FC end Nov

ITEM 5

UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 28th October 2019 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs D Watts, D Murray, D Dunbar, R Shing, D Shing, M Cunningham, D Sanders, Mrs C Berry, M Falkner, A Wood, Mrs M Piper, S Shing, J Harmer (13)

Not Present: Cllr Ms A Snell, Mrs W Alexander, (2)
1 member of the public

Minute No.	Subject/Resolution
12791	**Opportunity for public comment** None
12792	**Apologies for absence** Cllrs Ms A Snell, Mrs W Alexander
12793	**Declarations of interest in any items on the agenda** Cllrs D Shing, S Shing County Councillors; Cllrs Ms A Snell, D Watts, D Shing, S Shing R Shing District Councillors; Mrs M Piper, Ms A Snell, D Watts, D Murray directors of PWMRG CIC; D Murray trustee of Wannock Village Hall All non pecuniary.
12794	**Mayors Report verbal** The mayor spoke about his attendance at the memory café on 3/10/19; Age UK AGM on 11/10/19; Scouts at the community centre 11/10/19 where they asked to be involved in a council meeting in a similar way to the Polegate School; a civic service in Lewes 20/10/19;Gatwick airport 22/10/19 the Mayor encouraged all councillor to go to Gatwick on their open day if at all possible as he felt it had been very information and worthwhile; Judges service 25/10/19 in Lewes. (tradition for over 200 years). He also remined councillors that some members were attending the Wealden conference on 6th November.
12795	**To approve and adopt the minutes of Full council meeting on 30th September 2019** **It was resolved to accept the full council minutes of 30th September 2019 as a true and accurate record of the meeting. The minutes were signed by the Mayor. VOTE 12 for Cllrs D Watts, D Murray, D Dunbar, R Shing, D Shing, M Cunningham, D Sanders, Mrs C Berry, M Falkner, A Wood, Mrs M Piper, S Shing, 1 abstention Cllr J Harmer**
12796	**To adopt the minutes and recommendations of the standing committees** **a) Finance & Policy Committee minutes of 18th October 2019** **It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee meeting of 18th October 2019 VOTE 12 for Cllrs D Watts, D Murray, D Dunbar, R Shing, D Shing, M Cunningham, D Sanders, Mrs C Berry, M Falkner, A Wood, Mrs M Piper, S Shing, 1 abstention Cllr J Harmer** **b) Personnel Committee meeting minutes of 4th October 2019** *NB this item was discussed at the end of the meeting following a resolution to go into confidential session.* **It was resolved to adopt the minutes and recommendations of the Personnel Committee meeting of 4th October 2019 VOTE All in favour Cllrs D Watts, D Murray, D Dunbar, R Shing, D Shing, M Cunningham, D Sanders, Mrs C Berry, M Falkner, A Wood, Mrs M Piper, S Shing, Cllr J Harmer**

12797	**Financial Update** *a)* **Approval of payments as presented** **<u>It was resolved to approve the accounts to the value of £7500.90 VOTE 12 for Cllrs D Watts, D Murray, D Dunbar, R Shing, D Shing, M Cunningham, D Sanders, Mrs C Berry, M Falkner, A Wood, Mrs M Piper, S Shing, 1 abstention Cllr J Harmer</u>** *b)* **Barclaycard Statements – already authorised (delegated) for noting** Noted *c)* **Bank reconciliations, income and expenditure accounts, trials balances, ear marked reserves, journals.** A councillor asked about some of the budgets that appeared to be over budget. Th clerk stated that some of these were resolved items from general reserves and some the way RBS showed from ear marked reserves. A councillor asked when CIL expired. The clerk stated it was usually about 5 years but that it was likely to have been used in that time due to future plans. **Noted and variations approved. NB VOTE en bloc**
12798	**Internal Audit** The internal audit report had been circulated to all councillors prior to the meeting and noted and accepted by all present **<u>It was resolved to accept the internal audit report as presented. VOTE All in favour Cllrs D Watts, D Murray, D Dunbar, R Shing, D Shing, M Cunningham, D Sanders, Mrs C Berry, M Falkner, A Wood, Mrs M Piper, S Shing, J Harmer</u>**
12799	**External Audit** The external audit report had been circulated to all councillors prior to the meeting and noted and accepted by all present. There were no issues arising. **<u>VOTE All in favour Cllrs D Watts, D Murray, D Dunbar, R Shing, D Shing, M Cunningham, D Sanders, Mrs C Berry, M Falkner, A Wood, Mrs M Piper, S Shing, Cllr J Harmer</u>**
12800	**Dates of the next scheduled meetings** *It was also noted that there was a Finance & Policy Committee meeting on 8th November to discuss the budgets (preliminary)* **Full Council 25th November 2019** **Full Council 9th December 2019** **Full Council 13th January 2020 (precept and budget setting)** **Full Council 27th January 2020** **Full Council 24th February 2020** **Full Council 30th March 2020** **Full Council 27th April 2020** **Full Council 1st June 2020** **Full Council 29th June 2020** **Full Council 27th July 2020** **Full council 28th September 2020**
See minute 12796	***Council 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)***

	<u>VOTE All in favour Cllrs D Watts, D Murray, D Dunbar, R Shing, D Shing, M Cunningham, D Sanders, Mrs C Berry, M Falkner, A Wood, Mrs M Piper, S Shing, Cllr J Harmer</u> *The member of public was asked to leave the chambers.* *It was noted that minute 12776 had already been delegated to the personnel committee.*

The meeting closed at 7.55 pm

Signed Mayor of Polegate ____________________Date ______________________ end NOV FC

ITEM 6a)

UNADOPTED
POLEGATE TOWN COUNCIL

POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

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

Present: Cllrs D Murray, D Watts, D Dunbar, M Falkner, Mrs M Piper, D Sanders , S Shing, M Cunningham **(8)**
Not Present: - Cllrs Ms. A Snell **(1)**
No members of the public present

Minute Number	Resolution
12811	**Opportunity for Public Comment** None
12812	**Apologies for absence** Cllrs Ms. A Snell
12813	**Declarations of interest in any items on the agenda** Cllr D Watts Wealden District Councillor; Cllrs Mrs. M Piper & D Murray as directors of Polegate War memorial recreation ground CIC; Cllr D Murray as trustee of Wannock Village Hall. Dispensation for all Cllrs attending discussing the budgets.
12814	**Minutes of Finance & Policy committee meeting of 18th October 2019** **It was resolved to accept the minutes of the Finance & Policy meetings of 18th October 2019 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, D Watts, D Dunbar, M Falkner, Mrs. M Piper, D Sanders , S Shing, M Cunningham**
12815	**Accounts for payment as presented** **It was resolved to accept the accounts for payment as presented to the value of £8306.17 VOTE All in favour Cllrs D Murray, D Watts, D Dunbar, M Falkner, Mrs M Piper, D Sanders , S Shing, M Cunningham**
12816	**Urgent spend under delegated – notice to committee** **a) Compulsory purchase negotiations with Highways England and the Valuation Office** Councillors noted the urgency of the item and the chair of finance explained the situation with regards to receiver of the sums. It was agreed that this should be delegated to the clerk. The committee noted the expected costs for the solicitors was around £2500 +VAT and that the cost for the surveyor/valuer was not yet determined but these were all based on the standard sums according to their emails so far. Councillors discussed the issues with access and the water supply and possible fencing as being part of the negotiations. **It was resolved to delegate to the clerk in liaison with the Chair of finance for the spend from general reserves, which was expected to be recovered in due course. VOTE All in favour Cllrs D Murray, D Watts, D Dunbar, M Falkner, Mrs M Piper, D Sanders , S Shing, M Cunningham**
12817	**Policy review**

	a) Addition of the high street office location to the current CCTV policy **It was resolved to accept the amendments to the policy. VOTE All in favour Cllrs D Murray, D Watts, D Dunbar, M Falkner, Mrs M Piper, D Sanders , S Shing, M Cunningham**
12818	**Grant request – New Year's Day service, Cuckmere Community Bus £300** The committee agreed that this was a worthwhile service and asked the clerk to invite them to either submit a further application for £200 or submit a new one before the end of the financial year. **It was resolved to approve the grant request for the New Year's Day service, Cuckmere Community Bus for £300 and to delegate to the clerk to approve a further £200 should an additional request be received. VOTE All in favour Cllrs D Murray, D Watts, D Dunbar, M Falkner, Mrs M Piper, D Sanders , S Shing, M Cunningham**
12819	**Budget 2020/21 first draft** The budgets had been circulated to councilors prior to the meeting. Some had been submitted from Planning committee and personnel committee. Discussion on the budgets, future provisions and not allowing a 0% as that would be a reduction in some service should that happen. It was agreed that these provisional figures would move forward to the discussions in December when the tax base was known and the official decision on the finance settlement was known. Councillors understood that the majority of the figures agreed with the emerging business plan requirements, although some figures for longer term projects were not yet in. Councillors were also aware there were a few draft ideas to enable a moderate but acceptable increase. Councillors also discussed that the percentages were not a good reflection of any increases as the precept was relatively low. Councilors noted that Wealden District council were no longer providing any council tax support grant this year and the budget would be based on precept only and no government grants. A councilor voiced concern over development of County and District services and stated that the council would need to be mindful to have some form of provision for these in the future and to keep general reserves at the higher level of the acceptable audit levels. It was discussed that the projected increase would be less than £5 per year on a band D household and less for lower tax bands. A discussion on minimum wage levels took place and how this affected the majority of the council's contracts. Paper costs were discussed and some councilors asked if the clerk could remind councillors they could receive their papers in electronic form. Councillor also commented about the climate change and how this could work for the town council and its budgets.

The meeting closed at 10.57 am

Signed by ________________________________ Chair of Finance & Policy

Dated ________________________________

FC end Nov
ITEM 6b.

UNADOPTED
POLEGATE TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the Planning meeting held on Thursday 31st October 2019 at 11.00am in the Council Chambers, 49 High Street, Polegate, East Sussex BN26 6AL

Present: Cllrs Mrs W Alexander, M Falkner, D Watts, Mrs M Piper, Mrs C Berry

Not present: - Cllr J Harmer

No members of public present

Minute No.	Subject/Resolution
12801	**Opportunity for public comment** None
12802	**Apologies for absence** Cllrs J Harmer
12803	**Declarations of interest in any items on the agenda** None
12804	**Planning budget 2020/21** Councillor discussed the small sum set aside and agreed that it should stay, however the committee commented that due to lack of public interest in most of the plans, the majority of meetings would be held in the council chambers to avoid hiring the halls. The clerk was asked to use her discretion and she stated that she would consult with the committee on the size of the hall required, but would now generally only hold the meetings in the chambers unless it was deemed necessary. The committee commented on its disappointment in lack of public interest in plans, which were advertised, but only 4-5 people would attend. This would save on staff costs and time setting up the halls and the hiring costs. **It was resolved that the sum of £200 for the hire of halls for larger planning applications would be put forward into the budget for 2020/21. VOTE All in favour Cllrs Mrs W Alexander, M Falkner, D Watts, Mrs M Piper, Mrs C Berry**
12805	**Minutes of the meeting held on 5th August 2019** **It was resolved to accept the minutes of the planning meeting on 5th August 2019 VOTE All in favour Cllrs Mrs W Alexander, M Falkner, D Watts, Mrs M Piper, Mrs C Berry**
12806	**Any other plans received prior to the meeting - notified to the public** None
12807	**Planning Applications** None
12808	**Delegated Applications** WD/2019/1456/F – 16 BRIGHTLING ROAD, POLEGATE BN26 5DB – PROPOSED ALTERATIONS AND EXTENSIONS, INCLUDING ROOF EXTENSION TO PROVIDE FIRST FLOOR ACCOMMODATION WITH DORMERS AND JULIETTE BALCONY, REMOVAL OF EXISTING CONSERVATORY AND ERECTION OF SINGLE STOREY REAR KITCHEN, AND CHANGE OF EXTERNAL MATERIALS. NO OBJECTIONS. WD/2019/1716/F – 10 OTTEHAM CLOSE, POLEGATE BN26 5AZ – SINGLE STOREY EXTENSION TO REAR WITH ASSOCIATED ALTERATIONS AND REPLACEMENT OF EXISTING GARAGE. NO OBJECTIONS.

WD/2019/1635/F – 22 WESTFIELD CLOSE, POLEGATE BN26 5NH – EXTENSION TO EXISTING GARAGE. NO OBJECTIONS.

WD/2019/0467/MRM – BRODRICKLANDS AND HAMLANDS FARM, WILLINGDON – PHASE 1 RESERVED MATTERS PURSUANT TO WD/2016/0986/MAO (OUTLINE APPLICATION WITH ALL MATTERS RESERVED (EXCEPT FOR MEANS OF ACCESS FROM ST MARTINS ROAD AND DUTCHELLS WAY) FOR UP TO 390 RESIDENTIAL DWELLINGS, NEW INTERNAL ACCESS ROADS AND FOOTPATHS, SPORTS PITCHES AND ALLOTMENTS (INCLUDING ANCILLARY FACILITIES), CAR PARKING, OPEN SPACE, SUSTAINABLE URBAN DRAINAGE SYSTEM, AND ASSOCIATED LANDSCAPING, INFRASTRUCTURE AND EARTHWORKS) FOR 146 DWELLINGS (INCLUDING AFFORDABLE HOUSING).

OBJECTIONS: The Committee is mindful of the fact that this is a 'Reserved Matters' application, but wishes to reiterate its objections as notified to Wealden District Council on the 4th April:

Strongly disagreed with the Local Highway Authority conclusion that traffic impact is acceptable. The roads around that area are already gridlocked at peak times and busy at other times. Councillors know residents and road users do not find the current traffic flow as acceptable and are against further unsustainable development.

The planning statement conclusion states the development is 'acceptable in terms of appearance, layout, landscaping and scale'. Again, this is acceptable to the developers but as neighbours' letters point out is totally unacceptable to people who live in the area.

The Site Drainage summary point number 3.54 states ' flood risk to and from the site following development is not increased'. The pages of data provided fail to state the common sense conclusion that water does not soak away through concrete, roads etc whereas it will soak away through fields and countryside. This summary acknowledges that a flood risk exists as stated in their sentence where they indirectly state the flood risk remains though wrongly claim it won't increase with this massive building development.

The local area does not have the infrastructure for this development.

Pollution levels are already very high, this will add to pollution.

The crime rate is on the increase, more development increases the likelihood of crime increasing with no or little police presence available.

Public rights of way and remaining countryside are under threat.

The Committee also wishes to reiterate its objections as laid out in the minutes of the Planning Committee of 8th July 2019, as follows:

The application was discussed in detail including concerns over discrepancies in the parking allocation; one document stated 314 demand and another that 323 was the provision. There were also concerns that flat owners were not allocated spaces and this was considered to be discriminatory. It was noted that spaces were so tight that manoeuvrability could be an issue, tandem spaces may be inaccessible. For larger vehicles, the turning heads were not very large. If emergency service vehicles tried to access, there could be problems if there were no obstructions on the current access as cars were

	allowed to park there, and there would be a fair chance that vehicles will be parked in the way. The committee noted the Highways response on 24th June 2019 had objections on many grounds and concurred with these. Flood risk was also discussed (condition 15 flood risk, 17 surface water drainage and 18 drainage maintenance) where information was lacking regarding details on the construction of a strategic drainage network and basins located outside of the phase 1 boundary. There was also no phase construction plan. The development as it stands would discharge water off into the Pevensey and Cuckmere Water Level management board area. The submitted calculations, show flooding at several locations and there is no evidence in the application of how the volumes of water would be managed on site, without it causing flooding to surrounding off site areas. No consideration has been given for any climate change, or storm event. The plans fail to meet the requirements to assess its acceptability in flood risk terms. It is very close to the South Downs National Park (SDNP), light pollution on the night sky could be an issue for the environment. (SDNP is one of two dark skies locations designated in the whole of the country). Light pollution is likely to affect nocturnal animals. The site is only 1km from Willingdon Down, which is a site of special scientific interest (SSSI). The development is likely to impact on protected species (some are on the endangered list) and local wildlife, which it was felt the council should be doing what it could to protect, before the area lost all of its green spaces. There were also severe concerns over the local highway network, it was felt that it would not cope with the additional traffic as the roads were already gridlocked at most times of the day, and this development would only add to the problems. The lead local flood authority had not given any approval at the time of the meeting. The view of the countryside officer was that it was unlikely that Southern water would adopt the new on-site surface water drainage system (SUDS). The committee considered that they had previously objected 3 months ago to the traffic impact and that the town council had objected to the planning statement that the development was acceptable as it was clear that it was not acceptable to the neighbours as there were many neighbour objections which did not consider that it was a suitable site. The local area as a whole doesn't have the infrastructure required and pollution levels are already high. (Eastbourne has one of the highest levels of pollution and over the WHO [World Health Organisation] limits). Crime rates were on the increase and as many new developments seem to increase the levels of crime in an area, with very little or no police presence. It was also mentioned that public rights of way and countryside were under threat if this development was to go ahead. It was mentioned and noted that Pevensey and Cuckmere water level management board has made objections to the latest plans. (The applicant has failed to meet its requirements to assess its acceptability in flood risk terms.) It was also noted that Highways had made objections to the plans as it stands, as it also required further information. There were concerns over congestion and that the traffic could not go out across the railway towards Dittons Road. A Councillor said they had objected to this application from the beginning, and their views had not changed. The extra traffic, increased pollution from extra cars, the loss of wildlife habitat and the detrimental effect on the South Downs National Park and their Dark Skies designation is a disaster for the local area. Many objections have already been pointed out to Wealden District Council. The Councillor expressed disappointment that the view of local residents, who unfortunately will have to live with the outcome of this, do not seem to matter. A Councillor noted that the Planning Committee at Wealden has approved these developments despite the vast number of objections and concerns from local residents. These concerns re flooding risk, infrastructure, traffic issues, environmental impact, loss of

	open space, and pollution have been raised many times. The Councillor recognised that matters are now past that stage of the planning process and are now into reserved matters. Bearing in mind that Wealden have their reasons for approving the applications and consider these to be of higher priority to that of the local population, the Councillor stated that they remain opposed to these building developments. WD/2019/1685/MRM - BRODRICKLANDS AND HAMLANDS FARM, WILLINGDON – RESERVED MATTERS PURSUANT TO OUTLINE PERMISSION WD/2016/0986/MAO (OUTLINE APPLICATION WITH ALL MATTERS RESERVED (EXCEPT FOR MEANS OF ACCESS FROM ST MARTINS ROAD AND DUTCHELLS WAY) FOR UP TO 390 RESIDENTIAL DWELLINGS, NEW INTERNAL ACCESS ROADS AND FOOTPATHS, SPORTS PITCHES AND ALLOTMENTS (INCLUDING ANCILLARY FACILITIES), CAR PARKING, OPEN SPACE, SUSTAINABLE URBAN DRAINAGE SYSTEM, AND ASSOCIATED LANDSCAPING, INFRASTRUCTURE AND EARTHWORKS) FOR OPEN SPACE AND LANDSCAPING, SPORTS PITCHES, SPORTS PAVILION AND SUSTAINABLE URBAN DRAINAGE SYSTEM. OBJECTIONS – These reserved matters relate to the same proposed development as WD/2019/0467/MRM. The Planning Committee reiterates its objections as above. WD/2019/1826/F – 34 CENTRAL AVENUE, POLEGATE BN26 6HA – REMOVAL OF EXISTING SIDE GARAGE, REMOVAL OF EXISTING EXTENSION, ENLARGEMENT OF EXISTING FRONT PORCH AND CREATION OF NEW SIDE AND REAR EXTENSION. NO OBJECTIONS. WD/2019/1828/F – QUEENS VILLA, DITTONS ROAD, POLEGATE BN26 6JA – REMOVAL OF GARAGE. PROPOSED DOUBLE STOREY EXTENSION AND FRONT ROOF ALTERATIONS. NO OBJECTIONS. WD/2019/1762/F – 70 STATION ROAD, POLEGATE BN26 6ED – ERECT A SINGLE STOREY REAR EXTENSION. NO OBJECTIONS. WD/2019/2089/FR – 29 BROOK STREET, POLEGATE BN26 6BH – RETROSPECTIVE APPLICATION FOR THE APPROVAL OF GARDEN BUILDING. NO OBJECTIONS, but a Councillor commented that the garden building is to be used as a store and office, and assumes that noise levels would not be of concern unless there were to be change of use to a workshop in the future. In this event noise levels might become an issue. A Councillor asked what the building was actually to be used for, and felt that conditions should be placed on its use, stating it is not to be used for business but only as a garden amenity. WD/2019/1988/MRM – BRODRICKLANDS AND HAMLANDS FARM, WILLINGDON – PHASE 2 RESERVED MATTERS RELATING TO THE LAYOUT, SCALE, APPEARANCE AND LANDSCAPING OF 244 DWELLINGS, INCLUDINGAFFORDABLE HOUSING, PURSUANT TO OUTLINE PERMISSION WD/2016/0986/MAO (OUTLINE APPLICATION WITH ALL MATTERS RESERVED (EXCEPT FOR MEANS OF ACCESS FROM ST MARTINS ROAD AND DUTCHELLS WAY) FOR UP TO 390 RESIDENTIAL DWELLINGS, NEW INTERNAL ACCESS ROADS AND FOOTPATHS, SPORTS PITCHES AND ALLOTMENTS (INCLUDING ANCILLARY FACILITIES), CAR PARKING, OPEN SPACE, SUSTAINABLE URBAN DRAINAGE SYSTEM; AND ASSOCIATED LANDSCAPING, INFRASTRUCTURE AND EARTHWORKS). OBJECTIONS – A Councillor welcomed the fact that some smaller houses are planned for the site, but nevertheless opposed the development. A Councillor noted that the Planning Committee at Wealden has approved these developments despite the vast volume of objections. These concerns re flooding risk, infrastructure, traffic issues, environmental impact, loss of open space and pollution have been raised many times. The Councillor recognised that matters are now past that stage

	and are now into reserved matters. Bearing in mind that Wealden have their reasons for approving the applications and consider these to be of higher priority to that of the local population, the Councillor stated that they remain opposed to these building developments. WD/2019/2133/F – 59 DOVER ROAD, POLEGATE BN26 6LF – PROPOSED SINGLE STOREY REAR EXTENSION. NO OBJECTIONS. WD/2019/1906/F – 1 WANNOCK DRIVE, POLEGATE BN26 5DY – ERECTION OF SINGLE STOREY BAY WINDOW EXTENSION TO FRONT OF PROPERTY; ERECTION OF SINGLE STOREY PORCH TO FRONT OF PROPERTY. ERECTION OF SINGLE STOREY GLAZED CONSERVATORY TO REAR. REPLACEMENT OF FRENCH DOORS AND GLAZING WITH BI-FOLD DOORS TO REAR. NO OBJECTIONS. WD/2019/1696/LDE – LAND SOUTH OF OTHAM COURT LANE, POLEGATE BN26 6QS – USE OF LAND AS D2. NO OBJECTIONS, but one Councillor asked that conditions be placed on the use of the land, stating that it is for family use only and not to in any way become a commercial operation. Noted by all present
12809	Planning decisions by Wealden District Council – for information only WD/2019/1109/F – DOWNSVIEW, DITTONS ROAD, POLEGATE BN26 6HS – DEMOLITION OF EXISTING GARAGES. PROPOSED TWO STOREY FRONT, SIDE AND REAR EXTENSIONS, FIRST FLOOR EXTENSIONS AND SINGLE STOREY REAR EXTENSION. APPROVED BY WEALDEN DISTRICT COUNCIL ON 21ST AUGUST 2019. WD/2019/0982/F – 7 OTTEHAM CLOSE, POLEGATE BN26 5AZ – PART RETROSPECTIVE APPLICATION FOR AN EXTENSION TO THE REAR, SMALL SIDE EXTENSION TO THE FRONT TO CREATE AN ENSUITE, THE CREATION OF NEW PORCH, AND SUMMER HOUSE. APPROVED BY WEALDEN DISTRICT COUNCIL ON 2ND AUGUST 2019. WD/2019/1370/F – LAND TO THE REAR OF 7 SAYERLAND ROAD, POLEGATE BN26 6NU - DEVELOPMENT OF 2 NO. CHALET BUNGALOWS WITH ACCESS FROM HONEYCRAG CLOSE. REFUSED BY POLEGATE TOWN COUNCIL ON 27TH AUGUST 2019. WD/2019/1311/F – BRAMLEY FARM, BAY TREE LANE, POLEGATE BN26 6QN – SCHEME TO CONVERT A FORMER DAIRY BUILDING TO 3 NO. DWELLING HOUSES (RE-SUBMISSION OF WD/2018/1071/F). REFUSED BY WEALDEN DISTRICT COUNCIL ON 29TH AUGUST 2019. WD/2019/1124/F – 10 MAPLELEAF GARDENS, POLEGATE BN26 6PD – ERECT PORCH AT FRONT OF PROPERTY. APPROVED BY WEALDEN DISTRICT COUNCIL ON 6TH SEPTEMBER 2019. WD/2019/1716/F – 10 OTTEHAM CLOSE, POLEGATE BN26 5AZ – SINGLE STOREY EXTENSION TO REAR WITH ASSOCIATED ALTERATIONS AND REPLACEMENT OF EXISTING GARAGE. APPROVED BY WEALDEN DISTRICT COUNCIL ON 19TH SEPTEMBER 2019. WD/2019/1456/F – 16 BRIGHTLING ROAD, POLEGATE BN26 5DB – PROPOSED ALTERATIONS AND EXTENSIONS, INCLUDING ROOF EXTENSION TO PROVIDE FIRST FLOOR ACCOMMODATION WITH DORMERS AND JULIETTE BALCONY, REMOVAL OF EXISTING CONSERVATORY AND ERECTION OF SINGLE STOREY REAR KITCHEN, AND CHANGE OF

	EXTERNAL MATERIALS. REFUSED BY WEALDEN DISTRICT COUNCIL ON 19TH SEPTEMBER 2019. WD/2019/1635/F – 22 WESTFIELD CLOSE, POLEGATE BN26 6EJ – EXTENSION TO EXISTING GARAGE. APPROVED BY WEALDEN DISTRICT COUNCIL ON 25TH SEPTEMBER 2019. WD/2019/0467/MRM - BRODRICKLANDS AND HAMLANDS FARM, WILLINGDON – PHASE 1 RESERVED MATTERS PURSUANT TO WD/2016/0986/MAO (OUTLINE APPLICATION WITH ALL MATTERS RESERVED (EXCEPT FOR MEANS OF ACCESS FROM ST MARTINS ROAD AND DUTCHELLS WAY) FOR UP TO 390 RESIDENTIAL DWELLINGS, NEW INTERNAL ACCESS ROADS AND FOOTPATHS, SPORTS PITCHES AND ALLOTMENTS (INCLUDING ANCILLARY FACILITIES), CAR PARKING, OPEN SPACE, SUSTAINABLE URBAN DRAINAGE SYSTEM, AND ASSOCIATED LANDSCAPING, INFRASTRUCTURE AND EARTHWORKS) FOR 146 DWELLINGS (INCLUDING AFFORDABLE HOUSING). APPROVED BY WEALDEN DISTRICT COUNCIL ON 30TH SEPTEMBER 2019. WD/2019/1826/F – 34 CENTRAL AVENUE, POLEGATE BN26 6HA – REMOVAL OF EXISTING EXTENSION, ENLARGEMENT OF EXISTING FRONT PORCH AND CREATION OF NEW SIDE AND REAR EXTENSION. APPROVED BY WEALDEN DISTRICT COUNCIL ON 9TH OCTOBER 2019. Noted by all present
12809	**Other planning items** None

The meeting closed 11.12 am Chair of Planning Committee ____________________ Date

barclaycard commercial

ITEM 7b)

barclaycard

POLEGATE TOWN COUNCIL
RECEIVED
24 OCT 2019
ACKD..............................

SUMMARY FOR POLEGATE TOWN COUNCIL

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

Company reference:	[redacted]
Statement date:	20 October 2019
Page number:	1 of 4
Monthly spend limit:	[redacted]

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

Date of previous statement:	20 September 2019
Previous balance:	£339.32
Payment received:	£339.32 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£460.09
New balance:	**£460.09**
Payment due by:	**28 October 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 28 October 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	339.32
27 Sep 2019	DIRECT DEBIT PAYMENT THANK YOU	339.32 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	304.23
[redacted]	[redacted]	[redacted]	155.86
Total cardholder expenditure			**£460.09**
New balance			**£460.09**

000/96 BBA2004A Page 1 of 3

TOTAL VAT £43.17

000266 BBA2004A 9710314755
[redacted]
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

barclaycard commercial

barclaycard

STATEMENT FOR [redacted]

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference: [redacted]
Card number: [redacted]
Statement date: 20 October 2019

Monthly spend limit: [redacted]

Date	Description		Amount
25 Sep 2019 260905272469	WWW.CICSLIMITED.CO.UK INTERNET GBR CLEANING AND MAINTENANCE, JANITORIAL SERVICES	CLEANING PRODUCTS	18.86
25 Sep 2019 270985481479	ST JOHN AMBULANCE 01142387310 CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	MOVING & HANDLING TRAINING COURSE (R.T.)	90.00
4 Oct 2019 071055203349	WWW.HAMPER.COM ABINGDON MISC FOOD STORES-SPECIALITY,CONVENIENCE,MARKETS,VENDING MACHINES	HAMPER FOR MAYOR'S CHRISTMAS TEA PARTY	44.07
7 Oct 2019 071015188989	MSFT * E030099KEV MSBILL.INFO IRL COMPUTERS,COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	MICROSOFT OUTLOOK	11.30
16 Oct 2019 171005372019	CBA*Nitro PDF Koln DEU DIGITAL GOODS - APPLICATIONS (EXLDG GAME	COMPUTER SOFTWARE	140.00
5 new purchases / cash advances. Total of spending.			**£304.23**

	NET	VAT	TOTAL	
CLEANING PRODUCTS	15.71	3.15	18.86	20% VAT 4220
TRAINING COURSE	75.00	15.00	90.00	20% VAT 4016
MAYOR'S HAMPER	38.36	5.71	44.07	28.55 @ 20% 9.81 @ 0% (Z) 4093
MICROSOFT OUTLOOK	11.30	0.00	11.30	0% VAT (E) 4071
COMPUTER SOFTWARE	140.00	0.00	140.00	0% VAT (OTS) 4036 & EMR 328
	280.37	23.86	304.23	

000266 BBA2004A 9710314755

[redacted]

barclaycard commercial

barclaycard

STATEMENT FOR [redacted]

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference: [redacted]
Card number: [redacted]
Statement date: 20 October 2019

Monthly spend limit: [redacted]

Date	Description		Amount
11 Oct 2019 141085481479	SCREWFIX DIRECT YEOVIL HOME SUPPLY WAREHOUSE STORES	SAFETY BOOTS FOR MAINTENANCE PERSON	39.99
14 Oct 2019 151055504439	HTTP://WWW.MULTIPOINTL 01924360444 HARDWARE STORES	DISABLED TOILET REVERSIBLE LOCKSET (HIGH ST TOILETS)	115.87
2 new purchases / cash advances. Total of spending.			£155.86

	NET	VAT	TOTAL		
SAFETY BOOTS	39.99	0.00	39.99	0% VAT (E)	4220
LOCKSET	96.56	19.31	115.87	20% VAT	4501
	136.55	19.31	155.86		

000/98 BBA2004A Page 3 of 3

000266 BBA2004A 9710314755

[redacted]
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

7c

Report to full council on some code variations

4140 Alarm maintenance will go over at the end of year by around £20 as the cost has increased since the budget was set.

4182 and 4192 will go over as this is paid direct debit for sewerage, however, these are significantly above the budgets and we are investigating as this has happened during the changeover to the new water company. Usually the sewerage relates to a portion of the water supply bill. – Refunds in Nov.

4133 is also being looked at for the same reason.

> 4133 INVOICE WITH NEW COMPANY RECEIVED AFTER SETTING OF BUDGET SIGNIFICANT INCREASE IN CHARGES 220 TO 710! WILL BE OVER BUDGET IN 2019/20 AND 2020/21 NEED TO BE SET MUCH HIGHER.

4130 will go over at the end of the financial year as the council tax was set after our budget was set and was around 956 more than expected.

4170 There is a major issue with our provider and possible electrical issues which is being investigated. We are currently awaiting a very large refund, however it still appears that we are using far more energy than expected and so the equipment is being checked.

4201 shows as being over budget, but this was paid for from an EMR and is expected to be on budget at year end.

BARCLAYS

31 October 2019

ITEM 7C

[redacted] TOWN CLERK
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
EAST SUSSEX
BN26 6AL

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 31 October 2019

Business Current Accounts		
Business Current Account Statement	£50,000.00	CURRENT/ BUSINESS PREMIUM CASHBOOK 1
Sort Code [redacted] • Account No [redacted]	✓	
Business Savings Accounts		
Business Premium Account	£551,677.35	
Sort Code [redacted] • Account No [redacted]	✓	
Business Premium Account	£127,873.18	TRACKER CASHBOOK 2
Sort Code [redacted] • Account No [redacted]	✓	

This is the end of your account summary.

Bank Reconciliation Statement as at 31/10/2019
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/10/2019	1	50,000.00
Business Premium Account	31/10/2019	1	551,677.35
			601,677.35

Unpresented Cheques (Minus)			Amount	
09/09/2019	108980	Mr J Harmer	130.56	
23/09/2019	108984	Viking	177.46	
23/09/2019	108992	Viking	83.84	
09/10/2019	202704	Playdale Playgrounds Ltd	10,828.44	
09/10/2019	202705	Polegate Community Association	30.00	
14/10/2019	202716	New Timber Land Management Ltd	2,880.00	
14/10/2019	202717	New Timber Land Management Ltd	720.00	
14/10/2019	202718	New Timber Land Management Ltd	720.00	
14/10/2019	202719	[redacted]	50.00	
14/10/2019	202721	You Raise Me Up	100.00	
21/10/2019	202722	Viking	120.90	
21/10/2019	202723	Haven Security Ltd	48.00	
21/10/2019	202724	3VA	30.00	
21/10/2019	202725	Countrymans Contractors Ltd	1,710.00	
21/10/2019	202726	Countrymans Contractors Ltd	1,266.00	
21/10/2019	202728	Kent County Council	504.56	
21/10/2019	202729	Lewes District Council	90.00	
21/10/2019	202730	[redacted]	1,080.00	
21/10/2019	202734	Surrey Hills Solicitors LLP	330.00	
21/10/2019	202735	Surrey Hills Solicitors LLP	600.00	
23/10/2019	202731	Playdale Playgrounds Ltd	354.00	
23/10/2019	202732	Playsafety Ltd	722.00	
23/10/2019	202733	Surrey Hills Solicitors LLP	486.00	
				23,061.76
				578,615.59

Receipts not Banked/Cleared (Plus)

	0.00	
		0.00
		578,615.59
Balance per Cash Book is :-		**578,682.59**
Difference Excluding Adjustments is :-		**-67.00**

Adjustments to Reconciliation				
10/09/2019	BritishGas	DD taken in error not PTC	-22.50	
01/10/2019	BritishGas	DD taken in error not PTC	-22.00	
10/10/2019	DD in erro	British gas DD in error bank	-22.50	
				-67.00
		Unreconciled Difference is :-		**0.00**

BEING INVESTIGATED
BY BANK

Polegate Town Council

Bank Reconciliation Statement as at 31/10/2019
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	31/10/2019	1	127,873.18
			127,873.18
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			127,873.18
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			127,873.18
		Balance per Cash Book is :-	**127,873.18**
		Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/10/2019
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	31/10/2019	0	200.00
			200.00
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			200.00
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			200.00
		Balance per Cash Book is :-	**200.00**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/10/2019
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	31/10/2019	0	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		0.00
	Balance per Cash Book is :-	**0.00**
	Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/10/2019
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	31/10/2019	1	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		0.00

Balance per Cash Book is :-	**0.00**
Difference is :-	**0.00**

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			12,755.89	
200	Current/Business Premium			578,682.59	
201	Tracker Account			127,873.18	
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
329	Other Office Equipment				327.96
331	Brightling Reserve				19.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				130,793.00
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
345	Flower Bulbs EMR				365.05
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				3,344.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				35,959.70
350	Picnic Benches				788.00
351	Skate Park				4,795.00
352	Overtime				1,036.27
353	Polegate Community Library				51,000.00
560	Deposits Held				3,980.00
1000	Hire of Chamber	201	Council Offices		535.00
1005	51 High Street Rent R'ved	202	51 High Street		360.00
1006	Mayor's Charity Fund	103	Town Councillors		205.65
1009	Bank Loyalty Discount	102	Administration		132.15
1010	Investment Income	104	General Administration		881.04
1030	Rental Income-Pavilion	203	The Pavilion		623.33
1035	High St Toilets Community Sche	205	High Street Toilets		308.50
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		250.00
1050	Insurance Refunds/claim rebate	302	Recreation Grounds		383.00
1050	Insurance Refunds/claim rebate	305	Street Lighting		950.36
1051	Urban Grasscutting Income	303	Highways		3,362.00
1060	Miscellaneous Income	201	Council Offices		1,000.00
1060	Miscellaneous Income	302	Recreation Grounds		2,178.00
1063	CIL funds from developers	104	General Administration		30,730.31
1070	Allotment Fees	304	Allotments		1,126.32

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1072	Gosford Way Allotments	304	Allotments		90.00
1076	Precept	104	General Administration		334,971.00
1080	Grants Received	104	General Administration		3,028.00
4000	Town Clerk	101	Employee costs	23,776.69	
4001	Administration Assistant	101	Employee costs	6,272.91	
4002	Handyman/Groundsman	101	Employee costs	5,927.11	
4003	Litter Picker	101	Employee costs	5,587.40	
4004	Cleaner/keyholder	101	Employee costs	2,325.68	
4005	Overtime	101	Employee costs	3,767.21	
4007	NI (ER's)	101	Employee costs	3,800.18	
4008	Pension ER's contributions	101	Employee costs	229.23	
4010	Internal Auditor	101	Employee costs		298.20
4011	Administrative Asst/Ctee Clerk	101	Employee costs	6,306.58	
4012	Finance Assistant	101	Employee costs	6,291.11	
4014	Consultancy/Locum Clerk	101	Employee costs	1,390.20	
4015	Travelling expenses (parks)	101	Employee costs	183.74	
4016	Training Exps inc course fees	101	Employee costs	1,042.78	
4030	Postage	102	Administration	224.75	
4031	Stationery	102	Administration	662.50	
4032	Photocopier copy charges	102	Administration	1,176.61	
4036	Office IT equipment	102	Administration	2,220.80	
4037	Website	102	Administration	350.00	
4039	Legal fees	102	Administration	5,424.75	
4040	Audit Fees	102	Administration	800.00	
4043	Insurance Premiums	102	Administration	4,073.05	
4045	Subscriptions	102	Administration	4,767.96	
4046	Publications	102	Administration	107.99	
4049	Tree Works	102	Administration	3,200.00	
4053	Refreshments	102	Administration	26.90	
4056	Bank/Barclaycard charges	102	Administration	474.99	
4059	First Aid	102	Administration	14.00	
4063	Hire of Halls	102	Administration	41.00	
4069	Office telephones	102	Administration	717.13	
4070	Broadband/Internet	102	Administration	267.80	
4071	IT Services	102	Administration	139.07	
4090	Councillors' allowances	103	Town Councillors	3,271.12	
4091	Councillors' expenses	103	Town Councillors	174.72	
4092	Councillors' training	103	Town Councillors	350.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	552.64	
4095	Mayor's Fund Raising Charity	103	Town Councillors	164.65	
4105	Finance Software	104	General Administration	377.30	
4130	Council Tax	201	Council Offices	4,639.50	

Continued over page

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4131	Electricity	201	Council Offices	1,106.89	
4132	Water charges	201	Council Offices	305.42	
4136	Photocopier - lease	201	Council Offices	601.62	
4139	Window Cleaning	201	Council Offices	84.00	
4140	Alarm Maintenance	201	Council Offices	248.00	
4142	Other Maintenance	201	Council Offices	473.50	
4146	Other Office Equipment	201	Council Offices	1,079.61	
4154	Housekeeping Sanitary bins 49	201	Council Offices	76.20	
4155	Refuse Collecting	201	Council Offices	363.88	
4162	PWLB - Capital	201	Council Offices	1,943.02	
4163	PWLB- Interest	201	Council Offices	843.58	
4170	51 High Street - expenditure	202	51 High Street	572.27	
4180	Pavilion Electricity	203	The Pavilion	951.49	
4181	Pavilion water	203	The Pavilion	492.80	
4182	Pavilion sewerage	203	The Pavilion	308.12	
4187	Pavilion - Refuse	203	The Pavilion	297.90	
4190	Wannock Office Electrictiy	204	Wannock Office	334.37	
4192	Wannock Office Sewage	204	Wannock Office	708.87	
4193	Wannock Office Council Tax	204	Wannock Office	2,544.40	
4201	CCTV costs	301	Town Centre and Community Safe	1,666.29	
4220	General Maintenance	302	Recreation Grounds	12,175.76	
4223	Grounds Maintenance	302	Recreation Grounds	4,654.66	
4230	Skate Park	302	Recreation Grounds	3,240.00	
4235	Toilets	302	Recreation Grounds	3,125.04	
4238	Litter Bins	302	Recreation Grounds	375.00	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	1,250.00	
4242	Playground Equipment	302	Recreation Grounds	10,902.64	
4243	Safety Inspections	302	Recreation Grounds	819.50	
4253	Highways litter bins	303	Highways	375.00	
4256	Urban grasscutting	303	Highways	14,250.00	
4257	Bench provisions - highways	303	Highways	1,179.59	
4258	Flower Beds	303	Highways	5,697.43	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	430.00	
4271	Allotments - improvements	304	Allotments	300.00	
4272	Allotments - water	304	Allotments	555.11	
4273	Allotment - rent of land Gosfo	304	Allotments	90.00	
4282	Street Light - new works/impro	305	Street Lighting	1,200.36	
4286	Christmas decorations	305	Street Lighting		200.00 ✓
4306	Replace Hailsham Rd Beds	307	The Polegate Partnership	170.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	204.92	

(220.47) inc VAT [illegible]

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4320	Planning Committee - Halls	401	The Planning Committee	11.00	
4500	Toilets High St - Cleaning	205	High Street Toilets	3,125.04	
4501	Toilets High St - Maintenance	205	High Street Toilets	384.71	
4502	Toilets High St - Electricity	205	High Street Toilets	268.62	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	460.58	
4504	Toilets High St - Other	205	High Street Toilets	93.90	
4505	Toilets High St - Non Domestic	205	High Street Toilets	703.55	
6000	Transfer from EMR	102	Administration		124.10
6000	Transfer from EMR	301	Town Centre and Community Safe		988.00
6000	Transfer from EMR	302	Recreation Grounds		9,472.59
6000	Transfer from EMR	303	Highways		1,055.00
6001	Transfer to EMR	104	General Administration	30,730.00	
			Trial Balance Totals :	**933,206.35**	**933,206.35**
			Difference	**0.00**	

Polegate Town Council

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	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	0.00
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	164,793.00	-34,000.00	130,793.00
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	1,401.00		1,401.00
339	Office Alterations Reserve	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	5,340.46	-5,340.46	0.00
343	Tree Audit	31.89	-31.89	0.00
344	Play Equipment	11,957.00	-11,957.00	0.00
345	Flower Bulbs EMR	1,565.00	-1,199.95	365.05
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	4,332.00	-988.00	3,344.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	5,189.89	30,769.81	35,959.70
350	Picnic Benches	788.00		788.00
351	Skate Park	4,795.00		4,795.00
352	Overtime	1,036.27		1,036.27
353	Polegate Community Library	17,000.00	34,000.00	51,000.00
		347,458.38	**11,128.41**	**358,586.79**

Polegate Town Council

Summary Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

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	66,603	115,997	49,394		49,394
	Movement to/(from) Gen Reserve	(66,603)				
	Grand Totals:- Income	**0**	**1,038**	**1,038**		
	Expenditure	**66,603**	**115,997**	**49,394**	**0**	**49,394**
	Net Income over Expenditure	**(66,603)**	**(114,959)**	**(48,356)**		
	Movement to/(from) Gen Reserve	**(66,603)**				

14/11/2019 **Polegate Town Council**

13:51 **Detailed Income & Expenditure by Budget Heading 31/10/2019**

Month No: 7 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available		Transfer to/from EMR
102	Administration							
1009	Bank Loyalty Discount	132	140	8				
	Administration :- Income	**132**	**140**	**8**				**0**
4030	Postage	225	500	275		275		
4031	Stationery	663	1,500	838		838		
4032	Photocopier copy charges	1,177	1,500	323		323		
4035	Computer consumables	0	200	200		200		
4036	Office IT equipment	2,221	700	(1,521)		(1,521)	resolved	124
4037	Website	350	1,200	850		850	matters	
4039	Legal fees	5,425	4,000	(1,425)		(1,425)	— Resolved	
4040	Audit Fees	800	1,000	200		200	matters	
4043	Insurance Premiums	4,073	5,000	927		927		
4044	Insurance Tree Survey	0	400	400		400		
4045	Subscriptions	4,768	2,900	(1,868) ✓		(1,868)	✓correction✓	
4046	Publications	108	120	12		12		
4047	Advertising	0	100	100		100		
4049	Tree Works	3,200	1,000	(2,200)		(2,200)	resolved matte	
4050	Town Council Elections	0	5,500	5,500		5,500	(1662.85)	
4051	Poll/ByElection/Referendum	0	0	0	~~5,500~~	(5,500)		
4053	Refreshments	27	250	223		223		
4056	Bank/Barclaycard charges	475	1,350	875		875		
4059	First Aid	14	150	136		136		
4062	Newsletter Production	0	500	500		500		
4063	Hire of Halls	41	300	259		259		
4069	Office telephones	717	1,600	883		883		
4070	Broadband/Internet	268	520	252		252		
4071	IT Services	139	500	361		361		
	Administration :- Indirect Expenditure	**24,689**	**30,790**	**6,101**	**5,500**	**601**		**124**
	Net Income over Expenditure	**(24,557)**	**(30,650)**	**(6,093)**				
6000	plus Transfer from EMR	124						
	Movement to/(from) Gen Reserve	**(24,433)**						
103	Town Councillors							
1006	Mayor's Charity Fund	206	0	(206)				
	Town Councillors :- Income	**206**	**0**	**(206)**				**0**
4090	Councillors' allowances	3,271	6,500	3,229		3,229		
4091	Councillors' expenses	175	600	425		425		
4092	Councillors' training	350	1,500	1,150		1,150		

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4093	Mayor's allowance Civic Duties	553	2,000	1,447		1,447	
4095	Mayor's Fund Raising Charity	165	0	(165)		(165)	
	Town Councillors :- Indirect Expenditure	**4,513**	**10,600**	**6,087**	**0**	**6,087**	**0**
	Net Income over Expenditure	**(4,307)**	**(10,600)**	**(6,293)**			
104	General Administration						
1010	Investment Income	881	500	(381)			
1063	CIL funds from developers	30,730	0	(30,730)			30,730
1076	Precept	334,971	334,971	0			
1080	Grants Received	3,028	3,028	0			
	General Administration :- Income	**369,610**	**338,499**	**(31,111)**			**30,730**
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	377	1,000	623		623	
	General Administration :- Indirect Expenditure	**377**	**3,000**	**2,623**	**0**	**2,623**	**0**
	Net Income over Expenditure	**369,233**	**335,499**	**(33,734)**			
6001	less Transfer to EMR	30,730					
	Movement to/(from) Gen Reserve	**338,503**					
201	Council Offices						
1000	Hire of Chamber	535	500	(35)			
1060	Miscellaneous Income	1,000	0	(1,000)			
	Council Offices :- Income	**1,535**	**500**	**(1,035)**			**0**
4130	Council Tax	4,640	7,000	2,361		2,361	
4131	Electricity	1,107	2,000	893		893	
4132	Water charges	305	250	(55)		(55)	
4133	Sewerage	0	250	250		250	
4136	Photocopier - lease	602	810	208		208	
4139	Window Cleaning	84	240	156		156	
4140	Alarm Maintenance	248	350	102		102	
4141	Fire Precautions	0	300	300		300	
4142	Other Maintenance	474	500	27		27	
4146	Other Office Equipment	1,080	600	(480)		(480)	
4154	Housekeeping Sanitary bins 49	76	120	44		44	
4155	Refuse Collecting	364	1,300	936		936	
4162	PWLB - Capital	1,943	3,941	1,998		1,998	
4163	PWLB- Interest	844	1,633	789		789	
	Council Offices :- Indirect Expenditure	**11,765**	**19,294**	**7,529**	**0**	**7,529**	**0**
	Net Income over Expenditure	**(10,230)**	**(18,794)**	**(8,564)**			

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available		Transfer to/from EMR
202	51 High Street							
1005	51 High Street Rent R'ved	360	1,500	1,140	NB.			
	51 High Street :- Income	**360**	**1,500**	**1,140**				**0**
4170	51 High Street - expenditure	572	500	(72)		(72)		
	51 High Street :- Indirect Expenditure	**572**	**500**	**(72)**	**0**	**(72)**		**0**
	Net Income over Expenditure	**(212)**	**1,000**	**1,212**				
203	The Pavilion							
1030	Rental Income-Pavilion	623	1,600	977				
	The Pavilion :- Income	**623**	**1,600**	**977**				**0**
4180	Pavilion Electricity	951	2,300	1,349		1,349		
4181	Pavilion water	493	350	(143)		(143)	refunds due.	
4182	Pavilion sewerage	308	880	572		572		
4186	Pavilion - fire precautions	0	220	220		220		
4187	Pavilion - Refuse	298	500	202		202		
	The Pavilion :- Indirect Expenditure	**2,050**	**4,250**	**2,200**	**0**	**2,200**		**0**
	Net Income over Expenditure	**(1,427)**	**(2,650)**	**(1,223)**				
204	Wannock Office							
1032	Rental Income-Wannock Office	0	50	50				
	Wannock Office :- Income	**0**	**50**	**50**				**0**
4190	Wannock Office Electrictiy	334	480	146		146		
4192	Wannock Office Sewage	709	220	(489)		(489)	resolved.	
4193	Wannock Office Council Tax	2,544	0	(2,544)		(2,544)	resolved.	
4195	Wannock Office Maintenance	0	50	50		50		
4196	Wannock Office Fire Precaution	0	100	100		100		
	Wannock Office :- Indirect Expenditure	**3,588**	**850**	**(2,738)**	**0**	**(2,738)**		**0**
	Net Income over Expenditure	**(3,588)**	**(800)**	**2,788**				
205	High Street Toilets							
1035	High St Toilets Community Sche	309	1,000	692				
	High Street Toilets :- Income	**309**	**1,000**	**692**				**0**
4500	Toilets High St - Cleaning	3,125	6,500	3,375		3,375		
4501	Toilets High St - Maintenance	385	650	265		265		
4502	Toilets High St - Electricity	269	400	131		131		

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available		Transfer to/from EMR
4503	Toilets High St - Water & Sewe	461	700	239		239		
4504	Toilets High St - Other	94	600	506		506		
4505	Toilets High St - Non Domestic	704	1,200	496		496		
	High Street Toilets :- Indirect Expenditure	**5,036**	**10,050**	**5,014**	**0**	**5,014**		**0**
	Net Income over Expenditure	**(4,728)**	**(9,050)**	**(4,322)**				
301	Town Centre and Community Safe							
4201	CCTV costs	1,666	2,800	1,134		1,134		988
	wn Centre and Community Safe :- Indirect Expenditure	**1,666**	**2,800**	**1,134**	**0**	**1,134**		**988**
	Net Expenditure	**(1,666)**	**(2,800)**	**(1,134)**				
6000	plus Transfer from EMR	988						
	Movement to/(from) Gen Reserve	**(678)**						
302	Recreation Grounds							
1022	Brightling Road lease	0	120	120				
1050	Insurance Refunds/claim rebate	383	0	(383) ✓				
1060	Miscellaneous Income	2,178	0	(2,178) ✓ *				
	Recreation Grounds :- Income	**2,561**	**120**	**(2,441)**				**0**
4220	General Maintenance	12,176	9,000	(3,176)		(3,176)	reserved + grants. *	32
4221	Recreation ground - water	0	336	336		336		
4223	Grounds Maintenance	4,655	8,000	3,345		3,345		
4224	Travel Costs re playgrounds	0	800	800		800		
4230	Skate Park	3,240	6,000	2,760		2,760		
4235	Toilets	3,125	7,000	3,875		3,875		
4238	Litter Bins	375	2,500	2,125		2,125		
4240	Oakleaf Lease Charges	150	150	0		0		
4241	Dog Bins	1,250	2,500	1,250		1,250		
4242	Playground Equipment	10,903	2,800	(8,103)		(8,103) ✓		9,441
4243	Safety Inspections	820	1,500	681		681		
	Recreation Grounds :- Indirect Expenditure	**36,693**	**40,586**	**3,893**	**0**	**3,893**		**9,473**
	Net Income over Expenditure	**(34,132)**	**(40,466)**	**(6,334)**				
6000	plus Transfer from EMR	9,473						
	Movement to/(from) Gen Reserve	**(24,659)**						

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available		Transfer to/from EMR
303	Highways							
1051	Urban Grasscutting Income	3,362	3,300	(62)				
	Highways :- Income	**3,362**	**3,300**	**(62)**				**0**
4253	Highways litter bins	375	0	(375)		(375)		
4256	Urban grasscutting	14,250	22,000	7,750		7,750		
4257	Bench provisions - highways	1,180	0	(1,180) ✓		(1,180)	funded previous year	
4258	Flower Beds	5,697	6,000	303		303 ✓		1,055 ✓
4259	Council Gardens - office	650	650	0		0		
	Highways :- Indirect Expenditure	**22,152**	**28,650**	**6,498**	**0**	**6,498**		**1,055**
	Net Income over Expenditure	**(18,790)**	**(25,350)**	**(6,560)**				
6000	plus Transfer from EMR	1,055						
	Movement to/(from) Gen Reserve	**(17,735)**						
304	Allotments							
1070	Allotment Fees	1,126	1,150	24				
1072	Gosford Way Allotments	90	171	81				
	Allotments :- Income	**1,216**	**1,321**	**105**				**0**
4270	Allotments - maintenance	430	550	120		120		
4271	Allotments - improvements	300	200	(100) ✓		(100)		
4272	Allotments - water	555	550	(5) ✓		(5)		
4273	Allotment - rent of land Gosfo	90	171	81		81		
	Allotments :- Indirect Expenditure	**1,375**	**1,471**	**96**	**0**	**96**		**0**
	Net Income over Expenditure	**(159)**	**(150)**	**9**				
305	Street Lighting							
1050	Insurance Refunds/claim rebate	950	0	(950)				
	Street Lighting :- Income	**950**	**0**	**(950)**				**0**
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	1,200	51,000	49,800		49,800		
4286	Christmas decorations	(200)	11,000	11,200		11,200		
	Street Lighting :- Indirect Expenditure	**1,000**	**80,000**	**79,000**	**0**	**79,000**		**0**
	Net Income over Expenditure	**(50)**	**(80,000)**	**(79,950)**				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available		Transfer to/from EMR
306 Prize and Prize Giving							
4096 Remembrance Wreath	0	30	30		30	due	
Prize and Prize Giving :- Indirect Expenditure	0	30	30	0	30		0
Net Expenditure	0	(30)	(30)				
307 The Polegate Partnership							
1040 SponsorFlower Beds Hailsham Rd	250	1,000	750				
The Polegate Partnership :- Income	250	1,000	750				0
4306 Replace Hailsham Rd Beds	170	510	340		340		
4307 Hailsham Flowers Maintenance	205	490	285		285		
The Polegate Partnership :- Indirect Expenditure	375	1,000	625	0	625		0
Net Income over Expenditure	(125)	0	125				
401 The Planning Committee							
4320 Planning Committee - Halls	11	200	189		189		
The Planning Committee :- Indirect Expenditure	11	200	189	0	189		0
Net Expenditure	(11)	(200)	(189)				
Grand Totals:- Income	381,115	349,030	(32,085)				
Expenditure	115,864	234,071	118,207	5,500	112,707		
Net Income over Expenditure	265,251	114,959	(150,292)				
plus Transfer from EMR	11,640						
less Transfer to EMR	30,730						
Movement to/(from) Gen Reserve	246,160						

ITEM 7c)

MTD Enabled - Do Not Manually Submit to HMRC

Source	Ledger	Ref No	Month		Code	Gross	Net	VAT
Cashbook	1		4			178.98	178.98	0.00
Cashbook	1		5			704.10	704.10	0.00
Cashbook	1		6			516.34	516.34	0.00
Cashbook	2		6			95.55	95.55	0.00
		OUTPUT		**Total Rate:**	**E**	**1,494.97**	**1,494.97**	**0.00**
Cashbook	1		5			100.00	83.33	16.67
		OUTPUT		**Total Rate:**	**S**	**100.00**	**83.33**	**16.67**
Cashbook	1		4			140.88	140.88	0.00
Cashbook	1		5			849.44	849.44	0.00
Cashbook	1		6			121.96	121.96	0.00
Cashbook	3		6			9.30	9.30	0.00
		INPUT		**Total Rate:**	**E**	**1,121.58**	**1,121.58**	**0.00**
Cashbook	1		4			372.12	354.39	17.73
Cashbook	1		6			81.12	77.25	3.87
		INPUT		**Total Rate:**	**LR**	**453.24**	**431.64**	**21.60**
Cashbook	1		4			9,989.42	8,324.51	1,664.91
Cashbook	1		5			25,696.39	21,413.64	4,282.75
Cashbook	1		6			16,752.80	14,016.38	2,736.42
Cashbook	3		6			19.86	16.55	3.31
		INPUT		**Total Rate:**	**S**	**52,458.47**	**43,771.08**	**8,687.39**
Cashbook	1		4			35.31	35.31	0.00
Cashbook	1		6			1,423.05	1,423.05	0.00
Cashbook	3		6			73.21	73.21	0.00
		INPUT		**Total Rate:**	**Z**	**1,531.57**	**1,531.57**	**0.00**

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
VAT Return Summary:				**Total Outputs**	**1,594.97**	**1,578.30**	**16.67**
				Total Inputs	**55,564.86**	**46,855.87**	**8,708.99**

VAT due on Sales	**Box 1**	16.67
VAT due on ACQUISITIONS from EC Members	**2**	0.00
Total VAT due	**3**	**16.67**
VAT reclaimed on ALL INPUTS	**4**	8,708.99
Net VAT to be RECLAIMED	**5**	**8,692.32**
Total sales incl EC Members (Excl VAT)	**6**	**1,578.00**
Total purchases incl EC Members(Excl VAT)	**7**	**46,855.00**
Total sales to EC Members(Excl VAT)	**8**	0.00
Total purchases from EC Members(Excl VAT)	**9**	0.00 VAT on acquisitions from other EC States **0.00**

ITEM 8.

COMMITTEES – November 2019

Mayor and Deputy as ex officio on all	**MAYOR**	David Watts
Mayor and Deputy as ex officio on all	**DEPUTY MAYOR**	Margaret Piper
Finance & Policy Committee *at least once per year prior to budgets* **Delegated Authority**	**Chair** Vice Chair	Douglas Murray David Watts Stephen Shing Martin Falkner Maggie Piper Angela Snell Dan Dunbar Malcolm Cunningham David Sanders 9
Personnel Committee *(as and when)* **No Delegated Authority**	**Chair** Vice Chair 1 ex officio	Angela Snell Cherie Berry Maggie Piper Martin Falkner Daniel Shing 5
Planning Committee *(as and when)* **Delegated Authority**	**Chair** Vice Chair	Wendy Alexander Maggie Piper Martin Falkner John Harmer 4
Appeals Committee **Delegated Authority**		3 councillors
Flower Contract Working group **Delegated authority through the town clerk**	**Chair** Vice chair	Dan Dunbar Maggie Piper Cherie Berry 3
Buildings and Land Working group (includes bins & toilet [delegated through the clerk]) **Some Delegated Authority through the town clerk**	**Chair** Vice chair	Douglas Murray David Watts Dan Dunbar Maggie Piper Angela Snell John Harmer Andrew Wood 7
Business Plan Working group **No Delegated Authority**	**Chair** Vice chair	Douglas Murray David Watts Dan Dunbar Maggie Piper Angela Snell 5
Internal Audit Review and Internal Control Working group including Financial Regulations	**Chair** Vice chair	David Watts Douglas Murray Angela Snell Martin Falkner 4
Communities & Tourism working group		Douglas Murray David Watts Maggie Piper Angela Snell Cherie Berry Malcolm Cunningham David Sanders John Harmer Andrew Wood 9
Website Working group (delegated through the clerk)		D Dunbar R Shing D Watts (Town Clerk) 4
Neighbourhood Plan (Principles of Development) working group	Delegated to take forward – financial to come back to full council	Douglas Murray (chair) Wendy Alexander Maggie Piper Andrew Wood 4
Christmas Lights working group **Delegated through the clerk**	Chair Vice chair	Wendy Alexander Angela Snell

COMMITTEES – November 2019

		Maggie Piper Cherie Berry John Harmer 5
(Street Lighting)	Delegated as clerk in liaison with DW, DM.	David Watts Douglas Murray Town Clerk 3
Risk Management Working Group		David Watts Maggie Piper Malcolm Cunningham John Harmer Andrew Wood 5
Libraries Working group (delegated through the clerk)		David Watts Cherie Berry Malcolm Cunningham 3 *(also invited Cllrs D Shing, S Shing as county Cllrs)*
CIL WORKING GROUP **Community Infrastructure levy**		Douglas Murray David Watts Dan Dunbar Stephen Shing Angela Snell 5
Shepham Wind Farm (working group) FULLY delegated non council funds.	*Delegated to Mrs J Ognjanovic Mrs S Godfrey as per legal agreement*	*(Interested councillors – S Shing, A Snell, J Harmer)*
Conservative Group Leader		Angela Snell
Independents Group Leader		Daniel Shing
Polegate Residents' Association Group Leader		Maggie Piper

Reminder, all councillors can attend any meetings, but only those on the committees may vote. Councillors are NOT entitled to any confidential papers/information of a group they are not members of (legal topic notes 1,12)

End Nov FC ITEM 9

POLEGATE TOWN COUNCIL

49 High Street
Polegate
East Sussex
BN26 6AL
Tel: (01323) 488114

Our Ref:
Your Ref:
Ask For:
Email: admin@polegatetowncouncil.gov.uk
Website: www.polegatetowncouncil.gov.uk
Date:

DRAFT

Dear Ms Philpott,

It has come to the attention of the Town Council that GP provision within and near the town is being reduced. The Council is somewhat concerned that our residents will be disadvantages as a result of this.

Will the CCG please explain to council the longer-term implications?

The council has anticipated a new GP surgery for Polegate for some years, but this has not been delivered. Could you please give an indication as to the timescales on when the provision of a new GP surgery will be forthcoming?

Yours sincerely,

Mrs J Ognjanovic
Town Clerk

Ms A Philpott
Chief Officer of Eastbourne, Hailsham and Seaford (EHS) and Hastings and Rother (H&R) Clinical Commissioning Groups (CCG)

F.C.
ITEM 10a)

East Sussex
age UK

Annual Report 2018-2019

How we helped make East Sussex a great place to grow older

Registered with FUNDRAISING REGULATOR

Age UK East Sussex is a registered charity (1139470) and company limited by guarantee. Registered in England and Wales (7216053). Registered office: 54 Cliffe High Street, Lewes, East Sussex, BN7 2AN

East Sussex
age UK

Introduction

Our vision is that East Sussex is a great place to grow older. Our main objectives for 2018/19 were the promotion of independence, choice and control for people in later life; challenging age discrimination, poverty and social isolation; and the promotion of healthier life styles.

The strategies to meet our objectives included:

- providing a range of services which are accessible, person-centred and reflect relevant quality standards.
- exerting influence through partnership working and lobbying on issues that affect the quality of later life.
- representing people in later life at health, social care and economic committees, networks and forums.
- developing effective partnerships with older people and organisations interested in improving their quality of life.

2018/19 saw the charity deliver the third and final year of its three year strategic plan. While fully focused on ensuring excellent delivery and innovation within its existing services, the charity continued to respond to need and opportunity, and undertake preparatory work for up-coming local commissioning processes.

There continues to be an urgent and expanding demand for our support and services. At the same time the needs of our average client are becoming more complex as evidenced by the increase in our episodes of care.

The proportion of the county's population over pensionable age is 25.4%, substantially higher than the regional (17.8%) and national (17%) averages with those over 75 years higher than in any other county in England and Wales.

Against this challenging landscape Age UK East Sussex has continued to provide a range of high quality and popular services and support.

Our social enterprise Foot Care (pg 6) and Home Support service (pg 13) are positive steps in responding to individual and community need.

The new Information and Advice Resource Centre vehicle (pg 4) has enhanced vital services and given increased access to vulnerable clients in hard to reach locations.

The growth of our new HQ at Faraday House (pg 17) and the continuing success of our shops and warehouses (pg 15/16) evidences our commitment to finding sustainable solutions to our funding needs.

Our partnership with Macmillan (pg 7) continues to expand our reach and impact.

Age UK East Sussex continues to focus on making a success of these and all our work in the local community despite the challenging times we are in.

It is with sincere thanks that we acknowledge the vital contribution made by our funders and supporters (pg 21) and our volunteers (pg 14).

15,428 individual older people were directly supported (compared to 16,240 in 2017/18)

47,785 episodes of care (compared to 41,915 in 2017/18)

ITEM 11.

Motion to full Council meeting – 25 November 2019

Polegate Town Council will:

1. Declare a 'climate emergency'.

2. Review and update urgently Polegate Town Council's current carbon strategy.

3. Pledge to do what is within our powers, to make Polegate Town Council carbon neutral by 2030, taking into account both production and consumption emissions.

4. Call on the Government to provide any additional powers and resources necessary for Polegate Town Council to achieve the target of becoming carbon neutral by 2030, and to implement best practice methods to limit global warming to 1.5°C.

5. Request that Council establishes a Steering/working Group to report to full Council within six months with an Action Plan, outlining how the Council will address this emergency. The Carbon Neutral 2030 Action Plan will detail the leadership role Polegate Town Council will take in promoting community, public, business and other Council partnerships to achieve this commitment throughout the town. The Action Plan will also outline adequate staff time and resources to undertake the actions to achieve the target.

6. To investigate all possible sources of external funding and match funding to support this commitment.

7. Identify citizens across Polegate who are climate champions for their communities and to use them to inform on ideas to implement locally.

8. Investigate what Polegate Town Council can do to minimise the emission of gases which adversely affect climate change even more than CO_2.

Stephen Shing (Proposer), Cllr Watts (Seconder)

ITEM 12a)

Report to full council on request regarding S106 and cycle racks

Extract from email from Principal Scheme Development officer, Strategic Economic Infrastructure, ESCC

Thank you for all the ideas for cycle parking from town councillors you have sent over.

We believe the most effective way of using the £10,579.61 of s106 monies is for the County Council to passport the monies to Polegate Town Council and for the town council to install cycle parking. This would be on the proviso that cycle parking is provided in the vicinity of the station which includes the town centre/shops either side of the level crossing. It would allow the Town Council to decide where is most suitable and progress the scheme accordingly.

The town council would be welcome to top up the figure from existing funds if it was felt appropriate, or potentially use some of the local Community Infrastructure Levey proportion, if the town council wishes to prioritise their CIL monies on this spending. I would be able to provide information from the county council if required.

On the subject of a cycle hire scheme, the s106 funding is capital money which would mean cycle hire is not possible as that requires a revenue budget for the ongoing management & maintenance of the cycle hire scheme.

Please let me know when you have discussed this proposal with the town councillors and whether the council wishes to go ahead with this proposal.

Initial Concerns:
Liability for installation, obtaining licences, private land issues. Ongoing maintenance obligations including potential costs. Location restrictions and liability within S106 agreement. Decommissioning at end of life. Insurance. Need? Residents opinions? Suitable other locations. Style, cost, installation costs. Staff requirements – delays in PTC projects to progress ESCC project responsibility. Loss on S106 funding if not accepted – is this an acceptable risk. Does council think that Polegate needs more racks? Funding cannot be used on anything else capital only. Cycle racks near to station.

Other concerns raised by councillors:

NB Currently awaiting response re Southern/Network Rail option.

ITEM 13

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

FINANCE AND POLICY

TERMS OF REFERENCE

- Finance and Policy Committee to be constituted at each Annual Statutory meeting.
- Committee to meet at least once a year prior to the budget being set by council and have delegated authority from May 2012.
- To consist of a maximum of 9 Councillors, plus the Mayor and Deputy Mayor as ex-officio members and to elect its own Chairman and its own Vice Chairman.
- To manage a Finance and Policy budget as agreed by full council.
- Committee to discuss and make decisions on the following:
  1. precept
  2. financial administration
  3. budget
  4. banking
  5. investments
  6. grants
  7. contracts
  8. licences and leases
  9. insurance policies
  10. fees and charges
  11. Council policy and policy reviews
  12. legal and professional services
  13. land matters
  14. commercial waste contract
  15. CCTV contract
  16. S106 funding (including use)
  17. CIL (Community Infrastructure Levy) funding (including use)
- Committee shall consider and recommend financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  i. the accounting records and systems of internal control;
  ii. the assessment and management of financial risks faced by the Council;

iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
v. Procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.

- Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) .

- Any formal tender process shall comprise the following steps:
  i. a specification of the goods, materials, services and the execution of works shall be drawn up;
  ii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
  iii. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  iv. Tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

- Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

- Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.
- All Councillors without exception will go through the Chair of Finance & Policy when brining up any Finance Matter, who will then contact the Clerk with those details if appropriate. (amended 17/1/2011)