

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 25th February 2019
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, Mrs W Alexander, D Watts, R Shing (13)

Not Present: - Cllrs D Shing, Mrs M Phillips (2)
6 members of the public

Minute No.	Subject/Resolution
12621	Opportunity for public comment A resident spoke on minute 12628 commenting that he had sent an email to all councillors. <i>Cllr S Shing arrived at 7.33pm</i>
12622	Apologies for absence Cllrs D Shing, Mrs M Phillips
12623	Declarations of interest in any items on the agenda Cllrs S Shing, Ms A Snell, D Murray District Councillors; Cllrs S Shing County Councillors; Cllr D Murray Pevensey & Cuckmere Water Level Management Board (previously given.)
12624	Mayors Report verbal <i>Cllr R Shing arrived at 7.34pm</i> The Mayor mentioned that she had attended the memory café; had presented a cheque to St Wilfrid's Hospice from money raised at the councillor coffee morning. She had also presented a cheque to first responders. She read out an update from the MP which had been received in the office that day, which included information about Sussex Police funding, TV licencing and the Wealden Local Plan. There were concerns about the accuracy of the Local Plan details.
12625	To approve and adopt the minutes of full council minutes of the meeting on 28th January 2019 and the special full council meeting of 25th January 2019 <u>It was resolved to accept the full council minutes of 28th January 2019 and the minutes for the special full council meeting of 25th January 2019 as a true and accurate record of the meetings. The minutes were signed by the Mayor. VOTE 12 for Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, Mrs W Alexander, D Watts, R Shing 1 abstention Cllr Mrs W Alexander</u>
12626	To adopt the minutes and recommendations of committees a) Planning Committee minutes of 23rd January 2019 <u>It was resolved to adopt the minutes and recommendations of the Planning committee of 23rd January 2019 with the addition above. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, Mrs W Alexander, D Watts, R Shing</u>

12627	Financial Update a) Approval of payments as presented <u>It was resolved to approve the accounts to the value of £ 6630.63 as presented</u> b) Barclaycard Statements – already authorised (delegated) for noting £678.00 (Jan) Noted by all present. c) January Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, VAT return, Journals <u>Noted by all present and variations approved. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, Mrs W Alexander, D Watts, R Shing</u>
12628	Complaints procedure The Mayor stated that following the request to defer at the last meeting she had contacted Trevor Scott at Wealden District Council regarding the wording, this was also included in the councillor update background papers. Mr Scott had advised that the procedure as presented was correct as had also been advised by the council's solicitor. Councillors discussed the wording concluding that it allowed the council to obtain external advice but did not obliged them to do so. A councillor commented about costs to council should it be obliged. Another councillor commented on whether it would be possible to recoup costs for spurious/vexatious complaints. Wording on page 4 section 8 altered to "The Town Clerk MUST be excluded".... <u>It was resolved to adopt the complaints procedure as presented. VOTE 12 for Cllrs Ms A Snell, Mrs C Berry, D Dunbar, M Falkner, B Goodwin, J Portway, Mrs M Piper, Mrs S Dobson, D Murray, Mrs W Alexander, D Watts, R Shing 1 against Cllr S Shing</u>
12629	Correspondence for noting a) Wealden District Council – Assets of Community Value The report letters from Wealden District Council were noted in particular the refusal to record the Dinkum as an asset of community value following changes in the legislation.
12630	Dates of the next scheduled meetings Full Council 25th March 2019 Full Council 29th April 2019 Full Council 20th May 2019 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) <i>Cllrs Mr M Falkner & Mrs C Berry gave apologies for the Annual Town Assembly</i>

The meeting closed at 8.33 pm

Signed Mayor of Polegate _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Special Full Council meeting held on Tuesday 26th February 2019 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30 pm

Present: Cllrs Ms A Snell, D Watts, D Murray, Mrs C Berry, M Falkner, Mrs S Dobson, S Shing, Mrs W Alexander, D Dunbar, J Portway, Mrs M Piper (11)

Not Present: Cllrs B Goodwin, Mrs M Phillips, D Shing, Cllrs R Shing (4)
39 members of the public

Minute No.	Subject/Resolution
12631	Opportunity for public comment The Mayor welcomed those present and reminded them that the meeting was not a public meeting but a meeting of the council held in public. A resident spoke on behalf of keeping the library service and supporting the volunteer group. She stated that she was willing to give up her time to run organise and fun raise for the library in order to secure its future. She stated that it was not just about books but about taking children there; about reading; learning; belonging to something; looking after something that isn't yours; about providing a service for the whole community; for people to borrow books; to sit and read them; to read a newspaper; to have company; to sit in silence; to be acknowledged; to have the use of a computer; to be able to apply for a job online; to get onto the internet and use it; to be able to log in and send an email to your grandchildren abroad. There is a group of local people who have come together who care enough to give up their time and make this happen. People who have the skills needed and to show people that community spirit is a priority in the town. A resident spoke about her passion for the children to have access to a library in Polegate. She stated that she had campaigned about a library since September 2017. She stated that she had been taking her children to the library for story time and "Rhymetime" for around 10 ½ years. She said that it got people out of the house to meet new mums and children and that the library was excellent to support mental health locally. She stated that it was a safe and great place for everyone to meet. She stated that she was committed to being involved and part of a community library in Polegate. She stated that she ran Rhymetime each week. The community needed books and a wide variety of them, libraries prepared children for reading and things at school. She stated that by 2022 there was likely to be 630 children at Polegate school. She felt that the community needed to show the babies, nursery attendees and others the beauty of what a library could offer. Rhyme and Storytime helped children's speech and that they could still do the summer reading challenge. A resident stated that she was a mum of three and spoke on behalf of her children. She stated that her daughter had been devastated when the library had closed and still asks why it's not open. She stated that she was prepared to help to get the library open again. She stated that at home she didn't have the space to offer her children the number of books they like to read. It helped her

	children's speech develop. She stated that she would be volunteering to help keep the library open. A resident stated that there was a management team prepared to help run organise and fund raise the library to keep it open. They were passionate about keeping the library open and volunteering their valuable time to ensure this happened and make it a success. A library was not just a book lending service, it was a place for the vulnerable. There may be elderly whose only human interaction is through the library; the isolated mum who relishes the support and friendship of others in the library; libraries are a haven for people where community services have been ground into nothing and were vital and couldn't be measured in books alone. A resident spoke that Polegate was good at community working and had already lost a lot of other events and services in and around the town. He stated that he felt the library was an essential part of learning for Polegate school as it enabled children to carry on learning after school. A resident commented that not many people had come to the meeting and he felt that his showed it all. He referred to appendix F (the original figures of assessing the library running costs in 2017/18). He referred to the % of households in Polegate who had not responded. He referred to street lighting budgets. He stated that he thought there were ample buses from Polegate to go to other libraries. The Head teacher at Polegate school spoke in contrast to that she had come to represent the children of Polegate school. She stated that she had seen a real drop in reading since the closure. Along with that the summer reading challenge where children's reading dropped, they had noticed a significant drop. There used to be around 250 families taking part in the library (summer reading) challenge, since the library closed, they had had 40/30. She stated that reading opens up doorways to children and was at the heart of the success of the children. A resident stated that she did not drive and that there were not sufficient bus services to the other libraries, even by car the last few months had taken car driver almost 45 minutes to get out of Polegate because of the traffic lights. She stated that it was all well and good people saying that the buses went to Langney, but that in reality there was one bus that went to Langney and that didn't go after 5pm. She stated that she was happy to give her time and she felt that the library was a good and valuable thing to have in the town.
12632	Apologies for absence Cllrs R Shing, D Shing, B Goodwin, Mrs M Phillips
12633	Declarations of interest in any items on the agenda Cllrs D Watts, S Shing, Ms A Snell, D Murray District Councillors; Cllr S Shing County Councillor for another area; Cllr D Murray Pevensy & Cuckmere Water Level Management Board. Cllr M Falkner stated that he was the council's rep as governor at Polegate school.
12634	Polegate Community Library – report and recommendations for the library working group The lead councillor for the library working group updated the council on the research and work carried out that was summarised in the

report.

He stated that the working group had looked at all of the options thoroughly and that the options that had been available were to do nothing and leave the library closed, which the working group didn't consider a good option. The working group had full delegated responsibility. Initially they had decided to go ahead with the Service Level Agreement (SLA) but that paperwork from the County Council had been delayed until July and then it became transparent that it was not a viable option as it would not allow fund raising from various methods and a number of other major obstacles in generating the £72,040 to run the library. It was for this reason that the working group had come back to council to satisfy council of the change in direction and the reasons. He stated that the working group had considered alternative locations and had assessed the pros and cons of that and other funding options. This had led them to the only option being a volunteer group running the library and for council to support them in doing that. They had contacted the volunteers and established a management group who would be willing to take on the roles and responsibilities of running the library. He stated that they were very skilled and a number having been librarians and library assistants. They were supported by 3VA, other volunteers at local community libraries and the volunteer's network. He stated that it was being recommended that council support running the library at the costs of £17,000 per year (although it as I wasn't expected that they would need this as initial indications were that fund raising could be up to £10,000 after 6 to 8 months. He stated that the group were also recommending supporting the £6000 IT provision should the volunteers wish to go to model 2. He explained that the working group had considered the funding required to come from the Ear Marked Reserve 339 Office Alterations Reserve, but it wasn't expected that this would be needed and the rest could be allocated from the street lighting reserve only if required, although this was not expected to be the case. He stated that the County council deadlines had been sprung upon the council and each time the group had managed to meet those deadlines. The meeting had been called before the final paperwork had been prepared by the management group as the county council had once again required a decision on the Service Level Agreement before the end February. He stated that council had to make an informed decision, but it wasn't expected with initial costs that the council would be required to spend the whole £17,000 each year. He said that the working group had felt that if a decision was not made the county council might sell the land and that would mean the library as it stands could not be saved. He agreed that the working group had looked at the low footfall but this had not persuaded them that the service was not required. It had shown that the £72,040 was not the best way to spend the public money as the county council could still sell the land and that money would be wasted. He stated that the volunteers were not only enthusiastic but also very skilled to be able to make this a success and he had every confidence in them. He stated that if council did not go ahead it was more than likely that

houses would be built there longer term.

A councillor stated that the working group were only asking for the £17,000 for the three years and he was aware that the likelihood of that being needed was low. As soon as the CIO/CIC (Charitable Incorporated Organisation/ Community Interest Company) was set up they would be able to claim back rates relief and this would reduce the amount straight away by around £6000. The group had plans to carry out a lot of the services themselves to further reduce costs. He was also aware that some of the capital works may be needed and the initial money may cover that once costs were reduced in council tax. He was aware that the EPC was already carried out. It was in his opinion highly unlikely that the group would need the full £17,000 p.a. over the three years. He stated that the county council required them to provide a business plan and they had almost finished preparing that (draft on the table for councillors). He stated that he was aware that they were likely to be able to apply for a number of grants which would further ameliorate the costs further.

A councillor commented that the group already had volunteers who had experience of claiming grants for their libraries involved. He asked if there would be a representative of the council attending the meetings, it was clarified that this was expected to be the case to feedback information both ways. He referred to the research in the paperwork regarding the car park and the high costs to rent a modular building. He referred to the high return rate, although it was low in numbers. He felt that this should be supported.

A working group member stated that the modular building had been looked at but it was very high cost and better long term to pay rent in a local shop or to the county council if they allowed that.

A councillor commented that it was a vital service for children and older people using the service.

A councillor referred to the campaign to save the library which had been unsuccessful and that he felt it was value for money compared to other services the council ran. He stated that the money was not coming from the street lighting reserve unless needed and it was coming from the office alterations reserve initially.

A councillor commented that a resident had raised the point that it was a small number of residents who wanted this, but he commented that there were a number of services that the council provided that lower numbers enjoyed, for example the public toilets, but a library was used by all age groups and it was important to keep this in perspective. He stated that it was very important for the education of children and he would be backing the working groups motion to support the community library with the initial seed money for the three years at £17,000. The group would be free to improve the facility and increase or alter the hours to suit people better in the longer term. For example, late night opening for people who worked etc. he stated that this was an initial acceptance whilst the details were arranged with the county council. He expected that the costs would be below £10,000 in reality and there were many funders who would cover this. (grants) for example the Garfield Weston Trust.

A councillor asked about the membership charging, the clerk stated

that she did not believe that would be possible and one of the reasons that the SLA had not been accepted, but that the group had looked at donations instead.

A councillor stated that he would have wanted to know this sooner. A councillor commented that she thought it was very good value for money and that she was more than happy to help the management volunteers fundraising.

A councillor stated that the details would be looked at by the working group as the county council would need to send through a lease to be agreed also before progress was made and the group would need to set up the CIC/CIO. He stated that he thought that the group had a marvellous range of volunteers with a multitude of skills.

It was resolved to support the community library by facilitating the setup of a CIC/CIO to run the library with the help of the volunteers, model 2 or 3 (county council guidance) in accordance with the draft business plan (being written by the management group.) [Model 2 if computers were required and model 3 if not].

That an ear marked reserve be set up for the £17,000 p.a. initially from the office alterations reserve (339) and to support for the three years.

That the library working group to continue to complete and submit the application as required and negotiate the lease with ESCC and liaise with the volunteers on the management group to run the library ensuring that all matters of compliance are adhered to. This is particularly important if model 3 is taken forward with regards to IT systems. The working group to continue to have delegated authority through the delegation to the clerk in liaison with the working group.)

To support the volunteers in obtaining funding in order that future years are either part of wholly self-funded.

To mitigate the financial risk, grant indemnities will be set up as per drafts, as required.

To mitigate the financial risk and service risk, to assist in the setup of the CIC/CIO as appropriate and if required to pay the legal fees required to create the CIC/CIO (estimated to be around £3000 to be paid from general reserves).

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

The meeting closed at 8.35pm

Signed Mayor of Polegate _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on Friday 8th March 2019, Council Chambers, 49 High Street, Polegate at 9.45 am

Present: Cllrs Ms A Snell, Mrs C Berry, Mrs M Piper, Mrs S Dobson, B Goodwin, M Falkner, D Watts (7)

Not Present: Cllr D Shing, D Dunbar (2)

No Members of the public Cllrs D Murray, S Shing present

Minute No	Subject/Resolution
12641	Opportunity for Public Comment None
12642	Apologies for absence Cllr D Dunbar, D Shing <i>Cllrs B Goodwin, D Murray arrived at 9.48 am</i>
12643	Declarations of interest in any matters on the agenda None
12644	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Staff & Legal matters/details) <u>It was resolved to enter confidential session VOTE All in favour</u> <u>Cllrs Ms A Snell, Mrs C Berry, Mrs M Piper, Mrs S Dobson, M Falkner, D Watts</u>
12645	Staff / Legal matters <i>Cllrs B Goodwin, S Shing arrived at 9.54am</i> It was resolved that the solicitor be contacted to send a letter to the vexatious resident (as per discussion, details to solicitors) banning them from council land, property and meetings, and advising that no emails or phone calls would be allowed, and no letters or correspondence would be entered into. The only point of contact is to be via a councillor, should they chose to correspond further. The committee was prepared to listen to the advice of the solicitors but wanted the ban to be for 5 years with a review after a year, not to lift, but to see if there were reasons to lift it. The committee was prepared to accept the advice of the solicitor and reduce this to a 2 year ban with a review after 6 months or 12 months. The ban was deemed necessary as the resident has wasted too much valuable council, staff and councillor time with vexatious, bullying, harassing and intimidating behaviour over the years. It has set the council back in terms of projects as time had to be spent on those matters. A copy of the letter will be sent to Sussex Police under the

crime report number so that they have a reference and the resident can be reported to the police quickly should they breach the bans.

The clerk was asked to check if the police had been in contact with the resident on this matter (assault).

The ban is for ALL council meetings (regardless of where they were held), all council property. No contact with the staff. [Can still contact councillors if they wish to correspond with him, but this was down to their discretion.] The wording of the letter would be left to the solicitors. No further correspondence would be entered into. The delegation to carry out the reviews of the ban and matters surrounding it including paying for the additional solicitors' fees would remain with the personnel committee.

It was agreed that the telephone ban be lifted on the other vexatious resident as per discussion (details to solicitors), but that there should be no personal visits, however the resident must be instructed that any change in their pattern of behaviour (i.e. no general contact with the office over the years) would be taken into consideration and if this changed the ban may be reinstated with immediate effect. Any behaviour considered to be aggressive, bullying or harassing to staff or councillors would result in an immediate ban being reinstated and also be reported to the police immediately. A letter would be sent to the resident to this effect by the solicitors, once again no further correspondence would be entered into.

VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, Mrs M Piper, Mrs S Dobson, B Goodwin, M Falkner, D Watts

The meeting closed at 10.30 am

Signed Chair of Personnel _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 8th March 2019
Council Chambers 49, High Street, Polegate 10.00am

Present: Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner, Ms A Snell, S Shing (7)

Not Present: - Cllrs D Dunbar (1)

No members of the public present

Please note the meeting started at 10.32am due to a previous meeting which overran.

Minute Number	Resolution
12635	Opportunity for Public Comment None
12636	Apologies for absence Cllrs D Dunbar
12637	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.
12638	Minutes of Finance & Policy committee meeting of 11th January 2019 Deferred <i>Cllr Ms A Snell left at 10.34am and returned at 10.36am</i> <i>Cllr S Shing arrived at 10.36am</i>
12639	Accounts for payment as presented A Councillor asked about the HMRC payment to the Inland revenue. <u>It was resolved to accept the accounts for payment as presented to the value of £7479.08 VOTE All in favour Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner, Ms A Snell, S Shing</u>
12640	Fees and Charges – room hire fees review The fees and charges were discussed at length, including the staffing costs to administer the hiring and invoicing; free rental to local organisations and charity concessions and business charges. Queries were discussed on the covenant and ability to rent out at Wannock. A discussion on the other local charges and hourly rates that may be appropriate if the fee was changed. Councillors also discussed • Flyers • Software for bookings • Promoting the rooms A Councillor suggested that a Councillor could open up for organisations if

required. The clerk was asked to make sure that there was a page on the website for the room hire in the interim period.

It was agreed to defer this pending further information on online booking systems to reduce the administrative costs.

The meeting closed at 11.15 am

Signed by _____ Chair of Finance & Policy

Dated _____

NB After the meeting bins were discussed. In particular the one that Wealden had removed at Stud Farm area. Costs for new bins around £1000 for the purchase of the bin, installation and licence and an annual sum of around £250 per bin.

DRAFT

SUMMARY FOR POLEGATE TOWN COUNCIL

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

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

20 February 2019
 1 of 3

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

Date of previous statement: 20 January 2019
 Previous balance: £678.00
 Payment received: £678.00 CR
 Total of charges and adjustments: £0.00
 Total of new spending: £594.71
 New balance: £594.71
 Payment due by: 27 February 2019

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 27 February 2019."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.

The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	678.00
28 Jan 2019	DIRECT DEBIT PAYMENT THANK YOU	678.00 CR
	Total of payment, charges and adjustments	£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
JOGNJANOVIC	55577211212017	£500	594.71
	Total cardholder expenditure		£594.71
	New balance		£594.71

TOTAL VAT £91.43

001778 BBA1943A 9410162424
 MRS J JOGNJANOVIC
 POLEGATE TOWN COUNCIL
 COUNCIL OFFICE
 49 HIGH STREET
 POLEGATE
 BN26 6AL



STATEMENT FOR J OGNJANOVIC

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

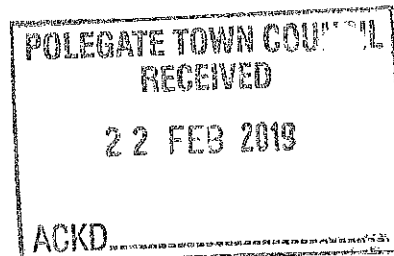
Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

5566 7729 0452 2017
20 February 2019
3 of 3

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

Date	Description	Amount
18 Jan 2019	ESEDIRECT.CO.UK 01603 629958 SALT SPREADER	88.20
210185481479	STATIONERY, OFFICE AND SCHOOL SUPPLY STO	
22 Jan 2019	MSFT *E03007F5MI> MSBILL.INFO IRL MICROSOFT OUTLOOK	11.30
240185207149	COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	
25 Jan 2019	VANESSA TREASURE DESIG NEWCASTLE UNDGBR BLACK ARMBANDS	19.93
280115425959	WOMEN'S ACCESSORY AND SPECIALITY SHOPS	
4 Feb 2019	PRINTKICK LTD PROMOTIONAL I UMBRELLAS - TO BE REFUNDED	248.58
050285481479	RELIGIOUS GOODS STORES	
5 Feb 2019	WWW.JACKSONS-FENCING.C ASHFORD TREE STAKES AT WANNOCK & RAILS	109.68
060255541969	LUMBER AND BUILDING MATERIALS STORES	
7 Feb 2019	MSFT *E03007IL9Y MSBILL.INFO IRL MICROSOFT OUTLOOK	34.82
070215188989	COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	
18 Feb 2019	WWW.IRONMONGERYDIRECT. INTERNET GBR HINGES FOR SKATEPARK GATE	82.20
190205272469	GLASS, PAINT, WALLPAPER STORES	
7 new purchases / cash advances. Total of spending.		£594.71

	NET	VAT	TOTAL	
SALT SPREADER	73.50	14.70	88.20	20% VAT 4146
OUTLOOK	11.30	0.00	11.30	0% VAT 4071
ARMBANDS	16.61	3.32	19.93	20% VAT 4146
UMBRELLAS	207.15	41.43	248.58	20% VAT 4093
TREE STAKES & RAILS	91.46	18.28	109.68	20% VAT 4220
OUTLOOK	34.82	0.00	34.82	0% VAT 4071
HINGES	68.50	13.70	82.20	20% VAT 4220
	503.28	91.43	594.71	



18/03/2019

Polegate Town Council

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Summary Income & Expenditure by Budget Heading 02/01/2019

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	1,151	1,654	1,038	(616)			159.4%
	Expenditure	91,802	100,986	112,152	11,166		11,166	90.0%
	Movement to/(from) Gen Reserve	<u>(90,652)</u>	<u>(99,332)</u>					
	Grand Totals:- Income	1,151	1,654	1,038	(616)			159.4%
	Expenditure	91,802	100,986	112,152	11,166	0	11,166	90.0%
	Net Income over Expenditure	<u>(90,652)</u>	<u>(99,332)</u>	<u>(111,114)</u>	<u>(11,782)</u>			
	Movement to/(from) Gen Reserve	<u>(90,652)</u>	<u>(99,332)</u>					

Detailed Income & Expenditure by Budget Heading 02/01/2019

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Administration								
1009 Bank Loyalty Discount	1,162	198	0	(198)			0.0%	
Administration :- Income	<u>1,162</u>	<u>198</u>	<u>0</u>	<u>(198)</u>				<u>0</u>
4030 Postage	271	257	300	43		43	85.5%	
4031 Stationery	1,531	1,055	1,300	245		245	81.1%	
4032 Photocopier copy charges	683	1,320	1,500	180		180	88.0%	
4035 Computer consumables	179	88	200	112		112	44.0%	
4036 Office IT equipment	856	597	700	103		103	85.3%	
4037 Website	645	572	1,050	478		478	54.5%	
4039 Legal fees	8,434	10,600	2,500	(8,100)		(8,100)	424.0%	
4040 Audit Fees	800	800	1,100	300		300	72.7%	
4043 Insurance Premiums	3,799	3,943	5,500	1,557		1,557	71.7%	
4044 Insurance Tree Survey	0	294	300	6		6	98.0%	
4045 Subscriptions	2,679	2,639	2,900	261		261	91.0%	
4046 Publications	57	0	120	120		120	0.0%	
4047 Advertising	73	0	100	100		100	0.0%	
4051 Poll/ByElection/Referendum	0	0	0	0	5,500	(5,500)	0.0%	
4053 Refreshments	0	21	250	230		230	8.2%	
4056 Bank/Barclaycard charges	1,338	792	1,100	308		308	72.0%	
4059 First Aid	28	114	50	(64)		(64)	229.0%	
4062 Newsletter Production	0	0	500	500		500	0.0%	
4063 Hire of Halls	67	113	300	188		188	37.5%	
4069 Office telephones	1,400	1,077	1,600	523		523	67.3%	
4070 Broadband/Internet	486	523	500	(23)		(23)	104.6%	
4071 IT Services	0	1,469	1,030	(439)		(439)	142.6%	530
4072 IT costs office 365	0	163	0	(163)		(163)	0.0%	
Administration :- Indirect Expenditure	<u>23,326</u>	<u>26,436</u>	<u>22,900</u>	<u>(3,536)</u>	<u>5,500</u>	<u>(9,036)</u>	<u>139.5%</u>	<u>530</u>
Net Income over Expenditure	<u>(22,164)</u>	<u>(26,238)</u>	<u>(22,900)</u>	<u>3,338</u>				
6000 plus Transfer from EMR	951	530						
Movement to/(from) Gen Reserve	<u>(21,213)</u>	<u>(25,708)</u>						
103 Town Councillors								
1006 Mayor's Charity Fund	467	507	0	(507)			0.0%	
Town Councillors :- Income	<u>467</u>	<u>507</u>	<u>0</u>	<u>(507)</u>				<u>0</u>
4090 Councillors' allowances	5,879	2,886	6,500	3,614		3,614	44.4%	
4091 Councillors' expenses	404	313	600	287		287	52.2%	
4092 Councillors' training	375	90	800	710		710	11.3%	
4093 Mayor's allowance Civic Duties	2,000	1,616	2,000	384		384	80.8%	

Detailed Income & Expenditure by Budget Heading 02/01/2019

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Mayor's Fund Raising Charity	467	347	0	(347)		(347)	0.0%	
4096 Remembrance Wreath	(50)	0	0	0		0	0.0%	
Town Councillors :- Indirect Expenditure	<u>9,076</u>	<u>5,252</u>	<u>9,900</u>	<u>4,648</u>	<u>0</u>	<u>4,648</u>	<u>53.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(8,609)</u>	<u>(4,744)</u>						
104 General Administration								
1004 Photocopies/postage	0	1	0	(1)			0.0%	
1010 Investment Income	334	1,046	50	(996)			2091.1%	
1063 CIL funds from developers	5,204	(18)	0	18			0.0%	46
1076 Precept	317,543	326,183	326,183	0			100.0%	5,500
1080 Grants Received	12,114	7,571	7,571	0			100.0%	
General Administration :- Income	<u>335,195</u>	<u>334,782</u>	<u>333,804</u>	<u>(978)</u>			<u>100.3%</u>	<u>5,546</u>
4100 Grants to other Organisations	1,000	1,000	1,000	0		0	100.0%	
4103 Public Info event(s)	1,000	(175)	1,000	1,175		1,175	(17.5%)	
4105 Finance Software	903	373	1,000	627		627	37.3%	
General Administration :- Indirect Expenditure	<u>2,903</u>	<u>1,198</u>	<u>3,000</u>	<u>1,802</u>	<u>0</u>	<u>1,802</u>	<u>39.9%</u>	<u>0</u>
Net Income over Expenditure	<u>332,292</u>	<u>333,584</u>	<u>330,804</u>	<u>(2,780)</u>				
6000 plus Transfer from EMR	0	32						
6001 less Transfer to EMR	32	5,514						
Movement to/(from) Gen Reserve	<u>332,260</u>	<u>328,102</u>						
201 Council Offices								
1000 Hire of Chamber	1,630	75	500	425			15.0%	
Council Offices :- Income	<u>1,630</u>	<u>75</u>	<u>500</u>	<u>425</u>			<u>15.0%</u>	<u>0</u>
4130 Council Tax	6,291	6,480	6,500	20		20	99.7%	
4131 Electricity	1,890	1,129	2,000	871		871	56.4%	
4132 Water charges	114	146	200	54		54	72.8%	
4133 Sewerage	160	101	250	149		149	40.2%	
4136 Photocopier - lease	777	802	810	8		8	99.0%	
4139 Window Cleaning	154	154	240	86		86	64.2%	
4140 Alarm Maintenance	339	242	350	109		109	69.0%	
4141 Fire Precautions	152	210	300	90		90	69.9%	
4142 Other Maintenance	2,072	85	500	415		415	17.0%	
4146 Other Office Equipment	627	315	664	349		349	47.5%	
4154 Housekeeping	152	120	120	(0)		(0)	100.0%	
4155 Refuse Collecting	1,172	759	1,300	541		541	58.4%	
4162 PWLB - Capital	3,527	3,728	3,730	2		2	99.9%	

Detailed Income & Expenditure by Budget Heading 02/01/2019

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 PWLB- Interest	2,046	1,845	1,846	1		1	100.0%	
Council Offices :- Indirect Expenditure	19,473	16,115	18,810	2,695	0	2,695	85.7%	0
Net Income over Expenditure	(17,843)	(16,040)	(18,310)	(2,270)				
6000 plus Transfer from EMR	305	0						
Movement to/(from) Gen Reserve	(17,538)	(16,040)						
202 51 High Street								
1005 51 High Street Rent R'ved	1,955	705	1,000	295			70.5%	
51 High Street :- Income	1,955	705	1,000	295			70.5%	0
4170 51 High Street - expenditure	0	466	500	34		34	93.3%	
51 High Street :- Indirect Expenditure	0	466	500	34	0	34	93.3%	0
Movement to/(from) Gen Reserve	1,955	239						
203 The Pavilion								
1030 Rental Income-Pavilion	1,390	1,050	1,600	550			65.6%	
The Pavilion :- Income	1,390	1,050	1,600	550			65.6%	0
4180 Pavilion Electricity	948	1,055	2,300	1,245		1,245	45.9%	
4181 Pavilion water	324	163	250	87		87	65.2%	
4182 Pavilion sewerage	423	927	880	(47)		(47)	105.3%	
4186 Pavilion - fire precautions	197	105	220	115		115	47.7%	
4187 Pavilion - Refuse	0	434	500	66		66	86.9%	
The Pavilion :- Indirect Expenditure	1,893	2,684	4,150	1,466	0	1,466	64.7%	0
Movement to/(from) Gen Reserve	(503)	(1,634)						
204 Wannock Office								
1032 Rental Income-Wannock Office	165	0	50	50			0.0%	
Wannock Office :- Income	165	0	50	50			0.0%	0
4190 Wannock Office Electricity	514	734	480	(254)		(254)	153.0%	
4192 Wannock Office Sewage	0	674	220	(454)		(454)	306.5%	
4193 Wannock Office Council Tax	3,448	3,552	0	(3,552)		(3,552)	0.0%	
4195 Wannock Office Maintenance	275	0	50	50		50	0.0%	
4196 Wannock Office Fire Precaution	60	0	100	100		100	0.0%	
Wannock Office :- Indirect Expenditure	4,298	4,961	850	(4,111)	0	(4,111)	583.6%	0
Movement to/(from) Gen Reserve	(4,133)	(4,961)						

Detailed Income & Expenditure by Budget Heading 02/01/2019

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 High Street Toilets								
1035 High St Toilets Community Sche	1,260	866	1,200	335			72.1%	
1060 Miscellaneous Income	0	50	0	(50)			0.0%	
High Street Toilets :- Income	1,260	916	1,200	285			76.3%	0
4500 Toilets High St - Cleaning	8,325	5,208	8,800	3,592		3,592	59.2%	
4501 Toilets High St - Maintenance	1,590	125	650	525		525	19.2%	
4502 Toilets High St - Electricity	414	287	600	313		313	47.9%	
4503 Toilets High St - Water & Sewe	463	506	800	294		294	63.2%	
4504 Toilets High St - Other	281	219	500	281		281	43.7%	
4505 Toilets High St - Non Domestic	955	984	1,200	216		216	82.0%	
High Street Toilets :- Indirect Expenditure	12,028	7,329	12,550	5,221	0	5,221	58.4%	0
Movement to/(from) Gen Reserve	(10,768)	(6,413)						
301 Town Centre and Community Safe								
4201 CCTV costs	2,168	2,035	2,800	765		765	72.7%	
wn Centre and Community Safe :- Indirect Expenditure	2,168	2,035	2,800	765	0	765	72.7%	0
Movement to/(from) Gen Reserve	(2,168)	(2,035)						
302 Recreation Grounds								
1022 Brightling Road lease	120	0	120	120			0.0%	
1050 Insurance Refunds	788	0	0	0			0.0%	
1060 Miscellaneous Income	0	200	0	(200)			0.0%	
Recreation Grounds :- Income	908	200	120	(80)			166.7%	0
4220 General Maintenance	7,656	9,699	8,150	(1,549)		(1,549)	119.0%	700
4221 Recreation ground - water	138	119	336	217		217	35.3%	
4223 Grounds Maintenance	5,785	4,912	8,000	3,088		3,088	61.4%	
4224 Travel Costs re playgrounds	260	0	800	800		800	0.0%	
4230 Skate Park	2,400	4,805	6,000	1,195		1,195	80.1%	
4235 Toilets	6,648	5,328	7,000	1,672		1,672	76.1%	
4238 Litter Bins	432	1,088	2,500	1,413		1,413	43.5%	
4240 Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241 Dog Bins	2,400	1,875	2,500	625		625	75.0%	
4242 Playground Equipment	0	0	2,800	2,800	2,800	0	100.0%	
4243 Safety Inspections	612	533	700	167		167	76.1%	
Recreation Grounds :- Indirect Expenditure	26,481	28,508	38,936	10,428	2,800	7,628	80.4%	700
Net Income over Expenditure	(25,573)	(28,308)	(38,816)	(10,508)				
6000 plus Transfer from EMR	0	700						
6001 less Transfer to EMR	788	0						
Movement to/(from) Gen Reserve	(26,361)	(27,608)						

Detailed Income & Expenditure by Budget Heading 02/01/2019

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Highways								
1050 Insurance Refunds	0	1,699	0	(1,699)			0.0%	
1051 Urban Grasscutting Income	8,624	8,624	3,300	(5,324)			261.3%	
1057 Bench Installations Income	674	0	0	0			0.0%	
Highways :- Income	<u>9,298</u>	<u>10,322</u>	<u>3,300</u>	<u>(7,022)</u>			<u>312.8%</u>	<u>0</u>
4250 Bus Shelters	0	15,887	0	(15,887)		(15,887)	0.0%	12,250
4256 Urban grasscutting	22,750	12,988	25,000	12,012		12,012	52.0%	
4257 Seat provisions - highways	0	655	0	(655)		(655)	0.0%	(100)
4258 Flower Beds	5,039	5,852	6,357	505		505	92.1%	
4259 Council Gardens - office	650	650	650	0		0	100.0%	
Highways :- Indirect Expenditure	<u>28,439</u>	<u>36,032</u>	<u>32,007</u>	<u>(4,025)</u>	<u>0</u>	<u>(4,025)</u>	<u>112.6%</u>	<u>12,150</u>
Net Income over Expenditure	<u>(19,141)</u>	<u>(25,710)</u>	<u>(28,707)</u>	<u>(2,997)</u>				
6000 plus Transfer from EMR	0	12,150						
Movement to/(from) Gen Reserve	<u>(19,141)</u>	<u>(13,560)</u>						
304 Allotments								
1070 Allotment Fees	1,055	1,128	1,150	22			98.1%	
1071 Allotment Deposit Correct Code	100	250	0	(250)			0.0%	
1072 Gosford Way Allotments	(1)	193	171	(22)			112.9%	
Allotments :- Income	<u>1,154</u>	<u>1,571</u>	<u>1,321</u>	<u>(250)</u>			<u>118.9%</u>	<u>0</u>
4270 Allotments - maintenance	760	110	550	440		440	20.0%	
4271 Allotments - improvements	0	0	200	200		200	0.0%	
4272 Allotments - water	497	524	400	(124)		(124)	131.1%	
4273 Allotment - rent of land	20	0	171	171		171	0.0%	
Allotments :- Indirect Expenditure	<u>1,277</u>	<u>634</u>	<u>1,321</u>	<u>687</u>	<u>0</u>	<u>687</u>	<u>48.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(123)</u>	<u>937</u>						
305 Street Lighting								
4280 Street Light - energy	8,118	0	8,500	8,500		8,500	0.0%	
4281 Street Light - Maintenance	9,252	1,949	9,500	7,551		7,551	20.5%	
4282 Street Light - new works/impro	0	5,650	50,000	44,350		44,350	11.3%	
4286 Christmas decorations	10,418	10,545	11,000	455		455	95.9%	
4287 Additional Christmas Decoratio	7,358	0	0	0		0	0.0%	
Street Lighting :- Indirect Expenditure	<u>35,147</u>	<u>18,144</u>	<u>79,000</u>	<u>60,856</u>	<u>0</u>	<u>60,856</u>	<u>23.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(35,147)</u>	<u>(18,144)</u>						

Detailed Income & Expenditure by Budget Heading 02/01/2019

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Prize and Prize Giving								
4096 Remembrance Wreath	25	25	30	5		5	83.3%	
4293 Best rear garden	40	25	0	(25)		(25)	0.0%	
4294 Mayor's Cup (Civic)	10	0	0	0		0	0.0%	
4295 Best allotment	50	50	0	(50)		(50)	0.0%	
4296 Best garden	50	50	0	(50)		(50)	0.0%	
4297 Best dressed house	18	11	0	(11)		(11)	0.0%	
4298 Best dressed shop	18	11	0	(11)		(11)	0.0%	
4299 Prize Party	176	177	0	(177)		(177)	0.0%	
Prize and Prize Giving :- Indirect Expenditure	387	349	30	(319)	0	(319)	1164.6%	0
Movement to/(from) Gen Reserve	(386)	(349)						
307 The Polegate Partnership								
1040 SponsorFlower Beds Hailsham Rd	1,050	250	1,000	750			25.0%	
The Polegate Partnership :- Income	1,050	250	1,000	750			25.0%	0
4306 Replace Hailsham Rd Beds	153	0	510	510		510	0.0%	
4307 Hailsham Flowers Maintenance	1,329	411	490	79		79	83.9%	
The Polegate Partnership :- Indirect Expenditure	1,482	411	1,000	589	0	589	41.1%	0
Net Income over Expenditure	(432)	(161)	0	161				
6000 plus Transfer from EMR	808	0						
Movement to/(from) Gen Reserve	376	(161)						
401 The Planning Committee								
4320 Planning Committee - Halls	22	39	200	162		162	19.3%	
The Planning Committee :- Indirect Expenditure	22	39	200	162	0	162	19.2%	0
Movement to/(from) Gen Reserve	(22)	(38)						
701 The Retired								
7001 The Retired	500	634	600	(34)		(34)	105.6%	
The Retired :- Indirect Expenditure	500	634	600	(34)	0	(34)	105.6%	0
Movement to/(from) Gen Reserve	(500)	(634)						
Grand Totals:- Income	355,634	350,577	343,895	(6,682)			101.9%	
Expenditure	168,898	151,229	228,554	77,325	8,300	69,025	69.8%	
Net Income over Expenditure	186,736	199,348	115,341	(84,007)				
plus Transfer from EMR	2,064	13,412						
less Transfer to EMR	820	5,514						
Movement to/(from) Gen Reserve	187,980	207,246						

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control			8,757.62	
200	Current/Business Premium			432,945.29	
201	Tracker Account			127,586.73	
210	Petty Cash			200.00	
310	General reserves				162,137.14
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				19,983.00
328	Office IT Equipment Reserve				24.10
329	Other Office Equipment				73.96
331	Brightling Reserve				19.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				122,392.00
336	Legals/fencing re s/water				6,000.00
337	High Street Toilets Reserve				14,284.00
338	Hailsham Beds Reserve				891.00
339	Office Alterations Reserve				43,165.00
341	Staff - Consultant/Temporary				2,304.00
342	Age Gym S106 funds Centre				5,326.26
343	Tree Audit				31.89
344	Play Equipment				9,157.00
345	Flower Bulbs EMR				1,060.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				4,332.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				5,186.00
350	Picnic Benches				788.00
351	Skate Park				3,600.00
352	Overtime				2,071.29
560	Deposits Held				3,180.00
1000	Hire of Chamber	201	Council Offices		75.00
1004	Photocopies/postage	104	General Administration		0.80
1005	51 High Street Rent R'ved	202	51 High Street		705.00
1006	Mayor's Charity Fund	103	Town Councillors		507.41
1009	Bank Loyalty Discount	102	Administration		197.96
1010	Investment Income	104	General Administration		1,045.55
1030	Rental Income-Pavilion	203	The Pavilion		1,050.00
1035	High St Toilets Community Sche	205	High Street Toilets		865.50
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		250.00
1042	Sponsorship Litter Picker	101	Employee costs		1,254.24
1050	Insurance Refunds	303	Highways		1,698.76
1051	Urban Grasscutting Income	303	Highways		8,623.68

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Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1060	Miscellaneous Income	101	Employee costs		400.00
1060	Miscellaneous Income	205	High Street Toilets		50.00
1060	Miscellaneous Income	302	Recreation Grounds		200.00
1063	CIL funds from developers	104	General Administration	17.95	
1070	Allotment Fees	304	Allotments		1,128.00
1071	Allotment Deposit Correct Code	304	Allotments		250.00
1072	Gosford Way Allotments	304	Allotments		193.00
1076	Precept	104	General Administration		326,183.00
1080	Grants Received	104	General Administration		7,571.00
4000	Town Clerk	101	Employee costs	35,569.81	
4001	Administration Assistant	101	Employee costs	9,111.07	
4002	Handyman/Groundsman	101	Employee costs	8,945.22	
4003	Litter Picker	101	Employee costs	8,150.59	
4004	Cleaner/keyholder	101	Employee costs	2,919.71	
4005	Overtime	101	Employee costs	4,758.06	
4007	NI (ER's)	101	Employee costs	4,991.23	
4008	Pension ER's contributions	101	Employee costs	192.22	
4010	Internal Auditor	101	Employee costs	224.60	
4011	Administrative Asst/Ctee Clerk	101	Employee costs	9,291.27	
4012	Finance Assistant	101	Employee costs	9,290.02	
4014	Consultancy/Locum Clerk	101	Employee costs	4,142.25	
4015	Travelling expenses (parks)	101	Employee costs	400.02	
4016	Training Exps inc course fees	101	Employee costs	3,000.00	
4030	Postage	102	Administration	256.52	
4031	Stationery	102	Administration	1,054.87	
4032	Photocopier copy charges	102	Administration	1,320.19	
4035	Computer consumables	102	Administration	87.99	
4036	Office IT equipment	102	Administration	597.22	
4037	Website	102	Administration	572.00	
4039	Legal fees	102	Administration	10,599.81	
4040	Audit Fees	102	Administration	800.00	
4043	Insurance Premiums	102	Administration	3,943.22	
4044	Insurance Tree Survey	102	Administration	294.00	
4045	Subscriptions	102	Administration	2,638.64	
4053	Refreshments	102	Administration	20.50	
4056	Bank/Barclaycard charges	102	Administration	791.65	
4059	First Aid	102	Administration	114.49	
4063	Hire of Halls	102	Administration	112.50	
4069	Office telephones	102	Administration	1,076.97	
4070	Broadband/Internet	102	Administration	523.10	
4071	IT Services	102	Administration	1,469.12	
4072	IT costs office 365	102	Administration	163.33	

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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>
4090	Councillors' allowances	103	Town Councillors	2,885.87	
4091	Councillors' expenses	103	Town Councillors	313.42	
4092	Councillors' training	103	Town Councillors	90.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,615.61	
4095	Mayor's Fund Raising Charity	103	Town Councillors	346.98	
4096	Remembrance Wreath	306	Prize and Prize Giving	25.00	
4100	Grants to other Organisations	104	General Administration	1,000.00	
4103	Public Info event(s)	104	General Administration		175.00
4105	Finance Software	104	General Administration	373.25	
4130	Council Tax	201	Council Offices	6,480.00	
4131	Electricity	201	Council Offices	1,128.76	
4132	Water charges	201	Council Offices	145.64	
4133	Sewerage	201	Council Offices	100.59	
4136	Photocopier - lease	201	Council Offices	802.16	
4139	Window Cleaning	201	Council Offices	154.00	
4140	Alarm Maintenance	201	Council Offices	241.50	
4141	Fire Precautions	201	Council Offices	209.83	
4142	Other Maintenance	201	Council Offices	85.00	
4146	Other Office Equipment	201	Council Offices	315.30	
4154	Housekeeping	201	Council Offices	120.01	
4155	Refuse Collecting	201	Council Offices	759.46	
4162	PWLB - Capital	201	Council Offices	3,728.04	
4163	PWLB- Interest	201	Council Offices	1,845.16	
4170	51 High Street - expenditure	202	51 High Street	466.49	
4180	Pavilion Electricity	203	The Pavilion	1,054.73	
4181	Pavilion water	203	The Pavilion	163.01	
4182	Pavilion sewerage	203	The Pavilion	927.01	
4186	Pavilion - fire precautions	203	The Pavilion	104.95	
4187	Pavilion - Refuse	203	The Pavilion	434.40	
4190	Wannock Office Electricity	204	Wannock Office	734.46	
4192	Wannock Office Sewage	204	Wannock Office	674.29	
4193	Wannock Office Council Tax	204	Wannock Office	3,552.00	
4201	CCTV costs	301	Town Centre and Community Safe	2,034.87	
4220	General Maintenance	302	Recreation Grounds	9,699.45	
4221	Recreation ground - water	302	Recreation Grounds	118.69	
4223	Grounds Maintenance	302	Recreation Grounds	4,911.93	
4230	Skate Park	302	Recreation Grounds	4,805.00	
4235	Toilets	302	Recreation Grounds	5,327.91	
4238	Litter Bins	302	Recreation Grounds	1,087.50	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	1,875.00	
4243	Safety Inspections	302	Recreation Grounds	533.00	

Continued over page

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>
4250	Bus Shelters	303	Highways	15,887.20	
4256	Urban grasscutting	303	Highways	12,988.05	
4257	Seat provisions - highways	303	Highways	655.00	
4258	Flower Beds	303	Highways	5,851.89	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	110.00	
4272	Allotments - water	304	Allotments	524.27	
4281	Street Light - Maintenance	305	Street Lighting	1,948.76	
4282	Street Light - new works/impro	305	Street Lighting	5,650.03	
4286	Christmas decorations	305	Street Lighting	10,545.32	
4293	Best rear garden	306	Prize and Prize Giving	25.00	
4295	Best allotment	306	Prize and Prize Giving	50.00	
4296	Best garden	306	Prize and Prize Giving	50.00	
4297	Best dressed house	306	Prize and Prize Giving	11.45	
4298	Best dressed shop	306	Prize and Prize Giving	11.44	
4299	Prize Party	306	Prize and Prize Giving	176.50	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	411.22	
4320	Planning Committee - Halls	401	The Planning Committee	38.50	
4500	Toilets High St - Cleaning	205	High Street Toilets	5,208.40	
4501	Toilets High St - Maintenance	205	High Street Toilets	125.00	
4502	Toilets High St - Electricity	205	High Street Toilets	287.41	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	505.66	
4504	Toilets High St - Other	205	High Street Toilets	218.51	
4505	Toilets High St - Non Domestic	205	High Street Toilets	984.00	
6000	Transfer from EMR	101	Employee costs		202.40
6000	Transfer from EMR	102	Administration		530.00
6000	Transfer from EMR	104	General Administration		31.73
6000	Transfer from EMR	302	Recreation Grounds		700.00
6000	Transfer from EMR	303	Highways		12,150.00
6001	Transfer to EMR	104	General Administration	5,513.78	
7001	The Retired	701	The Retired	633.64	
Trial Balance Totals :				827,411.08	827,411.08
Difference				0.00	

ITEM 7c.

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 28 February 2019

Business Current Accounts	
Business Current Account Statement	£50,000.00 ✓
Sort Code: [REDACTED] Account No: [REDACTED]	
Business Savings Accounts	
Business Premium Account	£390,865.80 ✓
Sort Code: [REDACTED] Account No: [REDACTED]	
Business Premium Account	£127,586.73 ✓
Sort Code: [REDACTED] Account No: [REDACTED]	

CURRENT/
BUSINESS PREMIUM
CASHBOOK 1

TRACKER
CASHBOOK 2

This is the end of your account summary.

Bank Reconciliation Statement as at 28/02/2019
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	28/02/2019	1	50,000.00
Business Premium Account	28/02/2019	1	390,865.80
			<u>440,865.80</u>
Unpresented Cheques (Minus)		Amount	
19/12/2018 108772		32.18	
02/01/2019 108779		25.20	
16/01/2019 108797	Polegate Scarecrows	100.00	
16/01/2019 108803		32.63	
21/01/2019 108808	PADMEC	250.00	
28/01/2019 108819		34.43	
11/02/2019 202645	Europlants Ltd	49.51	
11/02/2019 202646	Withers DIY	95.14	
11/02/2019 202647	SME IT Solutions Ltd	13.50	
11/02/2019 202648	PJC Consultancy Ltd	352.80	
11/02/2019 202644	Cosmo Construction	480.00	
11/02/2019 202643	SSALG-Ltd	156.00	
11/02/2019 202642	Kingdom Services Group Ltd	1,250.02	
18/02/2019 202649	Kent County Council	745.94	
18/02/2019 202650	Viking	164.48	
20/02/2019 202651	Surrey Hills Solicitors LLP	177.60	
20/02/2019 202652	Surrey Hills Solicitors LLP	949.20	
20/02/2019 202653	Surrey Hills Solicitors LLP	276.00	
20/02/2019 202654	Polegate Community Association	41.00	
20/02/2019 202655	Polegate Comm Defib Project	154.30	
20/02/2019 202656	Lewes District Council	90.00	
27/02/2019 202657	Eastbourne Electrical LLP	45.00	
27/02/2019 202658		724.80	
27/02/2019 202659	Broxap Ltd	759.60	
27/02/2019 202660	Macemain + Amstad	786.00	
28/02/2019 DIRECT DEB	Veolia Environmental Services	59.58	
28/02/2019 DIRECT DEB	Veolia Environmental Services	75.60	
			<u>7,920.51</u>
			432,945.29
Receipts not Banked/Cleared (Plus)			
		0.00	
			<u>0.00</u>
			432,945.29
Balance per Cash Book is :-			432,945.29
Difference is :-			0.00

**Bank Reconciliation Statement as at 28/02/2019
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	28/02/2019	1	127,586.73
			<u>127,586.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			127,586.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			127,586.73
		Balance per Cash Book is :-	127,586.73
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2019
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	28/02/2019	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 28/02/2019
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	28/02/2019	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

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	14,483.00	5,500.00	19,983.00
325 Pavilion Refurbishment Fund	0.00		0.00
326 Youth Shelter Reserve	0.00		0.00
328 Office IT Equipment Reserve	24.10	0.00	24.10
329 Other Office Equipment	73.96	0.00	73.96
330 Crossing Patrol Reserve	0.00		0.00
331 Brightling Reserve	19.21		19.21
332 Bus shelter reserve	12,250.00	-12,250.00	0.00
333 Diamond Jubilee Reserve	0.00		0.00
334 Town Focal Enhancemt Reserve	592.20		592.20
335 Street Lights Reserve	122,392.00		122,392.00
336 Legals/fencing re s/water	6,000.00		6,000.00
337 High Street Toilets Reserve	14,284.00		14,284.00
338 Hailsham Beds Reserve	891.00		891.00
339 Office Alterations Reserve	43,165.00		43,165.00
340 Guardian Court Crossing	0.00		0.00
341 Staff - Consultant/Temporary	1,633.69	670.31	2,304.00
342 Age Gym S106 funds Centre	5,326.26		5,326.26
343 Tree Audit	731.89	-700.00	31.89
344 Play Equipment	9,157.00		9,157.00
345 Flower Bulbs EMR	960.00	100.00	1,060.00
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	5,203.95	-17.95	5,186.00
350 Picnic Benches	788.00		788.00
351 Skate Park	3,600.00		3,600.00
352 Overtime	3,474.00	-1,402.71	2,071.29
	304,156.26	-8,100.35	296,055.91

06/03/2019

17:25

Polegate Town Council

Journal Detail

Page 1

User: JO

PC March.

ITEM 7c

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 417

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4241	Dog Bins	302	Recreation Grounds	bins resolved gen reserves		375.00
4241	Dog Bins	302	Recreation Grounds	bins resolved gen reserves		375.00
4253	Highways litter bins	303	Highways	bins resolved gen reserves	375.00	
4253	Highways litter bins	303	Highways	bins resolved gen reserves	375.00	

Narrative: Cheques 108577 5/6/18 resolved bin emptying from general reserves
Cheque 108750 4/12/18 resolved bin emptying from general reserves

Journal Totals	750.00	750.00
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14/03/2019
10:33

Polegate Town Council
Journal Detail

Page 1
User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 418

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
<u>Transfer from EMR: A/c 4014, Consultancy/Locum Clerk</u>						
6000	Transfer from EMR	101	Employee costs	Correct earlier EMR movement	2,304.00	
341	Staff - Consultant/Temporary					2,304.00
Narrative: Correct earlier EMR movement. RBS/CB					Journal Totals	
					2,304.00	2,304.00

14/03/2019

10:51

Polegate Town Council

Journal Detail

Page 1

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 421

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
<u>Transfer from EMR: A/c 4258, Flower Beds</u>						
6000	Transfer from EMR	303	Highways	Correct EMR movement	356.99	
345	Flower Bulbs EMR					356.99
Narrative: Correct EMR movement re RBS					Journal Totals	
					356.99	356.99

14/03/2019

Polegate Town Council

Page 1

10:52

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 422

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
<u>Transfer from EMR: A/c 4036, Office IT equipment</u>						
6000	Transfer from EMR	102	Administration	Correct EMR movement	0.10	
328	Office IT Equipment Reserve					0.10
Narrative: Correct EMR movement					Journal Totals	
					0.10	0.10

14/03/2019

Polegate Town Council

Page 1

10:53

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 423

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
<u>Transfer from EMR: A/c 4146, Other Office Equipment</u>						
6000	Transfer from EMR	201	Council Offices	correct EMR movement		0.06
329	Other Office Equipment				0.06	
Narrative: correct EMR movement re RBS					Journal Totals	
					0.06	0.06

14/03/2019

Polegate Town Council

Page 1

11:02

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 424

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
<u>Transfer to EMR: A/c 1076, Precept</u>						
6001	Transfer to EMR	104	General Administration	Allocating election EMR	5,500.00	
324	Elections Fund					5,500.00
Narrative: Allocating election EMR					Journal Totals	
					5,500.00	5,500.00

14/03/2019

Polegate Town Council

Page 1

10:34

Journal Detail

User: JQ

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 419

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
<u>Transfer from EMR: A/c 4036, Office IT equipment</u>						
6000	Transfer from EMR	102	Administration	Correct EMR movement	24.00	
328	Office IT Equipment Reserve					24.00
Narrative: Correct EMR movement. As per RBS advice.					Journal Totals	
					24.00	24.00

14/03/2019

Polegate Town Council

Page 1

10:36

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 420

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
<u>Transfer from EMR: A/c 4146, Other Office Equipment</u>						
6000	Transfer from EMR	201	Council Offices	Correct EMR movement	64.00	
329	Other Office Equipment					64.00
Narrative: Correct EMR movement as per RBS advice					Journal Totals	
					64.00	64.00

Date		02/01/2019	Month No: 11		Current Period		Journal Ref: 426	
<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>		
4014	Consultancy/Locum Clerk	101	Employee costs	CHQ108707 miscode		132.00		
4258	Flower Beds	303	Highways	CHQ108707 miscode	132.00			
Narrative: Miscoded to consultancy, should be under flowers 4258					Journal Totals	132.00	132.00	

14/03/2019

Polegate Town Council

Page 1

16:29

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 434

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4253	Highways litter bins	303	Highways	agreed as extra code 4238		750.00
4238	Litter Bins	302	Recreation Grounds	agreed as extra code 4238	750.00	

Narrative: see journal 417, agreed as extra from code 4238

Journal Totals 750.00 750.00

14/03/2019

Polegate Town Council

Page 1

16:24

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 433

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4222	Seat Provision	302	Recreation Grounds	seats are in the Highway centr		655.00
4257	Seat provisions - highways	303	Highways	seats are in the Highway centr	655.00	
Narrative: Miscode, will all be from general reserves as per resolution.					Journal Totals	
					655.00	655.00

14/03/2019

Polegate Town Council

Page 1

15:32

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 432

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
1060	Miscellaneous Income	302	Recreation Grounds	miscoded income	200.00	
1060	Miscellaneous Income	101	Employee costs	miscoded income		200.00
Narrative: Income for play park course invoices coded to employees by mistake, should have been coded to cost centre 302 re play park trailing course payment from 4016 cost centre 101 (NB CHQ number 100449 income) 1/8/18					Journal Totals	200.00
						200.00

14/03/2019

Polegate Town Council

Page 1

15:15

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 430

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
1010	Investment Income	104	General Administration	Interest for CIL to end Dec 18	13.78	
1063	CIL funds from developers	104	General Administration	Interest for CIL to end Dec 18		13.78

Narrative: Interest started to accumulate this year. Therefore this has been applied form the income in bank interest for the CIL element. It has been applied to the end Dec interest. There will be further interest from Jan 2019 - March 2019 to apply at year end.

Journal Totals**13.78****13.78**

14/03/2019

Polegate Town Council

Page 1

14:57

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 429

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4014	Consultancy/Locum Clerk	101	Employee costs	miscode		75.00
4016	Training Exps Inc course fees	101	Employee costs	miscode	75.00	

Narrative: Trabingn course JW shuold have been coded to 4016, was coded to 4064 incorrectly then hournalled to 4014 incorrectly (typo). Corrected to resolve issue.

Journal Totals	75.00	75.00
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14/03/2019

Polegate Town Council

Page 1

14:55

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 428

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4064	Course/conferences	102	Administration	miscoded		75.00
4014	Consultancy/Locum Clerk	101	Employee costs	miscoded	75.00	
Narrative: Miscoded to 4064 should have been 4016 and resolved to go over from general reserves.					Journal Totals	
					75.00	75.00

14/03/2019

Polegate Town Council

Page 1

14:50

Journal Detail

User: JO

Date 02/01/2019 Month No: 11 Current Period

Journal Ref: 427

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4041	Consultancy	102	Administration	miscoded s/b 4014 NOv 18 check		170.00
4014	Consultancy/Locum Clerk	101	Employee costs	miscoded s/b 4014 Nov 18 check	170.00	
Narrative: Special consultancy park check £170 Nov 2018, should have been coded to 4014 not 4041. Correction. (will come from reserve.)				Journal Totals	170.00	170.00

To Appoint a representative from council for the Polegate Community Library

Following the decision to support the Polegate Community Library, council will need to appoint a representative to attend meetings on invite for the Polegate Community Library and report back to full council.

Cllr D Watts has put himself forward for this position as lead councillor on the library working group.



Item 9.

**Polegate Town Council, Council Office,
49 High Street,
Polegate BN26 6AL**

Telephone: 01323 488114

Town Clerk – Mrs Jo Ognjanovic e-mail – admin@polegatetowncouncil.gov.uk

Town Mayor – Ms A Snell e-mail – Cllr.a.snell@polegatetowncouncil.gov.uk

APPEALS COMMITTEE

TERMS OF REFERENCE

- Appeals Committee to be constituted at each Annual Statutory Meeting.
- Committee to meet as required and have full delegated authority to determine an appeal.
- To consist of 3 Councillors and to elect its own Chairman and its own Vice Chairman. (Quorum 3)
- To consider and decide whether individual appeals have established grounds for appealing under the complaints procedure.
- To gather evidence at an appeal committee hearing to decide, on the basis of that information, whether an appeal should be upheld or rejected.
 - Liaising with other authorities on matters pertaining to the committee, including the police and outside bodies if required.
- To consider, determine/resolve any appeal under the council's complaints procedure. (NB any councillor who has previously been involved in the procedure prior to the appeal may not sit on the appeal hearing.)
- Consider and resolve all staff appeals concerning grievance or disciplinary matters. (NB only Council may uphold a decision to dismiss the Town Clerk/Staff.)

PLEASE NOTE THAT THE COMMITTEE CANNOT CONSIDER AN APPEAL ON A DECISION TAKEN BY FULL COUNCIL