



Mayor's Report – Civic Engagements

December

December began with the town's much-anticipated Christmas Fun Day in the High Street, where large crowds gathered for the annual Christmas lights switch-on. This year's lights were officially illuminated by cast members from the town's pantomime Aladdin, creating a wonderful festive atmosphere and marking the start of the Christmas season.

During the month, I attended the Sussex Mayors Association Winter Meeting and Luncheon, providing an opportunity to meet with fellow civic leaders from across the county and share experiences and best practice.

The festive period also included a number of carol services and community events. I was pleased to attend services in Eastbourne, Seaford and Willingdon, along with a charity concert in support of Centus and a remembrance service hosted by Haines Funeral Directors. I was then honoured to host my own Civic Carol Service at St George's Church, which was fantastically attended and a joyful celebration of the season.

One of the highlights of December was hosting the annual Christmas Tea Party for our retired residents. Once again, this proved to be a very popular and successful event, featuring musical performances, local students singing carols, an impressive act from the East Sussex School of Circus Arts, and a special visit from Father Christmas. My sincere thanks go to my fellow councillors and our staff team whose support ensured the event's success.

To conclude the month, Councillor Shing and I had the pleasure of presenting certificates to residents and local businesses in recognition of their outstanding Christmas displays, before visiting PADMEC to travel on their festive Polegate Express service.

January

In January, I was delighted to welcome Polegate Cubs and Beavers to the Council Chambers, where they learned more about the work of the council and local civic life. It was encouraging to see such enthusiasm and interest from our younger residents.

I also visited Coda Pharmacy to hear about their valuable outreach services and to discuss opportunities for providing free health checks for local residents, an important initiative supporting community wellbeing.

Another highlight was attending the town's 54th pantomime production of Aladdin, alongside mayors and civic leaders from across the county. The Group delivered one of their best performances yet, complete with an impressive flying carpet, much to the audience's delight.

Over the past couple of months, I have also had the great privilege of celebrating two remarkable milestones, attending the 100th birthday celebrations of Alice Baldwin at Bernhard Baron Care Home and Ivy Bishop at the Community Centre. It was an honour to recognise and celebrate these very special occasions with them and their families.

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 **23rd February 2026** in the Council Chamber, 49 High Street, Polegate, BN26 6AL at 19:00.

PRESENT: Councillors D Dunbar, S Shing, A O’Kane, J Keen, J Heward, D Watts, C Berry, M Cunningham, A Wood, D Murray, W Heasman-O’Neill, G Archer, M Caira **(13)**

NOT PRESENT: Cllrs M Piper, D Shing **(2)**

1 Member of Public

MINUTES

14026 Item 1: Opportunity for Public Comment for items on the agenda

None

14027 Item 2: Apologies for absence

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

No other apologies received

14028 Item 3: Declarations of interest

Item 10 - Cllr J Heward non-prejudicial

No other declarations of interest received

14029 Item 4: Minutes of the 24th November 2025 and 5th January 2026

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

It was resolved to adopt the minutes and recommendations of the Full Council Meeting 24th November 2025 and Full Council Meeting 5th January 2026. VOTE all in favour.

14030 Item 5: Minutes of the Committees and Standing Committees

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

- Personnel Committee Meeting 19th December 2025
- Buildings and Land Committee Meeting 19th December 2025
- Finance and Policy Committee Meeting 19th December 2025
- Communities and Tourism Committee Meeting 19th December 2025
- Finance and Policy Committee Meeting 23rd January 2026

A vote was taken en bloc.

It was resolved to adopt the minutes and recommendations of the Personnel Committee Meeting 19th December 2025, Buildings and Land Committee Meeting 19th December 2025, Finance and Policy Committee Meeting 19th December 2025, Communities and Tourism Committee Meeting 19th December 2025, Finance and Policy Committee Meeting 23rd January 2026. VOTE all in favour.

14031 Item 6: Finances

- a. To accept the payments made between 01/01/2026 -31/01/2026 = £58,118.38

It was resolved to approve the payments totalling at £58,118.38. VOTE all in favour.

- b. To note by all present Barclay Card Statements December 2025 and January 2026

It was noted by everyone present the Barclay Card Statements for December 2025 and January 2026.

- c. To resolve and accept the variance of Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves (December 2025 and January 2026) including VAT return. Financial Report for Full Council for income and expenditure variance. For approval of variances shown.

It was resolved to accept the variances of Bank Reconciliations, income and expenditure reports, trial balances, ear marked reserves including VAT return for December 2025 and January 2026.

14032 Item 7: Councillor Allowances 2026/27

Motion to adopt the new councillors' allowances 2026/27 per report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowance for 2026/27.

It was resolved to adopt the new councillors' allowance 2026/27 as per the report of Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowance for 2026. VOTE 6 for 5 Abstention 2 Against.

14033 Item 8: 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/ Land Matters)

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

14034 Item 9: S106 Funding for the Community Centre

It was resolved to sign the indemnity agreement required by Wealden District Council to enable the release of S106 fund for the Community Centre using the town seal if required VOTE all in favour.

It was agreed to authorise the creation of a corresponding indemnity agreement with the Community Centre to safeguard the Town Council's position and ensure compliance with the S106 requirements. VOTE all in favour.

It was agreed to proceed with facilitating access to the S106 funds delegated to the town clerk so that the funds can be delivered as intended. VOTE all in favour.

14035 Item 10: Gosford Allotments

It was resolved to formally accept the parcel of land as detailed (refer as Gosford allotment) should Wealden District Council offer it free of charge and to delegate to the Town Clerk should the land be offered for a value to progress the transfer process and any required documentation. VOTE all in favour

It was agreed that the parcel of land next to the car park currently cleared can be used and managed as a small community garden. VOTE all in favour

The meeting closed at 19:54

Signed Chair of Meeting _____ Date _____

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Minutes of Meeting of the **Christmas Lights Committee** held on **27th February 2026** in **Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

PRESENT: Councillors D Murray, D Dunbar, C Berry, M Cunningham, J Heward (5)

NOT PRESENT: Councillor M Piper, S Shing (2)

MINUTES

14036 Item 1: Opportunity for Public Comment for items on the agenda

None

14037 Item 2: Apologies for absence

Apologies from Cllr M Piper, S Shing

14038 Item 3: Declarations of interest

No Declarations of interest received

14039 Item 4: Minutes of the Christmas Lights Meeting dated 8th August 2025

It was resolved to adopt the minutes of the Christmas Lights Committee Meeting 8th August 2025. VOTE all in favour.

14040 Item 5: Confidential

Christmas Lights 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. (Contract Matters)

It was resolved to go into confidential session.

14041 Item 6: To discuss variations in the Christmas Lights contract

It was resolved to keep the current Christmas Lights and current contractor and to waive financial regulations due to the specialist nature of the contract. VOTE all in favour.

13042 Item 7: Motion whether to have extra icicle lights in specified locations

It was resolved to not have extra icicle lights. VOTE all in favour.

The meeting closed at 10:10am

Signed Chair of Meeting _____ Date _____

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Minutes of Meeting of the **Climate Committee** held on **6th March 2026** in **Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

PRESENT: Councillors D Murray, M Cunningham, J Heward, D Dunbar **(4)**

NOT PRESENT: Councillor M Piper, S Shing, A O’Kane **(3)**

MINUTES

14043 Item 1: Opportunity for Public Comment for items on the agenda

None

14044 Item 2: Apologies for absence

Apologies from Cllr M Piper, S Shing, A O’Kane

No other apologies received

14045 Item 3: Declarations of interest

No Declarations of interest received

14046 Item 4: Minutes of the meeting dated 14th February 2025

It was resolved to adopt the minutes of the Climate Committee Meeting 14th February 2025. VOTE all in favour.

14048 Item 5: Review of current climate engagement work

Councillors discussed additional actions the Council could take, while noting the measures already being undertaken by office staff. They proposed displaying the Climate Action posters in the town’s noticeboards and rotating them fortnightly to share ideas with residents. Members also suggested engaging with Polegate School, potentially running a competition and inviting pupils to contribute further ideas.

It was noted by all present.

The meeting closed at 10:29am

Signed Chair of Meeting _____ Date _____

SUMMARY FOR POLEGATE TOWN COUNCIL

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

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

20 February 2026
1 of 3

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

Date of previous statement: 20 January 2026
Previous balance: £145.93
Payment received: £145.93 CR
Total of charges and adjustments: £0.00
Total of new spending: £19.96
New balance: £19.96
Payment due by: 27 February 2026

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 February 2026."

Allocation of payments

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

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	145.93
27 Jan 2026	DIRECT DEBIT PAYMENT THANK YOU	145.93 CR
Total of payment, charges and adjustments		£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
			19.96
Total cardholder expenditure			£19.96
New balance			£19.96

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 February 2026
3 of 3

Date	Description	Amount
20 Jan 2026	Amazon.co.uk*XV91Q7165 LONDON GBR	19.96
210152718716	ALL OTHER DIRECT MARKETERS	
1 new purchases / cash advances. Total of spending.		£19.96



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 27 February 2026

Business Current Accounts

Business Current Account Statement	£50,000.00
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Business Savings Accounts

Business Premium Account	£643,900.88
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Business Premium Account	£133,187.62
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This is the end of your account summary.

Your Statement

B

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

Account Summary

Opening Balance	89,796.60
Payments In	106.77
Payments Out	0.00
Closing Balance	89,903.37

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

13 January to 12 February 2026

Account Name

International Bank Account Number

Branch Identifier Code

Sortcode Account Number Sheet Number
76

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
12 Jan 26	BALANCE BROUGHT FORWARD			89,796.60
12 Feb 26	CR GROSS INTEREST TO 11FEB2026	1010	106.77	89,903.37
12 Feb 26	BALANCE CARRIED FORWARD			89,903.37

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
[Redacted]

Account No Sort Code Page No
[Redacted] 1 of 2



00036114/00066618/385 B 0086553-0002-0



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



**Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		50,000.00
Business Premium Account	28/02/2026		643,900.88
			<u>693,900.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			693,900.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			693,900.88
		Balance per Cash Book is :-	693,900.88
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		133,187.62
			<u>133,187.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			133,187.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			133,187.62
		Balance per Cash Book is :-	133,187.62
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		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 28/02/2026
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	28/02/2026		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 28/02/2026
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	28/02/2026		89,903.37
			<u>89,903.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89,903.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			89,903.37
		Balance per Cash Book is :-	89,903.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		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 28/02/2026

Month No: 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Employee costs							
	Income	65	260	3,481	3,221			7.5%
	Expenditure	22,331	204,514	219,259	14,745	1,597	13,148	94.0%
	Net Income over Expenditure	<u>(22,266)</u>	<u>(204,254)</u>	<u>(215,778)</u>	<u>(11,524)</u>			
	plus Transfer from EMR	2,170	3,070	0	(3,070)			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(20,096)</u>	<u>(201,184)</u>	<u>(215,778)</u>	<u>(14,594)</u>			
	Grand Totals:- Income	65	260	3,481	3,221			7.5%
	Expenditure	22,331	204,514	219,259	14,745	1,597	13,148	94.0%
	Net Income over Expenditure	<u>(22,266)</u>	<u>(204,254)</u>	<u>(215,778)</u>	<u>(11,524)</u>			
	plus Transfer from EMR	2,170	3,070	0	(3,070)			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(20,096)</u>	<u>(201,184)</u>	<u>(215,778)</u>	<u>(14,594)</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	164	1,377	500	(877)		(877)	275.4%	1,000
4030	Postage	47	97	150	53		53	64.6%	
4031	Stationery	113	1,424	1,500	76		76	94.9%	
4032	Photocopier copy charges	216	1,156	1,500	344		344	77.0%	
4035	Computer consumables	0	16	350	334		334	4.4%	
4036	Office IT equip't inc antiviru	25	651	750	99		99	86.7%	
4037	Website	14	210	400	190		190	52.5%	
4039	Legal fees	630	4,084	5,000	916		916	81.7%	
4040	Audit Fees (external audit)	0	1,365	1,600	235		235	85.3%	
4043	Insurance Premiums	0	6,585	7,000	415		415	94.1%	
4044	Insurance Tree Survey	0	695	1,500	805		805	46.3%	
4045	Subscriptions	0	3,462	3,800	338		338	91.1%	
4046	Publications	0	43	400	357		357	10.8%	
4047	Advertising	0	0	150	150		150	0.0%	
4049	Tree Works	0	0	5,000	5,000		5,000	0.0%	
4050	Town Council Elections	0	9,746	3,000	(6,746)		(6,746)	324.9%	9,746
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	47	525	800	275		275	65.6%	
4059	First Aid	0	64	150	86		86	42.8%	
4062	Newsletter Production	0	0	600	600		600	0.0%	
4063	Hire of Halls	0	41	300	260		260	13.5%	
4069	Office telephones	52	568	1,100	532	3,238	(2,705)	346.0%	
4070	Broadband/Internet	33	367	550	183		183	66.7%	
4071	IT Services incl backups	237	2,962	3,850	888		888	76.9%	
4072	IT costs office 365	207	2,193	2,420	227		227	90.6%	
4073	IT reserve for new machines	40	2,430	1,200	(1,230)		(1,230)	202.5%	852
8060	Misc Resolved Gen Reserves & c	0	2,580	0	(2,580)		(2,580)	0.0%	
	Administration :- Indirect Expenditure	1,826	42,638	43,820	1,182	3,238	(2,055)	104.7%	11,598
	Net Income over Expenditure	(1,826)	(42,558)	(43,650)	(1,092)				
6000	plus Transfer from EMR	0	11,598	0	(11,598)				
	Movement to/(from) Gen Reserve	(1,826)	(30,960)	(43,650)	(12,690)				
<u>103</u>	<u>Town Councillors</u>								
1060	Miscellaneous Income	0	636	0	(636)			0.0%	
	Town Councillors :- Income	0	636	0	(636)				0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090 Councillors' allowances	0	3,629	7,600	3,971		3,971	47.8%	
4091 Councillors' expenses	4	546	600	54		54	91.0%	
4092 Councillors' training	45	615	500	(115)		(115)	123.0%	
4093 Mayor's allowance Civic Duties	637	2,182	2,000	(182)	289	(471)	123.6%	391
4097 Civic Event	94	1,000	1,000	0		0	100.0%	
8060 Misc Resolved Gen Reserves & c	0	3,812	0	(3,812)		(3,812)	0.0%	
Town Councillors :- Indirect Expenditure	780	11,784	11,700	(84)	289	(373)	103.2%	391
Net Income over Expenditure	(780)	(11,148)	(11,700)	(552)				
6000 plus Transfer from EMR	0	391	0	(391)				
Movement to/(from) Gen Reserve	(780)	(10,757)	(11,700)	(943)				
<u>104 General Administration</u>								
1010 Investment Income	107	9,430	4,000	(5,430)			235.8%	
1076 Precept	0	514,937	514,937	0			100.0%	
General Administration :- Income	107	524,367	518,937	(5,430)			101.0%	0
4100 Grants to other Organisations	0	350	1,000	650		650	35.0%	
4103 Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4104 Events	0	522	1,500	978		978	34.8%	
4105 Finance Software	0	1,538	1,800	262		262	85.4%	
8060 Misc Resolved Gen Reserves & c	0	310	0	(310)		(310)	0.0%	
General Administration :- Indirect Expenditure	0	2,720	5,300	2,580	0	2,580	51.3%	0
Net Income over Expenditure	107	521,648	513,637	(8,011)				
<u>201 Council Offices</u>								
1060 Miscellaneous Income	0	170	0	(170)			0.0%	
Council Offices :- Income	0	170	0	(170)				0
4004 Cleaning contract	169	1,119	1,500	381		381	74.6%	
4130 Council Tax	0	7,485	9,500	2,015		2,015	78.8%	
4131 Electricity	635	3,102	5,000	1,898		1,898	62.0%	
4132 Water charges	41	452	700	248		248	64.5%	
4133 Sewerage	0	658	700	42		42	94.0%	
4136 Photocopier - lease	0	743	1,500	757		757	49.5%	
4139 Window Cleaning	25	250	400	150		150	62.5%	
4140 Alarm Maintenance	131	423	500	77		77	84.6%	
4141 Fire Precautions	0	329	500	171		171	65.8%	
4142 Other Maintenance	494	1,405	1,100	(305)		(305)	127.7%	494
4146 Other Office Equipment	0	514	1,500	986	144	842	43.8%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4154 Housekeeping San bins 49 & gar	0	421	380	(41)		(41)	110.7%	
4155 Refuse Collecting	132	1,384	1,500	116		116	92.3%	220
4162 PWLB - Capital	0	2,710	2,711	1		1	100.0%	
4163 PWLB- Interest	0	76	76	(0)		(0)	100.3%	
8060 Misc Resolved Gen Reserves & c	0	3,093	0	(3,093)		(3,093)	0.0%	2,632
Council Offices :- Indirect Expenditure	1,626	24,163	27,567	3,404	144	3,260	88.2%	3,346
Net Income over Expenditure	(1,626)	(23,994)	(27,567)	(3,573)				
6000 plus Transfer from EMR	494	3,346	0	(3,346)				
Movement to/(from) Gen Reserve	(1,133)	(20,648)	(27,567)	(6,919)				
<u>202 51 High Street</u>								
4170 51 High Street - expenditure	108	583	800	217		217	72.9%	
51 High Street :- Indirect Expenditure	108	583	800	217	0	217	72.9%	0
Net Expenditure	(108)	(583)	(800)	(217)				
<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	34,981	34,981	0		0	100.0%	
Wannock Office :- Indirect Expenditure	0	34,981	34,981	0	0	0	100.0%	0
Net Expenditure	0	(34,981)	(34,981)	0				
<u>205 High Street Toilets</u>								
1035 High St Toilets Community Sche	0	1,238	1,300	63			95.2%	
High Street Toilets :- Income	0	1,238	1,300	63			95.2%	0
4500 Toilets High St - Cleaning	381	5,807	11,500	5,693	4,411	1,282	88.8%	
4501 Toilets High St - Maintenance	0	2,201	2,400	199		199	91.7%	
4504 Toilets High St - Other	0	419	790	371		371	53.1%	
4506 Toilets High St - Vandalism	0	0	350	350		350	0.0%	
High Street Toilets :- Indirect Expenditure	381	8,427	15,040	6,613	4,411	2,202	85.4%	0
Net Income over Expenditure	(381)	(7,190)	(13,740)	(6,550)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Town Centre and Community Safe								
1060 Miscellaneous Income	0	1,220	0	(1,220)			0.0%	
Town Centre and Community Safe :- Income	0	1,220	0	(1,220)				0
4201 CCTV costs	0	1,039	5,500	4,461		4,461	18.9%	
4202 Defibrillators	0	1,321	1,500	179	353	(174)	111.6%	
4203 Defib replace savings	0	1,743	2,000	257		257	87.2%	
8060 Misc Resolved Gen Reserves & c	0	0	0	0	3,528	(3,528)	0.0%	
Town Centre and Community Safe :- Indirect Expenditure	0	4,103	9,000	4,897	3,881	1,016	88.7%	0
Net Income over Expenditure	0	(2,883)	(9,000)	(6,117)				
302 Recreation Grounds								
1022 Brightling Road lease	0	0	120	120			0.0%	
1060 Miscellaneous Income	0	165	0	(165)			0.0%	
Recreation Grounds :- Income	0	165	120	(45)			137.7%	0
4199 Changing Places Toilet	0	171	0	(171)		(171)	0.0%	171
4220 General Maintenance	1,407	15,040	16,000	960	4,386	(3,426)	121.4%	
4223 Grounds Maintenance	0	7,290	6,000	(1,290)		(1,290)	121.5%	
4225 Vandalism	168	253	0	(253)		(253)	0.0%	
4230 Skate Park	0	52	3,000	2,948	94	2,855	4.8%	
4238 Litter Bins	555	4,335	7,600	3,265	801	2,464	67.6%	
4240 Oakleaf Lease Charges	0	170	180	10		10	94.4%	
4241 Dog Bins	0	2,215	2,860	645		645	77.4%	
4242 Playground Equipment	0	978	3,000	2,022		2,022	32.6%	
4243 Safety Inspections	90	1,059	1,800	741	45	696	61.3%	
8060 Misc Resolved Gen Reserves & c	0	3,829	0	(3,829)	14,899	(18,728)	0.0%	
Recreation Grounds :- Indirect Expenditure	2,220	35,392	40,440	5,048	20,224	(15,176)	137.5%	171
Net Income over Expenditure	(2,220)	(35,226)	(40,320)	(5,094)				
6000 plus Transfer from EMR	0	171	0	(171)				
Movement to/(from) Gen Reserve	(2,220)	(35,055)	(40,320)	(5,265)				
303 Highways								
1051 Urban Grasscutting Income	0	5,342	5,342	(0)			100.0%	
Highways :- Income	0	5,342	5,342	(0)			100.0%	0
4256 Urban grasscutting	0	22,716	29,000	6,284		6,284	78.3%	1,866
4258 Flower Beds	0	6,488	8,850	2,362		2,362	73.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4259 Council Gardens - office	10	111	1,100	989		989	10.1%	
4263 Bulb Planting	0	0	1,100	1,100		1,100	0.0%	
4264 SID/VAS maintenance moving	0	825	1,100	275	275	0	100.0%	
Highways :- Indirect Expenditure	10	30,140	41,150	11,010	275	10,735	73.9%	1,866
Net Income over Expenditure	(10)	(24,798)	(35,808)	(11,010)				
6000 plus Transfer from EMR	0	1,866	0	(1,866)				
Movement to/(from) Gen Reserve	(10)	(22,932)	(35,808)	(12,876)				
304 Allotments								
1070 Allotment Fees	77	2,803	2,500	(303)			112.1%	
1072 Gosford Way Allotments	0	175	175	0			100.0%	
1073 Allotment Deposit Retained	0	300	0	(300)			0.0%	300
Allotments :- Income	77	3,278	2,675	(603)			122.5%	300
4270 Allotments - maintenance	0	460	700	240		240	65.7%	1,791
4271 Allotments - improvements	540	3,346	6,000	2,654		2,654	55.8%	
4272 Allotments - water	151	817	1,000	183		183	81.7%	
4273 Allotment - rent of land Gosfo	0	90	180	90		90	50.0%	
4274 Allotment Grounds maintenance	0	0	800	800		800	0.0%	
8060 Misc Resolved Gen Reserves & c	0	595	0	(595)		(595)	0.0%	
Allotments :- Indirect Expenditure	691	5,308	8,680	3,372	0	3,372	61.1%	1,791
Net Income over Expenditure	(614)	(2,030)	(6,005)	(3,975)				
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	(614)	(539)	(6,005)	(5,466)				
305 Street Lighting								
4280 Street Light - energy	1,498	13,269	33,000	19,731		19,731	40.2%	
4281 Street Light - Maint contract	0	10,739	13,000	2,261		2,261	82.6%	
4282 St Light - works/impro/maint	0	829	10,000	9,171		9,171	8.3%	
4286 Christmas decorations	0	12,899	14,500	1,601		1,601	89.0%	
4287 Additional Christmas Decoratio	0	320	0	(320)		(320)	0.0%	
Street Lighting :- Indirect Expenditure	1,498	38,056	70,500	32,444	0	32,444	54.0%	0
Net Expenditure	(1,498)	(38,056)	(70,500)	(32,444)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Prize and Prize Giving								
4096 Remembrance Wreath	0	48	60	13		13	79.2%	
Prize and Prize Giving :- Indirect Expenditure	0	48	60	13	0	13	79.2%	0
Net Expenditure	0	(48)	(60)	(13)				
307 The Polegate Partnership								
1040 SponsorFlower Beds Hailsham Rd	250	798	1,000	202			79.8%	
The Polegate Partnership :- Income	250	798	1,000	202			79.8%	0
4305 Polegate Partnership Admin	0	298	0	(298)		(298)	0.0%	
4306 Replace Hailsham Rd Beds	0	0	450	450		450	0.0%	
4307 Hailsham Flowers Maintenance	38	416	580	164		164	71.8%	
The Polegate Partnership :- Indirect Expenditure	38	714	1,030	316	0	316	69.4%	0
Net Income over Expenditure	212	84	(30)	(114)				
401 The Planning Committee								
4320 Planning Committee - Halls	0	0	100	100		100	0.0%	
The Planning Committee :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
701 The Retired								
7001 The Retired	0	1,703	1,800	97		97	94.6%	
The Retired :- Indirect Expenditure	0	1,703	1,800	97	0	97	94.6%	0
Net Expenditure	0	(1,703)	(1,800)	(97)				
Grand Totals:- Income	434	538,731	531,144	(7,587)			101.4%	
Expenditure	9,177	240,759	311,968	71,209	32,462	38,747	87.6%	
Net Income over Expenditure	(8,744)	297,972	219,176	(78,796)				
plus Transfer from EMR	494	19,162	0	(19,162)				
less Transfer to EMR	0	300	0	(300)				
Movement to/(from) Gen Reserve	(8,250)	316,834	219,176	(97,658)				

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			7,253.30	
200	Current/Business Premium			693,900.88	
201	Tracker Account			133,187.62	
203	HSBC Deposit A/C			89,903.37	
204	NatWest deposit A/C			88,240.40	
210	Petty Cash			200.00	
310	General reserves				249,666.03
320	Council Office Mntce Fund				12,763.00
322	Town Election/Poll/Referendum				6,910.71
324	Elections Fund				20,972.97
328	Office IT Equipment Reserve				45.40
331	Brightling Reserve				8,514.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				85,174.06
338	Hailsham Beds Reserve				1,398.54
339	Office Alterations Reserve				19,899.75
341	Staff - Consultant/Temporary				220.55
342	S106 funds				247,799.45
344	Play Equipment				2,665.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				519.44
348	Consultation/Newsletter				448.00
349	CIL funds				89,104.11
350	Picnic Benches				68.51
351	Skate Park				9,346.00
352	Overtime				1,546.23
353	Polegate Community Library				49,780.00
354	New air con unit				1,220.00
355	Christmas Lights (new)				1,750.00
356	Bins				5,250.00
358	VAS (SID)				4,269.60
359	Land purchase car park				100.00
360	Land Purchase open space				40,100.00
362	emr training courses				2,476.00
364	Changing Places Toilet Maint				1,035.70
366	Allotment major works				5,372.61
367	Brightling Pathway				9,116.87
560	Deposits Held				3,910.00
1010	Investment Income	104	General Administration		9,430.36
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		798.00

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1042	Sponsorship Litter Picker	101	Employee costs		260.01
1051	Urban Grasscutting Income	303	Highways		5,342.22
1060	Miscellaneous Income	102	Administration		80.00
1060	Miscellaneous Income	103	Town Councillors		636.15
1060	Miscellaneous Income	201	Council Offices		169.60
1060	Miscellaneous Income	301	Town Centre and Community Safe		1,220.00
1060	Miscellaneous Income	302	Recreation Grounds		165.26
1070	Allotment Fees	304	Allotments		2,802.80
1072	Gosford Way Allotments	304	Allotments		175.00
1073	Allotment Deposit Retained	304	Allotments		300.00
1076	Precept	104	General Administration		514,937.00
4000	██████████	101	Employee costs	██████████	
4002	██████████	101	Employee costs	██████████	
4003	██████████	101	Employee costs	██████████	
4004	Cleaning contract	201	Council Offices	1,119.03	
4005	██████████	101	Employee costs	██████████	
4007	NI (ER's)	101	Employee costs	15,606.62	
4008	Pension ER's contributions	101	Employee costs	4,705.51	
4009	Payroll	101	Employee costs	1,420.76	
4010	Internal Auditor	102	Administration	1,377.15	
4011	██████████	101	Employee costs	██████████	
4012	██████████	101	Employee costs	██████████	
4013	██████████	101	Employee costs	██████████	
4014	Consultancy/Locum Clerk	101	Employee costs	5,389.50	
4015	Travelling expenses (parks)	101	Employee costs	220.50	
4016	Training Exps inc course fees	101	Employee costs	2,225.00	
4019	██████████	101	Employee costs	██████████	
4022	██████████	101	Employee costs	██████████	
4023	██████████	101	Employee costs	██████████	
4024	HR Contract	101	Employee costs	1,769.19	
4030	Postage	102	Administration	96.97	
4031	Stationery	102	Administration	1,423.79	
4032	Photocopier copy charges	102	Administration	1,155.56	
4035	Computer consumables	102	Administration	15.56	
4036	Office IT equip't inc antiviru	102	Administration	650.52	
4037	Website	102	Administration	210.03	
4039	Legal fees	102	Administration	4,084.00	
4040	Audit Fees (external audit)	102	Administration	1,365.00	
4043	Insurance Premiums	102	Administration	6,584.91	
4044	Insurance Tree Survey	102	Administration	695.00	
4045	Subscriptions	102	Administration	3,461.60	
4046	Publications	102	Administration	43.00	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4050	Town Council Elections	102	Administration	9,746.29	
4056	Bank/Barclaycard charges	102	Administration	524.79	
4059	First Aid	102	Administration	64.15	
4063	Hire of Halls	102	Administration	40.50	
4069	Office telephones	102	Administration	567.86	
4070	Broadband/Internet	102	Administration	366.63	
4071	IT Services incl backups	102	Administration	2,961.89	
4072	IT costs office 365	102	Administration	2,192.84	
4073	IT reserve for new machines	102	Administration	2,430.04	
4090	Councillors' allowances	103	Town Councillors	3,629.27	
4091	Councillors' expenses	103	Town Councillors	546.20	
4092	Councillors' training	103	Town Councillors	615.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	2,182.10	
4096	Remembrance Wreath	306	Prize and Prize Giving	47.50	
4097	Civic Event	103	Town Councillors	999.65	
4100	Grants to other Organisations	104	General Administration	350.00	
4104	Events	104	General Administration	521.99	
4105	Finance Software	104	General Administration	1,537.70	
4130	Council Tax	201	Council Offices	7,485.00	
4131	Electricity	201	Council Offices	3,101.66	
4132	Water charges	201	Council Offices	451.77	
4133	Sewerage	201	Council Offices	658.05	
4136	Photocopier - lease	201	Council Offices	742.80	
4139	Window Cleaning	201	Council Offices	250.00	
4140	Alarm Maintenance	201	Council Offices	423.00	
4141	Fire Precautions	201	Council Offices	328.88	
4142	Other Maintenance	201	Council Offices	1,404.95	
4146	Other Office Equipment	201	Council Offices	513.67	
4154	Housekeeping San bins 49 & gar	201	Council Offices	420.72	
4155	Refuse Collecting	201	Council Offices	1,383.90	
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	583.40	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	34,981.00	
4199	Changing Places Toilet	302	Recreation Grounds	170.90	
4201	CCTV costs	301	Town Centre and Community Safe	1,038.88	
4202	Defibrillators	301	Town Centre and Community Safe	1,321.00	
4203	Defib replace savings	301	Town Centre and Community Safe	1,743.00	
4220	General Maintenance	302	Recreation Grounds	15,040.13	
4223	Grounds Maintenance	302	Recreation Grounds	7,290.18	
4225	Vandalism	302	Recreation Grounds	253.00	
4230	Skate Park	302	Recreation Grounds	51.67	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4238	Litter Bins	302	Recreation Grounds	4,335.06	
4240	Oakleaf Lease Charges	302	Recreation Grounds	170.00	
4241	Dog Bins	302	Recreation Grounds	2,215.00	
4242	Playground Equipment	302	Recreation Grounds	977.68	
4243	Safety Inspections	302	Recreation Grounds	1,059.00	
4256	Urban grasscutting	303	Highways	22,715.76	
4258	Flower Beds	303	Highways	6,487.98	
4259	Council Gardens - office	303	Highways	111.44	
4264	SID/VAS maintenance moving	303	Highways	825.00	
4270	Allotments - maintenance	304	Allotments	460.00	
4271	Allotments - improvements	304	Allotments	3,346.00	
4272	Allotments - water	304	Allotments	816.56	
4273	Allotment - rent of land Gosfo	304	Allotments	90.00	
4280	Street Light - energy	305	Street Lighting	13,269.11	
4281	Street Light - Maint contract	305	Street Lighting	10,739.30	
4282	St Light - works/impro/maint	305	Street Lighting	829.30	
4286	Christmas decorations	305	Street Lighting	12,898.76	
4287	Additional Christmas Decoratio	305	Street Lighting	320.00	
4305	Polegate Partnership Admin	307	The Polegate Partnership	298.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	416.34	
4500	Toilets High St - Cleaning	205	High Street Toilets	5,806.92	
4501	Toilets High St - Maintenance	205	High Street Toilets	2,201.00	
4504	Toilets High St - Other	205	High Street Toilets	419.38	
6000	Transfer from EMR	101	Employee costs		3,070.00
6000	Transfer from EMR	102	Administration		11,597.89
6000	Transfer from EMR	103	Town Councillors		390.53
6000	Transfer from EMR	201	Council Offices		3,345.70
6000	Transfer from EMR	302	Recreation Grounds		170.90
6000	Transfer from EMR	303	Highways		1,866.39
6000	Transfer from EMR	304	Allotments		1,791.00
6001	Transfer to EMR	304	Allotments	300.00	
7001	The Retired	701	The Retired	1,702.52	
8060	Misc Resolved Gen Reserves & c	101	Employee costs	26,505.39	
8060	Misc Resolved Gen Reserves & c	102	Administration	2,579.63	
8060	Misc Resolved Gen Reserves & c	103	Town Councillors	3,811.50	
8060	Misc Resolved Gen Reserves & c	104	General Administration	310.00	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	3,093.19	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	3,829.01	
8060	Misc Resolved Gen Reserves & c	304	Allotments	595.00	
Trial Balance Totals :				1,458,258.46	1,458,258.46
Difference				0.00	

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2026	Business Stream	DIRECT DEB	41.07		49/51 High St Water
02/02/2026	Business Stream	DIRECT DEB	151.00		Cophall Water
04/02/2026	Barclays Bank	DIRECT DEB	47.14		Bank Charges
06/02/2026	BrightHR	DIRECT DEB	201.82		Provision of HR Services
09/02/2026	Nest Pension Scheme	DIRECT DEB	927.06		Nest Pension for January 26
10/02/2026	SME IT Solutions Ltd	BX506424	301.22		IT Office Costs
10/02/2026	Eastbourne Electrical LLP	BX490335	201.60		Gents toilets at Wannock
10/02/2026	Europlants Ltd	BX492892	57.58		Monthly maintenance costs
10/02/2026	SME IT Solutions Ltd	BX506370	277.97		IT Office costs
10/02/2026	Mr Dan Dunbar	BX490672	95.00		Polegate Pantomime
10/02/2026	Ace Landscapes	BX486938	685.20		Gosford Allotments clearance
10/02/2026	Withers DIY	BX508243	265.68		Misc Spend
10/02/2026	Lewes District Council	BX497257	54.00		Play Park Inspections
10/02/2026	Mulberry Local Authority Servi	BX502148	144.00		Professional Services
10/02/2026	IDVerde	BX497192	2,016.00		Playground Inspections Jan 26
10/02/2026	Mulberry Local Authority Servi	BX500354	54.00		Cllrs Finance Training
10/02/2026	MULTICARE MEDICAL	BX487668	592.44		Service & Inspection of equip
10/02/2026	PJC Consultancy Ltd	BX502201	384.00		Subsidence Report
10/02/2026	Ace Landscapes	BX484474	648.00		Fencing at Cophall Allotments
10/02/2026		BX489563	9.25		Next day postage NatWest
10/02/2026	Blue Frog Cleaning Services Lt	BX487349	456.65		Cleaning Services
10/02/2026	Acoustic Souith East	BX486968	2,220.00		BS4142 Survey & Assement
10/02/2026	Wildlife Rescue & Ambulance Se	BX489338	636.15		Donation from Mayor
10/02/2026	VIKING Office Depot Internatio	BX506488	137.03		Postage & Stationery
10/02/2026	Echo Cleaning	BX492644	150.00		Office & Window Cleaning
10/02/2026	Mr Dan Dunbar	BX489647	3.60		Visit to CODA Pharmacy
10/02/2026	SME IT Solutions Ltd	BX504276	150.64		IT Telephone costs
10/02/2026	Recorra Sout East Ltd	BX504539	62.94		Refuse Collection
10/02/2026	Kent County Council KCS	BX497320	259.28		Photocopy Charges
16/02/2026	Advo Group	DIRECT DEB	154.99		Payroll Services
17/02/2026	EDF Energy	DIRECT DEB	113.07		51 High St Electric
17/02/2026	EDF Energy	DIRECT DEB	761.61		49 High St Electric
17/02/2026	Drax Energy	DIRECT DEB	1,798.13		Supply of Street Lighting
19/02/2026	Mulberry Local Authority Servi	BX689081	197.04		Professional Services
19/02/2026	Recorra Sout East Ltd	BX690939	95.29		Refuse Collection
20/02/2026	Inland Revenue	DIRECT DEB	4,425.28		Tax & NI for January 26
23/02/2026		BX683064	10.25		Postage
23/02/2026	Ace Landscapes	BX868191	295.78		Brightling Rd Bins
23/02/2026	Surrey Hills Solicitors	BX693503	756.00		Professional Charges
23/02/2026	Richardson Architecture Limite	BX684896	540.00		Planning Application for Air
23/02/2026	Lewes District Council	BX687787	54.00		Play Area Inspections
23/02/2026	VIKING Office Depot Internatio	BX692641	109.05		Stationery
23/02/2026	Haven Security Ltd	BX685670	157.20		Annual alarm Maintenance
23/02/2026	Ace Landscapes	BX861916	369.72		Brightling Rd Bins
23/02/2026	Trenchline Utilites Ltd	BX682975	737.75		Remove & Replace Drain
Total Payments			21,805.48		

A/c Code	4091	Councillors' expenses			Annual Budget	600
Centre	103	Town Councillors			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	22/03/2025	DDUNBAR	Purchase Ledger	Charity Birthday Concert	11.70	
1	25/03/2025	DDUNBAR	Purchase Ledger	ESCC Chairmans Volunteers	6.30	
1	29/03/2025	DDUNBAR	Purchase Ledger	Seaford Civic Charity Event	9.00	
1	16/04/2025	DDUNBAR	Purchase Ledger	Sussex Mayors Assoc 16 04 25	20.70	
1	16/04/2025	DDUNBAR	Purchase Ledger	Barchester Care Home Visit	9.00	
1	23/04/2025	DDUNBAR	Purchase Ledger	RSSG Seaford 23 04 25	9.90	
1	26/04/2025	DDUNBAR	Purchase Ledger	Uckfield Mayors Civic Receptio	13.50	
1	29/04/2025	DDUNBAR	Purchase Ledger	Cuckmere Buses AGM 29 4 25	5.85	
4	04/06/2025	DDUNBAR	Purchase Ledger	Lord Lieutenant Lewes	15.15	
4	04/06/2025	DDUNBAR	Purchase Ledger	Kings Award Nomination E'bour	6.30	
4	04/06/2025	DDUNBAR	Purchase Ledger	Sussex Day Luncheon Hastings	18.60	
4	04/06/2025	DDUNBAR	Purchase Ledger	Ebourne Charity Choir Concert	6.30	
4	04/06/2025	DDUNBAR	Purchase Ledger	ES School of Circus Arts	4.05	
4	04/06/2025	DDUNBAR	Purchase Ledger	Visit to Bishop of Chichester	65.70	
5	04/07/2025	DDUNBAR	Purchase Ledger	Visit ES Wildlife Rescue	7.20	
5	15/07/2025	DDUNBAR	Purchase Ledger	ES School of Circus Arts	3.60	
5	16/07/2025	DDUNBAR	Purchase Ledger	Sussex Mayors Ass	27.90	
5	29/07/2025	DDUNBAR	Purchase Ledger	Garden & Allotment Comp	9.90	
6	12/09/2025	DDUNBAR	Purchase Ledger	Brighton Civic Reception	32.85	
6	12/09/2025	DDUNBAR	Purchase Ledger	Weald on the Field	13.50	
6	12/09/2025	DDUNBAR	Purchase Ledger	Dieppe Raid Service Newhaven	14.40	
6	12/09/2025	DDUNBAR	Purchase Ledger	VJ Day Anniversary Service	16.20	
7	05/09/2025	DDUNBAR	Purchase Ledger	Polegate Scouts AGM	3.15	
7	08/09/2025	DDUNBAR	Purchase Ledger	Civic visit to Redhill	44.10	
7	21/09/2025	DDUNBAR	Purchase Ledger	Civic Event Peacehaven	16.20	
7	21/09/2025	DDUNBAR	Purchase Ledger	ESCC Chairmans reception	7.20	
8	03/10/2025	DDUNBAR	Purchase Ledger	Wealden Forum Heathfield	10.80	
8	14/10/2025	DDUNBAR	Purchase Ledger	Cuckmere Buses Stakeholders	5.40	
8	20/10/2025	DDUNBAR	Purchase Ledger	Radio DGH	3.15	
8	21/10/2025	DDUNBAR	Purchase Ledger	WDC Parish Conference Uckfield	18.40	
8	31/10/2025	DDUNBAR	Purchase Ledger	High Sheriffs Judges Services	13.90	
9	20/11/2025	DDUNBAR	Purchase Ledger	EYR Sussex Downs College	3.15	
9	28/11/2025	DDUNBAR	Purchase Ledger	Peacehaven Carol Concert	16.20	
10	03/12/2025	DDUNBAR	Purchase Ledger	Sussex Mayors Association	27.00	
10	10/12/2025	DDUNBAR	Purchase Ledger	Seaford Civic Carol Service	9.00	
10	13/12/2025	DDUNBAR	Purchase Ledger	Eastbourne Carol Service	4.50	
10	17/12/2025	DDUNBAR	Purchase Ledger	Polegate Christmas Lights	7.65	
10	20/12/2025	DDUNBAR	Purchase Ledger	Concentus Charity Concert	5.40	
10	02/01/2026	EXPENSES	Cashbook	Travel Expense	19.80	
11	30/01/2026	DDUNBAR	Purchase Ledger	Visit to CODA Pharmacy	3.60	
Account Councillors' expenses					Account Totals	546.20
Centre Town Councillors					Net Balance Month 11	546.20

A/c Code	4093	Mayor's allowance Civic Duties			Annual Budget	2,000	
Centre	103	Town Councillors			Committed	289	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00		
1	22/04/2025	PTA	Purchase Ledger	Donation from Mayor	200.00		
1	22/04/2025	DDUNBAR	Purchase Ledger	Reimbursements of Donations et	78.98		
1	23/04/2025	NETROPHIES	Purchase Ledger	Innovate Award	43.33		
1	30/04/2025	MAYORSASS	Purchase Ledger	Donation from Polegate T C	50.00		
1	30/04/2025	FIRSTRESPO	Purchase Ledger	Donation from Polegate TC	18.22		
5	21/06/2025	DDUNBAR	Purchase Ledger	Donation to Epilepsy Sussex	20.00		
5	26/07/2025	DDUNBAR	Purchase Ledger	Donation to Bernard Baron	10.00		
5	28/07/2025	EEBP	Purchase Ledger	Youth Radio - Polegate School	250.00		
5	01/08/2025	DDUNBAR	Purchase Ledger	Slate Coasters	105.98		
5	06/08/2025	DDUNBAR	Purchase Ledger	Tea & Cakes with Mayor BHCC	10.00		
5	12/08/2025	TOTAL	Purchase Ledger	250 Metal Stylus Pens	180.00		
6	12/09/2025	DDUNBAR	Purchase Ledger	Personalised T Towel	78.00		
7	21/10/2025	DRAMAGRO	Purchase Ledger	Donation Oct 25	100.00		
7	27/10/2025	BARCLAYCA	Cashbook	Misc Spend	23.75		
8	01/11/2025	DDUNBAR	Purchase Ledger	Civic reception refreshments	24.02		
8	14/11/2025	DRAMAGRO	Purchase Ledger	Panto Show Tickets	299.00		
8	14/11/2025	810	Journal	Panto Show Tickets			299.00
9	02/12/2025	STGEORGES	Purchase Ledger	Donation for refreshments	100.00		
9	04/12/2025	DDUNBAR	Purchase Ledger	Cards, Donations & Gifts	252.67		
11	24/01/2026	DDUNBAR	Purchase Ledger	Polegate Pantomime	1.00		
11	02/02/2026	WRAS	Purchase Ledger	Donation from Mayor	636.15		
Account Mayor's allowance Civic Duties					Account Totals	2,481.10	299.00
Centre Town Councillors					Net Balance Month 11	2,182.10	



Report: Reallocation of Underspent Funds – Item 9

Purpose of Report

To seek approval for the transfer of underspent funds from specific budget lines into the appropriate Ear Marked Reserves (EMRs) to ensure sufficient funding for bulb planting and associated highways licensing costs in the 2026/27 financial year.

Summary

A review of the current financial position has identified underspends within two budget lines relating to horticultural and planting activities. To support future delivery of these works, it is proposed that these underspent amounts be transferred into relevant reserves.

Proposed Transfers

£1,100 underspend from Bulb Planting (Budget Code 4263)

- To be transferred into EMR 369 – Bulb Planting Reserve

£450 underspend from Hailsham Flower Beds (Budget Code 4306)

- To be transferred into EMR 338 – Hailsham Beds Reserve

Rationale

The current annual budget allocation for bulb planting is not sufficient to cover both:

- the cost of bulbs, and
- the required Highways licensing necessary to undertake planting in public areas.

To ensure the planned planting work can be carried out effectively in 2026/27, it is necessary to place these underspent funds into the relevant Ear Marked Reserves. This will allow the Town Council to:

- accumulate adequate funding,
- meet statutory licensing requirements,
- and complete the scheduled planting programme without additional mid-year budget pressures.

Recommendation

That Members approve the transfer of:

£1,100 from 4263 Bulb Planting to EMR 369, and

£450 from 4306 Hailsham Flower Beds to EMR 338,

to support the delivery of bulb planting and bed maintenance works in 2026/27.