

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 14th December 2020 7pm by REMOTE meeting

Present: Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, M Cunningham, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, D Shing (14)

Not Present:

2 members of the public were present at the live event.

Minute No.	Subject/Resolution
12741	Standing orders suspended <u>VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell</u>
12742	Opportunity for public comment None received
12743	Apologies for absence Cllr D Shing, M Cunningham (both logged in later)
12744	Declarations of interest in any items on the agenda <i>All councillors declared interests for discussions on the councillors allowances. (dispensation)</i> <i>Minute 12749 District Councillors A Snell, D Shing, R Shing, S Shing.</i>
12745	To approve and adopt the minutes of the Full Council meetings of 30th November 2020 <i>An amendment was made to 13th line deleted as referred to non council issue.</i> <u>It was resolved to adopt the minutes of the Full Council meetings of 30th November 2020 as an accurate record of the meeting VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell</u>
12746	Mayors Report (verbal) The Mayor mentioned that this was the last meeting of the year.
12747	<i>Cllr M Cunningham arrived at 7.10pm</i> Financial Update a) Approval of payments as presented b) Motion to vire money from surplus grass cutting budget to use for use on refurbishing planters in the town (see paperwork for details) NB already delegated to Town Clerk, but seeking council approval for this specific virement A councillor asked that vinyl logos be purchased for the new planters. (The concrete planters are not suitable for vinyl stickers) <i>Cllr D Shing arrived at 7.16pm</i> It was resolved to vire money (est £900) from surplus grass cutting budget to use for use on refurbishing planters in the town and to purchase vinyl logo stickers <u>VOTE 13 for Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, M Cunningham 1 abstention D Shing (not present for whole discussion)</u> c) Motion to vire funds from public info day (not taking place) ad hoc for use on grant requests to the end of the financial year NB already delegated to Town Clerk, but seeking council approval for this specific virement It was resolved to vire funds from public info day (not taking place) ad hoc for use on grant requests to the end of the financial year <u>VOTE All in favour Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, S Shing, D Dunbar, Mrs M Piper, Ms A Snell, M Cunningham, D Shing</u>

	Budget 2021/22 and precept discussions Discussions on the proposed budget took place including a suggestion that councillors do not increase their allowances this year. This was suggested as a motion to carry forward to 11th January 2021 discussions, to be included in the budget calculations. The chair of finance mentioned that the tax base had increased but that income from council tax was not expected to go up and had not increased significantly, but it had allowed the council to suggest a 0% increase on the Band D for 2021/22. It was suggested that the flower budget cover winter bedding. It was suggested that NJC were unlikely to give a substantial pay award in 2021 and this could possibly reduce the personnel budget, although it was noted that any increase agreed by NJC was contractual and could not be changed from what was predicted to be increased. All councillors felt that for the 2021/22 year it was important with the current pandemic situation to keep the precept increase to 0% or as close as possible.
12749	Motion to go ahead with quote of preferred supplier (WDC) for office refurb (provision of accommodation for elderly residents above) feasibility study in accordance with their email, confirmed by council solicitor as acceptable. (costs already agreed by full council 30th November 2020). Discussions took place on the comments by the council's solicitor on selecting the contractor recommended by Andy Vincent at Wealden District Council and how this is compliant with Financial regulations and standing orders. Councillors discussed that any particular works would need further resolutions from council and a legal agreement with wealden district council before committing to any public works loan and subsequent consultations. A councillor stated that she would want to see any design before anything progressed as she was opposed to any building that could be an eyesore on the High Street scene. Full repairing leases and apartments for the elderly were discussed along with the project as a whole. It was agreed that this was a huge project and the council would be taking baby steps <u>It was resolved to instruct the contractor recommended by Wealden District Council for the feasibility study to make alterations to the council office and potentially provide accommodation above. The costs expected to be £5500 at this stage to be paid from the office alterations reserve Ear Marked Reserve 339. VOTE 13 for Cllrs D Watts, M Falkner, Mrs C Berry, A Wood, R Shing, D Sanders, Mrs W Alexander, D Murray, D Dunbar, Mrs M Piper, Ms A Snell, M Cunningham, D Shing 1 abstention S Shing,</u>
12750	Dates of the next scheduled meetings Full Council 11th January 2021 BUDGET setting and PRECEPT setting REMOTE MEETING Full Council 25th January 2021 Full Council 22nd February 2021 Full Council 29th March 2021 Full Council 26th April 2021 Annual Town Assembly 2021 TBA Annual Statutory meeting (election of mayor) 17th May 2021 Full Council 28th June 2021 Full Council 26th July 2021 Full Council 27th September 2021

The meeting closed at 8:30pm

Signed Mayor of Polegate _____ Date _____

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	T	U
25			EMPLOYEE COSTS	114,959			126,178			134,035	proposed by personnel							
26																		
27			TOTAL EMPLOYEE COSTS	114,959			126,178			134,035								
28																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	T	U
29																		
30				£			£			£								
31			ADMINISTRATION															
32	4030		Postage	500			500			500								
33	4031		Stationery	1,500			1500			1500								
34	4032		Photocopy Charges	1500			1500			1500								
35	4035		Computer Consumables	200			200			200								
36	4036		MS office suite, staff, Jo for remote meetings & project	700			700			700	staff office suite & project							
37	4037		Website, domain, maintenance	1,200			5800	(new website costs incl)		350	4600 spare, could use to save for refresh website in 4 years?	6750						
38	4039		Legal Fees	4,000			4000			4400								
39	4040		Audit Fees (external)	1,000			1000			1100								
40	4043		Insurance Premiums	5,000			5000			5000								
41	4044		Insurance Tree Inspection	400			300			500								
42	4045		Subscriptions	2,900			3000			3200	nalc salc increase and slight increase of others.							
43	4046		Publications	120			120			200	yellow book is now over £120 on its own							
44	4047		Advertising	100			100			100								
45	4049		Tree Works Brightling Road	1,000			1000			1500								
46	4050		Town Council Elections	5,500			5500			5500								
47	4051		Poll referendum/by election costs	0			0			0								
48	4053		Refreshments	250			250			250								
49	4056		Bank/Barclaycard Charges	1,350			1350			1350	CLOSER TO £1000 BUT COULD CHANGE							
50	4059		First Aid	150			150			150								
51	4061		Newsletter/Mailshot Printing	0			0			0								
52	4062		Newsletter/Mailshot Production	500			500			500								
53	4063		Hire of Halls	300			300			300								
54	4069		Telephones	1,600			1600			700	VOIP lines etc lower cost							
55	4070		Broadband / Internet Charges	520			550			500	new reduced costs							
56	4071		IT services (maintenance of software and equipment) backup	500			832			2800	cloud backup for NAS and IT support	more data, jos machine backuped because of RBS, staff emails b						
57	4072		IT outlook/office costs	0			1200			1700	outlook accounts, office 365 exchange account, outlook backup	756.00 + 60.00 + 250.00						
58	4073		IT Office equipment reserve	0			700			700	reserve for new equipment £3500 / 5 years							
59			TOTAL ADMINISTRATION COSTS	30,790			37,652			35,200								
60																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	T	U
61																		
62				Year 2019/20			Year 2020/21			Year 2021/22								
63																		
64				Annual Budget			Annual Budget			Annual Budget	Notes							
65																		
66				£			£			£								
67																		
68			TOWN COUNCILLORS															
69	1006		Mayor's Charity Fund															
70	4090		Councillors Allowances	6,500			6700			6700								
71	4091		Councillors Expenses	600			500			500								
72	4092		Councillors Training	1,500			1000			1000								
73	4093		Mayors Allowance	2000			2000			2000								
74	4095		Mayor's Fund Raising Charity															
75			TOTAL TOWN COUNCILLORS	10,600			10,200			10,200								
76																		
77			GENERAL ADMINISTRATION															
78	1004		Photocopies/Postage recharge	0			0			0								
79	1010		Investment Income	(500)			(500)			(500)								
80	4100		Grants To Other Organisations	1,000			1,000			1,000								
81	4103		Public Information Event(s)	1,000			1,000			1,000								
82	4105		Finance Software	1,000			1,000			1,000								
83	1009		Bank Loyalty Discount	(140)			(140)			(180)								
84			TOTAL GENERAL ADMINISTRATION	2,360			2,360			2,320								
85																		
86																		
87			COUNCIL OFFICES															
88	1000		Hire of Chamber / Offices	(500)			(500)	includes the old		0	COVID 0-500							
89	4130		Council Tax	7000			8000	4505 1200	await wdc sue	9,500	new toilet additional? With valuation office not being used re covid, but will have garden toilet added on as well 8000+1500??							
90	4131		Electricity	2,000			2,200			2,300								
91	4132		Water Charges	250			250			250								
92	4133		Sewerage Charges	250			250			250	172 x 90% plus 3%							
93	4136		Photocopier Lease	810			810			810								
94	4139		Window Cleaning	240			240			240								
95	4140		Alarm Maintenance	350			450			450								
96	4141		Fire Precautions	300			360			440								
97	4142		Other maintenance	500			550			560								
98	4146		Other Office Equipment	600			1,250			1,250	need new air con 1 over 3 years apporx 600 yr 2							
99	4154		Housekeeping sanitary bins 49/51	120			240			120	includes council garden toilet							
100	4155		Refuse Collection (Commercial)	1,300			1,300			1,300	incl for extra empties							
101	4162		PWLB Loans - Capital	3,941			4,166			4,249								
102	4163		PWLB Loans - Interest	1,633			1,408			1,436								
103			TOTAL COUNCIL OFFICES	18,794			20,974			23,155								
104																		
105																		
106				£			£			£								
107			51 HIGH STREET - RENTED OFFICES															
108	1005		Income	(1,500)			(900)			0	none? Covid?? 0-600							
109	4170		Expenditure	500			900			1,800	COULD BE 600-1800 DEPENDING ON COVID							
110			TOTAL 51 HIGH STREET	(1,000)			0			1,800								
111																		
112																		
113			THE PAVILION, WANNOCK ROAD								All related to CIC and will be paid as a grant once lease is in place until the CIC can generate funding to cover the costs							
114	1030		Rental Income	(1,600)			(1,600)			(1,200)	less income	CIC costs						
115	4179		Pavilion Insurance (CIC)	0			1,200			1,200	same							
116	4180		Electricity	2,300			2,300			2,300	same							
117	4181		Water	350			500			600	slightly higher	once lease granted						
118	4182		Sewerage	880			500			500	same	will be paid as a grant						
119	4186		Fire Precautions	220			250			250	same							
120	4187		Pavilion refuse	500			455			500	slightly higher							
121			sani bins once open again outside loos only							148	1 bin x 12 months (now separated off for CIC)							
122																		
123			TOTAL THE PAVILION, WANNOCK ROAD	2,650			3,605			4,298								
124																		
125																		
126																		
127			WANNOCK OFFICE, WANNOCK ROAD															
128	1032		Rental Income - Wannock Office	(50)			(50)			0	All related to CIC and will be paid as a grant once lease is in place until the CIC can generate funding to cover the costs							
129	4190		Electricity	480			800			800								
130	4192		Sewerage	220			750			750	overestimated as refunds and no bills this year							
131			fresh water	0			0			0								
132	4193		Council tax	0		3633	3,700		nil if lease	3,811	Once lease is in place apply for 100% relief of council tax.	3700						
133	4195		Maintenance	50			360			360								
134	4196		Fire precautions	100			150			150								
135	4197		Grounds Maintenance wannock	0			6,500			6,700	grounds maintenance new code to show costs clearly and includes VAT							
136	4198		grant to cic	0		128	0			200	will be total expenses plus accounting fees							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	T	U
137			TOTAL WANNOCK OFFICE, WANNOCK ROAD	800			12,210			12,771								
138			GRAND TOTAL FOR ALL OF PWMRG															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	T	U
139																		
140			HIGH STREET TOILETS															
141	1035		Income from Toilet Scheme	(1,000)			(1,234)			(1,234)								
142	4500		Cleaning/opening contract	6,500			6,500			7,000	NEW TOILET IN COUNCIL GARDEN, NEW CONTRACT WITH UPDATED COSTS RE MIN WAGE ETC							
143	4501		Maintenance	650			650			250	NONE?							
144	4502		Electricity	400			500		FOR CODE 4131	600	WILL BE UNDER 49 HIGH STREET COSTS							
145	4503		Water & sewerage combined	700			900		FOR CODES 41	600	combined increase 350 fresh + 250 waste + increase							
146	4504		Sanitary units & other costs	600			700		for code 4154	250	substantial sewerage							
147	4505		Council Tax	1,200			1,200	included in 4130 above		0	should be exempt but need budget in case legislation doesn't go through.							
148			TOTAL HIGH STREET TOILETS	9,050			9,216			7,466								
149																		
150																		
151			TOWN CENTRE & COMMUNITY SAFETY															
152	4201		CCTV Costs	2,800			3,500			3,500								
153			TOWN CENTRE & COMMUNITY SAFETY	2,800			3,500			3,500								
154																		
155			RECREATION GROUNDS / FACILITIES															
156	1022		Brightling road lease charges (income)	(120)			(120)			(120)								
157	1050		Insurance Refunds/claim rebate															
158	1060		Miscellaneous Income															
159	4220		Gen Maintenance	9000			9,000			9,000	4500 wannock 4500 brightling							
											excluding wannock, excluding allotment - oakleaf And brightling Rd							
											includes extras water is in refund status at present, but expected to revert to around 350 2021/22							
160	4221		Water	336			350			350	8000-600-6500							
161	4223		Grounds Maintenance	8,000			2,800			3,000	?2426							
162	4224		Travelling re park checks	800			500			200	delete? Not being used??							
163	4230		Skate Park Facilities	6000			6,000			6,000	new park in progress							
164	4235		Toilets Provision	7,000			6,500		BEV	7,000	awaiting BEV/ Kingdom quote							
165	4238		bin emptying	2500			2,500			2,500								
166	4240		Lease Charges	150			150			150	OAKLEAF PARK ANNUAL							
167	4241		Dog Bins	2500			2,500			2,575	3%							
168	4242		Playground Equipment	2,800			3,600			4,000	or more							
169	4243		Safety Inspections - (All Equip)	1,500			1,500			1,500								
170			TOTAL RECREATION GROUNDS	40,466			35,280			36,155								
171																		
172			HIGHWAYS															
173																		
174	1051		ESCC Grass Cutting contribution	(3,300)			(3,008)			(3,008)								
175	4250		Bus Shelters	0			0			0								
176	4253		Highways Litter Bins	0			0			0								
177	4256		Urban Grasscutting	22,000			26000			26000	estimate atm							
178	4257		Bench Provisions - Highways							1000	FROM GENERAL RESERVES AT PRESENT							
179	4258		flowers	6000			6,000			6,000								
180	4259		Council Office Garden/Crossroads/Wannock	650			650			650								
181			TOTAL HIGHWAYS	25,350			29,642			30,642								
182																		
183			ALLOTMENTS COPHALL															
184																		
185	1070		Allotment Fees	(1,150)			(1,170)			(1,770)	estimated							
186	4270		Maintenance	550			550		4220	600								
187	4271		Improvements	200			300			350	skip hire increase							
188	4272		Water Charges	550			650			650								
189	4274		Grounds Maintenance	0			500			600	Grounds Maintenance split from overall grounds maintenance							
190			TOTAL Cophall ALLOTMENTS	150			830			430								
191																		
192																		
193			ALLOTMENTS GOSFORD															
194	1072		Allotment Fees Gosford	(171)			(175)			(175)								
195	4273		Rent of Land	171			175			175	Run by PTC land owned by WDC. Any income goes direct to WDC each year.							
196			Total Gosford Allotments	0			0			0								
197																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	T	U
198																		
199																		
200																		
201											Notes							
202																		
203				Annual Budget			Annual Budget			Annual Budget								
204																		
205			STREET LIGHTING	£			£			£								
206	4280		Energy Charges	8,500			9100			9100								
207	4281		Maintenance Charges	9,500			9900			9900								
208	4282		New Work / Improvements/repairs	51,000			23000			17200								
209	4286		Xmas Decorations	11,000			12000			12000	slight increase includes rcd check increase							
210	4287		Additional Christmas Decorations	0			4000			4000	new lights in harvester tree							
211			TOTAL STREET LIGHTING	80,000			58,000			52,200								
212																		
213			PRIZES & PRIZEGIVING	£			£			£								
214	4096		Poppy Wreath Remembrance day	30			30			30	if anyone wishes to reinstate the prize party, more will need to be allocated.							
215	4293		Best Back Garden	0			0			0	we could just have a daytime presentation day when winers are invited to attend in the chambers for and hour and receive their certificates (no prizes) with teas and coffees cake/biscuits only							
216	4294		Mayor's cup	0			0			0								
217	4295		Best Allotments	0			0			0								
218	4296		Best Gardens	0			0			0								
219	4297		Best Dressed Houses	0			0			0								
220	4298		Best Dressed Shops	0			0			0								
221	4299		Prize Party	0			0			0								
222			TOTAL PRIZES & PRIZEGIVING	30			30			30								
223																		
224			THE POLEGATE PARTNERSHIP															
225	1040		Flower Beds -Hailsham (A27) Road	(1,000)			(1,000)			(1,000)								
226	4306		Replacement planting in flower beds/reserves if not required this	510			500			500	This goes to a reserve and is monitored - spent when the beds need enhancing in liaison with the sponsors							
227	4307		Maintenance and watering of beds	490			500			500								
228			TOTAL THE POLEGATE PARTNERSHIP	0			0			0								
229																		
230																		
231																		
232			PLANNING COMMITTEE															
233	4320		Hire of Halls	200			200			200								
234			TOTAL PLANNING COSTS	200			200			200								
235																		
236																		
237																		
238	7001		THE RETIRED Mayors Tea Party	0			0				NIL paid for from mayors allowance							
239			TOTAL RETIRED	0			0			0								
240																		
241																		
242																		
243																		
244																		
245																		
246																		
247																		
248																		
249																		
250																		
251																		
252																		
253																		
254																		
255																		
256																		
257																		
258																		
259																		
260																		
261																		
262																		
263																		
264																		
265																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	T	U
266																		
267																		
269																		
270																		
271			SUMMARY	Year 2019/20			Year 2020/21			Year 2021/22	Notes							
272																		
273				Annual Budget			Annual Budget			Annual Budget								
274																		
275				£			£			£								
276											percentage increases/decreases							
277			TOTAL EMPLOYEE COSTS	114,959			126,178			134,035	6.23							
278			TOTAL ADMINISTRATION COSTS	30,790			37,652			35,200	-6.51							
279			TOTAL TOWN COUNCILLORS	10,600			10,200			10,200	0.00							
280			TOTAL GENERAL ADMINISTRATION	2,360			2,360			2,320	-1.69							
281			TOTAL COUNCIL OFFICES	18,794			20,974			23,155	10.40							
282			TOTAL 51 HIGH STREET now included above	(1,000)			0			1,800								
283			TOTAL THE PAVILION	2,650			3,605			4,298	19.23							
284			TOTAL WANNOCK OFFICE	800			12,210			12,771	4.59							
285			TOTAL HIGH STREET TOILETS	9,050			9,216			7,466	-18.99							
286			TOTAL TOWN CENTRE & COMM. SAFETY	2,800			3,500			3,500	0.00							
287			TOTAL RECREATION GROUNDS	40,466			35,280			36,155	2.48							
288			TOTAL HIGHWAYS	25,350			29,642			30,642	3.37							
289			TOTAL ALLOTMENTS	150			830			430	-48.19							
290			TOTAL ALLOTMENTS GOSFORD	0			0			0								
291			TOTAL STREET LIGHTING	80,000			58,000			52,200	-10.00							
292			TOTAL PRIZES AND PRIZEGIVING	30			30			30	0.00							
293			TOTAL POLEGATE PARTNERSHIP	0			0			0								
294			TOTAL PLANNING COSTS	200			200			200	0.00							
295			TOTAL THE RETIRED	0			0			0								
296			TOTAL YOUTH	0			0			0								
297			TOTAL EXTRAS	0			0			0								
298																		
299																		
300																		
301			PERIOD TOTALS	337,999			349,877			354,402								
302																		
303																		
304																		
305																		
306				£			£			£								
307				337,999			349,877			354,402								
308			Less Grant from WDC re tax base changes	(3,028)			0			0								
309			PRECEPT	(334,971)			(349,877)			(354,402)								
310																		
311			OPERATING (SURPLUS)/DEFICIT	0			0			0								
312																		
313											Income raised by 1% of precept	3544.02						
314																		
315																		
316																		
317																		
318				£334,971.00			£349,877.00											
319																		
320																		
321										-£354,402.00								
322																		
324																		
325																		
326																		
327																		
328																		
329																		
330																		
331																		
332																		
333																		
334																		