

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 31st October 2022 7pm at Council chambers 49 High Street, Polegate BN26 6AL

Present: Cllrs D Murray, D Dunbar, M Falkner, A Snell, S Shing, W Alexander, D Sanders, D Watts, M Piper, M Cunningham, C Berry, L Sargent (12)

Not Present: Cllrs A Wood, R Shing, D Shing (3)

2 members of public

Minute No.	Subject/Resolution
13127	Opportunity for public comment for items on the agenda None
13128	Apologies for absence Cllrs A Wood, R Shing, D Shing
13129	Declarations of interest in any items on the agenda Cllr S Shing minute 13133 a
13130	To approve and adopt the minutes of the 26th September 2022 <u>It was resolved to approve and adopt the minutes of the meetings 26th September 2022 as an accurate record of the meetings. VOTE 11 for 1 abstention</u>
13131	Mayors Verbal Report The Mayor mentioned that he had contracted covid and had spent a couple of weeks at home. The Mayor had attended the WDALC meeting where Highways had done a presentation. He had also attended the tree planting event and planted an oak tree. Maria Caulfield had also attended. He was pleased to see the avenue of trees and the community orchard taking shape.
13132	Financial Update a) Approval of payments as presented (some already approved) A Cllr asked about the photocopy charges and lease. A Cllr commented on the basketball backboard costs. <u>It was resolved to approve payments presented £64,165.69 VOTE All in favour</u> b) Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves. (For approval of variances as shown) end of year accounting papers <u>It was resolved to approve the bank reconciliations, reports and variances VOTE All in favour</u> c) Barclaycard statements for noting. A Cllr asked about the NALC training. (for 3 people). The clerk stated that there were now spaces free and that Cllrs were welcome to attend. Cllr Murray stated he would attend. The statements were noted by council. (delegated expenditure)
13133	Correspondence for action a. East Sussex Highways consultation re the High Street, Polegate Comments were made as below: <u>The council wished to pass on ALL of the comments made at the meeting as below:</u> The Town Council does not want any parking bays removed at all.

The Town Council has emailed and asked prior to submission that an officer come and present the reasons for the change to the council.

There are major concerns about the level crossing and the affect that additional restrictions and delays in the High Street.

The island next the shops near Black Path is too close to the T junction and cars may find it hard to turn into Black Path.

There are concerns about the carbon footprint and the cost of the scheme overall.

There are concerns about localised patching and how this may be unsightly.

There were major concerns about the proximity of the proposed crossing at the top of the high street so close to the mini roundabout and the pedestrian crossing in Hailsham Road.

There were concerns about the validity of the responses based on very low numbers.

The council general thought that the scheme may need a rethink as it was not as originally presented to the council many years ago.

There were concerns how it would affect queuing and junctions in the area.

These additional more formal comments from a Cllr speaking at the meeting were also made about the scheme and design. See below:

EAST SUSSEX CONSULTATION ON POLEGATE HIGH STREET ROAD WORKS:

The first point that I sense should be raised is to question whether this scheme is a part of the HPEMAC or separate. It would seem very bad management to further this if not part of whatever works HPEMAC involves.

The ESCC conclusions drawn from their consultation are very questionable.

- 1) The response rate was 1.7% of which a small majority (56.7%) were in favour of the 20 mph is plenty, but ESCC claims this is confirmation of their proposition where the 98.3% who saw no point in the consultation were unlikely to support a change or funding for he change – lack of engagement is usually for “no change”. ESCC claiming confirmation by just 59 people is erroneous.
- 2) The conclusion that although traffic moved slowly during the day when there are people along the High Street so applying a 20 mph limit was unnecessary was set aside because at night traffic does move quicker but of course that is when few if any pedestrians are using the High Street raising the logic of ESCC's decision.
- 3) Slowing traffic increases working times and costs for businesses but the ESCC seems to be oblivious but seems to believe their initiative on traffic movement support and incentivise enterprises
- 4) “Localised footway resurfacing” suggests a patchwork of surfaces along the High Street which will look untidy.
- 5) It is difficult to understand the ESCC contention that this proposal will help ESCC meet its carbon neutral stance by 2050 when the carbon cost of the new metal traffic signage, its installation, slower traffic so less efficient and more polluting are all taken into account. Will there be a carbon audit?
- 6) The position of the pedestrian/cyclist crossing at the north end of the High Street creates a couple of problems. One is with south-flowing traffic on to the High Street being halted access from Station Road East will be blocked as will east flowing traffic from the Hailsham Road leading to holdups on those roads. The second is the impact of cyclists onto the shared pavements often with mobility scooters and prams when it would be safer for them to use the road.
- 7) The ESCC is proposing that there are possibly four signalled crossings within 450 metres along the High Street: i) proposed new at north end; ii) existing in the centre;

	iii) railway crossing; iv) proposed to the south of the railway crossing. This density may set a record and precedent. Will there be connectivity between these to smooth the flow of traffic? 8) The position of the crossing south of the railway crossing will have to be such that traffic is not queuing on the A2240 at the traffic lights though cannot be by the Black Path as envisaged or traffic accessing and exiting the Black Path will be affected. 9) Mobility Hubs are found not viable with the narrow pavements and limited ESCC owned land. ESCC Highways are supporting the massive increase in the population of the South Weald but providing no commensurate increase in public realm space. The only railway station to serve the South Weald and northern Eastbourne commuters and other passengers is Polegate with no extra parking being provided so adversely impacting residents' lives and with parking bays being reduced. Also, ESCC have not as yet indicated where the cycle racks will be to support all the extra cyclists coming to shop that these proposals must envisage. Where are the cycle racks to be positioned? Overall, this scheme appears to be nonsensical but possibly ESCC ticking boxes with pressure groups such as Bespoke and virtue signalling for Climate Change when with a thorough carbon audit, it may be found lacking. <u>It was resolved to submit the corporate response that the Town Council was in favour of the 20mph but to submit all comments made. It was also requested that an officer of highways make a presentation to the town council about the scheme VOTE 7 for 3 against and 2 abstentions.</u> <u>b. Cuckmere Bus request for financial support for New Year's Day Service</u> <u>It was resolved to grant £200 to Cuckmere Community buses as a contribution towards the New year's day Service. The clerk was also asked to invite them to apply for further grants. VOTE All in favour</u>
13134	Representatives from other bodies a. Jubilee Nature Reserve There was a brief update on the receipt of £2000 from the sparks fund and the clearance of the land and involvement of Sacred Earth. A constitution was now being prepared. Conservation identification was being carried out by Sacred earth.
13135	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>
13136	The confidential report was noted by all. Some items would be discussed further at finance committee once further action had been taken.

The meeting closed at 20:08pm

Signed Mayor of Polegate _____ Date _____

UNADOPTED
POLEGATE TOWN COUNCIL



PLANNING COMMITTEE

Minutes of the Planning meeting held on Friday 28th October 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, Cllr M Cunningham (5)

Not present: - Cllr D Dunbar, D Murray, Mrs L Sargent

Minute No.	Subject/Resolution
13114	Opportunity for public comment None.
13115	Apologies for absence Cllr D. Dunbar, Mrs L Sargent, D Murray
13116	Declarations of interest in any items on the agenda None.
13117	Minutes of the Planning Committee 11th August 2022 <u>It was resolved to accept the minutes of the meeting on the 11th August 2022 as an accurate representation of the meeting. VOTE all in favour</u>
13118	Planning budget 2023/24 Hire of halls £200 <u>It was resolved to submit £200 for the hire of halls for the 23/24 budget. VOTE All in favour</u>
13119	Any Other plans received prior to meeting – notified to public. None.
13120	Delegated applications already submitted for noting only WD/2022/1877/F THE CO-OPERATIVE GROUP 56 HIGHSTREET, POLEGATE, EAST SUSSEX, BN26 6AD INSTALLATION OF REPLACEMENT A/C UNIT TO THE SIDE ELEVATION – submitted no objections WD/2022/1986/F 86 HAILSHAM ROAD, POLEGATE, BN26 6NP SINGLE-STOREY REAR/SIDE EXTENSION AND REVISED PORCH – submitted no objections WD/2022/1869/MFA LAND NORTH OF SUNFLOWER LAND, 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 INTERNAL LAYOUT OF APARTMENT BUILDING TO SHOW ALL 1 BEDROOM FLATS RATHER THAN A MIX OF 1 AND 2 BEDROOM FLATS – submitted no objections WD/2022/1652/F 34 SUNSTAR LANE POLEGATE BN26 5HS SINGLE STOREY REAR EXTENSION & TWO STOREY SIDE EXTENSION – submitted no objections WD/2022/2188/F 2 GOSFORD WAY POLEGATE BN26 6DS PROPOSED REPLACEMENT PORCH – submitted no objections WD/2022/2445 54 Buttercup Drive Polegate BN26 6FB Single storey side and

	rear extension – submitted no objections WD/2022/2550 Oakhurst Dittons Road Polegate BN26 6HS Single storey extension – submitted no objections WD/2022/2447 13 windmill road Polegate BN26 5BG loft conversion – submitted no objections Noted by the committee
13121	Planning decisions for noting <u>Application No. WD/2021/2996/F</u> <u>INSTALLATION OF EXTRACTION SYSTEM TO SERVE PROPOSED USE OF PREMISES AS USE</u> <u>CLASS E(b) (SALE OF FOOD AND DRINK FOR CONSUMPTION MOSTLY ON THE PREMISES).</u> <u>1 THE CENTRE, HIGH STREET, POLEGATE, BN26 6AQ</u> This application was refused by wealden District Council on 20/10/22 <u>Application No. WD/2022/1675/F</u> <u>PROPOSED SINGLE-STOREY EXTENSION TO THE REAR AND GARAGE CONVERSION TO</u> <u>HABITABLE LIVING SPACE WITH INFILL AND BAY WINDOW EXTENSIONS AND ALTERATIONS</u> <u>INCLUDING RAISED PATIO TO THE REAR</u> <u>32 BAHRAM ROAD, POLEGATE, BN26 5JB</u> Approved by Wealden District Council on 28/9/22 <u>Application No. WD/2022/1986/F</u> <u>SINGLE-STOREY REAR/SIDE EXTENSION AND REVISED PORCH.</u> <u>86 HAILSHAM ROAD, POLEGATE, BN26 6NP</u> Approved by Wealden District Council on 27/9/22 <u>Application No. WD/2022/1207/F</u> <u>PROPOSED NEW SINGLE HOUSE, 3 STOREYS TO INCLUDE LOWER GROUND FLOOR GARAGE</u> <u>LAND AT 73-83 HAILSHAM ROAD, POLEGATE, BN26 6NT</u> This application has been withdrawn <u>Application No. WD/2022/1724/F</u> <u>ERECTION OF SINGLE STOREY EXTENSION AND GARDEN ROOM AT REAR</u> <u>66 STATION ROAD, POLEGATE, BN26 6ED</u> This application has been approved by Wealden District Council on 24/8/22 <u>Application No. WD/2022/1705/F</u> <u>PROPOSED LOFT CONVERSION - FORMATION OF FRONT FACING TRIANGULAR DORMER WINDOW</u> <u>7 MINSTER CLOSE, POLEGATE, BN26 6PW</u> This application was refused by wealden District Council on 24/8/22 <u>Application No. WD/2022/1053/FR</u> <u>RETROSPECTIVE APPLICATION FOR CHANGE OF USE OF COMPOUND TO REAR OF UNIT 13</u> <u>TO A STORAGE FACILITY INCLUDING SITING OF 12 NO. SHIPPING CONTAINERS. UNIT 13, CHAUCER INDUSTRIAL ESTATE, DITTONS ROAD, POLEGATE, BN26 6JF</u> This application was refused by wealden District Council on 19/8/22

	<u>Application No. WD/2022/1024/F</u> <u>CONSTRUCTION OF ONE DETACHED DWELLING AND TWO SEMI-DETACHED DWELLINGS AND ASSOCIATED WORKS.</u> <u>DOWNSVIEW, DITTONS ROAD, POLEGATE, BN26 6HS</u> This application was approved by Wealden District Council on 16/8/22 <u>Application No. WD/2022/1510/F</u> <u>SINGLE STOREY EXTENSION TO REAR AND SIDE.</u> <u>16 NORTHFIELD, POLEGATE, BN26 5EE</u> This application was approved by Wealden District Council on 12/8/22 <u>Application No. WD/2022/1051/F</u> <u>ERECTION OF A MODULAR PORTABLE/SEMI PERMANENT OFFICE BUILDING WITH INSTALLATION OF EV CHARGING POINT.</u> <u>BIFFA POLEGATE DEPOT, HONEY POT FARM, HAILSHAM ROAD, POLEGATE, BN26 6QL</u> This application was approved by Wealden District Council on 8/8/22 <u>Application No. WD/2021/2937/F</u> <u>PROPOSED DORMER EXTENSION WITH REMOVAL OF REDUNDANT CHIMNEY STACK</u> <u>50 BUTTERCUP DRIVE, POLEGATE, BN26 6FB</u> This application was refused by Wealden District Council on 8/8/22 <u>Application No. WD/2022/1154/F</u> <u>REMOVAL OF EXISTING CONSERVATORY AND REPLACEMENT WITH SINGLE STOREY FLAT</u> <u>ROOFED REAR EXTENSION AND GARAGE CONVERSION WITH FRONT EXTENSION AND RAISED ROOF.</u> <u>10 PALMA CLOSE, POLEGATE, BN26 6QB</u> This application was approved by Wealden District Council on 26/7/22 Noted by all present
13122	Other planning matters a. Appeal Ref: APP/C1435/W/21/3287546 Clareholme, Ditton's Road, Polegate, BN26 6HT (Dismissed) b. Appeal Ref: APP/C1435/W/22/3293970 Hindsland, Eastbourne Road, Willingdon, East Sussex, BN20 9NU (Allowed) Noted by all present Mornings Mill Farm application had also been allowed at appeal and a short discussion on the call in by the MPs took place.

The meeting ended at 10.03am

Chair of Planning Committee _____ Date

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on 27th September 2022

Present: Cllrs Ms A Snell, Mrs M Piper, M Falkner, D Shing

Not Present: Cllr Mrs C berry, D Murray, D Dunbar

No Members of the public

Minute No.	Subject/Resolution
13123	Apologies for absence Cllrs Mrs C Berry, D Murray, D Dunbar
13124	Declarations of interest in any matters on the agenda None
13125	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 matters) <u>It was resolved to enter confidential session VOTE All in favour</u>
13126	Staff matters No resolutions

The meeting closed at 12:03pm

Signed Chair of Personnel _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on 9th November 2022

Present: Cllrs Ms A Snell, M Falkner, D Shing, D Murray

Not Present: Cllr Mrs C Berry, D Dunbar, M Piper

No Members of the public

Minute No.	Subject/Resolution
13137	Apologies for absence Cllrs Mrs C Berry, D Dunbar, M Piper
13138	Declarations of interest in any matters on the agenda None
13139	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 matters) <u>It was resolved to enter confidential session VOTE All in favour</u>
13140	Staff matters <u>It was resolved that the locum officer will obtain clarification and produce the relevant documentation on the matters discussed. VOTE All in favour</u>

The meeting closed at 10:46am

Signed Chair of Personnel _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on 17th November 2022

Present: Cllrs Ms A Snell, Mrs C Berry, M Piper, D Murray

Not Present: Cllrs D Dunbar, D Shing, M Falkner

No Members of the public

Minute No.	Subject/Resolution
13141	Opportunity for Public comments on items on the agenda None
13142	Apologies for absence Cllrs
13143	Declarations of interest in any matters on the agenda None
13144	Budgets 2023/24 The budgets were discussed. Training was reduced (if more required this would be requested from reserves); consultancy locum was reduced by the HR contract sum and a new code created for the HR contract; payroll was increased to reflect the potential choice of contracts in 2023/24; overtime budget was reduced – overtime currently being taken from vacant posts; agreed to leave the office assistant (ex-modern apprentice) at the 20 hours with the potential of reducing this if required. <u>It was agreed to submit a provision sum to finance/full council for the personnel budget with the caveat that this could be altered (reduced) if required). £179,520.</u> <u>VOTE All in favour</u> A councillor asked for the last 5 years of personnel budgets to be sent to him.
13145	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 matters) <u>It was resolved to enter confidential session VOTE All in favour</u>
13146	Staff matters =

The meeting closed at 11:02am

Signed Chair of Personnel _____ Date _____

**Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022	1	50,000.00
Business Premium Account	31/10/2022	1	855,943.97
			<u>905,943.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/03/2020 109077 Petty Cash		76.46	
			<u>76.46</u>
			905,867.51
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			905,867.51
		Balance per Cash Book is :-	905,867.51
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2022
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	31/10/2022	1	128,216.58
			128,216.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			128,216.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			128,216.58
		Balance per Cash Book is :-	128,216.58
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022	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 31/10/2022
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	31/10/2022	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 19/10/2022
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	31/10/2022	1	85,172.80
			85,172.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			85,172.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			85,172.80
		Balance per Cash Book is :-	85,172.80
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022	1	85,172.84
			85,172.84
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			85,172.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			85,172.84
		Balance per Cash Book is :-	85,172.84
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 02/10/2022

Month No: 7

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
102 Administration								
1009 Bank Loyalty Discount	174	95	200	106			47.3%	
1060 Miscellaneous Income	1	0	0	0			0.0%	
Administration :- Income	175	95	200	106			47.2%	0
4010 Internal Auditor	(172)	(50)	700	750		750	(7.1%)	
4030 Postage	50	16	500	484		484	3.3%	
4031 Stationery	1,299	934	1,500	566		566	62.3%	
4032 Photocopier copy charges	462	349	1,500	1,151		1,151	23.2%	
4035 Computer consumables	136	0	300	300		300	0.0%	
4036 Office IT equip't inc antiviru	700	216	700	484		484	30.8%	
4037 Website	126	183	350	167		167	52.3%	
4039 Legal fees	3,567	3,423	5,000	1,577	200	1,377	72.5%	
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%	
4045 Subscriptions	3,317	2,897	3,200	303		303	90.5%	
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	394	1,000	606		606	39.4%	
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	576	800	224		224	72.0%	
4070 Broadband/Internet	420	245	500	255		255	49.0%	
4071 IT Services incl backups	2,052	1,440	3,200	1,760		1,760	45.0%	
4072 IT costs office 365	1,363	874	1,700	826		826	51.4%	
4073 IT reserve for new machines	700	(304)	700	1,004		1,004	(43.4%)	
8060 Misc Resolved Gen Reserves & c	2,569	2,634	0	(2,634)	3,750	(6,384)	0.0%	
Administration :- Indirect Expenditure	26,447	20,995	37,250	16,255	3,950	12,305	67.0%	0
Net Income over Expenditure	(26,273)	(20,900)	(37,050)	(16,150)				
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	3,162	7,000	3,838		3,838	45.2%	
4091 Councillors' expenses	0	25	500	475		475	5.1%	

Detailed Income & Expenditure by Budget Heading 02/10/2022

Month No: 7

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
4092 Councillors' training	80	94	1,000	906		906	9.4%	
4093 Mayor's allowance Civic Duties	2,000	(553)	2,000	2,553	187	2,366	(18.3%)	
Town Councillors :- Indirect Expenditure	8,511	2,729	10,500	7,771	187	7,584	27.8%	0
Net Income over Expenditure	(8,511)	(2,636)	(10,500)	(7,864)				
104 General Administration								
1010 Investment Income	117	334	500	166			66.9%	
1063 CIL funds from developers	0	30,573	0	(30,573)			0.0%	
1076 Precept	354,402	367,485	367,485	0			100.0%	
General Administration :- Income	354,519	398,393	367,985	(30,408)			108.3%	0
4100 Grants to other Organisations	850	575	1,000	425		425	57.5%	
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	1,704	0	(1,704)		(1,704)	0.0%	
General Administration :- Indirect Expenditure	1,976	3,475	4,200	725	0	725	82.7%	0
Net Income over Expenditure	352,543	394,918	363,785	(31,133)				
6001 less Transfer to EMR	20	0						
Movement to/(from) Gen Reserve	352,522	394,918						
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	1,581	4,500	2,919		2,919	35.1%	
4130 Council Tax	6,737	4,715	8,500	3,786		3,786	55.5%	
4131 Electricity	2,681	1,636	2,300	664		664	71.1%	
4132 Water charges	267	82	550	468		468	14.9%	
4133 Sewerage	167	161	550	389		389	29.2%	
4136 Photocopier - lease	481	160	810	650	120	529	34.7%	
4139 Window Cleaning	0	28	300	272		272	9.3%	
4140 Alarm Maintenance	353	455	1,800	1,345		1,345	25.3%	
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		623	50.2%	
4154 Housekeeping San bins 49 & gar	218	205	380	175		175	54.1%	
4155 Refuse Collecting	641	494	1,300	806		806	38.0%	

Detailed Income & Expenditure by Budget Heading 02/10/2022

Month No: 7

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
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	3,635	0	(3,635)		(3,635)	0.0%	
Council Offices :- Indirect Expenditure	25,881	16,566	28,853	12,287	120	12,167	57.8%	0
Net Income over Expenditure	(15,024)	(16,566)	(28,853)	(12,287)				
<u>202 51 High Street</u>								
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	29	800	771		771	3.6%	
51 High Street :- Indirect Expenditure	200	29	800	771	0	771	3.6%	0
Net Income over Expenditure	(110)	(29)	(800)	(771)				
<u>203 The Pavilion</u>								
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%	
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%	

Detailed Income & Expenditure by Budget Heading 02/10/2022

Month No: 7

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
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				
205 High Street Toilets								
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	2,691	7,000	4,309		4,309	38.4%	
4501 Toilets High St - Maintenance	0	0	250	250		250	0.0%	
4504 Toilets High St - Other	0	97	310	213		213	31.3%	
8060 Misc Resolved Gen Reserves & c	0	1,836	0	(1,836)		(1,836)	0.0%	
High Street Toilets :- Indirect Expenditure	4,934	4,624	7,560	2,936	0	2,936	61.2%	0
Net Income over Expenditure	(3,128)	(4,007)	(6,326)	(2,319)				
301 Town Centre and Community Safe								
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)				
302 Recreation Grounds								
1020 Hire Fees-Recreation Ground	0	1,200	0	(1,200)			0.0%	
1022 Brightling Road lease	120	120	120	0			100.0%	
1060 Miscellaneous Income	599	2,100	0	(2,100)			0.0%	
1061 S106 funding	300,198	0	0	0			0.0%	
Recreation Grounds :- Income	300,917	3,420	120	(3,300)			2850.0%	0
4220 General Maintenance	8,979	7,311	9,000	1,689	815	874	90.3%	
4221 Recreation ground - water	350	0	390	390		390	0.0%	
4223 Grounds Maintenance	3,000	2,180	3,400	1,220		1,220	64.1%	
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	(39)	3,500	3,539		3,539	(1.1%)	
4240 Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241 Dog Bins	2,600	2,509	2,600	91		91	96.5%	
4242 Playground Equipment	0	109	2,000	1,891		1,891	5.4%	

Detailed Income & Expenditure by Budget Heading 02/10/2022

Month No: 7

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
4243 Safety Inspections	639	511	1,500	990		990	34.0%	
4248 Jubilee Nature reserve	0	300	0	(300)	30	(330)	0.0%	
8060 Misc Resolved Gen Reserves & c	12,110	14,568	0	(14,568)	19,597	(34,165)	0.0%	6,058
Recreation Grounds :- Indirect Expenditure	80,305	28,047	25,540	(2,507)	20,442	(22,948)	189.9%	6,058
Net Income over Expenditure	220,612	(24,627)	(25,420)	(793)				
6000 plus Transfer from EMR	44,015	6,058						
6001 less Transfer to EMR	300,198	0						
Movement to/(from) Gen Reserve	(35,572)	(18,569)						
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	12,405	25,310	12,905		12,905	49.0%	
4257 Bench provisions - highways	1,000	(1,000)	0	1,000		1,000	0.0%	
4258 Flower Beds	6,710	6,737	6,000	(737)	5,319	(6,055)	200.9%	
4259 Council Gardens - office	650	0	650	650	1,037	(387)	159.5%	
4263 Bulb Planting	0	0	1,000	1,000		1,000	0.0%	
8060 Misc Resolved Gen Reserves & c	5,176	1,588	0	(1,588)		(1,588)	0.0%	
Highways :- Indirect Expenditure	35,536	19,730	32,960	13,231	6,355	6,875	79.1%	0
Net Income over Expenditure	(32,523)	(16,657)	(29,887)	(13,231)				
6000 plus Transfer from EMR	1,235	0						
Movement to/(from) Gen Reserve	(31,288)	(16,656)						
304 Allotments								
1070 Allotment Fees	1,661	1,698	2,080	382			81.6%	
1072 Gosford Way Allotments	108	90	175	85			51.4%	
Allotments :- Income	1,769	1,788	2,255	467			79.3%	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	(122)	175	297		297	(69.4%)	
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	(139)	2,405	2,544	0	2,544	(5.8%)	0
Net Income over Expenditure	(1,085)	1,927	(150)	(2,077)				

Detailed Income & Expenditure by Budget Heading 02/10/2022

Month No: 7

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
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	9,015	10,400	1,385		1,385	86.7%	
4282 Street Light - new works/impro	3,047	2,875	8,500	5,625		5,625	33.8%	
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	2,790	43,100	40,310	0	40,310	6.5%	0
Net Income over Expenditure	(37,730)	(2,790)	(43,100)	(40,310)				
6000 plus Transfer from EMR	368	0						
Movement to/(from) Gen Reserve	(37,362)	(2,790)						
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%	
4307 Hailsham Flowers Maintenance	557	184	500	316		316	36.7%	
The Polegate Partnership :- Indirect Expenditure	557	184	1,000	816	0	816	18.4%	0
Net Income over Expenditure	193	(184)	0	184				
401 The Planning Committee								
4320 Planning Committee - Halls	0	0	200	200		200	0.0%	
The Planning Committee :- Indirect Expenditure	0	0	200	200	0	200	0.0%	0
Net Expenditure	0	0	(200)	(200)				
Grand Totals:- Income	681,120	407,477	375,867	(31,610)			108.4%	
Expenditure	250,238	124,172	223,050	98,878	31,054	67,824	69.6%	
Net Income over Expenditure	430,882	283,305	152,817	(130,488)				
plus Transfer from EMR	45,617	6,058						
less Transfer to EMR	300,219	0						
Movement to/(from) Gen Reserve	176,281	289,363						

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	-5,927.98	198,190.23
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	-5,927.98	796,903.61

MG 024476 F1VI043A 709F308AK00123 38500 B 75716



MRS J OGNJANOVIC TOWN CLERK
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
EAST SUSSEX
BN26 6AL



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 31 October 2022

Business Current Accounts

Business Current Account Statement	£50,000.00
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Business Savings Accounts

Business Premium Account	£855,943.97
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Business Premium Account	£128,216.58
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This is the end of your account summary.

Summary Income & Expenditure by Budget Heading 02/10/2022

Month No: 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Employee costs							
	Income	0	0	1,135	1,135			0.0%
	Expenditure	132,194	86,746	155,550	68,804	88	68,716	55.8%
	Net Income over Expenditure	<u>(132,194)</u>	<u>(86,746)</u>	<u>(154,415)</u>	<u>(67,669)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(132,194)</u>	<u>(86,746)</u>					
	Grand Totals:- Income	0	0	1,135	1,135			0.0%
	Expenditure	132,194	86,746	155,550	68,804	88	68,716	55.8%
	Net Income over Expenditure	<u>(132,194)</u>	<u>(86,746)</u>	<u>(154,415)</u>	<u>(67,669)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(132,194)</u>	<u>(86,746)</u>					

<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			5,392.25	
200	Current/Business Premium			905,750.21	
201	Tracker Account			128,216.58	
203	HSBC Deposit A/C			85,172.80	
204	NatWest deposit A/C			85,172.84	
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				198,190.23
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
500	Creditors				1,747.10
560	Deposits Held				4,435.00
1006	Mayor's Charity Fund	103	Town Councillors		92.50
1009	Bank Loyalty Discount	102	Administration		94.50
1010	Investment Income	104	General Administration		334.28
1020	Hire Fees-Recreation Ground	302	Recreation Grounds		1,200.00
1022	Brightling Road lease	302	Recreation Grounds		120.00
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		2,100.00
1063	CIL funds from developers	104	General Administration		30,573.49

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>
1070	Allotment Fees	304	Allotments		1,697.62
1072	Gosford Way Allotments	304	Allotments		90.00
1076	Precept	104	General Administration		367,485.00
				27,292.91	
				6,574.96	
				8,585.12	
				1,580.94	
4005	Overtime	101	Employee costs		106.04
4007	NI (ER's)	101	Employee costs	5,704.79	
4008	Pension ER's contributions	101	Employee costs	1,843.80	
4009	Payroll	101	Employee costs	51.03	
4010	Internal Auditor	102	Administration		50.00
				6,322.58	
				12,252.91	
				992.83	
4014	Consultancy/Locum Clerk	101	Employee costs	166.50	
4015	Travelling expenses (parks)	101	Employee costs	743.34	
4016	Training Exps inc course fees	101	Employee costs		551.22
				793.62	
				5,104.34	
4030	Postage	102	Administration	16.45	
4031	Stationery	102	Administration	934.04	
4032	Photocopier copy charges	102	Administration	348.53	
4036	Office IT equip't inc antiviru	102	Administration	215.73	
4037	Website	102	Administration	182.93	
4039	Legal fees	102	Administration	3,422.70	
4040	Audit Fees (external audit)	102	Administration	1,300.00	
4043	Insurance Premiums	102	Administration	5,056.91	
4045	Subscriptions	102	Administration	2,896.66	
4046	Publications	102	Administration	11.15	
4049	Tree Works	102	Administration	675.00	
4056	Bank/Barclaycard charges	102	Administration	394.40	
4063	Hire of Halls	102	Administration	126.00	
4069	Office telephones	102	Administration	575.76	
4070	Broadband/Internet	102	Administration	244.93	
4071	IT Services incl backups	102	Administration	1,439.72	
4072	IT costs office 365	102	Administration	874.38	
4073	IT reserve for new machines	102	Administration		304.00
4090	Councillors' allowances	103	Town Councillors	3,162.00	
4091	Councillors' expenses	103	Town Councillors	25.37	
4092	Councillors' training	103	Town Councillors	94.39	
4093	Mayor's allowance Civic Duties	103	Town Councillors		552.91

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>
4096	Remembrance Wreath	306	Prize and Prize Giving		35.00
4100	Grants to other Organisations	104	General Administration	575.00	
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	4,714.50	
4131	Electricity	201	Council Offices	1,635.89	
4132	Water charges	201	Council Offices	82.09	
4133	Sewerage	201	Council Offices	160.84	
4136	Photocopier - lease	201	Council Offices	160.42	
4139	Window Cleaning	201	Council Offices	28.00	
4140	Alarm Maintenance	201	Council Offices	455.00	
4146	Other Office Equipment	201	Council Offices	627.07	
4154	Housekeeping San bins 49 & gar	201	Council Offices	205.47	
4155	Refuse Collecting	201	Council Offices	494.30	
4162	PWLB - Capital	201	Council Offices	2,294.85	
4163	PWLB- Interest	201	Council Offices	491.75	
4170	51 High Street - expenditure	202	51 High Street	29.00	
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	7,310.91	
4223	Grounds Maintenance	302	Recreation Grounds	2,180.34	
4235	Toilets	302	Recreation Grounds	448.50	
4238	Litter Bins	302	Recreation Grounds		39.00
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	2,509.00	
4242	Playground Equipment	302	Recreation Grounds	108.60	
4243	Safety Inspections	302	Recreation Grounds	510.50	
4248	Jubilee Nature reserve	302	Recreation Grounds	300.00	
4256	Urban grasscutting	303	Highways	12,405.00	
4257	Bench provisions - highways	303	Highways		1,000.00
4258	Flower Beds	303	Highways	6,736.75	
4271	Allotments - improvements	304	Allotments		350.00
4272	Allotments - water	304	Allotments	511.03	
4273	Allotment - rent of land Gosfo	304	Allotments		121.50
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	9,015.00	
4282	Street Light - new works/impro	305	Street Lighting	2,874.89	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	183.60	
4500	Toilets High St - Cleaning	205	High Street Toilets	2,691.00	
4504	Toilets High St - Other	205	High Street Toilets	97.05	

Date : 17/11/2022

Polegate Town Council

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Time: 16:18

Trial Balance for Month No: 7

User : JO

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>
6000	Transfer from EMR	302	Recreation Grounds		6,058.00
8060	Misc Resolved Gen Reserves & c	101	Employee costs	10,974.63	
8060	Misc Resolved Gen Reserves & c	102	Administration	2,633.50	
8060	Misc Resolved Gen Reserves & c	104	General Administration	1,703.97	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	3,634.65	
8060	Misc Resolved Gen Reserves & c	204	Wannock Office	29.01	
8060	Misc Resolved Gen Reserves & c	205	High Street Toilets	1,836.00	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	14,567.85	
8060	Misc Resolved Gen Reserves & c	303	Highways	1,587.75	
Trial Balance Totals :				1,433,133.42	1,433,133.42
Difference				0.00	

<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			5,392.25	
200	Current/Business Premium			905,750.21	
201	Tracker Account			128,216.58	
203	HSBC Deposit A/C			85,172.80	
204	NatWest deposit A/C			85,172.84	
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				198,190.23
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
500	Creditors				1,747.10
560	Deposits Held				4,435.00
1006	Mayor's Charity Fund	103	Town Councillors		92.50
1009	Bank Loyalty Discount	102	Administration		94.50
1010	Investment Income	104	General Administration		334.28
1020	Hire Fees-Recreation Ground	302	Recreation Grounds		1,200.00
1022	Brightling Road lease	302	Recreation Grounds		120.00
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		2,100.00
1063	CIL funds from developers	104	General Administration		30,573.49

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>
1070	Allotment Fees	304	Allotments		1,697.62
1072	Gosford Way Allotments	304	Allotments		90.00
1076	Precept	104	General Administration		367,485.00
				27,292.91	
				6,574.96	
				8,585.12	
				1,580.94	
4005	Overtime	101	Employee costs		106.04
4007	NI (ER's)	101	Employee costs	5,704.79	
4008	Pension ER's contributions	101	Employee costs	1,843.80	
4009	Payroll	101	Employee costs	51.03	
4010	Internal Auditor	102	Administration		50.00
				6,322.58	
				12,252.91	
				992.83	
4014	Consultancy/Locum Clerk	101	Employee costs	166.50	
4015	Travelling expenses (parks)	101	Employee costs	743.34	
4016	Training Exps inc course fees	101	Employee costs		551.22
				793.62	
				5,104.34	
4030	Postage	102	Administration	16.45	
4031	Stationery	102	Administration	934.04	
4032	Photocopier copy charges	102	Administration	348.53	
4036	Office IT equip't inc antiviru	102	Administration	215.73	
4037	Website	102	Administration	182.93	
4039	Legal fees	102	Administration	3,422.70	
4040	Audit Fees (external audit)	102	Administration	1,300.00	
4043	Insurance Premiums	102	Administration	5,056.91	
4045	Subscriptions	102	Administration	2,896.66	
4046	Publications	102	Administration	11.15	
4049	Tree Works	102	Administration	675.00	
4056	Bank/Barclaycard charges	102	Administration	394.40	
4063	Hire of Halls	102	Administration	126.00	
4069	Office telephones	102	Administration	575.76	
4070	Broadband/Internet	102	Administration	244.93	
4071	IT Services incl backups	102	Administration	1,439.72	
4072	IT costs office 365	102	Administration	874.38	
4073	IT reserve for new machines	102	Administration		304.00
4090	Councillors' allowances	103	Town Councillors	3,162.00	
4091	Councillors' expenses	103	Town Councillors	25.37	
4092	Councillors' training	103	Town Councillors	94.39	
4093	Mayor's allowance Civic Duties	103	Town Councillors		552.91

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>
4096	Remembrance Wreath	306	Prize and Prize Giving		35.00
4100	Grants to other Organisations	104	General Administration	575.00	
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	4,714.50	
4131	Electricity	201	Council Offices	1,635.89	
4132	Water charges	201	Council Offices	82.09	
4133	Sewerage	201	Council Offices	160.84	
4136	Photocopier - lease	201	Council Offices	160.42	
4139	Window Cleaning	201	Council Offices	28.00	
4140	Alarm Maintenance	201	Council Offices	455.00	
4146	Other Office Equipment	201	Council Offices	627.07	
4154	Housekeeping San bins 49 & gar	201	Council Offices	205.47	
4155	Refuse Collecting	201	Council Offices	494.30	
4162	PWLB - Capital	201	Council Offices	2,294.85	
4163	PWLB- Interest	201	Council Offices	491.75	
4170	51 High Street - expenditure	202	51 High Street	29.00	
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	7,310.91	
4223	Grounds Maintenance	302	Recreation Grounds	2,180.34	
4235	Toilets	302	Recreation Grounds	448.50	
4238	Litter Bins	302	Recreation Grounds		39.00
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
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Polegate Town Council

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8060	Misc Resolved Gen Reserves & c	303	Highways	1,587.75	
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Difference				0.00	

SUMMARY FOR POLEGATE TOWN COUNCIL

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

Statement date: 20 October 2022

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

Date of previous statement: 20 September 2022
Previous balance: £454.72
Payment received: £454.72 CR
Total of charges and adjustments: £0.00
Total of new spending: £210.08
New balance: £210.08
Payment due by: 27 October 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 October 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	454.72	
27 Sep 2022	DIRECT DEBIT PAYMENT THANK YOU	454.72	CR
	Total of payment, charges and adjustments	£0.00	

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
			160.10
			49.98
			£210.08
			£210.08

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

C 000993 BBA1861A 69265

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



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

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



Date	Description	Amount
18 Oct 2022	WWW.PLAYDALE.CO.UK 01452 543235 <i>Cradle seat.</i>	160.10
191085481472	INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSI	
<u>1 new purchases / cash advances. Total of spending.</u>		<u>£160.10</u>

133.42. VAT 26.68

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

Date	Description	Amount
23 Sep 2022	TOOLSTATION UK NORTHAMPTON GBR	49.98
260915122622	HARDWARE STORES	
1 new purchases / cash advances. Total of spending.		£49.98

G 000896 BBA1861A 68265

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

CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 5 | NOVEMBER 2022



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

A WORD FROM NALC AND SLCC CHIEF EXECUTIVES

Over 500 councils have now signed up to the civility pledge. This is a great start and we encourage all councils to consider signing up to the pledge and joining the cultural change which has been started.

There are many more resources being worked on which will be shared with you over the next few months including sector specific guidance of the code of conduct, on demand e-learning modules, and a guide for addressing conflict.

We recognise there is still more to do but together we can address poor behaviour, and ultimately retain councillors and staff.

RESPECTFUL SOCIAL MEDIA

Social media is a simple, quick and effective way of communicating. It allows a user to reach whole communities at the click of a button, perfect for community engagement. Councils and councillors can constructively engage with communities rather than simply broadcasting information. But unfortunately, in a small number of cases, councillors and councils can experience online abuse. Social media can become a place where individuals resort to abusive behaviour, such as, aggressive language, threats, trolling, and bullying. Building up your following on social media is harder if there is a small number of angry voices which dominate.

We have worked in collaboration with Breakthrough Communications to develop a new guide to social media for councils, officers, and councillors to actively address the issues of civility and respect on social media. It is designed to guide you through the challenges of social media for local councils from handling trolling to legitimate challenge and scrutiny, from smear campaigns to politics.

The guide will help you to use positive language and tone in order to better shape the conversation and increase engagement, to find common ground and engage with a variety of views. There is also help on escalating issues, deleting and moderating comments, blocking abusive users, reporting online abuse and legal matters to the police or social media platform, and deciding when it is time to get off of social media.

Download the guide [**Respectful Social Media guide**](#)

UPDATE ON THE LEGISLATION WORKSTREAM PROGRESS

Work continues around raising the profile of the Civility & Respect project amongst parliamentarians. No opportunity is missed by SLCC or NALC to include this issue as part of briefings with MPs, government departments and their civil servants. Thanks to recent efforts, including those made by clerks and local councillors through letters to their local MPs, we are starting to see the beginnings of increased awareness. Dr Julian Lewis, MP has offered to sponsor a second Early Day Motion in the House of Commons and several MPs have approached us offering to help promote the project to fellow parliamentarians.

Poor behaviour by employees can be dealt with through employment law, but when elected individuals choose not to abide by codes of conduct and civility pledges and won't desist in their poor behaviour, there is little recourse for those who are suffering. Yes, if a law is broken, the police can become involved, but most poor behaviour is not a crime under law. It is a widespread problem with poor standards affecting not just clerks suffering at the hands of elected individuals, but councillors and other employees in both local and principal councils. Better standards of behaviour are needed for all those in public life. The backing of SLCC, NALC, OVW, County Associations and ALCC in getting a second motion back in front of MPs will be key. It is time to try again.

The commitment shown by Dr Lewis to help use parliamentary processes to introduce debate for tougher sanctions for poor standards of behaviour in our sector is very welcome. If you would like to contact your MP to raise the civility issue we have designed template letters which can be personalised to add context and influence. [**NALC Template letter**](#) and [**SLCC template letter**](#)

COUNCILLORS RESPONSIBILITIES AS EMPLOYERS



It was apparent from our research that one of the key areas which challenges relationships between councillors and clerks is the council's responsibility as employer for the clerk. Councils which support and value their staff are better able to deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment through to support and development is key to achieving the best outcomes for your council and your communities. NALC offer a publication - **Good Councillors Guide to Being a Good Employer** - which is available to members and provides vital guidance for councils as employers.



PODCASTS

However, we recognise that a blended approach is often needed to share vital information, so to help councillors understand their responsibilities as employers we are working with council sector HR experts, Personnel Advice and Solutions Ltd, to produce a series of short videos, or podcasts, each 20-30 minutes long, which give practical guidance to councillors on critical topics such as building effective HR committees, recruitment, appraisals, staff absence and sickness. The podcasts will be a free resource, shared with county associations and One Voice Wales, and available via NALC and SLCC websites. The first 2 videos covering the following topics have now been released and are available here: **Councillors Responsibilities As Employers - Podcast 1 - YouTube** and **Councillors Responsibilities As Employers Podcast 2 - YouTube**.

Building an Effective HR Committee

- Who is best suited to be on the committee?
- Effective Terms of Reference
- Having the right contacts
- Statutory requirements for effective line management

Look out for further podcasts in the NALC and SLCC news bulletins over the next few weeks.

Recruitment

- Deciding who in the council is responsible for recruitment
- Drafting the person specification
- Designing the job advert around the needs of the council
- Objective/non-discriminatory selection criteria
- Asking the right questions, in the right place at the right time
- Using objective and measurable methods to select the right person
- Entitlement to work in the UK and Inductions

RECRUITMENT MANUAL

We have also finalised a **Recruitment Manual** which is designed to provide comprehensive support for councillors in their recruitment of the clerk, but can be adapted for the recruitment of any staff.

The creation and appointment to any post, let alone the most senior job in your organisation, is one of the most critical investments a council will make. The recruitment process presents legal requirements and key challenges in choosing the right person.



It is critical that everyone responsible for or involved in staff recruitment and selection meet the challenges through a planned and structured process, and are aware of and understand the key issues and best techniques to use. Awareness of the legal requirements, particularly the Equality Act 2010, the Data Protection Act 2018, and the Modern Slavery Act is also essential.

Whilst we recommend that all involved in recruitment and selection of staff undertake specific training, this manual will help you avoid some pitfalls that are present in recruiting, and provide guidance to give confidence to all involved that they are carrying out the process in a thorough, fair, objective and evidence-based way.

The manual is divided into fourteen key units from the initial requirement to fill a role, advertising, shortlisting, interviewing, appointment, induction through to probation. All units include both guidance and, where relevant, specimen documentation reflecting best practice which may be customised to suit your own council, duties and local circumstances as appropriate. Additional model letters and forms are included which are intended to give you the opportunity to customise them to suit your needs and circumstances.

The guide has been written in collaboration with the county associations and it will be available for members from county associations and One Voice Wales directly, but can also be accessed via SLCC and NALC members here: **SLCC | NALC**.

HR tools – getting relationships right from the start

MODEL GOVERNANCE DOCUMENTS

Continuing on the theme of relationships, our research has clearly indicated that a strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the Council.

The following is an extract from the Local Government Association guidance on the 2020 Model Councillor Code of Conduct:

“Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship is the importance of mutual respect.

Councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.”

The governance workstream have worked in collaboration with industry experts Hoey Ainscough Associates Ltd to develop two model documents to help guide councillors and officers in their relations with one another: The Councillor-Officer Protocol and Roles and Responsibilities.



COUNCILLOR-OFFICER PROTOCOL

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles. The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. The premise of the Councillor-Officer Protocol is to help build and maintain good working relationships between councillors and officers as they work together. It is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

ROLES AND RESPONSIBILITIES GUIDANCE

Councillors and officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole, even if they do not agree with it.

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices. Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The Roles and Responsibilities document expands on the guidance given in the protocol, gives practical examples and explains some of the 'grey' areas. It should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol.

Both documents are available to download on [NALC](#) and [SLCC](#) websites

UPDATE ON THE PLEDGE

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to addressing bullying and harassment across our sector, and to demonstrate positive changes which support civil and respectful conduct.

The pledge is voluntary, but it is a way for the entire council to make a public statement of intent to establish that it is committed to standing up to poor behaviour across our sector. The pledge is underpinned by certain behaviours which demonstrate some of the positive actions supportive of civil and respectful conduct, for example actively calling out bullying and harassment when it happens rather than a passive response and ignoring it. The pledge is relevant even if all current councillors and officers behave with dignity and respect, it's also about standing up to members of the public who may abuse councillors as well as officers; about presenting a united front; publicly agreeing that there is no place for poor behaviour in our sector; and empowering the council to stand up to bullies, whoever they are. Sometimes all it takes is one controversial planning application, an unpopular decision or one new councillor to change the atmosphere for the council, and the pledge is about stating upfront how the council will handle poor behaviour if it happens.



Over 500 councils across the country have now taken the Civility and Respect Pledge, which is a tremendous start. If your council are still considering it, or haven't yet discussed it, the civility and respect project team have now released a video to inform councils about the project and pledge. The video features Linda Larter (Chief Executive for Sevenoaks Town Council, former President of SLCC) and Sue Baxter (Vice President of NALC, councillor for Wythall Parish Council) who share their views on what the pledge means and why we are asking all councils to sign up to it: [Pledge video](#).

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an example agenda item with suggested wording to help: [Pledge agenda wording](#)

...AND FINALLY, REMEMBER THE CIVILITY AND RESPECT TRAINING IS OFFERED AT A SUPPLEMENTED COST UNTIL DECEMBER 2022

Breakthrough Communication, experts in the field of training for local councils have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Subsidised fee: £30

Develop a better understanding of where our behaviour comes from and what resilience means in the context your role. Consider strategies to manage and deal with different situations effectively and receive a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively****

Subsidised fee: £30

Consider a range of role-focused challenging situations, how we can work with others more effectively, different leadership styles and approaches in the context of your role, how to build support and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Subsidised fee: £30

Explore different methods and strategies for pre-empting and dealing with negative attacks on social media and ways in which you can keep control of social media output. Consider personal 'digital tone of voice', explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media.

Please visit our dedicated civility and respect pages for lots more information and support

[SLCC](#) | [Civility and Respect Project](#) and [NALC](#) | [Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

From: [REDACTED]
Sent: 15 November 2022 11:08
To: Jo Tricker | Town Clerk
Subject: FW: Toilet sign High Street Polegate

Good morning [REDACTED]

I am pleased to confirm that we have now received the two revised quotes to move the existing toilet sign from our in house contractor:

Option 1

Take down and set aside existing sign. Take down and dispose of existing post and make good. Erect existing sign on the lamp column beside the Town Council offices, mounted at 2.1m. (including any traffic management required to carry out the works safely)

Total = £395.95 (includes VAT)

Option 2

Take down and set aside existing sign. Take down and dispose of existing post and make good. Erect existing sign on new post in the grass verge adjacent to the flower bed and seating area for the sign to be erected at 2.1m. (including any traffic management required to carry out the works safely)

Total = £705.18 (includes VAT)

Please note that this quote is valid for a period of 3 months. After this time, our contractors reserve the right to revise the quote, and the costs could change.

I would be grateful if you would confirm whether you wish to proceed with this work and if so Option 1 or Option 2. Upon confirmation, I will instruct our contractors to carry out the work and our finance team will be in touch with an invoice and to arrange payment.

I hope the above is of use to you.

Kind regards

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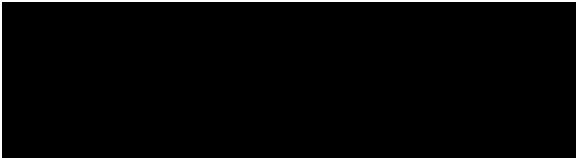
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Kind regards


Senior Traffic and Safety Officer
Road Safety Team
Communities, Economy and Transport



To: Jo Tricker | Town Clerk
Subject: FW: Rural/Market Town Group - Polegate .

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red category

Sent: 22 September 2022 14:00
To: admin@polegatetowncouncil.gov.uk
Subject: Rural/Market Town Group - Polegate .

Dear Jo,

Further to previous correspondence just to tell you we have now extended that free trial period to the **31st of March 2023** to give many new Town Councils the opportunity to work with us. It is vital that we achieve as many localities as possible backing the national Rural / Market Town case. The number of Towns involved and their spread across England is very important.

A reminder of what we are about:-

[Please click here to view the Rural Market Town Group leaflet which sets out more information about the group.](#)

The current free offer is around for you to take advantage of and decide, now in March 2023, whether you wish after that to continue on a low subscription basis in the 23/234 financial year. Please be assured there is no future commitment involved in trying the Group out now and then next March you will freely decide whether you wish to remain involved.

Please can Polegate, an important Market Town in our view, and important to us, please experience our service and what we seek to do. As said no money at all is payable during this trial, and you have absolutely nothing to lose by doing this, but much to gain. Rural communities and rurally based towns deserve a higher national profile. Please drop us an e mail by return and agree to try us out and we will commence your service forthwith.

We look forward to hearing from you,

Market Towns need to work together.

Kindest regards,

