bus and rail services.

Domestic freight

Figure 1.5 shows the key freight routes in our region. The points are locations of automated traffic counters, the larger points have a higher number of annual average daily flow HGV movements as per DfT road traffic statistics raw count data.

The most significant links for freight in our region are clustered around the M25 for freight travelling from Kent. There is also a cluster around the port of Southampton, where freight is distributed north via the M3 and A34.

In addition, there is a relatively high amount of freight travelling on the M27 between Portsmouth and Southampton, and to a lesser extent on the M23 corridor.

Freight moved

Figure 1.6 shows the total tonnage of domestic goods lifted with either an origin or destination in the South East (including Buckinghamshire, Milton Keynes and Oxfordshire) for each English region in 2024.

Compared to the previous iteration of this report, there has been a 9% increase in tonnage originating in the South East, and a 12% increase in goods destined for the South East.

There was a total combined tonnage in 2024 of 379 million tonnes.

International crossings

Figure 1.7 shows crossing data from the channel shuttle.

In 2024 there were 1,198,052 truck shuttle movements, 17.2% fewer compared to 2022. Passenger vehicles travelling on the shuttle saw a small increase of 3.4% over the same period, with 2,199,837 passenger vehicle shuttles in 2024. Figures have not returned to the numbers seen before 2020. This is most likely a combination of both Brexit and the Covid pandemic.

In 2024, there were 135 activations of operation TAP (the queueing system at Dover for HGVs travelling to the continent), this is comparable to the 128 seen in 2022. Both figures are higher than the 5 year average of 57 for the period 2017-2021. This is most likely a result of increased processing times at Dover due to additional checks required since leaving the European Union.

Resilience

This mission focuses on safeguarding and enhancing the resilience of the South East's transport network to ensure reliable and smooth journeys for all users.

This next set of indicators relates to our resilience mission and reports on the reliability of rail, including delays caused by severe weather. It also reports on the reliability of the road network and the number of road traffic accidents.

Road and rail reliability

Figure 2.1 shows the delay caused to rail services by various severe weather. Note this data was provided by Network Rail for their southern region, which does not match the boundary of the TfSE geography.

As shown in the graph, there is a lot of variability year-on-year, but the overall trend is a gradual increase in delay minutes caused by severe weather events.

Since the last iteration of this report, there was a peak in delay minutes in 2022. Although there was a slight drop in 2023, the figure climbed again in 2024.

In the mid to late 20th century, extreme weather events tended to be infrequent and relatively predictable. In contrast, the 21st century has seen an increase in their frequency and severity, raising the likelihood of critical coping thresholds being exceeded and heightening the

risk of disruption to operations and services. Building resilience into the network is therefore essential to withstand these extremes.



Road collisions

Figure 2.2 shows the number of collisions per resident in the TfSE region, compared to England as a whole.

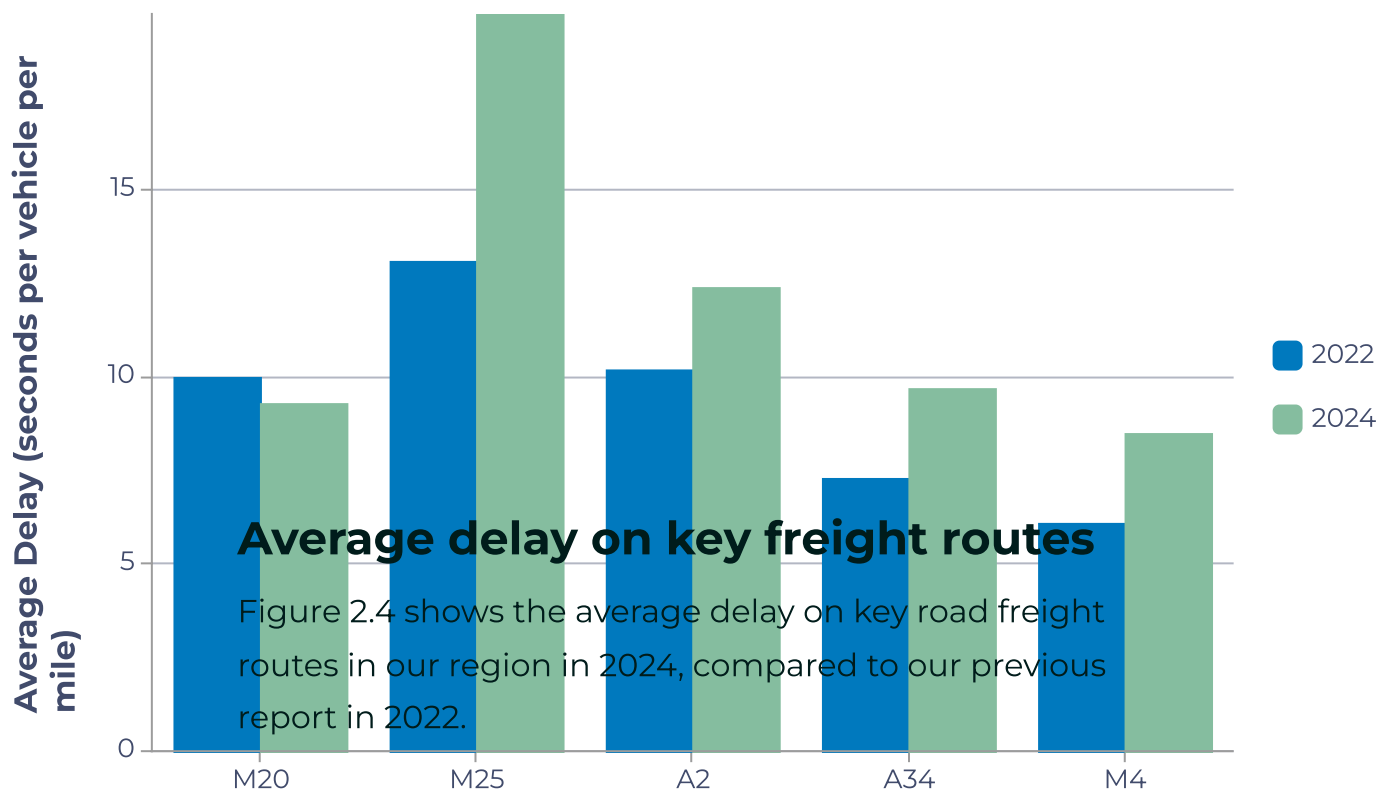
The number of recorded fatal or serious collisions in the TfSE geography (4,419) was the highest recorded in the past ten years.

Our region has consistently recorded a higher number of collisions per capita than the national average.

Figure 2.3 shows the number of collisions per billion vehicle miles in the South East (including Oxfordshire, Buckinghamshire and Milton Keynes from outside our geography).

Although the total number of collisions has increased, analysis against total vehicle miles shows a consistent decline in collisions per mile driven. This is a positive outlook for road safety and one that is desirable to see continue, however, it is still concerning that there are more collisions per capita in our geography than the national average.

Figure 2.4: TfSE Strategic freight network delay



Average delay on key freight routes

Figure 2.4 shows the average delay on key road freight routes in our region in 2024, compared to our previous report in 2022.

With the exception of the M20, the reliability of each of our key freight routes has worsened between 2022 and 2024.

Inclusion and integration

This mission aims to create an inclusive, affordable, and integrated transport network across the South East, providing safe and seamless door-to-door connectivity for everyone.

The following indicators relate to the inclusion and integration mission by examining area deprivation and accessibility to key services by public transport, as well as changes in the affordability of public transport.

Transport related social exclusion

Transport Related Social Exclusion (TRSE) is a concept developed by Transport for the North to identify output areas where individuals or communities are unable to access the opportunities, services, and social connections they need because of limitations in the transport system. It arises when barriers such as poor connectivity, high costs, limited availability, or personal vulnerabilities (for example low income, insecure work, health conditions, or caring responsibilities) restrict people's ability to travel. The result is reduced participation in employment, education, healthcare, and community life, reinforcing wider social and economic inequalities.

Our region has 13.2% of people in the top 10% at risk of TRSE in England, highlighted in figure 3.1 in red, with 36.27% of our population in the top 30% at risk, highlighted in amber.

This demonstrates that there is need for intervention to provide better accessibility to transport for our residents, particularly in coastal regions where the most at risk output areas are clustered.

Accessibility

Figure 3.2, takes only the accessibility indicators that feed into the TRSE score. The shaded areas show the geographical areas at risk of exclusion based on accessibility when compared to the England average. The map shows there are large areas of our region with poor access to key facilities. The areas affected are largely rural with low population density.

As a region we score as expected with 10% of our population (red shading on map) in the top 10% England-wide based on accessibility scores. However, 42% of our population are in the top 30% (amber) England-wide. This reflects the challenges that those living in rural areas have

in accessing essential services using public transport, and highlights a root cause for car dependency.

The full report and data tool produced by Transport for the North is [available here](#).

Public transport fares inflation

As can be seen in figure 3.3, in the past 20 years the price of bus and rail travel have exceeded the increase in the consumer price index (including housing costs) (CPIH).

However, since our last *State of the Region* report, we have seen a decrease in the cost of bus travel. This is due to the introduction of the £2 bus fare cap. This has begun to rise again with the increase in the fare cap from £2 to £3.

The cost of rail has continued to increase year on year.

Income spent on transport

Figure 3.4 shows the percentage of household income spent on transport based on a three year rolling average.

Since the last *State of the Region* report, there has been a return to pre Covid levels of expenditure.

The South East region has a slightly higher percentage of household income spent on transport than the rest of England and the UK. The percentage for England as a whole is skewed by London where there is an average of 10% of household income spent on transport.

Decarbonisation

This mission aims to deliver a net zero transport future for the South East by 2050. This will be achieved by

accelerating zero-emission travel, incentivising sustainable travel choices and embracing new technologies to reduce emissions and mitigate climate change.

The next set of indicators relates to our decarbonisation mission. Firstly, it measures total transport emissions and air quality in the region to assess the overall carbon impact. Secondly, it examines the drivers of these changes, including the uptake of electric vehicles in the region as well as the development of micromobility schemes, which provide a much lower-carbon alternative to private cars.

Carbon emissions

Figure 4.1 shows the total carbon dioxide emissions from transport in KtCO₂e (kilo-tonnes of carbon dioxide equivalent). Transport emissions include freight and

passenger transport, both for private and business purposes.

The graph shows that in 2020 there was a sharp decrease in transport emissions, a result of the Covid pandemic. In the years of recovery since, we can see that transport related emissions have not returned to pre-Covid levels. As a comparison, emissions in 2019 in the TFSE geography were 17.34% higher than in 2023.

This is most likely a result of cleaner fuels. Employees being able to work from home in some professions may also be contributing to a reduction in total transport carbon emissions. TfSE's Regional Travel Survey responses show only 35% of our population commute to work everyday, 32% of respondents said they travel less often for commuting or education than they did pre-pandemic and only 12% said they travel more.

Licenced vehicles

Figure 4.2 shows the number of licenced electric vehicles (EV) in our geography.

The shift to electric vehicles is seen as an important factor in reducing the carbon emissions produced by vehicles.

There has been a steady year-on-year increase in the number of licensed EVs and plug-in hybrid electric vehicles (PHEVs) in our region.

However, it should be noted, that EV and PHEV combined still only make up 5% of the total vehicles licenced in our region as of quarter one in 2024, this is an increase from 2.4% as of quarter one 2022.

Despite the uplift in electric vehicles licences, the majority are still petrol (58.5%) or diesel (36.5%).

EV charging

The uptake of EV relies on an increase in the number of EV public charging points available. Figure 4.3 shows the number of publicly available EV charging points by local authority area, displayed by number of chargers available per 100k of usual population.

The best provision in our region is available in Reading, closely followed by Brighton and Hove, and West Berkshire. These three authorities have approximately 150 EV chargers available per 100k residents.

The authorities with the least charge points available have fewer than 50 chargers available per 100k residents.

From our Regional Travel Survey (RTS), 63% of EV owners charge at home.

7% charge using public infrastructure, however in Brighton and Hove there are 22% of EV owners using the public infrastructure. This could be attributed to fewer properties having private off street parking in the city.

TfSE has supported LTAs by providing a regional *Electric Vehicle Charging Infrastructure Strategy*, data-driven planning tools, and forecasting to help them identify future charging needs across the South East region. TfSE also facilitates collaboration through an EV Forum and a Centre of Excellence, offering a platform for local authorities to share best practice and lessons learned with one another.

Micromobility schemes

Figure 4.4 shows the number of e-bike and e-scooter hires by year for the Solent shared mobility scheme, as well as the total km travelled on both modes under the scheme.

Since the last version of this report, there has been growth year on year in both the number of rides and the total km travelled.

Greater uptake of micromobility can reduce the number of cars on the road. It should be noted that at time of writing it is illegal to ride a privately owned electric scooter in public, for example on pavements, on roads or in parks.

Air pollution

Figure 4.5 shows the Air Quality Management Areas (AQMA) in our geography (correct as of 08/03/2025).

Since the last iteration of the report, the number of residents living within an AQMA has decreased significantly, from 360,000 to 198,000.

In 2023, 5.1% of deaths recorded in the South East were linked to pollution, down from 5.4% in 2021. This is a significant improvement on pre-pandemic levels, which were recorded at 7.7% in 2018.

A likely reason for the improved air quality is both the move to EV and the decrease in tailpipe emissions from petrol and diesel vehicles adhering to the euro emissions standards. In 2024, vehicle miles in TfSE totalled 43,252 million, exceeding the 10-year average from 2010 to 2019 of 42,472 million miles (DfT table TRA8901). This suggests that

the improvement in air quality cannot be attributed to reduced traffic levels following the Covid pandemic.

Sustainable development

This mission aims to champion transport interventions to unlock investment, enable sustainable growth and create healthy, vibrant, well-connected communities in the South East.

The next set of indicators relate to our sustainable development mission by looking at how active adults are. The aim is to reduce inactivity levels by promoting active travel as a viable alternative for shorter journeys. Evidence from our Regional Travel Survey is used to examine modal share and the reasons people choose the car over active travel options.

Adult inactivity

Inactivity in our region remains consistently lower than the England average and follows the same annual trend, as can be seen in figure 5.1.

Compared to two years ago, the level of inactivity among adults has decreased, however there does not seem to be a trend of sustained decrease.



Car ownership

Figure 5.2 shows the number of cars owned by individuals from respondents to our Regional Travel Survey 2025.

The majority of households surveyed have one car or none. There are, however, many instances of households owning multiple cars, particularly within the more rural shire authorities.

Mode of travel

Figure 5.3 shows the mode of travel used for all journeys, taken from our Regional Travel Survey

Two thirds of all journeys recorded were made by car in our region, whereas only 11% were made by public transport.

Our survey results show that there is a higher percentage of journeys made by car in the TfSE region than the national average of 59%, as reported in the 2024 National Travel Survey (NTS) (table NTSS0303).

Mode of travel for short journeys

Figure 5.4 shows the mode of travel used for short journeys, which are described as those of less than one mile.

In our region 38% of short journeys are made by car, where as 55% are made by walking.

This is particularly poor when compared to the National Travel Survey (table NTS0308), where only 17% of short journeys were made by car or van as primary mode, and 81% mode share for walking.

To reduce the number of car journeys of less than one mile, provision for active travel must be built into the planning and design of new developments.

Reason for choosing the car

Figure 5.5 shows the reasons given for making car journeys, comparing all car journeys with those of one mile or less, based on responses to our Regional Travel Survey.

For all trip lengths, speed and convenience score highly as reasons for opting for the car. Where as, for longer journeys cost and reliability are more important factors.

As set out in our Transport Strategy we are working to encourage active travel for short journeys to promote decarbonisation and healthy lifestyles. To achieve this, TfSE supports sustainable neighbourhood planning principles to ensure residents can meet their daily needs within a short walk or cycle from home.

Summary

This State of the Region report shows that there have been significant changes in the TfSE region in the last few years.

Changes in the region can be attributed to a number of factors, such as the Covid pandemic and shifts in working patterns, which have influenced travel habits. Policy interventions, including the bus fare cap and the expansion of EV charging points, have also had an impact, as reflected in the reduction of total transport emissions across the region.

However, there is still a long way to go to achieve all the missions. There is a heavy reliance on car as a mode of transport in our geography, and as a result journey time reliability on the SRN and MRN has worsened. Additionally, many rural parts of our geography have limited options to make more sustainable travel choices, and where public transport is available rail continues to become less affordable year on year. Bus travel however, has become more affordable thanks to the fare cap, currently set at £3 per journey with participating operators. The [DfT evaluation](#) of the initial £2 bus fare cap reported the scheme contributed an estimated 5% increase in bus patronage outside of London.

TfSE will support the delivery of the missions in our Transport Strategy by focusing on areas needing urgent action, and where TfSE is uniquely positioned to drive change. TfSE's approach emphasises practical, achievable solutions. TfSE will support its partners with tools such as scheme development funding, an advanced analytical framework, and the Centre of Excellence, which enhances regional planning capacity and capability.

COMMITTEES - end May 2025

Mayor and Deputy as ex-officio on all	Mayor	Cllr Dan Dunbar
Mayor and Deputy as ex-officio on all	Deputy Mayor	Cllr Stephen Shing
Finance and Policy Committee <i>At least once per year prior to budgets</i> Delegated Authority	Chair Vice Chair	Douglas Murray David Watts Stephen Shing Maggie Piper Dan Dunbar Malcolm Cunningham Jamie Keen Graeme Archer Mickey Caira
Planning Committee <i>(as and when)</i> Delegated Authority	Chair Vice Chair ex-officio ex-officio	David Watts Maggie Piper Douglas Murray Cherie Berry James Heward Jamie Keen Graeme Archer Malcolm Cunningham Wilfred Heasman O'Neill <i>Dan Dunbar</i> <i>Stephen Shing</i>
Personnel Committee <i>(as and when)</i> Delegated Authority	Chair Vice Chair ex-officio	Cherie Berry Douglas Murray Maggie Piper Daniel Shing Dan Dunbar <i>Stephen Shing</i>
Climate Committee <i>(as and when, to report back to full council)</i> No delegated authority	Chair Vice Chair ex-officio	Douglas Murray Stephen Shing Maggie Piper Malcolm Cunningham Andrew O'Kane James Heward <i>Dan Dunbar</i>
Communities and Tourism Committee Delegated	Chair Vice Chair ex-officio ex-officio	Douglas Murray David Watts Maggie Piper Cherie Berry Malcolm Cunningham Andrew Wood Jamie Keen Andrew O'Kane Mickey Caira <i>Dan Dunbar</i> <i>Stephen Shing</i>
Buildings and Land Committee Finance to be approved through Finance Committee Delegated	Chair Vice Chair ex-officio	Douglas Murray David Watts Dan Dunbar Maggie Piper Andrew Wood Jamie Keen James Heward Graeme Archer <i>Stephen Shing</i>

Appeals Committee Delegate Authority		3 Councillors
Christmas Lights Committee (report to finance on finances beyond budget) Delegated	Chair Vice Chair ex-officio ex-officio	VACANT Maggie Piper Cherie Berry Malcolm Cunningham James Heward <i>Dan Dunbar</i> <i>Stephen Shing</i>
Street Lighting Committee Delegated within budgets Smaller Items delegated to the Clerk	 ex-officio ex-officio	David Watts Douglas Murray Malcolm Cunningham Andrew O’Kane James Heward <i>Dan Dunbar</i> <i>Stephen Shing</i>
Flower Contract Working Group Delegated authority through the Town Clerk	Chair Vice Chair ex-officio	Dan Dunabr Maggie Piper Cherie Berry <i>Stephen Shing</i>
Business Plan Working Group No Delegated Authority Delegate to the Clerk	Chair Vice Chair ex-officio	Douglas Murray David Watts Dan Dunbar Maggie Piper James Heward <i>Stephen Shing</i>
Internal Audit Review and Internal Control Working Group including Financial Regulations No delegated through Clerk	Chair Vice Chair ex-officio ex-officio	David Watts Douglas Murray <i>Dan Dunbar</i> <i>Stephen Shing</i>
Website Working Group (delegated through the clerk)	 ex-officio	Dan Dunbar David Watts James Heward (Town Clerk) <i>Stephen Shing</i>
Neighbouring Plan (Principles of development) working group Delegated through the Clerk to take forward – financial to come back to Full Council	Chair ex-officio ex-officio	Douglas Murray Maggie Piper Jamie Keen James Heward Andrew Wood <i>Dan Dunbar</i> <i>Stephen Shing</i>
Devolution Working Group No Delegated Authority		Dan Dunbar Stephen Shing James Heward Jamie Keen Maggie Piper Graeme Archer Andrew Wood Andrew O’Kane Douglas Murray David Watts Daniel Shing Wilfred Heasman O’Neill Cherie Berry

New Land Working Group No Delegated Authority	ex-officio	Douglas Murray David Watts Dan Dunbar Maggie Piper Andrew Wood Jamie Keen James Heward Graeme Archer <i>Stephen Shing</i>
Libraries Working Group (delegated through the Clerk)	ex-officio ex-officio	David Watts Cherie Berry Malcolm Cunningham Andrew O’Kane Stephen Shing James Heward <i>Dan Dunbar</i> <i>Stephen Shing</i>
Jubilee Nature Reserve Working Group No Delegated Authority	ex-officio	James Heward Maggie Piper Dan Dunbar Graeme Archer Douglas Murray <i>Stephen Shing</i>
Risk Management Working Group No Delegated authority	ex-officio ex-officio	David Watts Maggie Piper Malcolm Cunningham Andrew Wood <i>Dan Dunbar</i> <i>Stephen Shing</i>
CIL (Community Infrastructure Levy) Working Group No Delegated authority		Douglas Murray David Watts Dan Dunbar Stephen Shing Jamie Keen
Conservative Group Leader		David Watts
Independents Group Leader		Daniel Shing
Polegate Residents’ Association Group Leader		Dan Dunbar
Liberal Democrats		Andrew O’Kane

Reminder, all Councillors can attend any meetings, but only those on the committee may vote. Councillors are NOT entitled to any confidential papers/information of a group they are not members of (legal topic notes 1,12)



Polegate Town Council

Standing Orders

Adopted November 2025

Based on the:

Model Standing Orders 2025 Update

Polegate Town Council



Standing Orders		
Issue No.	Date Completed	Details of amendments
1	24.11.25	For adoption at the November Full Council Meeting 2025
2		
3		

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they

- last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting, and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (20) minutes unless directed by the chair of the

meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than (2) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
-
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not**

- **they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary**
- **interest or another interest as set out in the Council's code of conduct in a matter**
- **being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted**, and the
- meeting shall be closed. The business on the agenda for the meeting shall be
- adjourned to another meeting.
- x A meeting shall not exceed a period of (3) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (14) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-

committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their

acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including

the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

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

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (14) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (14) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;

- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting, and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable

pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

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

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair](#) or in their absence Vice-[Chair](#) (if there is one) of the (Planning) Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of (Planning) committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the (Personnel) committee or, if they are not available, the vice-chair (if there is one) of the (Personnel) committee of absence occasioned by illness or other reason and that person shall report such absence to the (Personnel) committee at its next meeting.
- c The chair of the (Personnel) committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of The Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the (Personnel) committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the (Personnel) committee or in their absence, the vice-chair of the (Personnel) committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the (Personnel) committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff's job title relates to the chair or vice-

chair of the (Personnel) committee, this shall be communicated to another member of the (Personnel) committee, which shall be reported back and progressed by resolution of the (Personnel) committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. ***If gross annual income or expenditure (whichever is the higher) exceeds £200,000. The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.***

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

The above is applicable to a Council with a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Cost Code	DESCRIPTION	Actual Last Year (24/25)	Current Annual Budget 25/26	Projected Budget for 26/27	Projected Budget for 27/28	Projected Budget for 28/29	Notes
101	Employee costs						
	INCOME						
1042	Miscellaneous Income	(2,328)	(3,481)	(3,481)	3,655	3,878	
	TOTAL INCOME	(2,328)	(3,481)	(3,481)	3,655	3,878	
	EXPENDITURE						
	TOTAL EXPENDITURE	176,304	219,259	281,067	295,120	309,877	
102	Administration						
	INCOME						
1009	Bank Loyalty Discount	(86)	(170)	0			No longer received
1060	Miscellaneous Income	(23)	0				
	TOTAL INCOME	(109)	(170)				
	EXPENDITURE						
4010	Internal Auditor	(57)	500	500	530	550	
4030	Postage	52	150	100	50	20	reduce postage year on year
4031	Stationery	1,449	1,500	1,575	1,600	1,650	
4032	Photocopier copy charges	740	1,500	1,545	1,590	1,630	
4035	Computer consumables	148	350	350	400	450	
4036	Office IT equip't inc antiviru	296	750	773	811	850	Domain Parking, Hosting Wordpress
4037	Website	290	400	412	420	480	
4039	Legal fees	2,259	5,000	5,000	5,500	6,000	?? Develotion
4040	Audit Fees (external audit)	1,365	1,600	1,648	1,700	1,750	
4043	Insurance Premiums	6,300	7,000	10,000	10,000	10,000	New Contract expected to be higher than last 3 year contract
4044	Insurance Tree Survey	655	1,500	2,000	2,500	3,000	
4045	Subscriptions	3,121	3,800	4,000	4,050	4,100	less £36 for CPRE £384 Survey Monkey
4046	Publications	219	400	400	450	500	
4047	Advertising	0	150	150	150	150	
4049	Tree Works	0	5,000	10,000	10,000	10,000	24/25 paid 10,000 from Gen Reserves
4050	Town Council Elections	5,711	3,000	5,000	5,000	5,000	£16,657 in EMR
4053	Refreshments	0	250	250	250	250	
4056	Bank/Barclaycard charges	600	800	800	850	900	
4059	First Aid	0	150	150	200	250	
4062	Newsletter Production	200	600	600	600	600	
4063	Hire of Halls	32	300	300	300	300	
4069	Office telephones	830	1,100	1,200	1,300	1,400	
4070	Broadband/Internet	415	550	700	750	800	
4071	IT Services incl backups	3,641	3,850	4,500	4,800	5,000	
4072	IT costs office 365	2,334	2,420	3,500	3,800	4,100	less £147.60 for Visio, but add £243 Adobe and 10% MS
4073	IT reserve for new machines	611	1,200	3,500	3,500	3,500	for new laptops £550, Keyboard & Mouse £34 *2 £1,168
8060	Misc Resolved Gen Reserves & c	1,500	0				
	TOTAL EXPENDITURE	32,711	43,820	58,953	61,101	63,230	
103	Town Councillors						
	INCOME						
1060	Miscellaneous Income	(1,026)	0				
			0				
103	Town Councillors						
	EXPENDITURE						
4090	Councillors' allowances	4,358	7,600	7,830	8,065	8,469	3% increase
4091	Councillors' expenses	346	600	600	600	600	
4092	Councillors' training	95	500	500	600	650	
4093	Mayor's allowance Civic Duties	2,583	2,000	1,500	1,500	1,250	
4095	Mayors Fund Raising Charity	676	0				
4097	Civic Event	1,000	1,000	1,000	0	0	
	TOTAL EXPENDITURE	9,058	11,700	11,430	10,765	10,969	
104	General Administration						
	INCOME						
1010	Investment Income	(14,482)	(4,000)	(4,000)	(4,000)	(4,000)	
1063	CIL funds from developers	(7,997)	0				
1076	Precept	(452,896)	(514,937)	(519,000)	(631,930)	(635,930)	
	TOTAL INCOME	(475,375)	(518,937)	(523,000)	(635,930)	(639,930)	
	EXPENDITURE						
4100	Grants to other Organisations	1,000	1,000	1,000	1,000	1,000	Wealden Citizen Advice or Eastbourne Citizen Advice
4103	Public Info event(s)	122	1,000	1,000	500	500	Mearge this with the Annual Town Assembly
4104	Events	971	1,500	2,000	2,500	3,000	Remembrance, Tree Planting etc
4105	Finance Software	1,143	1,800	2,000	2,000	2,000	
4108	Summer Festival	0	0	7,000	7,000	7,000	
8060	Misc Resolved Gen Reserves	2,738	0				
	TOTAL EXPENDITURE	5,974	5,300	13,000	13,000	13,500	
201	General Administration						
	INCOME						
1060	Miscellaneous Income	(176)	0				
	TOTAL INCOME		0				
201	Council Offices						
	EXPENDITURE						
4004	Cleaning contract	1,050	1,500	1,260	1,300	1,339	
4130	Council Tax	7,485	9,500	8,000	8,400	8,820	TY £7485 with 5% increase £7859
4131	Electricity	3,858	5,000	5,000	5,250	5,513	New Contract 31 Dec 26 5% increase
4132	Water charges	559	700	1,000	1,240	1,550	Water charge increase
4133	Sewerage	55	700	1,000	1,050	1,103	
4136	Photocopier - lease	747	1,500	1,500	1,560	1,600	
4139	Window Cleaning	275	400	350	400	400	
4140	Alarm Maintenance	454	500	560	600	640	
4141	Fire Precautions	440	500	560	600	640	
4142	Other Maintenance	436	1,100	1,500	1,600	1,700	For new Air conditioning
4146	Other Office Equipment	1,978	1,500	2,000	2,250	2,500	
4154	Housekeeping San bins 49 & gar	156	380	400	450	500	
4155	Refuse Collecting	1,040	1,500	1,600	1,650	1,700	
4162	PWLB - Capital	5,200	2,710	0			Fully paid
4163	PWLB- Interest	373	76	0			
8060	Misc Resolved Gen Reserves	6,973	0				
	TOTAL EXPENDITURE	31,079	27,566	24,730	26,350	28,005	
202	51 High Street						
	EXPENDITURE						
4170	51 High Street - expenditure	674	800	2,000	2,100	2,205	Contract expires Dec 2026, Budget increase for Library
	TOTAL EXPENDITURE	674	800	2,000	2,100	2,205	
203	The Pavilion						
	INCOME						
1030	Rental Income- CIC	(1,534)	(1,600)	(1,500)	1,552	1,603	
	TOTAL INCOME	(1,534)	(1,600)	(1,500)	1,552	1,603	

Cost Code	DESCRIPTION	Actual Last Year (24/25)	Current Annual Budget 25/26	Projected Budget for 26/27	Projected Budget for 27/28	Projected Budget for 28/29	Notes
204	Wannock Office						
	EXPENDITURE						
4198	PWMRG CIC Grant (Interim)	33,950	34,981	41,000	39,000	37,000	
	TOTAL EXPENDITURE	33,950	34,981	41,000	39,000	37,000	
205	High Street Toilets						
	INCOME						
1035	High St Toilets Community Sche	(1,353)	(1,300)	(1,300)	0	0	
	TOTAL INCOME	(1,353)	(1,300)	(1,300)			
	EXPENDITURE						
4500	Toilets High St - Cleaning	6,191	11,500	7,000	7,500	8,000	5% increase
4501	Toilets High St - Maintenance	2,000	2,400	2,500			
4504	Toilets High St - Other	132	790	800			
4506	Toilets High St - Vandalism	41	350	400			
	TOTAL EXPENDITURE	8,364	15,040	10,700	7,500	8,000	
301	Town Centre and Community Safe						
	INCOME						
1060	Miscellaneous Income	(519)	0				
	TOTAL INCOME		0				
	EXPENDITURE						
4201	CCTV costs	1,039	5,500	5,500	5,500	6,000	New unit and transmission
4202	Defibrilators	596	1,500	1,500	1,500	1,500	
4203	Defib replace Savings	0	2,000	2,000	2,000	2,000	Transfer to EMR at End of Year
	TOTAL EXPENDITURE	1,635	9,000	9,000	9,000	9,500	
302	Recreation Grounds						
	INCOME						
1020	Hire Fees Recreation Ground		0				
1022	Brightling Road Lease	(120)	(120)	(120)	(120)	(120)	
1060	Miscellaneous Income		0				
1080	Grants Received		0				
	TOTAL INCOME	(120)	(120)	(120)	(120)	(120)	
	EXPENDITURE						
4199	Changing Places Toilet	2,184	0	0	0	0	
4220	General Maintenance	23,171	16,000	20,000	21,000	22,000	
4223	Grounds Maintenance	3,426	6,000	10,000	11,000	11,500	
4225	Vandalism			2,000	2,250	2,500	
4226	Jubilee Nature Reserve?			2,000	2,000	2,000	NOT YET APPROVED
4230	Skate Park	0	3,000	3,000	3,000	3,000	
4238	Litter Bins	6,359	7,600	8,000	8,400	8,900	5% increase
4239	Speed Indicator Device	7,098	0	0	0	0	
4240	Oakleaf Lease Charges	170	180	180	190	200	
4241	Dog Bins	2,594	2,860	3,000	3,150	3,310	5% increase
4242	Playground Equipment	3,535	3,000	11,000	5,000	5,000	This can be reduced to £5000
4243	Safety Inspections	1,210	1,800	4,000	4,200	4,410	For all new park equipment (per park and extra equipment) including 4 Signs
8002	CIL Expenditure	59,635	0	0	0	0	
8060	Misc Resolved Gen Reserves & c	31,603	0	0	0	0	
	TOTAL EXPENDITURE	140,985	40,440	63,180	60,190	62,820	
303	Highways						
	INCOME						
1051	Urban Grasscutting Income		(5,342)	(6,906)	(8,991)	(9,512)	
	TOTAL INCOME	(4,048)	(5,342)	(6,906)			
	EXPENDITURE						
4256	Urban grasscutting	20,243	29,000	30,000	31,500	33,000	3% increase
4258	Flower Beds	7,380	8,850	8,850	9,292	9,758	
4259	Council Gardens - office	252	1,100	1,100	1,155	1,200	
4263	Bulb Planting	999	1,100	2,000	2,000	2,000	Excavation Licence and cost of planting bulbs
4264	SID/VAS maintenance moving	0	1,100	1,100	1,155	1,213	
8060	Misc Resolved Gen Reserves & c		0	0	0	0	
	TOTAL EXPENDITURE	28,874	41,150	43,050	45,102	47,171	
304	Allotments						
	INCOME						
1070	Allotment Fees	(2,841)	(2,500)	(2,500)	(2,500)	(2,500)	? Increase in Fees?
1072	Gosford Way Allotments	(200)	(175)	(175)	(175)	(175)	
1073	Allotments Deposit Retained	(600)	0				
	TOTAL INCOME	(3,641)	(2,675)	(2,675)	(2,675)	(2,675)	
	EXPENDITURE						
4270	Allotments - maintenance	250	700	1,000	1,100	1,150	
4271	Allotments - improvements		6,000	6,000	6,000	6,000	
4272	Allotments - water	444	1,000	2,000	2,250	2,250	Water charge increase
4273	Allotment - rent of land Gosfo	180	180	180	190	2,000	
4274	Allotment Grounds maintenance	700	800	800	900	1,000	
8060	Misc Resolved Gen Reserves & c	1,364	0				
	TOTAL EXPENDITURE	2,938	8,680	9,980	10,440	12,400	
305	Street Lighting						
	INCOME						
1060	Miscellaneous Income	(5,788)	0				
	TOTAL INCOME	(5,788)	0				
305	Street Lighting						
	EXPENDITURE						
4280	Street Light - energy	12,870	33,000	25,000	26,000	27,000	TY Predicted £19,000 New contract due Aug 26
4281	Street Light - Maint contract	10,326	13,000	15,000	15,600	16,000	
4282	St Light - works/impro/maint	11,373	10,000	12,000	13,000	14,000	
4286	Christmas decorations	12,618	14,500	16,000	16,500	17,000	Including electrical testing of High St lights
	TOTAL EXPENDITURE	47,187	70,500	68,000	71,100	74,000	
306	Prize and Prize Giving						
	EXPENDITURE						
4096	Remembrance Wreath	46	60	70	80	90	2 Wreath TY was £57
	TOTAL EXPENDITURE	46	60	70	80	90	
307	The Polegate Partnership						
	INCOME						
1040	SponsorFlower Beds Hailsham Rd	(1,350)	(1,000)	(1,000)	1,250	1,500	
	TOTAL INCOME	(1,350)	(1,000)	(1,000)	1,250	1,500	
	EXPENDITURE						
4305	Polegate Partnership Admin	164					

Cost Code	DESCRIPTION	Actual Last Year (24/25)	Current Annual Budget 25/26	Projected Budget for 26/27	Projected Budget for 27/28	Projected Budget for 28/29	Notes
4306	Replace Hailsham Rd Beds		450	450	450	450	
4307	Hailsham Flowers Maintenance	124	580	600	650	700	
	TOTAL EXPENDITURE	288	1,030	1,050	1,100	1,150	
401	The Planning Committee						
	EXPENDITURE						
4320	Planning Committee - Halls	0	100	50	50	50	
	TOTAL EXPENDITURE	0	100	50	50	50	
701	The Retired						
	EXPENDITURE						
7001	The Retired	967	1,800	2,000	2,250	2,500	Is a party required? For a maximum of 100 people?
	TOTAL EXPENDITURE	967	1,800	2,000	2,250	2,500	
				639,260	654,248	682,467	
	Based on last years tax base of 3,248						
	Increase on Band D = £196.82 = 24.2%						