

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 25th July 2022 7pm at Council chambers 49 High Street, Polegate BN26 6AL

Present: Cllrs Cllrs D Murray, D Watts, D Dunbar, A Snell, D Sanders, W Alexander, M Falkner, A Wood, S Shing, C Berry, M Piper, L Sargent, D Shing (13)

Not Present: Cllrs M Cunningham, R Shing (2)

1 member of public

Minute No.	Subject/Resolution
13055	Opportunity for public comment for items on the agenda
13056	Apologies for absence Cllrs R Shing, M Cunningham
13057	Declarations of interest in any items on the agenda Cllr D Dunbar minute 13061 e I (Scarecrows Grant request) Cllrs D Shing, S Shing in 13062 (Land and Legal Matters)
13058	To approve and adopt the minutes of the Annual Statutory Meeting of 16th May and the Full Council meeting of the 27th June <u>It was resolved to approve and adopt the minutes of the Annual Statutory Meeting of 16th May and the Full Council meeting of the 27th June as an accurate record of the meetings. VOTE All in favour.</u>
13059	To Adopt the minutes and recommendations of the standing committees and working groups a) Planning Committee meeting of 9th May 2022 <u>It was resolved to adopt the minutes and recommendations of the Planning meeting of 9th May 2022 VOTE All in favour.</u>
13060	Mayors Verbal Report The Mayor stated that he had attended a number of events as mayor. He had also had a meeting with the new Wealden District Council leader (Ann Newton) discussing Polegate and the larger number of housing in Polegate and how it appeared to be levelling down rather than up with regards to Wealden's support of the town; That there had been a loss of a library, and playground space with the expansion of the school. The Mayor stated that he had presented the Scarecrow festivals certificates for the winners. He mentioned the income issues and how residents were facing some very difficult times. A cllr supported this and asked whether there was anything that the town council could do to support this. The response was that the council were fairly limited but looking at ways this could be done. A cllr mentioned that there were some church groups already doing this.
13061	Financial Update a) Approval of payments as presented (some already approved) b) Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves. (For approval of variances as shown) end of year accounting papers c) Barclaycard statements for noting. <u>It was resolved at approve the payments as presented £83,855.44 and approve the banking reports and variances. The Barclaycard was also noted. VOTE All in favour.</u> d) Banking arrangements for the new finance officer: a. To activate the new finance officer on Barclays n.net to enable them to make payments

	b. To authorise the new finance officer to collect petty cash and to view statements only on the town councils main bank account <u>It was resolved to activate the finance office on Barlcyas.net to enable them to make payments, and to authorise the finance officer to collect petty cash and to view statements on the town councils main bank account. VOTE All in favour.</u> e) Grant request a. Polegate Scarecrows £300 <i>Cllr D Dunbar left the room at 19.16 as he had declared an interest.</i> <u>It was resolved to grant £300 to Polegate scarecrows as per their grant request. VOTE All in favour</u> b. Wealden Citizens Advice £275 – postponed to next finance/full council meeting <i>Cllr D Dunbar returned to the room at 19.21</i>
<u>13062</u>	Buildings & Land working group papers with recommendations (some notes in confidential re land and legal matters) 8th July 2022 meeting A Cllr asked if the CCTV footage would be good enough at Brightling Road. The clerk responded that there were issues with power for what the council may want and although the footage at both Wannock and High Street were excellent, the police had still failed to pursue some incidents and she was going to discuss this with the police before getting any quotes for Brightling Road. The current and proposed facilities at Brightling were discussed, including graffiti. A cllr commented that it was the CPS who prosecuted, and it may be worth also asking the CPS what they need to be able to prosecute to save time. A cllr commented that maybe once the new concrete skate park was installed the council could ask people to artistically graffiti it and a possible competition was discussed. <u>It was resolved at accept the recommendations of the buildings and land working group as follows: Vote All In favour</u> <u>Recommendation to delegate to Clerk, necessary powers to proceed with all proposed works at Brightling Road, in consultation with the Building and Land Working Group members. (Minute No. 12783), including:</u> <u>Commission architect to investigate possibilities for council building, as per feasibility study and new thoughts of Buildings and Land re associated costs from General Reserves with spending limit of £1,000.</u> <u>Commission planning agent to assist with permitted development application and planning permission for the Brightling Road improvements, and associated costs from General Reserves.</u> <u>Where planning permission is not needed, to get quotes and progress surveys and public consultations as required for Brightling Road improvements.</u> <u>Progress spending on Nature land, in consultation with Finance Committee (e.g., legal fees re “Friends of” group, general maintenance) etc. Up to £1,000 for legal fees, and up to £5,000 in total. Maintenance to be arranged at a later date.</u> <u>Progress all other works by obtaining estimates and completing jobs:</u> <u>List of jobs:</u> <u>Pump Track</u> <u>PADMEC roadway</u>

Solar lighting

CCTV

Electricity

Concrete Skate Park

Play Area

Extra benches

Line of trees

Climbing wall

Cycle track – toddlers and young learners

Outdoor gym

Running track

Drainage

Gate

Wildflower meadow

Community orchard

Natureland

Office refurbishment

Finance and Funding

Most activities are to be funded from earmarked reserves, CIL, section 106 (as appropriate), and to a lesser extent, General Reserves. Finance to consider any allocations required from General Reserves. These will be used when there is a lack of funds from other sources. (Grants will also be sought if possible).

CIL will be used for infrastructure items. Section 106 will be used for adult and youth play space items. Earmarked reserves will be used to top up where needed

Solar lighting

We will source three quotes for installation. *report to be prepared.*

CCTV

Solar CCTV will require three quotes and there will also be associated SIM card charges. Cost is estimated at under £10K. Clerk to carry out DPIA and obtain quotes. The system will perform better if there is a power source, and a static position. See Electricity, next item.

Electricity – metered supply

The previous estimate was £60K but this may have risen in the interim. *Clerk to obtain up to date quotes.*

Concrete Skate Park

Will require planning permission. Consultation is completed. Contract will be placed on Contracts Finder and tenders invited as the cost will be in excess of £100K. *clerk to initiate tender process.*

Play Area

Will need to be procured through tenders, as the cost is an estimated £100K. No planning permission is required but the services of an agent will be needed. Coloured wet pour is likely to be the selected ground cover. *clerk to obtain quotes/tenders*

Extra benches

To be positioned around the field. Authority to progress has been delegated, but some guidance on location is required. Are any specific places desired? ***It was agreed that the spectator area near the playing field could also be appropriate. Agreed – Clerk to progress. (delegation already in place)***

Line of trees

Avenue of trees to be planted. Costs of event to be funded from General Reserve.

Climbing wall

Need to look at grants and sponsorship. Cost is estimated at under £10K. This has already been approved by Buildings and Land, and the Full Council. ***The Working Group said that a concrete or other pad will be needed. The Clerk informed the group that the local climbing wall manager offered free training. Agreed – Clerk to progress. (already delegated if grant funding in place).***

Toddler and learner cycle track

This will be for beginners, such as toddlers and learner cyclists. We will investigate costs and possible sponsors. Clerk to progress.

Outdoor gym

Clerk seeks delegated authority to proceed with obtaining estimates and progressing consultation and installation etc., S106 funding is in place. *The Working Group considered the report, and agreed that all suppliers should give estimates for mesh mats to prevent the area becoming muddy. Clerk to progress.*

Running track

The running track would enhance disabled access to the facility. Clerk has meeting with Hailsham Active on 25th May. Disabled cyclists would also be able to access the pump track. However, this will involve an initial survey and fencing. Hailsham Active could do this.

Drainage

Preliminary report attached, but please note this is provisional, and so not for public distribution at this stage. B&L will need to advise on the extent and type of drainage required.

The Working Group considered the report, and selected the Hydraway Turfdry system as the preferred option. Councillor Dunbar suggested that the Turfdry surveyor, and council representatives visit the site. Following the visit, a remote Teams meeting could be held with the Working Group and the supplier, to discuss the scope and cost of the work. Hailsham Active could also be approached. Clerk to progress.

Gate

Once the car park is in place and the roadway is completed, consider possibility of moving gate so that access is improved.

Wildflower meadow

Costs to be met from General Reserves, for rewilding the meadow. Work to include the improvement of the whole area, associated event etc., However, there may be considerable costs in terms of enhancing the area. Clerk to progress report.

Community orchard

Costs and maintenance need to be agreed. The plants could be dotted between benches on the far side. Clerk to progress report.

Natureland

Consider ongoing costs of maintenance until grants can be obtained, e.g., from FOE group. Bev met with the group on 30th June and has also been in contact with Sussex Wildlife Trust. We need to get an idea of the budget from Laura, Phil and others. Clerk to progress.

Window in Clerk's office

Due to rising costs, and further damp ingress, the cost has increased. Two reliable contractors have quoted, but obtaining a third quote is proving time-consuming, due to non-response from builders approached. This work was delegated at £11,000 but will probably be closer to £22,000. The work is now urgent. We also need to ask an architect/planning if we can swap floors. There is already an earmarked reserve for this.

	<u>To waive financial regulations for 3 quotes to expedite this project. (We have 2)</u> <u>Any Other Business</u> <u>Noticeboards at Stud Farm and Gosford are in poor condition, and need replacing.</u> <u>Clerk to progress under maintenance. Budget from general reserves.</u> <u>Funding and Cost Estimates</u> <u>Name Funding Source Approximate Cost</u> <u>Pump Track CIL 50k</u> <u>PADMEC roadway EMR 30k</u> <u>Solar lighting EMR 30k</u> <u>CCTV CIL Up to £10K</u> <u>Electricity CIL/EMR/General reserve 60k</u> <u>Concrete Skate Park S106 and CIL 100k</u> <u>Play Area CIL 100k</u> <u>Extra benches General reserve, approved 1k x 5</u> <u>Line of trees General reserve TBA</u> <u>Climbing wall Grants/sponsorship Under 10K</u> <u>Toddler learning cycle track Grants/sponsorship</u> <u>Outdoor gym S106 20k</u> <u>Running track Hailsham Active, or grants TBA</u> <u>Drainage CIL 100k</u> <u>Gate General reserve 5k max</u> <u>Wildflower meadow General reserve 5k max</u> <u>Community orchard General reserve 1k max</u> <u>Natureland General reserve / grants 2k to 8k?</u> <u>Window in Clerk's office EMR 20k-22k</u>
13063	Dates of the next scheduled meetings 26th September 2022 – Full Council 8th October 2022 – Planning Budget 15th October 2022 – Personnel Budget 11th November 2022 – Finance Budget 28th November 2022 – Full Council 12th December 2022 – Full Council 9th January 2023 – Budget Precept Setting
13064	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Discussion of land and legal matters) <u>The motion was proposed and seconded. It was resolved to enter confidential session</u> <u>Vote All in favour</u>
13065	Land & Legal matters <i>Cllr S Shing left at 19.:54 and returned at 19:57.</i> <u>It was resolved to delegate to the clerk to obtain a valuation of the land from the district valuer/other valuers as recommended and to report back to council/buildings and land group as appropriate. VOTE 11 for 2 abstentions. (D Shing, S Shing.)</u>

The meeting closed at 19:58pm

Signed Mayor of Polegate _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Thursday 4th August 2022 10am at Council Chambers, 49, High Street, Polegate BN26 6AL

Present: Cllrs D Murray, Mrs C Berry, M Cunningham, Mrs L Sargent D Sanders, Mrs M Piper, Mrs W Alexander, A Wood, D Watts, S Shing (10)

Not Present: - Ms A Snell, D Shing, R Shing, D Dunbar, M Falkner (5)

No members of the public were present

Minute No.	Subject/Resolution
13066	Opportunity for public comment for items on the agenda None
13067	Apologies for absence D Dunbar, Ms A Snell, D Shing, R Shing, M Falkner
13068	Declarations of interest in any items on the agenda None
13069	Policies a. Change of wording to Disciplinary policy as advised by Council HR Governance and Support <u>It was resolved to change the wording as advised by Councils HR governance and support recommendations. VOTE All in favour</u>
13070	Terms of Reference a. Personnel Committee – change of wording as advised by Council HR Governance and Support <u>It was resolved to change the wording of the personnel committee terms of reference as advised by councils HR and Governance support. VOTE All in favour.</u> b. Appeals Committee – change of wording as advised by Council HR Governance and Support <u>It was resolved to change the wording of the appeals committee terms of reference as advised by councils HR and Governance support. VOTE All in favour.</u>
13071	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Discussion of staff and legal matters / details) <u>It was resolved to go into confidential session VOTE All in favour</u>
13072	Staff matters Councillors updated.

The meeting closed at 10:55am

Signed Mayor of Polegate _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 15th July 2022 in the council chambers
49 High Street, Polegate East Sussex BN26 6AL

Present: Cllrs D Murray, D Sanders, Mrs M Piper, M Cunningham, Ms A Snell, Mrs L Sargent, S Shing, D Watts, M Falkner **(9)**

Not Present: Cllrs D Dunbar (1)

No members of the public present

Minute Number	Resolution
13050	Opportunity for Public None
13051	Apologies for absence Cllr D Dunbar
13052	Declarations of interest in any items on the agenda None
13053	Minutes of Finance & Policy committee meeting of 8th April 2022 Deferred
13054	Payments of accounts as presented None
13054Z	Motion to purchase additional purchase ledger module for Rialtas accounting system Financial risk was discussed and procedures that may be required to protect the council. It was agreed that Cllr Sargent would attend the demonstration and the purchase would be delayed until that time. Once purchased Cllr Sargent was interested in attending the training of the system to facilitate her role in the internal audit and control working group. It was also discussed about a consultant that would meet with both the clerk and Cllr Sargent regarding Internal controls. (NB already delegated to the clerk and within budget). A report would follow to the council and finance in due course. <u>It was resolved to delegated to the clerk to purchase the additional purchase ledger module for Rialtas accounting system and set up/training from general reserves and include an additional budget figure for 2023/24 subject to the appropriate governance procedures being in place before commencement of use. VOTE All in favour.</u>

The meeting closed at 11:30am

Signed by _____ Chair of Finance & Policy _____ Dated _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



PLANNING COMMITTEE

Minutes of the Planning meeting held on Thursday 11th August 2022 at 10.00am at Council Chambers, High Street, Polegate BN26 6AL.

Present: Cllrs Mrs W Alexander, Mrs C Berry, Mrs M Piper, Mrs L Sargent, Cllr M Cunningham (5)

Not present: - Cllr D Dunbar, D Murray, M Falkner

Minute No.	Subject/Resolution
13077	Opportunity for public comment None.
13078	Apologies for absence Cllr D. Dunbar (Work), Cllr M. Falkner (work)
13079	Declarations of interest in any items on the agenda None.
13080	Minutes of the Planning Committee Held on 21st June 2022 <u>It was resolved to accept the minutes of the meeting on the 21st of June 2022 as an accurate representation of the meeting. VOTE all in favour</u>
13081	Any Other plans received prior to meeting – notified to public. None.
13082	Planning applications for committee decisions WD/2022/1207/F – LAND AT 73 – 83 HAILSHAM ROAD, POLEGATE, BN26 6NT – PROPOSED NEW SINGLE HOUSE, 3 STOREYS TO INCLUDE LOWER GROUND FLOOR GARAGE A councillor gave an overview of the planning application that it is a three storey 2 bed + parking single dwelling. It is out of character and there are some trees in good condition on the land. The application is well done and have referenced a previous planning application for the same lot. A councillor stated their support for the plan as some of the trees already needed to be taken down as they are in a bad state. Another councillor disagreed on the grounds of protecting the trees and the wildlife. A discussion was had over the needs to house people and to protect wildlife, many councillors said that it is just one house, and the land isn't being used anyway. Some councillors suggested that they would approve the plan if there were assurances that the TPO's were followed and that this plot of land was only used for one dwelling. Many other councillors agreed. <u>It was resolved to submit the comment that no objections are made if the stipulations of the TPOs and strictly adhered to and this plot of land is used only for a single dwelling. VOTE all in favour</u>
13083	Delegated applications already submitted for noting only WD/2022/1053/FR - UNIT 13 CHAUCER INDUSTRIAL ESTATE, DITTONS ROAD, POLEGATE, EAST

	SUSSEX, BN26 6JF - RETROSPECTIVE APPLICATION FOR CHANGE OF USE OF COMPOUND TO REAR OF UNIT 13 TO A STORAGE FACILITY INCLUDING SITTING OF 12 NO. SHIPPING CONTAINERS – <u>NO OBJECTIONS</u> WD/2022/2937/F - 50 BUTTERCUP DRIVE, POLEGATE, EAST SUSSEX, BN 26 6FB – LOFT CONVERSION WITH REMOVAL OF REDUNDANT CHIMNEY STACK – <u>NO OBJECTIONS</u> WD/2022/1051/F – BIFFA WASTE SERVICES LTD WESTMILL LANDFILL SITE, WESTMILL SROAD, WARE, SG12 0ES – ERECTION OF A MODULAR PORTABLE/SEMI PERMANENT OFFICE BUILDING WITH INSTALLATION OF EV CHARGING POINT – <u>NO OBJECTIONS</u> WD/2022/1675/F – 32 BARHAM ROAD, POLEGATE, BN26 5JB – PROPOSED SINGLE-STOREY EXTENSION TO THE REAR AND GARAGE CONVERSION TO HABITABLE LIVING SPACE WITH INFILL AND BAY WINDOW EXTENSIONS AND ALTERATIONS INCLUDING RAISED PATIO TO THE REAR - <u>NO OBJECTIONS</u> - WD/2022/1705/F – 7 MINSTER CLOSE, POLEGATE, BN26 6PW – COVERION OF LOFT SPACE – <u>NO OBJECTIONS</u> - WD/2022/1704/LDP - 7 MINSTER CLOSE, POLEGATE, BN26 6PW – CONVERSION OF LOFT SPACE INCLUDING THE PROVISION OF 2 ROOFLIGHTS TO FRONT ELEVATION AND REAR DORMER WINDOW – <u>NO OBJECTIONS</u> WD/2022/1024/F – DOWNSVIEW, DITTONS ROAD, POLEGATE, BN26 6HS – CONSTRUCTION OF ONE DETACHED DWELLING AND TWO SEMI-DETACHED DWELLINGS AND ASSOCIATED WORKS – WD/2022/1724/F – 66 STATION ROAD, POLEGATE, BN26 6ED – ERECTION OF SINGLE STOREY EXTENSION AND GARDEN ROOM AT REAR – WD/2022/1154/F – 10 PALMA CLOSE, POLEGATE, BN26 6QB - REMOVAL OF EXISTING CONSERVATORY AND REPLACEMENT WITH SINGLE STOREY FLAT ROOFED EXTENSION AND GARAGE CONVERSION WITH FRONT EXTENSION AND RAISED ROOF – <u>NO OBJECTIONS</u> WD/2022/1322/F – 16 NORTHFIELD, POLEGATE, BN26 5EE – SINGLE STOREY REAR ADDITION <u>NO OBJECTIONS</u> WD/2022/1846/PD – 5 BAHAM ROAD, POLEGATE, BN26 5HL - PRIOR APPROVAL FOR THE ERECTION OF A SINGLE STOREY EXTENSION WHICH WOULD EXTEND BEYOND THE REAR WALL OF THE ORIGINAL HOUSE BY 4M, FOR WHICH THE MAXIMUM HEIGHT WOULD BE 3.84M, AND FOR WHICH THE HEIGHT OF THE EAVES WOULD BE 2.95 M - <u>NO OBJECTIONS</u> WD/2022/1882/F – 42 HERON RIDGE, POLEGATE, BN26 5BJ - PROPOSED TWO STOREY REAR EXTENSION WD2022/1934/F - 61 HIGHGROVE CRESCENT, POLEGATE, EAST SUSSEX, BN26 6FL -PROPOSED SINGLE STOREY REAR EXTENSION
13084	Planning decisions for noting WD/2022/0470/F – 14 JUBILEE DRIVE, POLEGATE, BN26 6FG – SINGLE STORY REAR EXTENSION <u>APPROVED</u> You recently commented on the above proposal and I now write to advise you that, after considering all the representations received, the Council has decided to APPROVE the above application on 6 July 2022. A copy of the District Council's Decision Notice, along with the officer report, can be viewed online at https://planning.wealden.gov.uk/plandisp.aspx?recno=157045, within the next couple of days. WD/2022/0756/FR – LAND AT SUNFLOWER LANE, SUNFLOWER LANE, POLEGATE, BN26 6HT -

	VARIATION OF CONDITION 16 OF WD/2020/1065/MAJ (CONSTRUCTION OF 17 NO. RESIDENTIAL DWELLINGS WITH ASSOCIATED ACCESS, PARKING AND LANDSCAPING) TO CHANGE THE MIX OF DWELLING TYPE ON PLOTS 1-5 – <u>REJECTED</u> <u>You recently commented on the above proposal and I now write to advise you that, after considering all the representations received, the Council has decided to WITHDRAWN the above application on 27 June 2022.</u> <u>A copy of the District Council's Decision Notice, along with the officer report, can be viewed online at https://planning.wealden.gov.uk/plandisp.aspx?recno=157397, within the next couple of days.</u> WD/2022/0184/FR – 30 SAYERLAND ROAD, POLEGATE, BN26 6NX – RETROSPECTIVE APPLICATION FOR AN AIR SOURCE AIR PUMP – <u>NO OBJECTIONS WITH COMMENTS - APPROVED</u> A councillor wanted to note that application WD/2022/0756/FR has been rejected several times now and was wary of their repeated attempts
13085	Any other matters None.

The meeting ended at 10:34am

Chair of Planning Committee _____ Date

**UNADOPTED POLEGATE
TOWN COUNCIL**



PLANNING COMMITTEE

Minutes of the Planning meeting held on Thursday 21st July 2022 at 10.00am at Council Chambers, High Street, Polegate BN26 6AL.

Present: Cllrs Mrs W Alexander, Mrs C Berry, Mrs M Piper, M Falkner, Mrs L Sargent, Cllr M Cunningham.

Not present: - Cllr D Dunbar, Cllr D Murray

No members of the public present

Minute No.	Subject/Resolution
13043	Opportunity for public comment
13044	Apologies for absence Cllr D. Dunbar (work), Cllr D Murray attending a meeting at Wealden District Council.
13045	Declarations of interest in any items on the agenda None.
13046	Minutes of the planning committee meeting held on 9th May 2022 It was resolved to accept the minutes of the meeting on 9 th May 2022 as an accurate representation of the meeting. VOTE All in favour
13047	Any other plans received prior to meeting – notified to public – None.
13048	Planning Applications for committee decision <u>WD/2022/1389/F</u> 34 STATION ROAD, POLEGATE, BN26 6BE – PROPOSED NEW BUILD 2 BEDROOM DETACHED BUNGALOW WITH OFF STREET PARKING SPACE AND NEW VEHICLE CROSS OVER FORMED ONTO STATION ROAD A councillor described the application as an overview – making comments on their main points of contention. The councillor was concerned: that it was not a sole owner applying for the planning permission; whether the plot is large enough for comfortable habitation; about the road safety as the drive leads into a bus stop and about parking as that land is already overwhelmed with people parking incorrectly as it stands. Other councillors were concerned about the acquisition of the land and who exactly the owners were, some councillors actively agreed with this sentiment. Other councillors added to this point and questions why other authorities were not in objection to this plan. A councillor reiterated the concern over parking availability and other councillors agreed and saw this as a larger problem and another example of over-development. A councillor gave another overview, explaining how the application was well made; that it being a joint application was unusual; that it wasn't safe to build into the bus stop. It was resolved to submit the objections and comments. Vote all in favour of submitting the above objections.
13049	Other planning items.

	None.
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The meeting ended at 10:16am

Chair of Planning Committee _____ Date

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**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on 5th August 2022 10am

Present: Cllrs Ms A Snell, Mrs C berry, Mrs M Piper, M Falkner, D Murray, D Dunbar

Not Present: Cllr D Shing

No Members of the public

Minute No.	Subject/Resolution
13073	Apologies for absence D Shing
13074	Declarations of interest in any matters on the agenda None
13075	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. (Staff & Legal matters/staff review) <u>It was resolved to enter confidential session VOTE All in favour</u>
13076	Staff / Legal matters/Staff Review <u>It was resolved to make an additional travel payment as presented in the confidential papers and an ongoing payment per month as presented.</u> <u>VOTE All in favour</u> <u>It was resolved to use the contractor as recommended in the confidential background papers by councils HR and Governance Support. VOTE All in favour</u>

The meeting closed at 11:19am

Signed Chair of Personnel _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 2nd September 2022 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murray, D Sanders, Mrs M Piper, M Cunningham, D Dunbar, S Shing, Mrs L Sargent, D Watts, M Falkner **(8)**

Not Present: Cllrs, Ms A Snell (2)

No members of the public present

Minute Number	Resolution
13086	Opportunity for Public None
13087	Apologies for absence Cllr Ms A Snell
13088	Declarations of interest in any items on the agenda Cllrs Mrs L Sargent, Mrs M Piper
13089	Minutes of Finance & Policy committee meeting of 8th April 2022; 15th July 2022 <u>It was resolved to adopt the minutes and recommendations of 8th April 2022 and 15th July 2022 as an accurate record of the meetings VOTE All in favour.</u>
13090	Motion to purchase two additional modules for Rialtas Business Suite software a) Rialtas Allotment Management Software add-on b) Rialtas Purchase Order Processing Module add-on <u>It was resolved to purchase the allotment management module add on, training and maintenance to come from general reserves. VOTE 7 for 1 abstention</u> <u>It was resolved to purchase the Purchase order add on, training and maintenance to come from general reserves. VOTE All in favour</u>
13091	Grant application - Wealden Citizens Advice Bureau for the Polegate Grant Fund <u>It was resolved to grant Wealden Citizens Advice £275 from the grants to other organisations budget. VOTE All in favour</u> There was a proposal to be made for a future finance meeting regarding the possible assistance from the Town Council for those suffering from hardship during the economic climate. The clerk would liaise with Cllrs and write letters to some of the churches to see what was being done and where the council could get involved. Possibly looking into the food partnership again. Could WCAB do any training, could the community chef help out, age uk? Could WCAB be funded to come to site and help people who could not travel or use/have a computer. The clerk would write to WCAB when she advised them of being successful in the

	grant. <i>S Shing left at 10:50am</i>
13092	Motion to spend £1288 + VAT for removal of asbestos in the Jubilee Nature Reserve, as well as up to £500 + VAT for removal of asbestos at Cophall Allotments using section 11.1a)ii. (specialist allotments) – could not obtain three quotes. To be paid for from general reserves. <u>It was resolved to spend up to £1288 +VAT on the asbestos removal at jubilee nature reserve and up to £500 for removal of asbestos at Cophall allotments to be paid for from general reserves. VOTE 6 for 2 abstentions</u> NB the clerk was asked to write to network rail to see if they would contribute.

The meeting closed at 10:56am

Signed by _____ Chair of Finance & Policy _____ Dated _____



Polegate Town Council
Flower Working Group
Request To Use One Unused
Grass Cut To Fund Planters In
Front Of Council Office Report

Sept 2022

Introduction

Each year the urban grass cutting has to provide for a potential change of provider at the current rates. The annual budget is set to facilitate the choice between 3 excellent contractors. The current contract has budget to spare. Also during the period of no rain this year as it was protracted, there was at least 1 grass cut not carried out. We are nearly at the end of grass cutting season and there is enough to fund the purchase and installation of two flower tubs in front of the council offices. To include purchase of the tubs filling of soil plants and maintenance for the year.

The flower working group request that this is purchase with surplus budget funds from the urban grass cutting. The planters are expected to cost in the region of £1000 for purchase and delivery plus soil labour and planting. There will be additional charges for maintenance. This would need to come from the surplus funds in the urban grass cutting budget. See below extract of expenditure.

21/09/2022		Polegate Town Council					Page 1	
12:10		Detailed Income & Expenditure by Account 02/08/2022						
Month No: 5		Account Code Report						
		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Expenditure Detail</u>								
4256 Urban grasscutting		22,000	9,315	25,310	15,995		15,995	36.8%
Total Overhead		22,000	9,315	25,310	15,995	0	15,995	36.8%
Total Income		0	0	0	0			0.0%
Total Expenditure		22,000	9,315	25,310	15,995	0	15,995	36.8%
Net Income over Expenditure		(22,000)	(9,315)	(25,310)	(15,995)			
plus Transfer from EMR		45,617	6,058					
less Transfer to EMR		300,219	0					
Movement to/(from) Gen Reserve		(276,601)	(3,257)					

Similar planters were purchased in 2021 as below to give an idea of the costs of each planter and delivery charges.

Polegate Town Council – Flower Working Group Request To Use One Unused Grass Cut To Fund Planters In Front Of Council Office Report - 2022

Invoice Number	Invoice Date	Account	Your Order Number		
0000020248	26/02/2021	POL001	028		

Product	Description	Qty	Unit	Price
PRM-0P-SG	1500mm length Self Watering Promenade without wording (Standard Green)	2 / 2	£ 427.00Each	£ 854.00
OCT-0P-SG	1200mm Self Watering Octagonal Planter (Standard Green)	1 / 1	£ 427.50Each	£ 427.50
CARRIAGE	Standard delivery and Carriage Charges	1 / 1	£ 102.00	£ 102.00

PAID WITH THANKS

Recommendations

To purchase two standard green self-watering promenade planters to be delivered, installed, filled with soil/compost and planted at an approximate **cost of £1545** (from general reserves as this will return to general reserves at the end of March 2023, which equates to one urban grass cut not carried out during the period of drought.

Current/Business Premium

Payments made between 09/07/2022 and 22/09/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/07/2022	Nest pension scheme	DD	649.86			4008	101	278.52	Pension payment
						4000	101	166.31	Pension payment
						4012	101	67.78	Pension payment
						4022	101	82.23	Pension payment
						4011	101	55.02	Pension payment
12/07/2022	SME IT Solutions Ltd	BX423693	82.80		13.80	8060	204	69.00	8 Port POE Switch
14/07/2022	Staff Salaries Cash Book	Salaries	9,006.69			202		9,006.69	July Salaries 1st
14/07/2022	Staff Salaries Cash Book	Salaries	61.00			202		61.00	casual Salary
15/07/2022	Wealden District Council	DIRECT DEB	674.00			4130	201	674.00	Non-Business Rates
20/07/2022	Wealden District Council	DD	1,404.00		234.00	4241	302	650.00	VAT Correction Inv 70058998
						4238	302	520.00	VAT Correction Inv 70058998
26/07/2022	EDF Energy	DIRECT DEB	156.70		7.46	4131	201	149.24	7/6/22-5/7/22 49 energy
27/07/2022	BarclayCard	BARCLAYCA	512.37		13.56	4220	302	17.00	Postcrete drill wall plugs
						4036	102	24.99	cable for projector
						4045	102	406.00	SLCC
						4220	302	50.82	toilet roll dispenser wannock
04/08/2022	SME IT Solutions Ltd	BX168239	494.70		82.45	4071	102	135.00	Inv 11945 Technical Support
						4036	102	11.30	Inv 11945 MS 365 Office Suite
						4072	102	112.50	Inv 11945 Microsoft 365 Office
						4072	102	17.60	Inv 11945 Office 365 E3
						4036	102	22.60	Inv 11945 MS Project Plan 3
						4036	102	11.30	Inv 11945 MS Visio Plan 2
						4037	102	9.99	Inv 11945 WordPress Business
						4037	102	2.00	Inv 11945 Domain Name Parking
						4071	102	70.00	Inv 11945 Datto File Protectio
						4071	102	19.96	Inv 11945 Datto Cloud Protecti
04/08/2022	Europlants Ltd	BX168255	1,033.26		172.21	4258	303	861.05	Summer Maintenance Aug
04/08/2022	Viking ta Office Depot Int UK	BX168944	44.99		7.50	4031	102	37.49	Ink Stamp
04/08/2022	Europlants Ltd	BX169107	36.72		6.12	4307	307	30.60	Hailsham Beds
Subtotal Carried Forward:			14,157.09	0.00	537.10			13,589.39	

Current/Business Premium

Payments made between 09/07/2022 and 22/09/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									Maint & Water
04/08/2022	Viking ta Office Depot Int UK	BX169620	22.54		3.76	4031	102	18.78	`
04/08/2022	Viking ta Office Depot Int UK	BX170328	190.80		31.80	4146	201	159.00	Bookcase
04/08/2022	Lewes District Council	BX170386	54.00		9.00	4243	302	45.00	Monthly Play Park Inspections
04/08/2022	SME IT Solutions Ltd	BX171122	138.98		23.17	4069	102	16.99	Inv 11873 Line Rental
						4070	102	34.99	Inv 11873 Fibre Unlimited
						4069	102	55.93	Inv 11873 SME Hosted Voice
						4069	102	2.97	Inv 11873 Telephone Number
						4069	102	3.99	Inv 11873 SME VoIP Mobex
						4069	102	0.94	Inv 11873 Call Charges
04/08/2022	Echo Cleaning	BX177159	120.00		20.00	4004	201	100.00	Office Cleaning
04/08/2022	Echo Cleaning	BX178810	120.00		20.00	4004	201	100.00	Office Cleaning
04/08/2022	Kingdom Services Group Ltd	BX179127	538.20		89.70	4235	302	448.50	High Street Toilet Cleaning
04/08/2022	Polegate Scarecrows	BX179183	300.00			4100	104	300.00	PTC Grant
04/08/2022	Healthcare Training & Dev Serv	BX179681	1,056.00		176.00	8060	101	880.00	First Aid at Work Course
04/08/2022		BX180071	33.34			4015	101	33.34	Mileage Claim
04/08/2022	Reef Environmental Solutions	BX180289	81.30		13.55	4155	201	67.75	Waste Coll 49 High St July
04/08/2022	Reef Environmental Solutions	BX180297	74.59		12.43	4155	201	62.16	Waste Coll 49 High St June
04/08/2022	Initial UK Ltd	BX181122	27.40		4.57	4154	201	3.64	Hygiene Units No 49
						4154	201	19.19	Hygiene Units New Toilet
04/08/2022	Countrymans Contractors Ltd	BX181142	722.40		120.40	4220	302	602.00	Barkchip Oakleaf Park
04/08/2022	Countrymans Contractors Ltd	BX181151	433.20		72.20	4220	302	361.00	Woodchip Oakleaf Park
04/08/2022	Countrymans Contractors Ltd	BX181370	488.27		81.38	4223	302	406.89	Grounds Maintenance Brightling
04/08/2022	Surrey Hills Solicitors LLP	BX181389	369.00		60.50	4039	102	302.50	Inv 7378 General Legal Advice
						4039	102	6.00	Inv 7378 Land Reg Search Fees
04/08/2022	Countrymans Contractors Ltd	BX181577	1,854.00		309.00	4256	303	1,545.00	Grass Cutting 7 of 12
04/08/2022	Countrymans Contractors Ltd	BX181817	352.50		58.75	8060	302	293.75	Saturday Bin Emptying
Subtotal Carried Forward:			21,133.61	0.00	1,643.31			19,490.30	

Date: 22/09/2022

Polegate Town Council

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Time: 16:44

Cashbook 1

User: JO

Current/Business Premium

Payments made between 09/07/2022 and 22/09/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
04/08/2022	PKF Littlejohn LLP	BX181853	1,560.00		260.00	4040	102	1,300.00	Annual Governance & Acc Return
04/08/2022		BX182049	25.00			560		25.00	Deposit Refund Cophall Plot 25
04/08/2022	Sussex Tree Surgeons	BX182109	516.00		86.00	8060	102	430.00	Emergency Works at Brightling
04/08/2022	Viking ta Office Depot Int UK	BX1834406	171.95		28.66	4031	102	143.29	Various Statonery Items
04/08/2022	Barclays Bank	DIRECT DEB	122.90			4056	102	122.90	Charges 13/06 - 12/07
05/08/2022	DFL Landscaping Supplies	BX182140	81.00		13.50	4220	302	67.50	Play grade chips for oakleaf
Total Payments:			23,610.46	0.00	2,031.47			21,578.99	

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
13/04/2022	EDF Energy	DIRECT DEB	566.95		94.49	4131	201	472.46	Electricity 49 High Street
14/04/2022	Staff Salaries Cash Book	BX909249	8,813.56			202		8,813.56	April Salaries
15/04/2022	Inland revenue	BX160616	3,683.04			4011	101	44.71	NI EEs (March)
						4001	101	342.40	Tax EEs (March)
						4003	101	13.60	Tax EEs (March)
						4000	101	1,527.02	Tax & NI EEs (March)
						4012	101	99.20	Tax & NI EEs (March)
						4002	101	38.46	NI EEs (March)
						4090	103	600.20	Tax EEs (March)
						4007	101	1,017.45	NI ERs (March)
15/04/2022	Wealden District Council	DIRECT DEB	670.50			4130	201	670.50	Rates 49-51 High Street
27/04/2022	BarclayCard	BARCLAYCA	216.72		36.12	4031	102	57.30	Toner for printer
						4016	101	70.00	Training Course Agendas/Minute
						4220	302	22.48	Filter for Air Purifier
						4220	302	14.17	Pefeo Resin Kit
						4220	302	2.49	Heavy Duty Door Bolt
						4220	302	14.16	24" Broom
29/04/2022	Reef Environmental Solutions	BX733875	93.58		15.60	4155	201	77.98	Waste Collection 49 High St
29/04/2022	East Sussex ALC Ltd	BX735689	2,040.49			4045	102	2,040.49	ESALC & NALC Subscription Fees
29/04/2022	Reef Environmental Solutions	BX735902	67.48		11.24	4155	201	56.24	Waste Collection 49 High St
29/04/2022	East Sussex County Council	BX735963	150.00			4240	302	150.00	Oakleaf Annual Lease
29/04/2022	Kent County Council	BX736233	231.52		38.59	4136	201	120.32	Photocopier Rental April-June
						4032	102	72.61	Photocopier CopyCh Dec-Mar
29/04/2022	Rialtas Business Solutions	BX738342	720.00		120.00	4105	104	600.00	Year End Closedown 2022
29/04/2022	SME IT Solutions Ltd	BX738698	142.21		23.71	4069	102	16.99	Inv 3334 Line Rental
						4070	102	34.99	Inv 3334 Broadband/Fibre
						4069	102	39.95	Inv 3334 SME Hosted Voice
						4069	102	2.97	Inv 3334 Telephone Number
						4069	102	3.99	Inv 3334 VOIP
Subtotal Carried Forward:			17,396.05	0.00	339.75			17,036.69	

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Mobex
						4069	102	0.13	Inv 3334 Call Charges
						4069	102	15.00	Inv 3334 Mobex One Off Charge
						4069	102	4.48	Inv 3334 SME Hosted Voice
29/04/2022	Mulberry & Co	BX738819	180.00		30.00	4010	102	150.00	Internal Audit 2021-22
29/04/2022	David Carden	BX738843	537.60			8060	101	537.60	HR Assistance
29/04/2022	SME IT Solutions Ltd	BX738975	2,212.39		368.73	8060	201	1,843.66	CCTV Part Payment 2 of 2
29/04/2022	Council HR & GovernanceSupport	BX740267	875.00			8060	101	875.00	HR & General Support
29/04/2022	Council HR & GovernanceSupport	BX740914	1,250.00			8060	101	1,250.00	Annual Subscription Fee
29/04/2022	PPL PRS Ltd	BX742033	88.05		14.67	4039	102	73.38	Annual Music Licence
29/04/2022	Surrey Hills Solicitors LLP	BX742069	891.00		147.50	8060	102	737.50	Fees re licence Countrybikes
						8060	102	6.00	Land Registry Search Fees
29/04/2022	Business Stream	DIRECT DEB	46.50			4133	201	46.50	Waste Water 49 High Street
03/05/2022	EDF Energy	DIRECT DEB	7.57		0.36	4131	201	7.21	Electricity 51 High Street
06/05/2022	SME IT Solutions Ltd	BX063661	803.09		133.85	4073	102	396.00	Computer Upgrades
						4146	201	166.64	Camera
						4146	201	49.96	Speakers
						4146	201	16.65	Surge Extn. Lead
						4146	201	39.99	POE
06/05/2022	RCD A&B Hailsham w	BX617230	126.00			4063	102	126.00	Hire of Hall for Annual Town
10/05/2022	Barclays Bank	DIRECT DEB	49.00			4056	102	49.00	Bank Charges 14Mar-12Apr22
12/05/2022		BX208740	30.00			4104	104	30.00	Wriggles & Giggles - Deposit
12/05/2022	Thomas Fattorini Ltd	BX208773	550.01		91.67	4093	103	458.34	Mayors Allow - Scroll & Frame
12/05/2022	Broxap Ltd	BX209120	7,269.60		1,211.60	8060	302	6,058.00	Youth Shelter
						349		-6,058.00	Youth Shelter
						6000	302	6,058.00	Youth Shelter
12/05/2022	SME IT Solutions Ltd	BX210643	481.14		80.19	4071	102	135.00	IT Services
						4036	102	11.30	IT Services
						4072	102	112.50	IT Services
						4072	102	17.60	IT Services
Subtotal Carried Forward:			32,793.00	0.00	2,418.32			30,250.13	

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4072	102	22.60	IT Services
						4037	102	9.99	IT Services
						4037	102	2.00	IT Services
						4071	102	70.00	IT Services
						4071	102	19.96	IT Services
12/05/2022	EDF Energy	DIRECT DEB	444.94		74.16	4131	201	370.78	Electricity E15594458041
13/05/2022	Information Commissioner's Off	DIRECT DEB	35.00			4039	102	35.00	Annual Subscription
13/05/2022	Information Commissioner's Off	DIRECT DEB	-35.00			4039	102	-35.00	Correction - entered wrong
13/05/2022	Information Commissioner's Off	DIRECT DEB	35.00			4039	102	35.00	Annual Subscription
15/05/2022	Inland revenue	BX869834	3,450.64			4011	101	47.77	Tax & NI EEs (April)
						4000	101	1,419.21	Tax & NI EEs (April)
						4012	101	437.55	Tax & NI EEs (April)
						4002	101	15.41	NI EEs (April)
						4003	101	383.33	Tax & NI EEs (April)
						4007	101	1,147.37	NI ERs (April)
15/05/2022	Wealden District Council	DD	1,404.00			4241	302	1,404.00	Dog Bins 31Mar22
15/05/2022	Wealden District Council	DIRECT DEB	674.00			4130	201	674.00	Rates 49-51 High Street
15/05/2022	Wealden District Council	VATCORREC	-1,404.00			4241	302	-780.00	Dog Bins 31Mar22 VAT Correctio
						4238	302	-624.00	Dog/Litter Bins 31Mar22
20/05/2022	SME IT Solutions Ltd	BX885334	129.38		21.57	4069	102	16.99	Inv 11497 Line Rental May
						4070	102	34.99	Inv 11497 Broadband/Fibre May
						4069	102	47.94	Inv 11497 SME Hosted Voice May
						4069	102	2.97	Inv 11497 Telephone Number May
						4069	102	3.99	Inv 11497 VOIP Mobex May
						4069	102	0.93	Inv 11497 Call Charges May
20/05/2022		BX886925	494.00			4220	302	494.00	Cover for maintenance person
20/05/2022	Eastbourne Electrical LLP	BX887504	154.02		25.67	4220	302	128.35	Electrical Works Clerk Room
20/05/2022	Europlants Ltd	BX887540	112.80		18.80	4258	303	94.00	Replacement Lamp Post Brackets
20/05/2022	Europlants Ltd	BX888401	49.51		8.25	4307	307	30.60	Maint & Watering Hailsham Beds
Subtotal Carried Forward:			38,337.29	0.00	2,566.77			35,759.86	

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4258	303	10.66	Winter monthly maint. Oct-May
20/05/2022		BX888781	150.00			4220	302	150.00	8" Gate post Coppal Allotments
20/05/2022	Streetlights	BX889658	780.00		130.00	4282	305	650.00	Lighting Repairs
20/05/2022	New Timber Land Management	BX889687	480.00		80.00	8060	102	400.00	Emergency TreeWorksBrightling
20/05/2022	Lewes District Council	BX891444	54.00		9.00	4243	302	45.00	Play Area Inspections May 2022
20/05/2022	Lewes District Council	BX892832	54.00		9.00	4243	302	45.00	Play Area Inspections June 22
20/05/2022	Viking ta Office Depot Int UK	BX893848	560.93		93.49	4031	102	467.44	Office Equipment
20/05/2022	Viking ta Office Depot Int UK	BX894962	77.40		12.90	4031	102	64.50	Office Equipment
20/05/2022	PJ Skips	BX905734	360.00		60.00	4220	302	300.00	Skip 49 High Street
20/05/2022	PJ Skips	BX911500	318.00		53.00	4220	302	265.00	Skip for Wannock Rd Rec
20/05/2022	HSBC UK Bank plc	BX938468	1.00			1010	104	1.00	Transferred to prevent Dorment
20/05/2022	Castle Water Ltd	DIRECT DEB	676.03			4272	304	676.03	Water Supply Allotments
25/05/2022		DC-REFUND	-494.00			4220	302	-494.00	Refund of overpayment
26/05/2022	Council HR & GovernanceSupport	BX435131	570.00			8060	101	570.00	Recruitment/Redund
26/05/2022	Europlants Ltd	BX436038	2,524.44		420.74	4258	303	2,103.70	Summer Seasonal Planting
26/05/2022	Reef Environmental Solutions	BX436174	92.32		15.39	4155	201	76.93	Wheelie Bin PTC Offices
26/05/2022	SME IT Solutions Ltd	BX437636	494.70		82.45	4071	102	135.00	Inv 11564 Tel Tech Support
						4036	102	11.30	Inv 11564 365 Office
						4072	102	112.50	Inv 11564 Msoft 365 Outlook
						4072	102	17.60	Inv 11564 Office 365 E3
						4036	102	22.60	Inv 11564 Msoft Project Plan 3
						4072	102	11.30	Inv 11564 Msoft Visio Plan 2
						4037	102	9.99	Inv 11564 WordPress Prof Hosti
						4037	102	2.00	Inv 11564 Domain Name Parking
						4071	102	70.00	Inv 11564 Datto File Protect
Subtotal Carried Forward:			45,036.11	0.00	3,532.74			41,483.41	

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4071	102	19.96	Inv 11564 Datto Cloud Protecti
26/05/2022	Surrey Hills Solicitors LLP	BX438438	132.00		22.00	8060	102	110.00	Services Re Countrybikes Licen
26/05/2022	Surrey Hills Solicitors LLP	BX439230	1,248.00		207.00	4039	102	1,041.00	General Legal Advice
26/05/2022	GDPR-INFO Ltd	BX441146	500.00			4039	102	500.00	GDPR Services
26/05/2022	Echo Cleaning	BX445212	120.00		20.00	4004	201	100.00	Office Cleaning
27/05/2022	BarclayCard	BARCLAYCA	941.87		124.53	4016	101	120.00	Staff Training - Various
						4046	102	11.15	Publications - Books
						4220	302	-22.48	Blue Air Filter - Refund
						4220	302	22.48	Blue Air Filter
						4146	201	175.94	Office Equipment
						4045	102	320.00	Subscriptions - Survey Monkey
						4103	104	144.99	Green Canopy Plaque
						4016	101	-30.00	Staff Training - Cancelled
						4016	101	-30.00	Staff Training - Cancelled
						4220	302	23.40	Sand & Cement - Wannock Rec
						4220	302	9.20	Glue PTC Office
						4220	302	6.00	Bin for Pavilion
						4220	302	66.66	2xLED Lights
31/05/2022	EDF Energy	DIRECT DEB	29.00			4131	201	29.00	Electricity - PTC 51 High St
31/05/2022	Staff Salaries Cash Book	Transfer	13,482.99			202		13,482.99	Salaries - May 22
01/06/2022	Countrymans Contractors Ltd	BX094779	488.27		81.38	4223	302	406.89	Rec Ground&Open Spaces May 22
01/06/2022	Countrymans Contractors Ltd	BX096060	282.00		47.00	8060	302	235.00	Bins - May 22
01/06/2022	Countrymans Contractors Ltd	BX097739	1,854.00		309.00	4256	303	1,545.00	Urban Cut 4of12
01/06/2022	Kingdom Services Group Ltd	BX098522	538.20		89.70	4500	205	448.50	Inv 4730KCL - Toilet Clean
01/06/2022	Countrymans Contractors Ltd	DIRECT DEB	1,854.00		309.00	4256	303	1,545.00	Urban Cutting wc 09.05.22
01/06/2022	Countrymans Contractors Ltd	DIRECT DEB	-1,854.00		-309.00	4256	303	-1,545.00	Entry Error
08/06/2022	Business Stream	DIRECT DEB	50.76			4133	201	50.76	Waste Services - PTC Offices
08/06/2022	Barclays Bank	DIRECT DEB	47.50			4056	102	47.50	Bank Charges 13Apr-12May22
10/06/2022	Inland revenue	BX786254	3,234.15			4011	101	220.28	SG TAX & NI
						4000	101	1,221.12	Tax and NI
Subtotal Carried Forward:			67,984.85	0.00	4,433.35			61,758.75	

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

						Nominal Ledger Analysis			
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4012	101	244.68	Tax & NI
						4002	101	15.41	Tax and NI ees
						4003	101	346.13	Litter DSO (cant be split)
						4019	101	105.80	TAX
						4011	101	8.73	RD NI
						4007	101	1,072.00	Tax and NI ees and ers
10/06/2022	Nest pension scheme	DIRECT DEB	637.88			4008	101	273.38	Pensions Employer - May 22
						4000	101	181.18	Pensions Employee - May 22
						4012	101	67.78	Pensions Employee - May 22
						4011	101	35.55	Pensions Employee - May 22
						4022	101	79.99	Pensions Employee - May 22
14/06/2022	Nest pension scheme	DD	634.30			4000	101	173.74	Nest Pensions June 22
						4012	101	67.78	Nest Pensions June 22
						4022	101	65.91	Nest Pensions June 22
						4011	101	55.02	Nest Pensions June 22
						4008	101	271.85	Nest Pensions June 22
14/06/2022	Castle Water Ltd	DIRECT DEB	82.09			4132	201	82.09	Water Services - PTC Offices
15/06/2022	Wealden District Council	DIRECT DEB	674.00			4130	201	674.00	Wealden District Council
15/06/2022	Staff Salaries Cash Book	June Sal	8,188.45			202		8,188.45	June Salaries all staff
20/06/2022	Public works Loan Board	DIRECT DEB	2,786.60			4162	201	2,294.85	PWLB - Capital
						4163	201	491.75	PWLB - Interest
22/06/2022	Countrymans Contractors Ltd	BX765993	352.50		58.75	4220	302	293.75	Bins-Apr22 - SI-3444
22/06/2022	Kingdom Services Group Ltd	BX785767	538.20		89.70	4235	302	448.50	High Street Toilet Cleaning
22/06/2022	Kingdom Services Group Ltd	BX786044	538.20		89.70	4500	205	448.50	High Street Toilet Cleaning
22/06/2022	Europlants Ltd	BX786399	1,033.26		172.21	4258	303	861.05	Summer Seasonal Maint. June 22
22/06/2022	Countrymans Contractors Ltd	BX786647	488.27		81.38	4223	302	406.89	Rec Grnd + Open Spaces 3441
22/06/2022	Europlants Ltd	BX787442	152.40		25.40	4258	303	127.00	3 prs Scroll Lamp
Subtotal Carried Forward:			84,091.00	0.00	4,950.49			79,013.51	

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									Post Bracket
22/06/2022	G M Monk Ltd	BX788071	315.00		52.50	4220	302	262.50	Portable Appliance Testing
22/06/2022	Lewes District Council	BX788561	54.00		9.00	4243	302	45.00	Play Inspections
22/06/2022	Initial UK Ltd	BX788986	27.40		4.57	4154	201	22.83	Hygiene Units
22/06/2022	Initial UK Ltd	BX789190	27.40		4.57	4154	201	22.83	Hygiene Units
22/06/2022	Initial UK Ltd	BX789969	27.40		4.57	4154	201	22.83	Hygiene Units
22/06/2022	SME IT Solutions Ltd	BX790155	494.70		82.45	4071	102	135.00	IT Services
						4036	102	11.30	IT Services
						4072	102	112.50	IT Services
						4072	102	17.60	IT Services
						4036	102	22.60	IT Services
						4072	102	11.30	IT Services
						4037	102	9.99	IT Services
						4037	102	2.00	IT Services
						4071	102	70.00	IT Services
						4071	102	19.96	IT Services
22/06/2022	Reef Environmental Solutions	BX790539	76.07		12.68	4155	201	63.39	General Waste Bins PTC Offices
22/06/2022	Viking ta Office Depot Int UK	BX791054	22.67		3.78	4146	201	18.89	Microsoft Keyboard
22/06/2022	Sussex Tree Surgeons	BX791573	594.00		99.00	8060	302	495.00	Tree Works - Fell Ash & Remove
22/06/2022	Wicksteed Leisure Ltd	BX791976	130.32		21.72	4242	302	108.60	Turnstile for - Wannock Rec
22/06/2022	Echo Cleaning	BX794504	120.00		20.00	4004	201	100.00	Office Cleaning 03.05.2022
27/06/2022	BarclayCard	BARCLAYCA	852.00		140.17	4220	302	11.84	Essco - Petrol for strimmer
						4220	302	10.99	Halfords - Grease - Turnstile
						4220	302	20.83	Wickes - Tree Planting Bark
						4504	205	97.05	Eco Air Freshner Unit
						4104	104	390.00	Four Jays Ltd - Toilets
						4104	104	48.32	Amazon - Shelter Side Panels
						4104	104	110.32	Amazon - Coleman Gazebo
						4220	302	22.48	Amazon - Air Purifier
27/06/2022	Kingdom Services Group Ltd	BX245371	726.61		121.10	4004	201	605.51	Inv-SI/230372 Chambers Clean
27/06/2022	Kingdom Services Group Ltd	BX245697	450.52		75.09	4004	201	375.43	Inv-SI/230371
Subtotal Carried Forward:			88,009.09	0.00	5,601.69			82,031.97	

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Office Clean
27/06/2022	Kingdom Services Group Ltd	BX247019	538.20		89.70	4500	205	448.50	Inv-004157KCL - Toilet Clean
27/06/2022	EDF Energy	DIRECT DEB	323.23		15.39	4131	201	307.84	Inv-E15594458042 - Electricity
27/06/2022	EDF Energy	DIRECT DEB	323.23		15.39	4131	201	307.84	Electricity - PTC 49 High St
27/06/2022	EDF Energy	DIRECT DEB	-323.23		-15.39	4131	201	-307.84	Correction entered twice
27/06/2022	EDF Energy	DIRECT DEB	323.23		15.39	4131	201	307.84	Inv-15594458042
27/06/2022	EDF Energy	REVERSAL	-323.23		-15.39	4131	201	-307.84	PAYMENT ENTERED 3 TIMES IN ERR
28/06/2022	Wealden District Council	DIRECT DEB	1,482.00		247.00	4241	302	1,235.00	Dog Bins 1Apr-30Jun22
30/06/2022	EDF Energy	DD	29.00			4131	201	29.00	Electricity PTC Offices
02/07/2022	EDF Energy	DIRECT DEB	29.00			4131	201	29.00	DD as smart meter fail - 51
04/07/2022	Barclays Bank	DC	8.50			4056	102	8.50	Bank Charges 13May-12Jun22
07/07/2022	Rialtas Business Solutions	374587	474.00		79.00	4105	104	395.00	Inv SM25904 - Support & Maint
07/07/2022	Streetlights	376398	49.50		8.25	4282	305	41.25	Column G Light Adjustment
07/07/2022	Countrymans Contractors Ltd	BX368035	3,708.00		618.00	4256	303	3,090.00	SI-3507 U/GrassCutting 5&6of12
07/07/2022	Countrymans Contractors Ltd	BX369019	3,708.00		618.00	4256	303	3,090.00	SI-3440 U/Gass Cutting 2&3of12
07/07/2022	Countrymans Contractors Ltd	BX369073	282.00		47.00	8060	302	235.00	Inv SI-3510 Bins
07/07/2022	Europlants Ltd	BX370185	1,033.26		172.21	4258	303	861.05	Inv 26340 Summer Maint Jul22
07/07/2022	Europlants Ltd	BX370442	36.72		6.12	4307	307	30.60	Monthly Maint & Water F/Beds
07/07/2022	Initial UK Ltd	BX370499	27.40		4.57	4154	201	22.83	Hygiene Units
07/07/2022	Europlants Ltd	BX371315	36.72		6.12	4307	307	30.60	Monthly Maint & Water F/Beds
07/07/2022	Fields In Trust	BX371872	65.00			4045	102	65.00	Membership (July 2022)
07/07/2022	Initial UK Ltd	BX372072	27.40		4.57	4154	201	22.83	Hygiene Units
07/07/2022	Initial UK Ltd	BX372941	27.40		4.57	4154	201	22.83	Hygiene Units
07/07/2022	Kingdom Services Group Ltd	BX374314	538.20		89.70	4500	205	448.50	Inv 6523KCL-High Street Toilet
07/07/2022	SME IT Solutions Ltd	BX375777	118.80		19.80	4037	102	99.00	Inv 11797 - Domain Renewal
07/07/2022	SME IT Solutions Ltd	BX376121	155.47		25.91	4069	102	16.99	Line Rental

Subtotal Carried Forward:

100,706.89

0.00

7,657.60

92,936.72

Current/Business Premium

Payments made between 13/04/2022 and 10/07/2022

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4070	102	34.99	Superfast Fibre
						4069	102	47.94	SME Hosted Voice
						4069	102	2.97	Tel No
						4069	102	3.99	SME Volp
						4069	102	0.61	Call Charges
						4069	102	15.00	Connection per Extn
						4069	102	7.07	Monthly Costs Inc
07/07/2022	SME IT Solutions Ltd	BX377805	481.14		80.19	4071	102	135.00	Remote/Tel Tech Support
						4036	102	11.30	365 Outlook Office Suite
						4072	102	112.50	365 Business Basic
						4072	102	17.60	365 Office Exchange Online
						4036	102	22.60	Project Plan
						4037	102	9.99	Business Prof. Hosting
						4037	102	2.00	Domain Name Monthly
						4071	102	70.00	Datto File Protection
						4071	102	19.96	Datto Cloud Protection
07/07/2022	Viking ta Office Depot Int UK	BX377852	98.68		16.45	4031	102	82.23	Stationery
07/07/2022	Streetlights	BX378419	5,900.72		983.45	4281	305	4,917.27	Street Lighting Maint Con 1of2
07/07/2022	PJ Skips	BX378491	360.00		60.00	4220	302	300.00	Inv OUT-30378
07/07/2022	New Leaf Tree Surgery	BX380420	950.00			8060	102	950.00	Inv 1754 - Hedge Renovation
07/07/2022		BX382373	50.00			4104	104	50.00	Re-imburement - Face Painter
07/07/2022	Saxon Design Services Ltd	BX384773	48.10		8.02	4104	104	40.08	Saxon Design Services Ltd
07/07/2022	Very Magic	BX385962	67.75			4093	103	67.75	Magician - Deposit
07/07/2022	VeryMagic	BX385962	1.00			4093	103	1.00	Deposit correction extra £1
08/07/2022	Countrymans Contractors Ltd	BX370108	488.27		81.38	4223	302	406.89	Inv SI-3508 - w/c 13/6&20/6/22
08/07/2022	Corin Dudley Elec Services Ltd	BX379414	358.20		59.70	4220	302	298.50	Inv 28878 - Elec Works
Total Payments:			109,510.75	0.00	8,946.79			100,563.96	

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 1 - Current/Business Premium**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/07/2022	1	50,000.00
Business Premium Account	31/07/2022	1	722,884.23
			772,884.23
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/03/2020 109077 Petty Cash		76.46	
01/02/2022 BX640689 Initial UK Ltd		3.35	
25/02/2022 109081 Royal British Legion		25.00	
			104.81
			772,779.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			772,779.42
		Balance per Cash Book is :-	772,779.42
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 2 - Tracker Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker Account	31/07/2022	1	128,177.07
			128,177.07
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			128,177.07
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			128,177.07
		Balance per Cash Book is :-	128,177.07
		Difference is :-	0.00

**Bank Reconciliation Statement as at 01/07/2022
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash Account	31/07/2022	0	120.60
			120.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/09/2020 603 Post Office		2.00	
29/09/2020 604 Post Office		7.50	
06/10/2020 605 Window Cleaner		14.00	
06/10/2020 606 Timpsons		21.00	
03/11/2020 607 Window Cleaner		14.00	
05/05/2021 608 Post Office		2.25	
22/06/2021 609 On the Go		2.15	
18/08/2021 610 Homebase		11.80	
10/06/2022 611 Post Office		2.35	
24/06/2022 612 Post Office		2.35	
			79.40
			41.20
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			41.20
		Balance per Cash Book is :-	120.60
		Difference is :-	-79.40

**Bank Reconciliation Statement as at 31/07/2022
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	31/07/2022	0	0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 5 - Current/Business Premium HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC deposit Account	31/07/2022	1	85,125.92
			85,125.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			85,125.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			85,125.92
		Balance per Cash Book is :-	85,125.92
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 6 - NatWest deposit A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Reserve Account	31/07/2022	1	85,121.99
			85,121.99
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			85,121.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			85,121.99
		Balance per Cash Book is :-	85,121.99
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 02/08/2022

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Employee costs								
1042 Sponsorship Litter Picker	0	0	1,135	1,135			0.0%	
Employee costs :- Income	0	0	1,135	1,135			0.0%	0
4000 Town Clerk	46,519	14,761	47,665	32,904		32,904	31.0%	
4001 Administration Assistant	12,308	0	0	0		0	0.0%	
4002 Maintenance	10,937	3,742	11,271	7,529		7,529	33.2%	
4003 Litter Picker	6,776	5,919	10,625	4,706	2,112	2,594	75.6%	
4005 Overtime	7,000	(106)	2,000	2,106		2,106	(5.3%)	
4007 NI (ER's)	7,722	2,219	6,700	4,481		4,481	33.1%	
4008 Pension ER's contributions	2,135	1,105	2,300	1,195		1,195	48.0%	
4009 Payroll	1,300	(54)	1,000	1,054		1,054	(5.4%)	
4011 Finance Old post	11,856	4,320	16,508	12,188		12,188	26.2%	
4012 Facilities & Events (old finan	12,246	6,925	20,334	13,409		13,409	34.1%	
4013 Modern Apprentice	0	513	10,000	9,487		9,487	5.1%	
4014 Consultancy/Locum Clerk	3,773	0	4,000	4,000	1,660	2,340	41.5%	
4015 Travelling expenses (parks)	70	(37)	500	537		537	(7.3%)	
4016 Training Exps inc course fees	2,000	(680)	2,000	2,680	232	2,448	(22.4%)	
4019 Projects Assistant	0	395	6,349	5,954		5,954	6.2%	
4022 Democratic Services	0	2,970	10,565	7,595		7,595	28.1%	
4023 Inspector	0	0	3,733	3,733		3,733	0.0%	
8060 Misc Resolved Gen Reserves & c	7,552	8,864	0	(8,864)	150	(9,014)	0.0%	
Employee costs :- Indirect Expenditure	132,194	50,856	155,550	104,694	4,154	100,541	35.4%	0
Net Income over Expenditure	(132,194)	(50,856)	(154,415)	(103,559)				
102 Administration								
1009 Bank Loyalty Discount	174	34	200	166			17.0%	
1060 Miscellaneous Income	1	0	0	0			0.0%	
Administration :- Income	175	34	200	166			17.0%	0
4010 Internal Auditor	(172)	(50)	700	750		750	(7.1%)	
4030 Postage	50	16	500	484		484	3.3%	
4031 Stationery	1,299	873	1,500	627		627	58.2%	
4032 Photocopier copy charges	462	73	1,500	1,427		1,427	4.8%	
4035 Computer consumables	136	0	300	300		300	0.0%	
4036 Office IT equip't inc antiviru	700	(110)	700	810		810	(15.7%)	
4037 Website	126	159	350	191		191	45.4%	
4039 Legal fees	3,567	1,958	5,000	3,042		3,042	39.2%	
4040 Audit Fees (external audit)	1,300	1,300	1,600	300		300	81.3%	
4043 Insurance Premiums	4,865	5,057	5,000	(57)		(57)	101.1%	
4044 Insurance Tree Survey	360	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 02/08/2022

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Subscriptions	3,317	2,867	3,200	333		333	89.6%	
4046 Publications	190	11	200	189		189	5.6%	
4047 Advertising	0	0	100	100		100	0.0%	
4049 Tree Works	1,500	675	1,500	825		825	45.0%	
4050 Town Council Elections	0	0	5,500	5,500		5,500	0.0%	
4053 Refreshments	0	0	250	250		250	0.0%	
4056 Bank/Barclaycard charges	707	228	1,000	772		772	22.8%	
4059 First Aid	0	0	150	150		150	0.0%	
4062 Newsletter Production	0	0	500	500		500	0.0%	
4063 Hire of Halls	176	126	300	174		174	42.0%	
4069 Office telephones	763	332	800	468		468	41.5%	
4070 Broadband/Internet	420	140	500	360		360	28.0%	
4071 IT Services incl backups	2,052	1,125	3,200	2,075	120	1,955	38.9%	
4072 IT costs office 365	1,363	696	1,700	1,004		1,004	40.9%	
4073 IT reserve for new machines	700	(304)	700	1,004	20	984	(40.6%)	
8060 Misc Resolved Gen Reserves & c	2,569	2,634	0	(2,634)	1,390	(4,023)	0.0%	
Administration :- Indirect Expenditure	26,447	17,805	37,250	19,445	1,530	17,915	51.9%	0
Net Income over Expenditure	(26,273)	(17,771)	(37,050)	(19,279)				
103 Town Councillors								
1006 Mayor's Charity Fund	0	93	0	(93)			0.0%	
Town Councillors :- Income	0	93	0	(93)				0
4090 Councillors' allowances	6,431	0	7,000	7,000		7,000	0.0%	
4091 Councillors' expenses	0	0	500	500		500	0.0%	
4092 Councillors' training	80	0	1,000	1,000		1,000	0.0%	
4093 Mayor's allowance Civic Duties	2,000	(706)	2,000	2,706		2,706	(35.3%)	
Town Councillors :- Indirect Expenditure	8,511	(706)	10,500	11,206	0	11,206	(6.7%)	0
Net Income over Expenditure	(8,511)	798	(10,500)	(11,298)				
104 General Administration								
1010 Investment Income	117	113	500	387			22.5%	
1076 Precept	354,402	183,743	367,485	183,743			50.0%	
General Administration :- Income	354,519	183,855	367,985	184,130			50.0%	0
4100 Grants to other Organisations	850	300	1,000	700		700	30.0%	
4103 Public Info event(s)	126	145	1,000	855		855	14.5%	
4104 Events	0	669	1,000	331		331	66.9%	
4105 Finance Software	1,000	382	1,200	818		818	31.8%	
8060 Misc Resolved Gen Reserves & c	0	0	0	0	2,420	(2,420)	0.0%	
General Administration :- Indirect Expenditure	1,976	1,496	4,200	2,704	2,420	284	93.2%	0
Net Income over Expenditure	352,543	182,359	363,785	181,426				
6001 less Transfer to EMR	20	0						

Detailed Income & Expenditure by Budget Heading 02/08/2022

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	352,522	182,359						
201 Council Offices								
1000 Hire of Chamber	(40)	0	0	0			0.0%	
1060 Miscellaneous Income	10,896	0	0	0			0.0%	
Council Offices :- Income	10,856	0	0	0				0
4004 Cleaning contract ex staff	0	1,381	4,500	3,119		3,119	30.7%	
4130 Council Tax	6,737	2,693	8,500	5,808		5,808	31.7%	
4131 Electricity	2,681	922	2,300	1,378		1,378	40.1%	
4132 Water charges	267	82	550	468		468	14.9%	
4133 Sewerage	167	97	550	453		453	17.7%	
4136 Photocopier - lease	481	0	810	810		810	0.0%	
4139 Window Cleaning	0	28	300	272		272	9.3%	
4140 Alarm Maintenance	353	122	1,800	1,678		1,678	6.8%	
4141 Fire Precautions	235	0	440	440		440	0.0%	
4142 Other Maintenance	0	0	600	600		600	0.0%	
4146 Other Office Equipment	630	627	1,250	623	600	23	98.2%	
4154 Housekeeping San bins 49 & gar	218	163	380	217		217	42.8%	
4155 Refuse Collecting	641	334	1,300	966		966	25.7%	
4162 PWLB - Capital	4,403	2,295	4,654	2,359		2,359	49.3%	
4163 PWLB- Interest	1,170	492	919	427		427	53.5%	
8060 Misc Resolved Gen Reserves & c	7,899	151	0	(151)		(151)	0.0%	
Council Offices :- Indirect Expenditure	25,881	9,386	28,853	19,467	600	18,867	34.6%	0
Net Income over Expenditure	(15,024)	(9,386)	(28,853)	(19,467)				
202 51 High Street								
1005 51 High Street Rent R'ved	90	0	0	0			0.0%	
51 High Street :- Income	90	0	0	0				0
4170 51 High Street - expenditure	200	0	800	800		800	0.0%	
51 High Street :- Indirect Expenditure	200	0	800	800	0	800		0
Net Income over Expenditure	(110)	0	(800)	(800)				
203 The Pavilion								
1030 Rental Income-Pavilion	820	0	0	0			0.0%	
1060 Miscellaneous Income	84	0	0	0			0.0%	
The Pavilion :- Income	904	0	0	0				0
4179 Pavilion Insurance (CIC)	1,200	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 02/08/2022

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 Pavilion Electricity	2,300	0	0	0		0	0.0%	
4181 Pavilion water	600	0	0	0		0	0.0%	
4182 Pavilion sewerage	500	0	0	0		0	0.0%	
4186 Pavilion - fire precautions	300	0	0	0		0	0.0%	
4187 Pavilion - Refuse	551	0	0	0		0	0.0%	
4188 Pavilion Sani bins	178	0	0	0		0	0.0%	
The Pavilion :- Indirect Expenditure	5,629	0	0	0	0	0		0
Net Income over Expenditure	(4,725)	0	0	0				
<u>204 Wannock Office</u>								
1060 Miscellaneous Income	6,282	0	0	0			0.0%	
Wannock Office :- Income	6,282	0	0	0				0
4190 Wannock Office Electrictiy	800	0	0	0		0	0.0%	
4192 Wannock Office Sewage	750	0	0	0		0	0.0%	
4193 Wannock Office Council Tax	1,848	0	0	0		0	0.0%	
4195 Wannock Office Maintenance inc	361	0	0	0		0	0.0%	
4196 Wannock Office Fire Precaution	180	0	0	0		0	0.0%	
4197 Wannock grounds Maintenance	7,247	0	0	0		0	0.0%	
4198 PWMRG CIC Grant (Interim)	2,049	25,152	25,152	0		0	100.0%	
8060 Misc Resolved Gen Reserves & c	3,189	29	0	(29)		(29)	0.0%	
Wannock Office :- Indirect Expenditure	16,422	25,181	25,152	(29)	0	(29)	100.1%	0
Net Income over Expenditure	(10,141)	(25,181)	(25,152)	29				
<u>205 High Street Toilets</u>								
1035 High St Toilets Community Sche	1,234	617	1,234	617			50.0%	
1060 Miscellaneous Income	572	0	0	0			0.0%	
High Street Toilets :- Income	1,806	617	1,234	617			50.0%	0
4500 Toilets High St - Cleaning	4,934	1,794	7,000	5,206		5,206	25.6%	
4501 Toilets High St - Maintenance	0	0	250	250		250	0.0%	
4504 Toilets High St - Other	0	97	310	213		213	31.3%	
High Street Toilets :- Indirect Expenditure	4,934	1,891	7,560	5,669	0	5,669	25.0%	0
Net Income over Expenditure	(3,128)	(1,274)	(6,326)	(5,052)				
<u>301 Town Centre and Community Safe</u>								
4201 CCTV costs	3,186	(1)	3,500	3,501		3,501	0.0%	
Town Centre and Community Safe :- Indirect Expenditure	3,186	(1)	3,500	3,501	0	3,501	0.0%	0
Net Expenditure	(3,186)	1	(3,500)	(3,501)				

Detailed Income & Expenditure by Budget Heading 02/08/2022

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Recreation Grounds								
1022 Brightling Road lease	120	0	120	120			0.0%	
1060 Miscellaneous Income	599	100	0	(100)			0.0%	
1061 S106 funding	300,198	0	0	0			0.0%	
Recreation Grounds :- Income	300,917	100	120	20			83.3%	0
4220 General Maintenance	8,979	4,067	9,000	4,933	4,334	599	93.3%	
4221 Recreation ground - water	350	0	390	390		390	0.0%	
4223 Grounds Maintenance	3,000	1,367	3,400	2,033		2,033	40.2%	
4230 Skate Park	43,786	0	3,000	3,000		3,000	0.0%	
4235 Toilets	7,001	449	0	(449)		(449)	0.0%	
4238 Litter Bins	1,690	(624)	3,500	4,124		4,124	(17.8%)	
4240 Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241 Dog Bins	2,600	1,859	2,600	741		741	71.5%	
4242 Playground Equipment	0	109	2,000	1,891		1,891	5.4%	
4243 Safety Inspections	639	225	1,500	1,275		1,275	15.0%	
8060 Misc Resolved Gen Reserves & c	12,110	10,689	0	(10,689)	11,308	(21,997)	0.0%	6,058
Recreation Grounds :- Indirect Expenditure	80,305	18,290	25,540	7,250	15,642	(8,392)	132.9%	6,058
Net Income over Expenditure	220,612	(18,190)	(25,420)	(7,230)				
6000 plus Transfer from EMR	44,015	6,058						
6001 less Transfer to EMR	300,198	0						
Movement to/(from) Gen Reserve	(35,572)	(12,132)						
303 Highways								
1051 Urban Grasscutting Income	3,013	3,073	3,073	0			100.0%	
Highways :- Income	3,013	3,073	3,073	0			100.0%	0
4256 Urban grasscutting	22,000	9,315	25,310	15,995		15,995	36.8%	
4257 Bench provisions - highways	1,000	(1,000)	0	1,000	3,747	(2,747)	0.0%	
4258 Flower Beds	6,710	4,929	6,000	1,071		1,071	82.2%	
4259 Council Gardens - office	650	0	650	650		650	0.0%	
4263 Bulb Planting	0	0	1,000	1,000		1,000	0.0%	
8060 Misc Resolved Gen Reserves & c	5,176	0	0	0		0	0.0%	
Highways :- Indirect Expenditure	35,536	13,244	32,960	19,716	3,747	15,969	51.6%	0
Net Income over Expenditure	(32,523)	(10,171)	(29,887)	(19,716)				
6000 plus Transfer from EMR	1,235	0						
Movement to/(from) Gen Reserve	(31,288)	(10,171)						

Detailed Income & Expenditure by Budget Heading 02/08/2022

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
304 Allotments								
1070 Allotment Fees	1,661	0	2,080	2,080			0.0%	
1072 Gosford Way Allotments	108	0	175	175			0.0%	
Allotments :- Income	1,769	0	2,255	2,255			0.0%	0
4270 Allotments - maintenance	600	0	600	600		600	0.0%	
4271 Allotments - improvements	351	(350)	350	700		700	(100.0%)	
4272 Allotments - water	650	511	680	169		169	75.2%	
4273 Allotment - rent of land Gosfo	54	(109)	175	284		284	(62.3%)	
4274 Allotment Grounds maintenance	600	(179)	600	779		779	(29.8%)	
8060 Misc Resolved Gen Reserves & c	598	0	0	0		0	0.0%	
Allotments :- Indirect Expenditure	2,854	(127)	2,405	2,532	0	2,532	(5.3%)	0
Net Income over Expenditure	(1,085)	127	(150)	(277)				
305 Street Lighting								
1060 Miscellaneous Income	41	0	0	0			0.0%	
Street Lighting :- Income	41	0	0	0				0
4280 Street Light - energy	9,100	(9,100)	9,600	18,700		18,700	(94.8%)	
4281 Street Light - Maintenance	9,835	4,917	10,400	5,483		5,483	47.3%	
4282 Street Light - new works/impro	3,047	691	8,500	7,809	1,350	6,459	24.0%	
4286 Christmas decorations	11,790	0	12,600	12,600		12,600	0.0%	
4287 Additional Christmas Decoratio	4,000	0	2,000	2,000		2,000	0.0%	
Street Lighting :- Indirect Expenditure	37,771	(3,491)	43,100	46,591	1,350	45,241	(5.0%)	0
Net Income over Expenditure	(37,730)	3,491	(43,100)	(46,591)				
6000 plus Transfer from EMR	368	0						
Movement to/(from) Gen Reserve	(37,362)	3,491						
306 Prize and Prize Giving								
4096 Remembrance Wreath	30	(35)	30	65		65	(116.7%)	
Prize and Prize Giving :- Indirect Expenditure	30	(35)	30	65	0	65	(116.7%)	0
Net Expenditure	(30)	35	(30)	(65)				
307 The Polegate Partnership								
1040 SponsorFlower Beds Hailsham Rd	750	0	1,000	1,000			0.0%	
The Polegate Partnership :- Income	750	0	1,000	1,000			0.0%	0
4306 Replace Hailsham Rd Beds	0	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 02/08/2022

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4307 Hailsham Flowers Maintenance	557	153	500	347		347	30.6%	
The Polegate Partnership :- Indirect Expenditure	<u>557</u>	<u>153</u>	<u>1,000</u>	<u>847</u>	<u>0</u>	<u>847</u>	<u>15.3%</u>	<u>0</u>
Net Income over Expenditure	<u>193</u>	<u>(153)</u>	<u>0</u>	<u>153</u>				
<u>401 The Planning Committee</u>								
4320 Planning Committee - Halls	0	0	200	200		200	0.0%	
The Planning Committee :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(200)</u>	<u>(200)</u>				
Grand Totals:- Income	681,120	187,772	377,002	189,230			49.8%	
Expenditure	382,432	133,941	378,600	244,659	29,442	215,217	43.2%	
Net Income over Expenditure	<u>298,688</u>	<u>53,830</u>	<u>(1,598)</u>	<u>(55,428)</u>				
plus Transfer from EMR	45,617	6,058						
less Transfer to EMR	300,219	0						
Movement to/(from) Gen Reserve	<u>44,087</u>	<u>59,888</u>						

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	Council Office Mntce Fund	22,115.00		22,115.00
321	Recreation Fund	0.00		0.00
322	Town Election/Poll/Referendum	16,657.00		16,657.00
323	Polegate Town Map Fund	0.00		0.00
324	Elections Fund	23,337.00		23,337.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	700.00		700.00
329	Other Office Equipment	0.00		0.00
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	8,514.21		8,514.21
332	Bus shelter reserve	0.00		0.00
333	Diamond Jubilee Reserve	0.00		0.00
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	136,959.31		136,959.31
336	Legals/fencing re s/water	0.00		0.00
337	High Street Toilets Reserve	0.00		0.00
338	Hailsham Beds Reserve	1,398.54		1,398.54
339	Office Alterations Reserve	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	2,025.55		2,025.55
342	S106 funds	266,183.25		266,183.25
343	Tree Audit	0.00		0.00
344	Play Equipment	4,000.00		4,000.00
345	Flower Bulbs EMR	0.05		0.05
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	3,344.00		3,344.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	204,118.21	-6,058.00	198,060.21
350	Picnic Benches	788.00		788.00
351	Skate Park	9,675.00		9,675.00
352	Overtime	1,036.27		1,036.27
353	Polegate Community Library	51,000.00		51,000.00
354	New air con unit	1,220.00		1,220.00
355	Christmas Lights (new)	1,750.00		1,750.00
356	Bins	5,250.00		5,250.00
		802,831.59	-6,058.00	796,773.59

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			3,185.60	
200	Current/Business Premium			772,779.42	
201	Tracker Account			128,177.07	
203	HSBC Deposit A/C			85,125.92	
204	NatWest deposit A/C			85,121.99	
210	Petty Cash			120.60	
310	General reserves				204,122.36
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				23,337.00
328	Office IT Equipment Reserve				700.00
331	Brightling Reserve				8,514.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				136,959.31
338	Hailsham Beds Reserve				1,398.54
339	Office Alterations Reserve				26,165.00
341	Staff - Consultant/Temporary				2,025.55
342	S106 funds				266,183.25
344	Play Equipment				4,000.00
345	Flower Bulbs EMR				0.05
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				3,344.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				198,060.21
350	Picnic Benches				788.00
351	Skate Park				9,675.00
352	Overtime				1,036.27
353	Polegate Community Library				51,000.00
354	New air con unit				1,220.00
355	Christmas Lights (new)				1,750.00
356	Bins				5,250.00
560	Deposits Held				4,460.00
1006	Mayor's Charity Fund	103	Town Councillors		92.50
1009	Bank Loyalty Discount	102	Administration		34.05
1010	Investment Income	104	General Administration		103.49
1035	High St Toilets Community Sche	205	High Street Toilets		617.00
1051	Urban Grasscutting Income	303	Highways		3,073.00
1060	Miscellaneous Income	302	Recreation Grounds		100.00
1076	Precept	104	General Administration		183,742.50
4000	Town Clerk	101	Employee costs	14,761.49	
4002	Maintenance	101	Employee costs	3,741.71	
4003	Litter Picker	101	Employee costs	5,919.00	

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>
4004	Cleaning contract ex staff	201	Council Offices	1,180.94	
4005	Overtime	101	Employee costs		106.04
4007	NI (ER's)	101	Employee costs	2,219.37	
4008	Pension ER's contributions	101	Employee costs	1,104.97	
4009	Payroll	101	Employee costs		53.97
4010	Internal Auditor	102	Administration		50.00
4011	Finance Old post	101	Employee costs	4,319.62	
4012	Facilities & Events (old finan	101	Employee costs	6,924.61	
4013	Modern Apprentice	101	Employee costs	512.83	
4015	Travelling expenses (parks)	101	Employee costs		70.00
4016	Training Exps inc course fees	101	Employee costs		680.00
4019	Projects Assistant	101	Employee costs	394.54	
4022	Democratic Services	101	Employee costs	2,970.39	
4030	Postage	102	Administration	16.45	
4031	Stationery	102	Administration	673.62	
4032	Photocopier copy charges	102	Administration	72.61	
4036	Office IT equip't inc antiviru	102	Administration		155.01
4037	Website	102	Administration	146.96	
4039	Legal fees	102	Administration	1,649.38	
4043	Insurance Premiums	102	Administration	5,056.91	
4045	Subscriptions	102	Administration	2,867.49	
4046	Publications	102	Administration	11.15	
4049	Tree Works	102	Administration	675.00	
4056	Bank/Barclaycard charges	102	Administration	105.00	
4063	Hire of Halls	102	Administration	126.00	
4069	Office telephones	102	Administration	250.90	
4070	Broadband/Internet	102	Administration	104.97	
4071	IT Services incl backups	102	Administration	899.84	
4072	IT costs office 365	102	Administration	565.60	
4073	IT reserve for new machines	102	Administration		304.00
4093	Mayor's allowance Civic Duties	103	Town Councillors		705.91
4096	Remembrance Wreath	306	Prize and Prize Giving		35.00
4103	Public Info event(s)	104	General Administration	144.99	
4104	Events	104	General Administration	668.72	
4105	Finance Software	104	General Administration	382.00	
4130	Council Tax	201	Council Offices	2,692.50	
4131	Electricity	201	Council Offices	922.07	
4132	Water charges	201	Council Offices	82.09	
4133	Sewerage	201	Council Offices	97.26	
4139	Window Cleaning	201	Council Offices	28.00	
4140	Alarm Maintenance	201	Council Offices	122.00	
4146	Other Office Equipment	201	Council Offices	468.07	

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>
4154	Housekeeping San bins 49 & gar	201	Council Offices	139.77	
4155	Refuse Collecting	201	Council Offices	204.54	
4162	PWLB - Capital	201	Council Offices	2,294.85	
4163	PWLB- Interest	201	Council Offices	491.75	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	25,152.00	
4201	CCTV costs	301	Town Centre and Community Safe		1.29
4220	General Maintenance	302	Recreation Grounds	3,036.95	
4223	Grounds Maintenance	302	Recreation Grounds	959.67	
4238	Litter Bins	302	Recreation Grounds		624.00
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	1,859.00	
4242	Playground Equipment	302	Recreation Grounds	108.60	
4243	Safety Inspections	302	Recreation Grounds	180.00	
4256	Urban grasscutting	303	Highways	7,770.00	
4257	Bench provisions - highways	303	Highways		1,000.00
4258	Flower Beds	303	Highways	4,068.12	
4271	Allotments - improvements	304	Allotments		350.00
4272	Allotments - water	304	Allotments	511.03	
4273	Allotment - rent of land Gosfo	304	Allotments		109.00
4274	Allotment Grounds maintenance	304	Allotments		179.00
4280	Street Light - energy	305	Street Lighting		9,100.00
4281	Street Light - Maintenance	305	Street Lighting	4,917.27	
4282	Street Light - new works/impro	305	Street Lighting	691.25	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	122.40	
4500	Toilets High St - Cleaning	205	High Street Toilets	1,794.00	
4504	Toilets High St - Other	205	High Street Toilets	97.05	
6000	Transfer from EMR	302	Recreation Grounds		6,058.00
8060	Misc Resolved Gen Reserves & c	101	Employee costs	7,983.80	
8060	Misc Resolved Gen Reserves & c	102	Administration	2,203.50	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	150.65	
8060	Misc Resolved Gen Reserves & c	204	Wannock Office	29.01	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	10,394.85	
Trial Balance Totals :				1,212,699.71	1,212,699.71
Difference				0.00	

SUMMARY FOR POLEGATE TOWN COUNCIL

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

Company reference: [REDACTED]
Statement date: 20 July 2022
Page number: 1 of 3
Monthly spend limit: [REDACTED]

Date of previous statement: 20 June 2022
Previous balance: £852.00
Payment received: £852.00 CR
Total of charges and adjustments: £0.00
Total of new spending: £512.37
New balance: £512.37
Payment due by: 27 July 2022

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 July 2022."

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	852.00 ✓
27 Jun 2022	DIRECT DEBIT PAYMENT THANK YOU	852.00 ✓ CR
	Total of payment, charges and adjustments	£0.00 ✓

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[REDACTED]	[REDACTED]	[REDACTED]	406.00 ✓
[REDACTED]	[REDACTED]	[REDACTED]	106.37 ✓
			£512.37
Total cardholder expenditure			£512.37
New balance			£512.37

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

001071 BBA1381A 99020

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



ard commercial

STATEMENT FOR J P WEBBER

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

20 July 2022
3 of 3

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

Date	Description	Amount
21 Jun 2022	WICKES EASTBOURNE EASTBOURNE UNITED KINGDOM ^W wall plugs postcrete Drill set,	20.40 ✓
230685481472	HOME SUPPLY WAREHOUSE STORES	24.99 ✓
21 Jun 2022	CURRYS EASTBOURNE EASTBOURNE GBR UNITED KINGDOM ^W HDMI cable to VGA	60.98 ✓
220605130862	HOUSEHOLD APPLIANCE STORES	
1 Jul 2022	FW3 GROUP TIVERTON to iervoll dispenser Wannock	£106.37
040755541962	INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSI	
3 new purchases / cash advances. Total of spending.		

60.98
20.40
24.99

VAT 10.16 50.82
340
No VAT receipt can't claim.

001071 BBA1381A

99020

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

STATEMENT FOR J OGNJANOVIC

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

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

20 July 20



Date	Description	Amount
5 Jul 2022	SLCC ENTERPRISES LTD TAUNTON GBR	
060755184222	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
	1 new purchases / cash advances. Total of spending.	£406.00
		406.00

subscriptions

NO VAT.



Polegate Town Council

Graffiti removal at Brightling Road Report

Sept 2022

Introduction

In recent months there has been a substantial increase in graffiti in the areas of Brightling Road. Some of the graffiti has been immature, easy to remove or cover and some has been more advanced tagging. The police have been made aware of the issue and police reports issued. The time it takes to remove graffiti by the maintenance person has increased to such a level as it is impossible to keep up within working hours.

A few contractors have been contacted and as an example a ½ day clean is around £264 and a full day at £420. A quote has been received for the current graffiti that is there which is around £1200.

The level has now exceeded and exhausted our general maintenance budget (which will need to be extended to cover other planned maintenance items).

Costs

One off clean £1200 +VAT estimate

½ day clean £264 +VAT estimate

1 day clean £420 +VAT estimate

Health and Safety

The cleaning contractors will carry out the cleaning. They will be asked to produce risk assessments and Method statements (RAMS) and insurance prior to work. Chemicals and PPE etc are all supplied by the contractor and will be suitable for the equipment and use afterwards.

Recommendations

To remove the ongoing graffiti, I would recommend a one off clean (estimated at £1200) and then a monthly clean of 1 day for the budget at £420, which allows for extra graffiti. A contract for the ½ day per month could be arranged and that could be extended on the day of cleaning to 1 day should that be required with the amount of graffiti present. The levels can be monitored when the parks are being checked, as our maintenance team attempt to cover any offensive graffiti if possible. To come from general reserves.



Polegate Town Council

Additional funding for maintenance budget Report

Sept 2022

Introduction

There has been a substantial need for increased maintenance on the parks and buildings this year. In committed expenditure we have over £4000 of items that are in progress and will be paid for shortly in August accounts.

For example new power sockets, basketball parts, parts for the play area

21/09/2022		Polegate Town Council						Page 1
11:57		Detailed Income & Expenditure by Account 02/08/2022						
Month No: 5		Account Code Report						
		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Expenditure Detail</u>								
4220	General Maintenance	8,979	4,067	9,000	4,933	4,334	599	93.3%
Total Overhead		8,979	4,067	9,000	4,933	4,334	599	93.3%
Total Income		0	0	0	0			0.0%
Total Expenditure		8,979	4,067	9,000	4,933	4,334	599	93.3%
Net Income over Expenditure		(8,979)	(4,067)	(9,000)	(4,933)			
plus Transfer from EMR		45,617	6,058					
less Transfer to EMR		300,219	0					
Movement to/(from) Gen Reserve		(263,580)	1,991					

We are also awaiting an estimate for repairs to a sump pump , wetpour repairs, assistance for vandalism (benches moved), asbestos removal and planned maintenance items. The budget will be exhausted within a month.

It is essential that this well used budget is increased. On current predictions I would suggest it is increased from general reserves by £5000. Any unspent budget will return to general reserves at the end March 2023 should it not be required.

Recommendations

To increase the general maintenance budget by £5000 to cover expected and planned maintenance to March 2023.



Polegate Town Council

Report to council on concrete pads for picnic benches

Sept 2022

Introduction

Following the resolutions to purchase the picnic benches with install onto the concrete pads by the maintenance person, the full approval for the concrete picnic benches had not been approved in either of the two previous reports. (25/7 and 27/6)

The costs to install the concrete pads range from around £5500 to £9850.

Updated prices are being checked.

Request for council to approve the concrete pad installation costs around £5500 to be paid for from general reserves.

Costs

Lower quotes are around £5500-7550.

Recommendations

To resolve to go ahead with the concrete pad installation at the lower quotation range approx. £5500-7500 to be paid from general reserves.

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Polegate Parish Council – ES0078

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

We note that Section 1, Assertion 7 has been ticked 'No', with the smaller authority referring to the public rights dates. This is not in line with our understanding and we see no reason that this could not be ticked 'Yes'.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

02/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Report re External audit arrangements

Extract of email below:

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Polegate Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within 8 weeks of this communication but no later than 28 October 2022; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk <<mailto:admin@saaa.co.uk>> .

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- * an opted-out authority regardless of size (including exempt authorities) MUST appoint an appropriate external auditor;*
- * the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).*
- * an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;*
- * an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;*
- * an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;*
- * any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.*

Regards,

Recommendation

To remain in the central procurement for external audit. (Not to opt out)



Polegate Town Council

**Report to council on motion to
purchase official HM King
Charles III framed photo once
available for display in the
council chambers**

Sept 2022

Introduction

A motion has been raised to purchase an official framed photo of king Charles III when available. I have contacted the official source, they have informed me that they are not yet available and not likely to be for a few months. However indicative costs are £150 for the photo plus framing. This would need to be funded from general reserves. As the cost of IRO £150 plus framing costs.

Costs

Estimated £150 for official photo plus delivery and framing.

Required estimate of £150-300

Recommendations

To resolve to purchase an official photo when available, have it framed and hung on the wall in the council chambers. To be funded from general reserves, estimate total cost to be IRO £300



Polegate Town Council

Report to council on costs to move the public toilet sign in the High Street

Sept 2022

Introduction

Some time ago when the public toilets were sold and the new modular unit installed we asked Highways for quotations for the move of the old sign to the new location. There were a number of unfortunate and unavoidable delays on both parties. We are currently awaiting a revised quotation, but the report is based on a previous indicative quote. To avoid ongoing delays council is respectfully requested to agree in principle to move the signs indicating which option it requires and to fund the move from general reserves. One of the options would lead to requiring a highways licence which would incur substantial delays at the current indicated timescales.

Motion to relocate the blue public toilet sign (awaiting elapsed quotation) to come from general reserves estimated cost £500-£1000 based on previous quotes to select option 1 or 2 NB option 2 will have an additional time delay and cost for the East Sussex Highways licence estimated an additional £500

***Option 1** Erect the existing sign on the lamp column (which I believe is owned by Polegate Town Council), beside the Town Council offices. This would need to be mounted at 2.1m, so would need to ensure that if hanging baskets are put on this column, that they do not cover the sign. (Estimated cost £500)*

***Option 2** Erect a new post in the grass verge adjacent to the flower bed and seating area for the sign to be erected at 2.1m Estimated cost £1000 plus licence.*

To be paid for from general reserves

Costs

Indicated above

option 1 IRO £500 approx

option 2 IRO £1445.50 approx

Recommendations

It is recommended that council select option 2. Whilst this is much more expensive, I can foresee multiple issues with current signage and the Christmas motifs, hanging baskets. I am seeking clarification on this but believe the signs will conflict. Therefore, I recommend option 2 at an estimated cost of £1445.50 plus uplift and licence, to be paid for from general reserves.

POLEGATE COMMUNITY ASSOCIATION

54 Windsor Way
Polegate
East Sussex

August 2022

Dear Member,

We write to advise you that the next meeting of the Council will be held on Tuesday 16th August at 2pm.in the Activity Room.

AGENDA

1. Apologies for absence.
2. Minutes of last meeting held on 19th July 2022
3. Matters arising.
4. Treasurer's Report.
5. Report from Executive Committee.
6. Report from Centre Maintenance Committee.
7. Report from Membership Secretary
8. Report from Magazine Editor
9. Reports from Sections:-
10. Reports from Affiliated Organisations
11. Fundraising
12. A.O.B.

POLEGATE COMMUNITY ASSOCIATION

Minutes of Council meeting held on Tuesday 19th July at 7.30

Present from the Executive :-		Joan Shoesmith (JS)
Pat Payne (PP) Chair & Bowls		John Roger (JR)
Ann Morrish (AM) Vice Chair		Diane Pierce (DP)
Desmond Alder (DCA) Asst Treasurer		Sarah Bond (SB)
		Tom Line (TL)
Council Members :-		Wendy Rogers (WR)
Alf Harris (AH)		Rachel Keen (RC)
Phil Coleman (PC)		Sarah Griffin (SG)
Eileen Coleman (EC)		These MOM issued to all attendees and the full council
John Shoesmith (JS1)		By PCA office
Item		Action
1	Apologies for absence :- Jim Dobell, Penny Bourton, Allan Quale, Shirley Hannam and Chris Hanniver.	
2	Minutes of meeting of 21st June 2022 Agreed and sign off by PP	
3	Matters arising :- Update of fire risk assessment has been completed. Assembly Points are still in progress. Baby changing facilities still to be installed. Polegate School to contact Wealden Council regarding condition of the Twitten, PP also to contact Council regarding this issue. No smoking and vaping signs to be acquired and installed. Coffee Lounge light upgrade has been ordered. Press Officer or similar still to be agreed, SB considering. PCA flag is still to be ordered. Fundraising ongoing.	PP DCA SB/PP PC DCA SB/PP DCA SB/PP
4	Treasurers Report :- If you are not aware, we have to report that our Treasurer, of many years, Mr Arnold Beck has been taken into hospital and therefore has resigned. Our Assistant Treasurer, DCA has taken over the role and with the help of PC and PP, we have been able to retrieve all the paperwork from AB, DCA has been in contact with our Bank, Santander to activate access code pre-authorised by AB in 2020 for DCA to access the Bank Accounts, we now have all the paperwork and accounts books from Arnold's residence. This has been done in a very short space of time and our thanks go to DCA and PC. Process of payments has started with the Payroll. DCA is proceeding to make payments and 2 new cheque books have been ordered. DCA reported that June a/c's shows £1500 gain.	
5	Executive Report :- DA and office staff have been working on producing guidance and procedure to cover Arnold's workload. Helen Griffin has been allocated an additional 3 hours per week to cover the extra workload. Due to problems with enquiries and interruptions, it may be necessary to increase office staff hours. PP to do a feasible study to see how this will work and report back at the next meeting. PC has obtained Arnold's password for his computer.	PP
6	Maintenance Report :- DA informed members that a plaque will be delivered to be placed outside Windsor Club. Electrical works had been completed. It was agreed to look into the possibility of installing a Dish Washer, which would be a big job. AH commented that at some stage there was fittings for a dish washer, but these had been removed	.

7	<u>Membership Report :-</u> Current membership is 538 which includes 111 Life Members.	
8.	<u>Report from Magazine Editor :-</u> WR agreed to distribute magazines down the high street.	WR
9	<u>Reports from Sections :-</u> Reports were received from the following Sections:- Bowls, 500 Club and Drama. (two murder mysteries planned for 4 th /5 th August.)	
10	<u>Reports from Affiliated Organisations:-</u> Reports were received from the following Affiliated Organisations:- Bingo, Gardeners and Scouts.	
11	<u>Fund Raising :-</u> PP had received funding notification from WDC, but we would need a project to apply for funding. SB stated that starting up a Toddler Group could be deemed a project. PP stated that we could not do it under our umbrella. PP to look into criteria required.	PP
12	<u>A.O.B :-</u> JR enquired whether we will be thanking Arnold for his work. PP has agreed that a letter will be sent to him thanking him for all his hard work and our appreciation for all the work he has done over the past 20+ years. PP informed members that we need two new weekday locker-ups, interviews are ongoing. PP advised members that Playgroup will be disbanding from 20 th July 2022 due to lack of numbers and also not being able to give mums the additional hours that other nursery's give. There has been an enquiry from another Nursery. DP enquired whether we needed a Council Meeting every month. PP replied that a questionnaire regarding council meetings had been sent out to all members to obtain their feedback	PP
	Meeting closed at 8.30	
	Date of next meeting 16 th August 2022 at 2pm	



Polegate Town Council

Report to council on changing spaces toilets

Sept 2022

Introduction

The clerk became aware of some government funding for changing places toilet which may be suitable for Wannock, in the grassed area outside the ladies public toilet. A brief measurement was carried out and a recommended supplier. The clerk and secretary of the CIC have delegated authority to apply for grants. A draft has been carried out and an estimate for the install costs based on the contractors recommended by government. The secretary has spoken to one director who runs disability sessions, and he was keen as this could free up space within the pavilion itself and would provide an outside dedicated changing places toilet which would be suitable for all.

There is no guarantee that funding would be granted but the clerk has supplied data to Wealden's equalities officer in order that a grant could be submitted.

Before any works were approved the Town Council as landowners would need to grant permission. A decision in principle to allow this to go ahead should grant funding be provided in liaison with the directors of the CIC and the buildings and land working group is required.

There are other facilities being created in the local area Pevensey, Cuckmere haven and Hailsham potentially.

This would provide a new outdoor facility at Wannock, and the old non accessible toilets could be closed. The new toilets would be easier to maintain, although the costs of cleaning would remain (currently part of the CIC expenses and grant funded by the town council). The funding for ongoing cleaning, maintenance and staff time to oversee has been submitted as potential co funding. (Similar to match funding).

The space available would suit two of the smaller style pods and the supplier believes they will be suitable for that location.

NB funding was only notified late last week, but info had been prepared following discussion with a director of the CIC.

Costs

Likely to be no more than current provision through the grant and SLA with the CIC and co funding through already existing financial commitments.

Recommendations

To resolve in principle to this going ahead subject to meeting the criteria and being granted funding from the Government funders through Wealden District Council.

ITEM 13 a

Good Afternoon,

I am today getting in touch with you to discuss possible plans of running an event next year in partnership with Polegate Town Council and PADMEC.

We may run our annual Scarecrow Festival differently next year and plan to have a Summer Fun-Day where to Scarecrows can be displayed in one central place, after a few brief discussion with the current Mayor we could host this event on Brightling Road Recreation Ground. I believe Polegate Town Council were planning another event of the back of this year's tree planting and I thought we could come together and host one big event for the People of Polegate!

PADMEC could open up on a Saturday like they do on a Sunday and also invite other model/steam railway enthusiasts to exhibit their trains etc.

We would have a Scarecrow Display arena, and possibly a Crockery Throw run by Eastbourne Bonfire Society. We would also seek stalls for outside organisations, blood bikes and charity stands. We would also like to offer live entertainment from one of the local drumming groups (pentacle, stix) or a choir.

Of the back of your tree planting event this year we could also have face painting, glitter tattoos, sand art. Food stalls, ice cream van. Possibly a bouncy castle (if it isn't too much trouble) and we could get Sussex Police to bring along a police car to engage with the public whilst offering crime prevention advice.

I look forward to hearing from you!

With Many Thanks and Kind Regards

Polegate Scarecrows Community Fund



Polegate Scarecrows Community Fund

Nathan Dunbar 6 Porters Way, Polegate, East Sussex, BN26 6AP | 07754617108 | nathan@polegatescarecrows.co.uk

Event Proposal 2023

What: Community Summer Fun Day (Public)

Where: William Daily Recreation Ground, Polegate

When: Saturday 29th July 2023, 11:00-15:00

Who: Polegate Community Foundation, Polegate Town Council, PADMEC

Things To Do:

Model Train Rides	Crockery Throw	Face Painting
Glitter Tattoos	Sand Art	Bouncy Castle

Things To See:

Sussex Police (Car Engagement)	East Sussex Fire & Rescue Service (Volunteers)	Eastbourne Area Community First Responders (CPR Demos)
SERV Sussex (Blood Bikes)	Pentacle/Stix Drummers	Model/Steam Trains
The Rock Choir	Scarecrow Trail	Other Charity/Business Stalls

Things To Eat:

Ice Cream Van	Burger Van	Sweet Stalls
Cake Shop		

The above details a very brief event proposal for July 2023, after a success on a smaller scale with the tree planting event this year I hope to bring a much larger event to the people of Polegate to facilitate the time and place for our local communities to come together.

The lists above are not exclusive, define or confirmed these are just a few ideas I have had who I wish to be part of the event.

Please note that by this time our organisation will have changed its name to 'Polegate Community Foundation' instead of 'Polegate Scarecrows Community Fund'

ITEM 14

Jubilee nature reserve

Airs have now sent through the funding. As per previous resolutions I have now allocated this to a new code.

Council is requested to delegate this to the clerk in liaison with the friends of group (which includes two Cllrs).

Secondary verbal update from Cllr Sargent.