

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee meeting held on Friday 22nd November 2024 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Watts, M Piper, D Dunbar, M Cunningham, J Heward, J Keen (6)

Not Present: Cllr D Murry, S Shing (2)

No members of the public present

Minute Number	Resolution
13671	Opportunity for Public None
13672	Apologies for absence Cllrs S Shing (hols), D Murray (hols)
13673	Declarations of interest in any items on the agenda None
13674	Minutes of the Finance & Policy committee meeting on 5th July 2024 Draft minutes had been circulated to all prior to the meeting there were no queries. <u>It was resolved to accept the minutes of the Finance & Policy committee meeting on 5th July 2024 as an accurate record of the meeting and these were signed by the chair. VOTE All in favour</u>
13675	Payments of accounts Payments list had been circulated to all prior to the meeting. <u>It was resolved to accept the payments as presented £31,347.57. VOTE All in favour.</u>
13676	Preliminary budget 2025/26 A discussion took place on the figures and the increases, the tax base and how it may go down as less people were paying the full council tax. The sum set aside for maintenance on the Jubilee Nature reserve of £2000 was removed as the chairperson had informed the clerk this was not needed. A sum of £5500 would be put in for the CCTV costs, but the town clerk was still awaiting confirmation of the amount as it had gone from the police and crime commissioner to Chroma vision. Councillors discussed Eastbourne Borough council's finances. Grass cutting and dog bins was discussed. A councillor asked about the increase in the energy charges and the clerk explained the situation on the transfer issues from East Sussex Highways. The clerk advised that the tax base wasn't likely to come in until mid-December. The figures would be presented at the January budget and precept setting meeting but was currently around 12-15%, but this percentage was not representative of the fact that it was only around 30 pence per week increase.
13677	Brightling Road Planning Application Report and request for further funding from general reserves (The clerk stated that she would let finance know if any other requirements came up, so that they were aware).

	<u>It was resolved to delegate to the clerk up to £10,000 for the new additional costs as presented and others that might be required. VOTE All in favour</u>
13678	Grant application for KSS Air Ambulance Charity 1. To determine whether the grant meets the criteria of the policy The policy and the work of the KSS Air Ambulance Chairty was discussed and how many times the air ambulance had been used in the Polegate area. It was agreed that they met the criteria due to the large amount of work they did in Polegate area. 2. To determine whether to award the grant of £500 <u>It was resolved to award KSS Air Ambulance Chairty a grant of £500. VOTE All in favour.</u>

The meeting closed at 10:31 am

Signed by _____ Chair of Finance & Policy _____ Dated _____

Date: 09/12/2024 Polegate Town Council
Time: 11:35 Cashbook 1
Current/Business Premium
Payments made between 01/11/2024 and 30/11/2024

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>A/C</u>	<u>Centre</u>	<u>Description</u>
01/11/2024	Business Stream	DIRECT DEB	10.26	4272	304	Cophall Water
01/11/2024	Business Stream	DIRECT DEB	41.07	4132	201	49/51 High St Water
04/11/2024	Barclays Bank	DIRECT DEB	63.07	4056	102	Bank Charges
08/11/2024	Nest Pension Scheme	DIRECT DEB	489.82	4000	101	Nest Payments Oct 24
				4002	101	Nest Payments Oct 24
				4003	101	Nest Payments Oct 24
				4011	101	Nest Payments Oct 24
				4008	101	Nest Payments Oct 24
12/11/2024	Mr Dan Dunbar	BX125212	98.01	500		Morrisons Bags of Goodness
12/11/2024	Prime Signs	BX209994	159.00	500		Vinyl Stickers
12/11/2024	Prime Signs	BX209999	170.00	500		2m of Xmas Plunger Stickers
12/11/2024	Mr D Watts	BX210842	13.73	500		NALC Conference expenses
12/11/2024	Kent County Council KCS	BX210869	222.84	500		Photocopy Lease
12/11/2024	Mr Dan Dunbar	BX212334	21.00	500		Travel to Hastings College
12/11/2024	Mr Dan Dunbar	BX212341	3.60	500		Choir Concert in Hailsham
12/11/2024	Mr Dan Dunbar	BX213207	3.60	500		Hailsham Bonfire
12/11/2024	Playsafety Ltd	BX213466	911.00	500		Playground Inspection Course
12/11/2024	Mr Dan Dunbar	BX213733	6.30	500		Trafalgar Day Event
12/11/2024	Echo Cleaning	BX214036	180.00	500		Office & Window Cleaning
12/11/2024	Mr Dan Dunbar	BX214112	28.00	500		Lord Lieutenants awards
12/11/2024		BX214163	10.80	500		PTC Travel
12/11/2024	Mulberry Local Authority Se	BX214187	2,112.00	500		Professional Services
12/11/2024	Mr Dan Dunbar	BX214603	5.40	500		Cuckmere buses
12/11/2024	VIKING Office Depot Intern	BX215419	73.07	500		Stationery
12/11/2024	IDVerde	BX216447	1,214.40	500		Playground Inspections
12/11/2024	Initial Washroom Hygiene	BX217891	5.29	500		Hygiene Bins
12/11/2024	Denma Cleaning Services L	BX218502	819.00	500		Cleaning Dervices
12/11/2024	Withers DIY	BX218530	167.94	500		Misc DIY Items
12/11/2024	Pyrotec Fire Protection Ltd	BX219026	831.52	500		Service of Fire Equip & New Ex
12/11/2024	Europlants Ltd	BX220526	57.58	500		Maint of Hailsham Beds
12/11/2024	SME IT Solutions Ltd	BX221266	636.24	500		IT Office Costs
12/11/2024	SME IT Solutions Ltd	BX221453	174.19	500		IT Telephone Costs
12/11/2024		BX222381	171.79	500		Hotel for ROSPA Course
12/11/2024		BX222431	30.00	500		November Travel
12/11/2024		BX222869	14.00	500		Water for Tree planting Event
12/11/2024	English Woodlands	BX224363	1,620.45	500		Trees etc for 2 Nov Event
12/11/2024	Grants Eastbourne Ltd	BX224452	756.00	500		Crocus Bulbs

12/11/2024	St Georges Church	BX224899	65.25	500	Planting
					Hire of Hall for Info Day
12/11/2024	Wealden District Assoc of L	BX226806	45.85	500	Subscription for 2024/25
15/11/2024	Advo Group	DIRECT DEB	154.99	4009	101 Payroll
15/11/2024	Wealden District Council	NNDR	749.00	4130	201 Payment of NNDR
15/11/2024	Staff Salaries Cash Book	Nov Sals	10,919.38	202	Nov Salary
18/11/2024	Nest Pension Scheme	DIRECT DEB	640.18	4011	101 Nest Pension
					Payment Nov
				4000	101 Nest Pension
					Payment Nov
				4003	101 Nest Pension
					Payment Nov
				4002	101 Nest Pension
					Payment Nov
				4008	101 Nest Pension
					Payment Nov
19/11/2024	EDF Energy	DIRECT DEB	26.06	4170	202 Electric for 51 High St
19/11/2024	EDF Energy	DIRECT DEB	243.40	4131	201 Electric 49 High St
22/11/2024	Inland Revenue	DIRECT DEB	3,011.99	4000	101 Tax & NI for Oct
				4002	101 Tax & NI for Oct
				4003	101 Tax & NI for Oct
				4011	101 Tax & NI for Oct
				4013	101 Tax & NI for Oct
				4007	101 Tax & NI for Oct
26/11/2024	Streetlights	BX693002	117.30	500	Col A Burnside
26/11/2024	Streetlights	BX693144	117.30	500	Col C, Chestnut Drive
26/11/2024		BX693917	10.80	500	Travel Expenses
26/11/2024	SME IT Solutions Ltd	BX693939	733.00	500	New Laptop
26/11/2024	VIKING Office Depot Intern	BX695939	44.99	500	Stationery
26/11/2024	Lewes District Council	BX697089	54.00	500	Play Area
26/11/2024	Europlants Ltd	BX699059	938.64	500	Winter Planting &
26/11/2024	Europlants Ltd	BX699095	164.40	500	Supply & Fitting of
26/11/2024	Recorra Sout East Ltd	BX699340	84.42	500	Waste Bin Collection
26/11/2024	Countrymans Contractors L	BX701517	295.78	500	Saturday Bins
26/11/2024	Countrymans Contractors L	BX702029	3,360.00	500	Oakleaf Bark
26/11/2024	Countrymans Contractors L	BX702912	627.91	500	Rec Grnd & Open
26/11/2024	Countrymans Contractors L	BX703018	627.91	500	Rec Grnd & Open
26/11/2024	Countrymans Contractors L	BX703555	2,239.67	500	Final Urban Grass
26/11/2024	Europlants Ltd	BX707232	60.00	500	Replant of
26/11/2024	SLCC	BX708962	42.00	500	Climate Action for
26/11/2024	Countrymans Contractors L	BX709106	2,239.67	500	Urban Grass
26/11/2024	SLCC	BX709393	168.00	500	MS Excel for
26/11/2024	SLCC	BX710458	24.00	500	Committees, Sub-
26/11/2024	SLCC	BX712611	84.00	500	Agendas & Minutes
26/11/2024	SLCC	BX712637	36.00	500	Introduction to
					Biodiversity
26/11/2024	SLCC	BX715222	60.00	500	Creating
					Accessible Word & PDF
26/11/2024	IDVerde	BX717017	1,214.40	500	Playground
26/11/2024	Mr Dan Dunbar	BX717557	134.38	500	Various
26/11/2024		BX717589	48.60	500	Travel Expenses
26/11/2024	PCA Drama Group	BX718172	499.00	500	Civic Event for
					Sleeping Beaut

26/11/2024	Barcombe Landscapes	BX719056	7,800.00	500	Digging Trenches at Brightling
26/11/2024	PCA Drama Group	BX719136	100.00	500	Donation from Mayor
26/11/2024	PJ Skips	BX719174	300.00	500	Cophall Allotments Skip
26/11/2024	SLCC	BX916455	126.00	500	Quotes, Tenders & Contracts
27/11/2024	BarclayCard	NOV STATEM	1,168.00	500	Misc Spend
	Total Payments:		50,497.24		

Polegate Town Council



BIODIVERSITY POLICY

[illegible]



POLEGATE TOWN COUNCIL

Biodiversity Policy

Background

Our Commitment In accordance with the duty imposed on Town and Parish Councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Polegate Town Council will in exercising all its functions have regard to the purpose of conserving biodiversity. This duty also means that Town and Parish Councils can spend funds in conserving biodiversity.

All local authorities including parish/town sector councils must complete their first consideration.

of what action to take for biodiversity by 1 January 2024. Policies and objectives must be agreed as soon as possible after this. Councils can and should reconsider their actions on a quarterly, annual, or regular basis and must reconsider the actions they can take within five years of when they completed their previous reconsideration.

Understanding Biodiversity Net Gain (BNG)

Biodiversity net gain (BNG) is an approach to development, and/or land management, which aims to leave the natural environment in a measurably better state than it was beforehand.

Polegate Town Council is committed to ensuring any new works on its land complies with the Biodiversity Duty. This includes the management of the land, any new works, or improvements.

Polegate Town Council own and rent a number of open spaces and allotments including Oakleaf play area (rented from East Sussex County Council); Gosford Allotments (rented from Wealden District Council); Cophall allotments (owned); Brightling Road Leisure Ground and Meadow; Polegate War Memorial Recreation Ground (leased and managed by PWMRG CIC); Jubilee Nature Reserve (owned); 49/51 High Street Polegate (owned).

According to the Act, public authorities need to check if a number of strategies affect how they comply with their biodiversity duty including:

- Local nature recovery strategies.
- Species conservation strategies.
- Protected site strategies.

They need to understand how or if they are relevant to their organisation, be aware of how these strategies affect land that is owned and managed by them, or actions they could take to conserve or enhance biodiversity and consider how they can contribute to the strategy.

where appropriate.

Biodiversity is the collective term for the variety and abundance of forms of life found in an area, including animals, plants, fungi, and microorganisms like bacteria. Each of these species

and organisms work together in ecosystems to maintain, balance and support life.

Biodiversity supports everything in nature that we need to survive including, food, oxygen, clean air, and clean water.

Aims and Objectives

The object of this policy is to work towards enhancing and protecting the biodiversity of Polegate.

All committees of Polegate Town Council will consider sustainability, environmental impact. and biodiversity when making decisions and will develop and implement policies and strategies as required.

Polegate Town Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

Actions

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.

Land and property management.

- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website and social media.
- Where feasible the council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- Polegate Town Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the town.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

Commitment

Polegate Town Council will:

Consider the impact on biodiversity in the decisions it makes in council, committee, sub-committee and task and finish group meetings. It will seek to minimise adverse impacts on biodiversity as a result of the council's activities and will identify opportunities to increase biodiversity when practicable.

The Council will, wherever possible, raise public awareness of biodiversity issues as part of its leadership role within the local community.

The Council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats. It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.

Monitor its internal policies and processes to enhance biodiversity.

As a landowner, Polegate Town Council will consider how land it manages could improve biodiversity. It will:

1. Proactively remove invasive species as required under appropriate legislation in order to prevent harm to native species.
2. Avoid the use of herbicides except in exceptional circumstances.
3. Properly scale and time grounds maintenance work or vegetation removal such that the impact on biodiversity is minimised. Maintenance practices that are beneficial to biodiversity will be taken into consideration when contracts are placed.
4. Create dedicated spaces to attract and enhance wildlife.
5. Improve the buildings it manages and land around them to enhance biodiversity.

Polegate Town Council will not produce a biodiversity report and there is no legislative requirement to do so.

This policy will be reviewed each year together with a summary of how the policy has been implemented in the previous twelve months.

Policy effective from: XX XXXXXXXXXXXX 2024

Date of next review: XXXXXXXXXXXX 2025

Legislation

[Complying with the biodiversity duty - GOV.UK](#)

Consider how the land you manage could improve biodiversity. This includes green and blue spaces like:

- allotments
- parks and sports fields
- amenity spaces and communal gardens
- roadside verges
- field margins and hedgerows.
- woodlands and nature reserves
- rivers
- water-dependent habitats

Small changes to how you manage these areas could create habitats for wildlife and ‘nature corridors’ that connect existing habitats. This allows species to move between habitats, maintain or increase populations and be more resilient to climate change.

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2025/26

Introduction

1. This is the 24th Annual Report of the Parish Independent Allowances and Remuneration Panel to make recommendations regarding the number of payments that may be made to Councillors. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Summary

2. The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A.
- b) That there be an increase in allowances in line with that recommended for District Councillors, with Basic and Chairman's Allowances rounded to the nearest pound. These allowances for 2025/26 to be as set out below.

2025/26	LEVEL 1	LEVEL 2	LEVEL 3
<i>Basic Allowance</i>	<i>£194</i>	<i>£482</i>	<i>£1,537</i>
<i>Chairman's Allowance</i>	<i>£336</i>	<i>£756</i>	<i>£2,122</i>

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP) rates be re-affirmed.
- d) Subsistence Allowance to be the same as those indicated for District Councillors. These allowances for 2025/26 are set out in the table below.

Breakfast	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London
London and specified Conferences	£110	

All claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2025/26. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
- f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors but would wish for all Parish and Town Councils to consider adopting a basic

allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel met in person on 12 November 2024.

Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003, as to:
 - a) the amount of parish basic allowance payable to members of such town and parish councils.
 - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils.
 - c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members.
 - d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable; and
 - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2024/25.
8. The Clerk to the Panel had invited all Town and Parish Councillors, via the clerks, to provide any comments on the allowance scheme. Four responses had been received and welcomed.
9. The Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.
10. Following discussion, the Panel **recommends** that the increase in allowances is in line with that recommended for Wealden District Councillors at 3%, rounded to the nearest pound (£).
11. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £5193 per annum for the financial year 2025/26. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

12. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
13. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
14. The Panel **recommends** an increase to all Chairman's Allowances of 3%, on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

15. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation. This also includes provision for encouraging car sharing.
16. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (AMAP), and as from 6 April 2011 the following rules apply:
 - Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter.
 - Motorcycle – 24p per mile (all miles);
 - Cycle – 20p per mile (all miles); and
 - A 5 pence per mile per passenger supplement for up to four passengers.
 - Public transport subject to the Council's approval.

Subsistence Allowance

17. The Panel **recommends** that the current level of subsistence rates to be the same as those indicated for District Councillors. These allowances for 2025/26 are set out in the table below:

Breakfast	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London
London and specified Conferences	£110	

18. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed. The Panel commented that subsistence allowance was a 'top up' on the amount it would cost a councillor to eat at home.

Co-opted Members

19. As set out above, under the relevant legislation co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.
20. Co-opted Members can claim a Co-optees' Allowance as provided for in their own Parish or Town Council's Allowance scheme.

Communication of Allowances

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

Edward Stone
Chairman

Dated: 12 November 2024

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£194	£482	£1,537	
Chairman's Allowance	£ 336	£756	£ 2,122	
PARISH	No. of Cllrs	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	n/a	n/a	n/a	n/a
Little Horsted	n/a	n/a	n/a	n/a
Selmeston	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£194	£482	3.74%
Berwick	7	£194	£482	3.74%
Wartling	7	£194	£482	3.74%
Long Man	7	£194	£482	3.74%
Hooe	7	£194	£482	3.74%
Arlington	7	£194	£482	3.74%
Laughton	7	£194	£482	3.74%
Isfield	7	£194	£482	3.74%
Chiddingly	9	£194	£482	3.74%
Hellingly	15	£194	£482	3.74%
Hadlow Down	7	£194	£482	3.74%
Fletching	9	£194	£482	3.74%
Warbleton	11	£194	£482	3.74%
Frant	11	£194	£482	3.74%
Alfriston	7	£194	£482	3.74%
East Hoathly/Halland	9	£194	£482	3.74%
Chalvington/Ripe	7	£194	£482	3.74%
Horam	11	£194	£482	3.74%
East Dean/Friston	9	£194	£482	3.74%
Framfield	11	£194	£482	3.74%
Hartfield	13	£194	£482	3.74%
Ninfield	9	£194	£482	3.74%
Danehill	9	£194	£482	3.74%
Buxted	15	£194	£482	3.74%
Withyham	13	£194	£482	3.74%
Herstmonceux	11	£194	£482	3.74%
Mayfield/ Five Ashes	15	£194	£482	3.74%
Maresfield	14	£194	£482	3.74%
Rotherfield	13	£194	£482	3.74%
Westham	13	£194	£482	3.74%
Pevensey	13	£194	£482	3.74%
Wadhurst	15	£194	£482	3.74%

<u>Level 2</u>				
Forest Row	15	£482	£756	9.28%
Willingdon/Jevington	19	£482	£756	9.28%
Polegate	15	£482	£756	9.28%
Heathfield/Waldron	21	£482	£756	9.28%
<u>Level 3</u>				
Hailsham	24	£1,537	£2,122	29.60%
Uckfield	15	£1,537	£2,122	29.60%
Crowborough	16	£1,537	£2,122	29.60%

Cophall Allotments Enhancement Report

Introduction

This report outlines the necessary enhancements planned for Cophall Allotments to improve functionality, accessibility, and compliance with regulations. The following initiatives aim to address the current issues and provide a better experience for allotment holders.

Proposed Enhancements

1. Fencing at the Top and Levelling

- **Details:** Installation of new fencing at the top of the allotments and around individual plots.
- **Quotes Received:** £600 to clear and level; £18,500-22,000 fencing approx.
- **Estimated Overall Cost:** Approximately £23,000

2. Renumbering and Labelling of Plots

- **Details:** Clear and consistent numbering and labelling of all plots to improve identification and organisation.
- **Implementation:** To be coordinated alongside fencing enhancements to ensure uniformity.
- **Estimated cost:** 71 plots some with letters and numbers max £10 per plot. £710

3. Car Park Resurfacing

- **Details:** Resurfacing of the car park area to provide better access and reduce maintenance issues caused by uneven surfaces.
- **Estimated Cost:** £8000-£23,000

4. Water Works and Compliance with Water Regulations

- **Details:** Upgrading the water system to comply with current water regulations.
- **Estimated Cost:** £5,000.
- **Legal** – this works will be required as soon as the assessment is made by SE Water.

Total Estimated Costs

- **Fencing:** £23,000
- **Water Works:** £5,000.
- **Other Costs (Renumbering, Labelling, Car Park Resurfacing):** £710; £600; £23,000
- **Total EMR required: £52,310**

The proposed enhancements for Cophall Allotments represent a significant investment in improving the allotments for the community. With fencing, renumbering, car park resurfacing, and water system upgrades, these improvements will address key issues and enhance the overall usability of the site. Further cost estimates and funding plans will be required to progress these initiatives effectively.

The most important of these are water compliance.

Finance is requested to set aside the £15,000 as shown in financial report and to build on this to cover the total required to complete the enhancement costs. This will allow for the water works to be completed immediately and following that some of the smaller enhancements.

Mayor's Chain Repairs Report

Summary

This report outlines the estimated costs for repairing the Mayor's chain, including the addition of a new shield to a new collar. The details and associated costs are provided below.

Cost Breakdown

Option 1: Adding a New Shield to a New Collar

Item Description	Cost
New Collar (Extra Large)	£442
6 New Shields	£792
Cost for New Die	£825
Total Cost	£2,059

Option 2: Adding a New Shield to a New Collar (Silver and Gold)

Item Description	Cost
New Collar (Extra Large)	£442
6 New Shields (Silver & Gold)	£1,155
Cost for New Die	£825
Total Cost	£2,422

Option 3: Brand New Chain of Office

Item Description	Cost
C76 Metal Gilt Chain of Office	£3,295.60
C76.S/G Chain of Office (Silver & Gold)	£5,228.30
Velvet Collar - Extra Large/Complicated Included	£442.20
Total cost	£3737.80-£5670.50

Conclusion

This report provides three options for the Mayor's chain repairs:

1. Option 1: Total cost £2,059.

2. Option 2: Total cost £2,422.
3. Option 3: Brand new chain with costs ranging from £3737.80 to £5,670.50, depending on material choice.

It is recommended that the existing chains be refinished to ensure a consistent, polished appearance. This process will remove tarnish and wear, resulting in a uniform, "like-new" finish across all chains. The estimated cost for this work is between £500 and £600.

This recommendation aims to enhance the overall presentation and maintain a high-quality standard.

Motion request to finance to set aside an Ear Marked Reserve from general reserves of £6000 to cover the cost of the repair to the chain.