

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Annual Statutory meeting held on Monday 20th May 2019 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

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

Not Present: Cllr R Shing (1)
9 members of the public

Minute No.	Subject/Resolution
12667	Election of the Town Mayor It was resolved to elect Cllr D Wats as Mayor of Polegate. VOTE all in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Shing, S Shing, D Sanders, A Wood, M Cunningham, J Harmer
12668	To receive the Mayor's declaration of acceptance of office The Mayor signed the declaration and it was countersigned by the proper office/town clerk
12669	Apologies for absence None
12670	To receive any declarations of interest in any items on the agenda Cllrs D Watts, A Snell, D Shing, S Shing as District Councillors; D Shing S Shing as County Councillors; D Murray as member of the Pevensey & Cuckmere Water Level Management Board.
12671	Election of Deputy Town Mayor and acceptance of office It was resolved to elect Cllr Mrs M Piper as Deputy Mayor of Polegate. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer
12672	Opportunity for Public Comment None
12673	To receive and confirm the minutes of the meeting of the Council held on 29th April 2019 It was resolved to accept the minutes of the full council meeting on 29 th April 2019 as an accurate record of the meeting and the minutes were signed by the mayor. VOTE 11 for Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, A Wood, M Cunningham, J Harmer 1 abstention D Sanders
12674	Standing Committees a) Appointment of Members to Committees & appointment of Chairpersons to Standing Committees/Working groups as per schedule i. Finance and Policy Committee (delegated) A discussion took place on the large numbers of councillor on the finance committee. It was resolved to appoint Cllr D Murray as chair of finance, Cllr D Watts as vice chair and additional committee members as follows: Cllrs S Shing, M Falkner, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J

Harmer

ii. Personnel Committee (part delegated)

A councillor commented that this was too many for a personnel committee as staff matters tended to be discussed with a small group of councillors for privacy.

Councillor commented that some occasions needed separate members not to be involved. A councillor commented that council could use substitutes if required.

It was resolved to appoint Cllr Ms A Snell as chair of personnel and Cllr Mrs C Berry as vice chair and additional committee members as follows: Cllrs Mrs m Piper, M Falkner, D Shing, D Dunbar, Mrs W Alexander, D Sanders.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer

Cllrs D Shing & S Shing arrived at 7.52pm

iii. Planning Committee (delegated)

A discussion regarding members who were also district councillors took place along with the value they could add to meetings.

It was resolved to appoint Cllr Mrs W Alexander as chair of Planning and Mrs M Piper as vice chair. Additional members of the committee as follows: Cllrs M Falkner, J Harmer

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

iv. Appeals committee (delegated)

It was noted that members were selected by the clerk unless any complaint were made about her, then the decision would revert to an alternative member of staff and the clerk would not be involved in the proceedings.

It was resolved to form the committee on that basis as per terms of reference. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

v. Flower Contract working group (delegated)

It was resolved to appoint Cllr D Dunbar as chair of the flower group and Cllr Mrs M Piper as vice chair along with Cllr Mrs C Berry as a member of that group.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

vi. Buildings & Land working group (part delegated)

It was resolved to appoint Cllr D Murray as chair of the Buildings and land working group and Cllr D Watts as vice chair. Additional members as follows: Cllrs D Dunbar, Mrs m Piper, Ms A Snell, J Harmer, A Wood

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

vii. Business Plan working group

It was resolved to appoint Cllr D Murray as chair of the Business Plan working group and Cllr D Watts as vice chair. Additional members as follows: Cllrs D Dunbar, Mrs M Piper, Ms A Snell

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

viii. Internal Audit Review and Internal Control working group

It was resolved to appoint Cllr D Watts as chair of the Internal Audit review and Internal Control working group and Cllr D Murray as vice chair. Additional members as follows: Cllrs Ms A Snell, M Falkner

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

ix. Communities and Tourism Working Group

It was resolved to appoint Cllr D Murray as chair of the Communities and Tourism working group and Cllr D Watts as vice chair. Additional members as follows: Cllrs Mrs M Piper, Ms A Snell, Mrs C Berry, M Cunningham, D Sanders, J Harmer, A Wood

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

x. Website working group

It was resolved to appoint Cllr D Dunbar as chair of the website working group and Cllr R Shing as vice chair. Additional members as follows: Cllrs D Watts, (Town Clerk)

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xi. Principles of development/Neighbourhood Plan working group
(delegated except financial)

It was resolved to appoint Cllr D Murray as chair and Cllr Mrs W Alexander as vice chair with Cllrs Mrs M Piper and A Wood as additional members of the working group.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xii. Christmas Lights working group (delegated)

It was resolved to appoint Cllr Mrs W Alexander as the chair of the Christmas lights working group, Cllr Ms A Snell as the vice chair and additional members of the working group as follows: Cllrs Mrs M piper, Mrs c Berry, J Harmer.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xiii. Risk Management working group

It was resolved to appoint Cllr D Watts as chair of the risk management working group and Cllr Mrs M piper as vice chair with additional members as follows: Cllrs M

Cunningham, J Harmer, A Wood.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xiv. Libraries working group (delegated)

It was resolved to appoint Cllr d Watts as chair of the library working group and Cllr Mrs C berry as vice chair with Cllr M Cunningham as an additional member. It was noted that the county councillor would also be invited.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xv. CIL working group

It was resolved to appoint Cllr d Murray as chair of the CIL working group and Cllr D watts as vice chair with additional members as follows: Cllrs D Dunbar, S Shing, Ms A Snell.

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

xvi. Shepham wind farm working group (fully delegated) - non council funds
[Shepham Community Benefit Fund]

It was noted that this was a working group with separate accounts to the town council.

It was resolved that interested councillors would be Cllrs S Shing, Ms A Snell and J Harmer. It was resolved to delegate all matters to Mrs J Ognjanovic and Mrs S Godfrey as bank signatories for the account as per the agreement and initial decision by full council. (required by the funders see previous minute in accordance with the terms of reference).

VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing

b) Review Terms of References for committees/working groups

- xvii. Finance and Policy Committee (delegated)
- xviii. Personnel Committee (part delegated)
- xix. Planning Committee (delegated)
- xx. Appeals committee (delegated)
- xxi. Flower Contract working group (delegated)
- xxii. Buildings & Land working group (part delegated)
- xxiii. Business Plan working group
- xxiv. Internal Audit Review and Internal Control working group
- xxv. Communities and Tourism Working Group
- xxvi. Website working group
- xxvii. Principles of development/**Neighbourhood Plan** working group (delegated except financial)
- xxviii. Christmas Lights working group (delegated)
- xxix. Risk Management working group
- xxx. Libraries working group (delegated)
- xxxi. CIL working group
- xxxii. Shepham wind farm working group (fully delegated) - non

	council funds The terms of reference had been circulated to all councillors prior to the meeting, noted and read by all. It was resolved to accept the terms of reference for each of the above committees and working groups en bloc. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing																				
12675	Adoption of Standing Orders A councillor queried the standing order to stand whilst speaking. The Mayor explained that this was varied and members raised their name plate to speak and were not required to stand and this was accepted by all councillors. It was resolved to adopt the model standing orders as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing																				
12676	Adoption of Financial Regulations (Periodic Review) It was resolved to adopt the financial regulations as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing																				
12677	Adoption of Councillor's code of conduct The code of conduct had been circulated to all councillors prior to the meeting and taken as read and accepted by all. It was resolved to adopt the councillors code of conduct as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing																				
12678	To receive statements of – a. Deeds etc held by Council Solicitors (if received before the meeting) b. Details of Asset Register (PDF available on request available online) c. Details of Insurance Cover (full policy PDF available on request) These were noted by all present.																				
12679	To appoint representatives to outside organisations - As per schedule attached It was resolved to appoint the representatives to outside bodies as shown below: <table border="1"> <thead> <tr> <th>Organisation</th><th>Councillor:</th></tr> </thead> <tbody> <tr> <td>Airs (Action in Rural Sussex)</td><td>Cherie Berry</td></tr> <tr> <td>Allotments</td><td>Dan Dunbar</td></tr> <tr> <td>Bus Group</td><td>Malcolm Cunningham</td></tr> <tr> <td>CCTV Liaison</td><td>Dan Dunbar Martin Falkner</td></tr> <tr> <td>Citizens Advice Bureau</td><td>Angela Snell/ John Harmer</td></tr> <tr> <td>Civil Protection</td><td>Dan Dunbar</td></tr> <tr> <td>Community Association</td><td>Angela Snell Maggie Piper</td></tr> <tr> <td>Cuckmere Community Bus</td><td>Dan Dunbar</td></tr> <tr> <td>Crime Prevention/Neighbourhood Watch/Police Liaison/LAT meeting</td><td>Dan Dunbar Martin Falkner</td></tr> </tbody> </table>	Organisation	Councillor:	Airs (Action in Rural Sussex)	Cherie Berry	Allotments	Dan Dunbar	Bus Group	Malcolm Cunningham	CCTV Liaison	Dan Dunbar Martin Falkner	Citizens Advice Bureau	Angela Snell/ John Harmer	Civil Protection	Dan Dunbar	Community Association	Angela Snell Maggie Piper	Cuckmere Community Bus	Dan Dunbar	Crime Prevention/Neighbourhood Watch/Police Liaison/LAT meeting	Dan Dunbar Martin Falkner
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	Eastbourne Area Transport Forum	Malcolm Cunningham
	East Sussex ALC	David Watts
	Elderly	Martin Falkner Maggie Piper David Watts
	Fields In trust	Douglas Murray
	Hailsham Area Action Plan (HAAP)	Wendy Alexander
	NALC SSALC	Angela Snell
	Polegate Library	David Watts
	Polegate School Governors	Martin Falkner
	Polegate Twinning Association	John Harmer
	Polegate Windmill	John Harmer
	Press Liaison & Newsletter	David Watts Dan Dunbar
	South Downs National Park (SDNP)	Wendy Alexander (Maggie Piper)
	South Wealden Association of Local Councils (WDALC) & Planning	Douglas Murray
	Sports – Cricket/Football/Stoolball	Andrew Wood
	SSALC	Angela Snell
	Tree Warden	Tim Saunders (Oct 2016) NON-COUNCILLOR
	Wealden Planning Panel	Douglas Murray
	Youth	Dan Dunbar Martin Falkner Angela Snell Douglas Murray
	VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing	
12680	Appointment of Tree Warden – Mr Tim Saunders It was resolved to appoint Mr Tim Saunders as tree warden for Polegate. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing	
12681	Appointment of Internal Auditor – Mulberry & Co It was noted that Mulberry & Co send different auditors to carry out the audits as recommended. It was resolved to appoint Mulberry & Co as internal auditors. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing	
12682	Adoption of Council Policies/Procedures <i>See attached list – to be adopted as presented with the caveat that many of these will be reviewed in full shortly through finance & policy committee</i> It was resolved to adopt the policies and procedures as presented (amended policies included) and noted that many would be reviewed shortly by finance & policy committee alongside new policies. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J	

	Harmer, D Shing, S Shing
12683	Financial matters a. Accounts for payment – <i>resolution required</i> A councillor commented that the litter picking equipment was being reimbursed by Wealden District Council. It was resolved to approve the accounts for payments presented to the value of £17,718.54 and £594.81. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing b. Income & Expenditure Reports, Reserves reports VAT return, bank reconciliations and bank statement, trial balances, journals <i>for information only.</i> These papers had been circulated prior to the meeting and noted by all present. A councillor commented that savings had been made by not having a contested election. c. Barclaycard statement – <i>to note and accept the expenditure paid under delegated authority</i> The papers had been circulated prior to the meeting and noted by all present. d. Fees & Charges – review/approve (see attached schedule, may be reviewed during the year) It was noted that some fees had been changed and some were in the process of being reviewed by finance & policy. It was resolved to approve the fees and charges as shown with the caveat that some were currently under review. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing
12684	To receive and approve the internal audit report (full) and signed AGAR form and propose any amendments/actions required arising from that report It was resolved to approve the internal audit report and signed AGAR form from the internal auditor and noted that there were no actions recommended. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing
12685	To note and approve bank signatories for bank mandate - Cllr Ms A Snell - Cllr S Shing - Cllr Mrs M Piper - Cllr D Watts - Cllr D Dunbar It was resolved to approve the bank signatories as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing
12686	General Power of Competence Resolution required that Polegate Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk in order to be

	able to continue to exercise the General Power of Competence. The criteria are i) <u>Electoral Mandate</u> At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number, then it must be rounded up. ALL COUNCILLORS WERE ELECTED ii) <u>Qualified Clerk</u> The clerk must hold the certificate in local Council Administration, the Certificate of Higher Education in Local Council Administration or the first level of the founder degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise <u>THE CLERK IS QUALIFIED IN CILCA</u> The council meet the above criteria and are therefore able to use the General Power of Competence. It was noted that despite an uncontested election all 15 councillors had been duly elected. It was resolved that the Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk and is able to continue to exercise the General Power of Competence VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing
12687	To approve the annual governance statement 2018/19 It was resolved that council had put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. That council had maintained and adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. That council took all reasonable steps to assure itself that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or manage its finances. That the council provided the proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the accounts and audit regulations. That it carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. That it maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. That it took appropriate action on all matters raised in reports from internal and external audit.

	That it considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and where appropriate, has included them in the accounting statements. That the council has no trust funds. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing
12688	To approve the annual accounting statements 2018/19 It was resolved to approve the accounting statement for 2018/19 as presented. VOTE All in favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, Mrs W Alexander, M Falkner, D Murray, D Sanders, A Wood, M Cunningham, J Harmer, D Shing, S Shing
12689	Proposed dates of next cycle of meetings It was noted that the dates were not correct as shown. The following dates would be circulated to all councillors the following day. Full Council 24th June 2019 Full Council 29th July 2019 Full Council 30th September 2019 Full Council 28th October 2019 Full Council 25th November 2019 Full Council 9th December 2019 Full Council 13th January 2020 (precept and budget setting)

The meeting closed at 9.04pm

Signed Mayor of Polegate _____

Date _____

UNADOPTED
POLEGATE TOWN COUNCIL



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 7th June 2019 Council Chambers 49, High Street, Polegate 10.00am

Present: Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders (8)

Not Present: - Cllr M Falkner (1)

No members of the public present

Minute Number	Resolution
12690	Opportunity for Public Comment None
12691	Apologies for absence Cllr M Falkner
12692	Declarations of interest in any items on the agenda Cllrs D Murray, D Watts, S Shing Wealden District Councillors, Cllr D Murray Pevensey & Cuckmere water Level Management Board; Cllrs Mrs M Piper & D Murray as directors of Polegate War memorial recreation ground CIC; Cllr D Murray as trustee of Wannock Village Hall.
12693	Minutes of Finance & Policy committee meeting of 8th March 2019 A Councillor asked that the website be checked to make sure there is a page detailing the room hire – <i>this was deferred at the meeting on 8th March 2019 pending further information (minute number 12640)</i> <i>Cllr S Shing arrived at 10.01am</i> <u>It was resolved to accept the minutes of the Finance & Policy meeting of 8th March 2019 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders</u>
12694	Accounts for payment as presented A Councillor asked about the payment for the timer in the High St toilets. <u>It was resolved to accept the accounts for payment as presented to the value of £16,705.17 VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders</u>
12695	Policies (new and revised) a) Statement of Intent to Community Engagement Policy (revised) Item iii: Councillors discussed the Notice boards. A Councillor suggested asking Lidl whether they would site one either on their grounds or inside the shop. Item v: A Councillor asked if Council has a SSALC representative – <i>Cllr Ms Angela Snell is the SSALC representative.</i> Item iii: Councillors also discussed the wording re the period set aside for public comment at the beginning of each meeting. Councillors requested it be changed to read "All meetings of

the Town Council and its committees and sub committees are open to the public. A period is set aside at the beginning of each meeting for public comment on the Agenda".
Councillors also discussed ways of improving communication with the local community. A Councillor requested that the Town Clerk investigate the costs to produce and deliver a newsletter from the Councillors to update the community on Council activities.

Cllr D Dunbar left at 10.39am

It was resolved to adopt the Statement of Intent with the above amendment. VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders

A Councillor requested that a new bullet point be added at the end of item iii to read "Meet Your Councillor coffee mornings are held periodically to informally promote community involvement and communication"

b) Equal Opportunities Statement (*revised*)

Item 5.1: A Councillor stated it is not a new act and requested the removal of the word 'new'. A Councillor requested that the wording be changed to read "The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone". (extracted from Government website)

Councillors requested that the lists of Acts be removed.

Item 2.3: A Councillor requested that the word 'council' should have a capital C

It was resolved to approve the Equal Opportunities Statement with the above amendments. VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, D Dunbar, M Cunningham, D Sanders (7)

One abstention Cllr Ms A Snell (1)

The meeting closed at 11.24 am

Signed by _____ Chair of Finance & Policy

Dated _____



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

Your Business accounts – at a glance

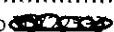
Up-to-date account information

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 30 April 2019

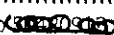
Business Current Accounts

Business Current Account Statement £50,000.00

Sort Code  • Account No  ✓

Business Savings Accounts

Business Premium Account £522,318.61

Sort Code  • Account No  ✓

Business Premium Account £127,682.16

Sort Code  • Account No  ✓

CURRENT/BUSINESS PREMIUM
CASHBOOK 1

TRACKER
CASHBOOK 2

This is the end of your account summary.

**Bank Reconciliation Statement as at 30/04/2019
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	30/04/2019	1	50,000.00
Business Premium Account	30/04/2019	1	522,318.61
			572,318.61

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
20/03/2019 202671 [REDACTED]	36.22
22/03/2019 202688 Glenister's	15.00
29/03/2019 202693 [REDACTED]	28.35
29/03/2019 202696 You Raise Me Up	100.00
29/03/2019 202697 [REDACTED]	527.60
29/03/2019 202698 St John's Church	100.00
29/03/2019 202699 [REDACTED]	250.00
29/03/2019 202700 [REDACTED]	30.00
29/03/2019 108821 Withers DIY	64.86
29/03/2019 108822 Kingdom Services Group Ltd	1,250.02
29/03/2019 108823 CPRE	36.00
29/03/2019 108824 [REDACTED]	1,023.26
29/03/2019 108826 Polegate Comm Defib Project	154.30
29/03/2019 108827 Wicksteed Leisure Ltd	84.64
29/03/2019 108829 Gelnisters Florist	25.00
29/03/2019 108828 Polegate Scarecrows	100.00
29/03/2019 202694 You Raise Me Up	56.17
29/03/2019 202695 St Wilfrid's	56.16
17/04/2019 108831 Tim Jordan grounds Maintenance	77.12
17/04/2019 108832 Europlants Ltd	49.51
17/04/2019 108833 Rhino Rod Drains	108.00
17/04/2019 108834 Glasdon UK Ltd	629.50
17/04/2019 108835 OCS Group Ltd Cannon	80.68
17/04/2019 108836 OCS Group Ltd Cannon	21.38
17/04/2019 108837 Europlants Ltd	164.40
17/04/2019 108838 Bright Energy Reports Ltd	350.00
17/04/2019 108839 Milhams Eastbourne Ltd	348.00
17/04/2019 108840 Viking	54.80
17/04/2019 108841 Viking	29.99
17/04/2019 108842 Viking	110.36
17/04/2019 108843 Viking	272.92
17/04/2019 108844 Viking	6.67
24/04/2019 108845 Rhino Rod Drains	72.00
24/04/2019 108846 Surrey Hills Solicitors LLP	120.00
24/04/2019 108847 DFL Landscaping Supplies	174.60
24/04/2019 108848 [REDACTED]	980.00
26/04/2019 108849 Tim Jordan grounds Maintenance	793.80
26/04/2019 108850 GDPR-INFO Ltd	600.00
26/04/2019 108851 SME IT Solutions Ltd	1,143.77

Date: 20/05/2019

Polegate Town Council

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Time: 11:53

**Bank Reconciliation Statement as at 30/04/2019
for Cashbook 1 - Current/Business Premium**

User: SG

	<u>Amount</u>	<u>Balances</u>
		10,125.08
		562,193.53
<u>Receipts not Banked/Cleared (Plus)</u>		
	0.00	
		0.00
		562,193.53
Balance per Cash Book is :-		562,193.53
Difference is :-		0.00

**Bank Reconciliation Statement as at 30/04/2019
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	30/04/2019	1	127,682.16
			<u>127,682.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			127,682.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			127,682.16
		Balance per Cash Book is :-	127,682.16
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2019
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	30/04/2019	0	200.00
			200.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2019
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	31/05/2019	0	200.00
			<u>200.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2019
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	30/04/2019	0	0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2019
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	31/05/2019	0	0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Summary Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Employee costs					
	Income	0	1,038	1,038		
	Expenditure	9,006	115,997	106,991		106,991
	Movement to/(from) Gen Reserve	<u>(9,006)</u>				
Grand Totals:- Income		0	1,038	1,038		
	Expenditure	9,006	115,997	106,991	0	106,991
	Net Income over Expenditure	<u>(9,006)</u>	<u>(114,959)</u>	<u>(105,953)</u>		
	Movement to/(from) Gen Reserve	<u>(9,006)</u>				

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
102 Administration					
1009 Bank Loyalty Discount	17	140	124		
Administration :- Income	17	140	124		
4030 Postage	61	500	439		439
4031 Stationery	(28)	1,500	1,528		1,528
4032 Photocopier copy charges	0	1,500	1,500		1,500
4035 Computer consumables	0	200	200		200
4036 Office IT equipment	953	700	(253)		(253)
4037 Website	0	1,200	1,200		1,200
4039 Legal fees	600	4,000	3,400		3,400
4040 Audit Fees	0	1,000	1,000		1,000
4043 Insurance Premiums	4,073	5,000	927		927
4044 Insurance Tree Survey	0	400	400		400
4045 Subscriptions	4,374	2,900	(1,474)		(1,474)
4046 Publications	0	120	120		120
4047 Advertising	0	100	100		100
4049 Tree Works Brightling Rd	(1,000)	1,000	2,000		2,000
4050 Town Council Elections	0	5,500	5,500		5,500
4051 Poll/ByElection/Referendum	0	0	0	5,500	(5,500)
4053 Refreshments	0	250	250		250
4056 Bank/Barclaycard charges	13	1,350	1,338		1,338
4059 First Aid	0	150	150		150
4062 Newsletter Production	0	500	500		500
4063 Hire of Halls	0	300	300		300
4069 Office telephones	0	1,600	1,600		1,600
4070 Broadband/Internet	0	520	520		520
4071 IT Services	71	500	429		429
Administration :- Indirect Expenditure	9,117	30,790	21,673	5,500	16,173
Movement to/(from) Gen Reserve	(9,101)				
103 Town Councillors					
1006 Mayor's Charity Fund	33	0	(33)		
Town Councillors :- Income	33	0	(33)		
4090 Councillors' allowances	0	6,500	6,500		6,500
4091 Councillors' expenses	0	600	600		600
4092 Councillors' training	0	1,500	1,500		1,500
4093 Mayor's allowance Civic Duties	0	2,000	2,000		2,000
Town Councillors :- Indirect Expenditure	0	10,600	10,600	0	10,600
Movement to/(from) Gen Reserve	33				

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
104 General Administration					
1010 Investment Income	0	500	500		
1063 CIL funds from developers	30,730	0	(30,730)		
1076 Precept	167,486	334,971	167,486		
1080 Grants Received	1,514	3,028	1,514		
General Administration :- Income	199,730	338,499	138,769		
4100 Grants to other Organisations	0	1,000	1,000		1,000
4103 Public Info event(s)	0	1,000	1,000		1,000
4105 Finance Software	(575)	1,000	1,575		1,575
General Administration :- Indirect Expenditure	(575)	3,000	3,575	0	3,575
Movement to/(from) Gen Reserve	200,305				
201 Council Offices					
1000 Hire of Chamber	0	500	500		
1060 Miscellaneous Income	1,000	0	(1,000)		
Council Offices :- Income	1,000	500	(500)		
4130 Council Tax	662	7,000	6,339		6,339
4131 Electricity	186	2,000	1,814		1,814
4132 Water charges	54	250	196		196
4133 Sewerage	0	250	250		250
4136 Photocopier - lease	0	810	810		810
4139 Window Cleaning	0	240	240		240
4140 Alarm Maintenance	0	350	350		350
4141 Fire Precautions	0	300	300		300
4142 Other Maintenance	350	500	150		150
4146 Other Office Equipment	150	600	450		450
4154 Housekeeping	18	120	102		102
4155 Refuse Collecting	(40)	1,300	1,340		1,340
4162 PWLB - Capital	0	3,941	3,941		3,941
4163 PWLB- Interest	0	1,633	1,633		1,633
Council Offices :- Indirect Expenditure	1,379	19,294	17,915	0	17,915
Movement to/(from) Gen Reserve	(379)				
202 51 High Street					
1005 51 High Street Rent R'ved	10	1,500	1,490		
51 High Street :- Income	10	1,500	1,490		
4170 51 High Street - expenditure	57	500	443		443
51 High Street :- Indirect Expenditure	57	500	443	0	443
Movement to/(from) Gen Reserve	(47)				

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
203 The Pavilion					
1030 Rental Income-Pavilion	0	1,600	1,600		
The Pavillon :- Income	0	1,600	1,600		
4180 Pavilion Electricity	128	2,300	2,172		2,172
4181 Pavilion water	143	350	207		207
4182 Pavilion sewerage	0	880	880		880
4186 Pavllion - fire precautions	0	220	220		220
4187 Pavilion - Refuse	40	500	460		460
The Pavilion :- Indirect Expenditure	310	4,250	3,940	0	3,940
Movement to/(from) Gen Reserve	(310)				
204 Wannock Office					
1032 Rental Income-Wannock Office	0	50	50		
Wannock Office :- Income	0	50	50		
4190 Wannock Office Electrictiy	118	480	362		362
4192 Wannock Office Sewage	709	220	(489)		(489)
4193 Wannock Office Council Tax	366	0	(366)		(366)
4195 Wannock Office Maintenance	0	50	50		50
4196 Wannock Office Fire Precaution	0	100	100		100
Wannock Office :- Indirect Expenditure	1,193	850	(343)	0	(343)
Movement to/(from) Gen Reserve	(1,193)				
205 High Street Toilets					
1035 High St Toilets Community Sche	0	1,000	1,000		
High Street Toilets :- Income	0	1,000	1,000		
4500 Toilets High St - Cleaning	0	6,500	6,500		6,500
4501 Toilets High St - Maintenance	150	650	500		500
4502 Toilets High St - Electricity	36	400	364		364
4503 Toilets High St - Water & Sewe	271	700	429		429
4504 Toilets High St - Other	47	600	553		553
4505 Toilets High St - Non Domestic	98	1,200	1,102		1,102
High Street Toilets :- Indirect Expenditure	602	10,050	9,448	0	9,448
Movement to/(from) Gen Reserve	(602)				
301 Town Centre and Community Safe					
4201 CCTV costs	0	2,800	2,800		2,800
wn Centre and Community Safe :- Indirect Expenditure	0	2,800	2,800	0	2,800
Movement to/(from) Gen Reserve	0				

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
302 Recreation Grounds					
1022 Brightling Road lease	(120)	120	240		
Recreation Grounds :- Income	(120)	120	240		
4220 General Maintenance	1,145	9,000	7,855		7,855
4221 Recreation ground - water	0	336	336		336
4223 Grounds Maintenance	662	8,000	7,339		7,339
4224 Travel Costs re playgrounds	0	800	800		800
4230 Skate Park	0	6,000	6,000		6,000
4235 Toilets	20	7,000	6,980		6,980
4238 Litter Bins	0	2,500	2,500		2,500
4240 Oakleaf Lease Charges	0	150	150		150
4241 Dog Bins	0	2,500	2,500		2,500
4242 Playground Equipment	0	2,800	2,800	2,800	0
4243 Safety Inspections	75	1,500	1,425		1,425
Recreation Grounds :- Indirect Expenditure	1,902	40,586	38,684	2,800	35,884
Movement to/(from) Gen Reserve	(2,022)				
303 Highways					
1051 Urban Grasscutting Income	0	3,300	3,300		
Highways :- Income	0	3,300	3,300		
4256 Urban grasscutting	0	22,000	22,000		22,000
4257 Bench provisions - highways	525	0	(525)		(525)
4258 Flower Beds	0	6,000	6,000		6,000
4259 Council Gardens - office	0	650	650		650
Highways :- Indirect Expenditure	525	28,650	28,125	0	28,125
Movement to/(from) Gen Reserve	(525)				
304 Allotments					
1070 Allotment Fees	0	1,150	1,150		
1072 Gosford Way Allotments	0	171	171		
Allotments :- Income	0	1,321	1,321		
4270 Allotments - maintenance	395	550	155		155
4271 Allotments - improvements	300	200	(100)		(100)
4272 Allotments - water	107	550	443		443
4273 Allotment - rent of land	0	171	171		171
Allotments :- Indirect Expenditure	802	1,471	669	0	669
Movement to/(from) Gen Reserve	(802)				

Detailed Income & Expenditure by Budget Heading 30/04/2019

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
305 Street Lighting					
4280 Street Light - energy	0	8,500	8,500		8,500
4281 Street Light - Maintenance	0	9,500	9,500		9,500
4282 Street Light - new works/impro	0	51,000	51,000		51,000
4286 Christmas decorations	(200)	11,000	11,200		11,200
Street Lighting :- Indirect Expenditure	<u>(200)</u>	<u>80,000</u>	<u>80,200</u>	<u>0</u>	<u>80,200</u>
Movement to/(from) Gen Reserve	<u>200</u>				
306 Prize and Prize Giving					
4096 Remembrance Wreath	0	30	30		30
Prize and Prize Giving :- Indirect Expenditure	<u>0</u>	<u>30</u>	<u>30</u>	<u>0</u>	<u>30</u>
Movement to/(from) Gen Reserve	<u>0</u>				
307 The Polegate Partnership					
1040 SponsorFlower Beds Hailsham Rd	(500)	1,000	1,500		
The Polegate Partnership :- Income	<u>(500)</u>	<u>1,000</u>	<u>1,500</u>		
4306 Replace Hailsham Rd Beds	0	510	510		510
4307 Hailsham Flowers Maintenance	41	490	449		449
The Polegate Partnership :- Indirect Expenditure	<u>41</u>	<u>1,000</u>	<u>959</u>	<u>0</u>	<u>959</u>
Movement to/(from) Gen Reserve	<u>(541)</u>				
401 The Planning Committee					
4320 Planning Committee - Halls	0	200	200		200
The Planning Committee :- Indirect Expenditure	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>
Movement to/(from) Gen Reserve	<u>0</u>				
Grand Totals:- Income	200,169	349,030	148,861		
Expenditure	15,153	234,071	218,918	8,300	210,618
Net Income over Expenditure	<u>185,016</u>	<u>114,959</u>	<u>(70,057)</u>		
Movement to/(from) Gen Reserve	<u>185,016</u>				

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			14,360.38	
200	Current/Business Premium			562,193.53	
201	Tracker Account			127,682.16	
210	Petty Cash			200.00	
310	General reserves				177,387.01
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				25,483.00
328	Office IT Equipment Reserve				124.10
329	Other Office Equipment				327.96
331	Brightling Reserve				19.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				164,793.00
336	Legals/fencing re s/water				6,000.00
337	High Street Toilets Reserve				14,284.00
338	Hailsham Beds Reserve				1,401.00
339	Office Alterations Reserve				26,165.00
341	Staff - Consultant/Temporary				1,458.40
342	Age Gym S106 funds Centre				5,340.46
343	Tree Audit				31.89
344	Play Equipment				11,957.00
345	Flower Bulbs EMR				1,565.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				4,332.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				5,189.89
350	Picnic Benches				788.00
351	Skate Park				4,795.00
352	Overtime				1,036.27
353	Polegate Community Library				17,000.00
560	Deposits Held				3,580.00
1005	51 High Street Rent R'ved	202	51 High Street		10.00
1006	Mayor's Charity Fund	103	Town Councillors		32.95
1009	Bank Loyalty Discount	102	Administration		16.50
1022	Brightling Road lease	302	Recreation Grounds	120.00	
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership	500.00	
1060	Miscellaneous Income	201	Council Offices		1,000.00
1063	CIL funds from developers	104	General Administration		30,730.31
1076	Precept	104	General Administration		167,485.50
1080	Grants Received	104	General Administration		1,514.00
4000	Town Clerk	101	Employee costs	3,396.67	
4001	Administration Assistant	101	Employee costs	880.53	

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Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4002	Handyman/Groundsman	101	Employee costs	846.73	
4003	Litter Picker	101	Employee costs	798.20	
4004	Cleaner/keyholder	101	Employee costs	332.24	
4005	Overtime	101	Employee costs	742.50	
4007	NI (ER's)	101	Employee costs	572.43	
4008	Pension ER's contributions	101	Employee costs	26.97	
4010	Internal Auditor	101	Employee costs		525.00
4011	Administrative Asst/Ctee Clerk	101	Employee costs	898.73	
4012	Finance Assistant	101	Employee costs	898.73	
4014	Consultancy/Locum Clerk	101	Employee costs	137.00	
4030	Postage	102	Administration	61.00	
4031	Stationery	102	Administration		27.78
4036	Office IT equipment	102	Administration	953.14	
4039	Legal fees	102	Administration	600.00	
4043	Insurance Premiums	102	Administration	4,073.05	
4045	Subscriptions	102	Administration	4,373.96	
4049	Tree Works Brightling Rd	102	Administration		1,000.00
4056	Bank/Barclaycard charges	102	Administration	12.50	
4071	IT Services	102	Administration	71.27	
4105	Finance Software	104	General Administration		575.00
4130	Council Tax	201	Council Offices	661.50	
4131	Electricity	201	Council Offices	185.71	
4132	Water charges	201	Council Offices	53.55	
4142	Other Maintenance	201	Council Offices	350.00	
4146	Other Office Equipment	201	Council Offices	150.20	
4154	Housekeeping	201	Council Offices	17.82	
4155	Refuse Collecting	201	Council Offices		39.72
4170	51 High Street - expenditure	202	51 High Street	57.14	
4180	Pavilion Electricity	203	The Pavilion	127.62	
4181	Pavilion water	203	The Pavilion	143.05	
4187	Pavilion - Refuse	203	The Pavilion	39.72	
4190	Wannock Office Electricity	204	Wannock Office	118.10	
4192	Wannock Office Sewage	204	Wannock Office	708.87	
4193	Wannock Office Council Tax	204	Wannock Office	366.40	
4220	General Maintenance	302	Recreation Grounds	1,144.78	
4223	Grounds Maintenance	302	Recreation Grounds	661.50	
4235	Toilets	302	Recreation Grounds	20.28	
4243	Safety Inspections	302	Recreation Grounds	75.00	
4257	Bench provisions - highways	303	Highways	524.59	
4270	Allotments - maintenance	304	Allotments	395.00	
4271	Allotments - improvements	304	Allotments	300.00	
4272	Allotments - water	304	Allotments	106.83	

Date : 20/05/2019

Polegate Town Council

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Time: 12:03

Trial Balance for Month No: 1

User : SG

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>
4286	Christmas decorations	305	Street Lighting		200.00
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	41.26	
4501	Toilets High St - Maintenance	205	High Street Toilets	150.00	
4502	Toilets High St - Electricity	205	High Street Toilets	36.19	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	270.82	
4504	Toilets High St - Other	205	High Street Toilets	46.95	
4505	Toilets High St - Non Domestic	205	High Street Toilets	97.55	
Trial Balance Totals :				731,582.15	731,582.15
Difference				0.00	

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
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 <i>portion will be spent 19/20</i>	25,483.00		25,483.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	124.10		124.10
329	Other Office Equipment	327.96		327.96
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	19.21		19.21
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 - <i>Req'd.</i>	164,793.00		164,793.00
336	Legals/fencing re s/water	6,000.00		6,000.00
* 337	High Street Toilets Reserve <i>Req'd. Toilet</i>	14,284.00		14,284.00
338	Hailsham Beds Reserve	1,401.00		1,401.00
* 339	Office Alterations Reserve <i>Req'd Toilet.</i>	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	1,458.40		1,458.40
342	Age Gym S106 funds Centre <i>OAKLEAF</i>	5,340.46		5,340.46
343	Tree Audit - <i>Req'd.</i>	31.89		31.89
344	Play Equipment <i>OAKLEAF</i>	11,957.00		11,957.00
345	Flower Bulbs EMR - <i>Planned.</i>	1,565.00		1,565.00
346	Neighbourhood Plan ...	15,000.00		15,000.00
347	CCTV reserve ✓	4,332.00		4,332.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds <i>(to be added to + £30,000)</i>	5,189.89		5,189.89
350	Picnic Benches <i>B'LING INSURANCE.</i>	788.00		788.00
351	Skate Park - <i>FOR WORKS</i>	4,795.00		4,795.00
352	Overtime ✓	1,036.27		1,036.27
353	Polegate Community Libran <i>(AGREED 17K x 3)</i>	17,000.00		17,000.00
		347,458.38	0.00	347,458.38

* Sale proceeds

Jo Ognjanovic

From: [REDACTED]
 Sent: [REDACTED]
 To: Jo Ognjanovic
 Subject: FW: parking at the council offices

Age concern info

From: [REDACTED]
 Sent: 0 [REDACTED]
 To: [REDACTED]
 Subject: parking at the council offices

[REDACTED]
 Further to our conversation earlier today I would like to ask whether the council would be prepared to allow us to bring our outreach vehicle to the offices and park in the car park once a week.

Age UK East Sussex offer Information and Advice for those of later life from our offices in Hastings and Newhaven. We have expanded this service through the use of a "mobile office" which we use to enable people to access our services from a location nearer to where they live. We usually attend a venue once a week between the hours of 10 and 2:30 for a period of 6-8 weeks.

If the council are able to help us with this programme in Polegate then please let me know. Ideally we would be looking to start this in July either on a Tuesday, Wednesday or Thursday.

Hope this is sufficient information but should you want any more information then please let me know.

Look forward to hearing from you.

Regards

[REDACTED]
 Information and Advice Outreach Officer
 Information Centre, Unit 43, Priory Meadow, Queens Road, Hastings, TN34 1PJ

Tuesday is best day



54 Cliffe High Street, Lewes, East Sussex, BN7 2AN

Find out about our work and ways you can support us on www.ageukeastsussex.org.uk

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