UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Annual Statutory meeting held on Monday 16th May 2022 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.00pm (14)

Present: Cllrs; D Murray, W Alexander, M Cunningham, C Berry, L Sargent, D Sanders, D Dunbar, M Falkner, A Wood, D Watts, M Piper, S Shing, D Shing, A Snell

Not Present: Cllrs R Shing (1)
5 members of the public

Minute No.	Subject/Resolution
13022	**Election of the Town Mayor** **It was resolved to elect Cllr Douglas Murray as Mayor of Polegate. VOTE All In Favour Cllrs D Murray, W Alexander, Mrs C Berry, D Sanders, M Falkner, A Wood, D Watts, Ms A Snell, Mrs L Sargent** **Vote against; Cllrs M Cunningham, S Shing, Mrs M Piper Vote to abstain; Cllrs D Dunbar, D Shing.**
13023	**To receive the Mayor's declaration of acceptance of office** The Mayor signed the declaration and it was countersigned by the proper office/town clerk
13024	**Apologies for absence** R Shing
13025	**To receive any declarations of interest in any items on the agenda** None
13026	**Election of Deputy Town Mayor and acceptance of office** **It was resolved to elect Cllr D Dunbar as Deputy Mayor of Polegate. VOTE All In Favour Cllrs D Murray, Mrs W Alexander, M Cunningham, Mrs C Berry, L Sargent, D Sanders, D Dunbar, M Falkner, A Wood, D Watts, M Piper, S Shing, D Shing, Ms A Snell**
13027	**Opportunity for Public Comment** None
13028	**To receive and confirm the minutes of the meeting of the Council held on 25th April 2022** **It was resolved to accept the minutes of the full council 25th April 2022 as an accurate record of the meeting. (The minutes were signed by the Mayor). VOTE All In Favour Cllrs D Murray, Mrs W Alexander, M Cunningham, Mrs C Berry, L Sargent, D Sanders, D Dunbar, M Falkner, A Wood, D Watts, M Piper, S Shing, D Shing, Ms A Snell**
13029	**Standing Committees** **a. Appointment of Members to Committees & appointment of Chairpersons to Standing Committees/Working groups as per schedule** i. Finance and Policy Committee (delegated) ii. Personnel Committee (part delegated) iii. Planning Committee (delegated) iv. Appeals committee (delegated) v. Flower Contract working group (delegated via clerk) vi. Buildings & Land working group (part delegated via clerk) vii. Business Plan working group (part delegated via clerk)

	viii. Internal Audit Review and Internal Control working group ix. Communities and Tourism Working Group x. Website working group (delegated via clerk) xi. Principles of development/Neighbourhood Plan working group (delegated via clerk except financial) xii. Christmas Lights working group (delegated via clerk) xiii. Risk Management working group xiv. Libraries working group (delegated via clerk) xv. CIL working group xvi. Shepham wind farm working group (fully delegated to clerk) - non council funds xvii. Climate committee xviii. Nature land working group (fully delegated with own funding) A councillor inquired about the library working group and asked to make sure he was still on it. The clerk informed the councillor that this was being looked at and would be presented to council at a later stage. **It was resolved to appoint the above committees and working groups with memberships, chairs and vice chairs as shown in the schedule. VOTE All In Favour VOTE All in favour Cllrs D Murray, Mrs W Alexander, M Cunningham, Mrs C Berry, L Sargent, D Sanders, D Dunbar, M Falkner, A Wood, D Watts, M Piper, S Shing, D Shing, Ms A Snell** **b. Review Terms of References for committees/working groups** i. Finance and Policy Committee (delegated) ii. Personnel Committee (part delegated) iii. Planning Committee (delegated) iv. Appeals committee (delegated) v. Flower Contract working group (delegated via clerk) vi. Buildings & Land working group (part delegated via clerk) vii. Business Plan working group(part delegated via clerk) viii. Internal Audit Review and Internal Control working group ix. Communities and Tourism Working Group x. Website working group (delegated via clerk) xi. Principles of development/Neighbourhood Plan working group (delegated via clerk except financial) xii. Christmas Lights working group (delegated) xiii. Risk Management working group xiv. Libraries working group (delegated via clerk) xv. CIL working group xvi. Shepham wind farm working group (fully delegated to clerk) - non council funds xvii. Climate committee **It was resolved to adopt the terms of references for the committees and working groups as shown on the schedule.** **VOTE All in favour Cllrs VOTE All In Favour Cllrs D Murray, Mrs W Alexander, M Cunningham, Mrs C Berry, L Sargent, D Sanders, D Dunbar, M Falkner, A Wood, D Watts, M Piper, S Shing, D Shing, Ms A Snell**
13030	**Adoption of Standing Orders** The clerk mentioned that the standing orders in use the standard model standing orders for local councils. In this model, the councillors were not named when voting whereas council had added this previously. It was agreed to leave the model standing

	orders as they were and not add the automatic naming at voting. A councillor stated that the new model would be adopted in due course, which could be within 6 months. **It was resolved to adopt the standing orders as presented and to not name councillors when voting and consider the new model once received even if within the 6 months. VOTE All In Favour**
13031	**Adoption of Financial Regulations (Periodic Review)** **It was resolved to adopt the financial regulations as presented. VOTE All In Favour**
13032	**Risk Assessment review** **It was resolved to adopt the risk assessments as presented. VOTE all In Favour**
13033	**Adoption of Councillor's code of conduct** **It was resolved to adopt the councillor's code of conduct as presented. VOTE All In Favour**
13034	**To receive statements of –** a. Deeds etc held by Council Solicitors (if received before the meeting) Noted by all present b. Details of Asset Register (PDF available on request available online) Noted by all present c. Details of Insurance Cover (full policy PDF available on request) Noted by all present **It was resolved to receive the statements as presented. VOTE All In Favour**
13035	**To appoint representatives to outside organisations** There was discussion on the lack of links between the council and the school. There was discussion of ways of keeping links with the school. **It was resolved to appoint representatives as per schedule with addition of Cllr Mrs C Berry as representative for Polegate Twinning association.** **VOTE All In Favour**
13036	**Appointment of Tree Warden – Mr Tim Saunders** **It was resolved to appoint Tim Saunders as Tree warden. VOTE All In Favour**
13037	**Appointment of Internal Auditor – Mulberry & Co** **It was resolved to appoint Mulberry & Co as the internal auditors. VOTE All In Favour**
13038	**Adoption of Council Policies/Procedures** **See attached list –** A councillor mentioned that these policies were soon to be changing and that the new policies will have to be reviewed when they are available when they were available **It was resolved to adopt the policies/procedures as presented with the caveat that these would be reviewed during the year. VOTE All In Favour**
13039	**Financial matters** a. Accounts for payment **None** b. Fees & Charges – review/approve (see attached schedule, may be reviewed during the year) **It was resolved to adopt the fees and charges as presented. VOTE All In Favour**
13040	**To receive and approve the internal audit report and propose any amendments/actions required arising from that report** The internal audit report was circulated to all members prior to the meeting and noted by all present. **It was resolved to accept the full internal audit report and noted that there were no**

	recommendations for change at present. VOTE All In Favour Cllrs Ms A Snell, Mrs M Piper, D Watts, D Dunbar, Mrs C Berry, B Goodwin, Mrs W Alexander, M Falkner, D Murray, Mrs S Dobson, D Shing
13041	**To note and approve bank signatories for bank mandate** i. Cllr Ms A Snell ii. Cllr S Shing iii. Cllr Mrs M Piper iv. Cllr D Watts v. Cllr D Dunbar **It was resolved to appoint/approve Cllr Ms A Snell, Cllr S Shing, Cllr Mrs M Piper, Cllr D Watts, Cllr D Dunbar as bank signatories. VOTE All In Favour**
13042	**General Power of Competence** **Resolution required that Polegate Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk in order to be able to continue to exercise the General Power of Competence.** The criteria are i) Electoral Mandate At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number then it must be rounded up. All except one of the Councillors were elected. One Councillor has been co-opted since the last resolution – The Town Council is still eligible. ii) Qualified Clerk The clerk must hold the certificate in local Council Administration, the Certificate of Higher Education in Local Council Administration or the first level of the founder degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise THE CLERK IS QUALIFIED IN CiLCA The council meet the above criteria and are therefore able to use the General Power of Competence. **It was resolved that the Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk and is able to continue to exercise the General Power of Competence VOTE All In Favour**
13043	**Proposed dates of next cycle of meetings** **27th June 2022 full council** **25th July 2022 full council** **26th September full council** **The jubilee event on 11th June was mentioned to remind councillors to attend.**

The meeting closed at 8.33 pm

Signed Mayor of Polegate ________________________________

Date ________________________________

UNADOPTED
POLEGATE TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the Planning meeting held on Monday 9th May 2022 at 10.00am at Council Chambers, High Street, Polegate BN26 6AL.
Present: Cllrs Mrs W Alexander, Mrs C Berry, Mrs M Piper, M Falkner, Mrs L Sargent, Cllr M Cunningham, Cllr D Murray.
Not present: - Cllr D Dunbar
2 members of the public present

Minute No.	Subject/Resolution
	Cllr M Cunningham arrived at 10:01am
13015	**Opportunity for public comment** The applicant spoke in support of his application. WD/2021/2983/O - BRAMLEY FARM, BAY TREE LANE, POLEGATE, BN26 6QN
13016	**Apologies for absence** Cllr D. Dunbar (work)
13017	**Declarations of interest in any items on the agenda** None.
13018	**Minutes of the planning committee meeting held on 24th March 2022** **It was resolved at accept the minutes of the meeting on 24th March 2022 as an accurate representation of the meeting. VOTE All in favour Cllrs Mrs W Alexander, Mrs C Berry, Mrs M Piper, M Falkner, Mrs L Sargent, Cllr M Cunningham, Cllr D Murray.**
13019	**Planning Applications** **WD/2021/2983/O - BRAMLEY FARM, BAY TREE LANE, POLEGATE, BN26 6QN** **OUTLINE APPLICATION FOR THE ERECTION OF 9 NO. DWELLINGHOUSES COMPRISING 2, 3 AND 4 BEDROOM UNITS, INCLUDING ACCESS WITH ALL OTHER MATTERS RESERVED, TO INCLUDE A CHANGE OF USE OF LAND FROM COMMERCIAL TO RESIDENTIAL.** **The application was discussed at length. Concerns over the accuracy as the parking spaces showed 23 and not 25 as appeared to be the new amount.** **Access into and along bay tree lane is very narrow and any road improvements should consider this. There was no clear outline for the foul sewerage. (Although it was noted surface water would be dealt with via SuDS).** **A councillor sated that they could not see any provision for wheelie bin space/storage.** **The noise survey said that the road noise would affect residents living there and the councillors anticipated this would increase in summer.** **It was noted that one of the old, dilapidated buildings was going to be converted and a note on the foundations and how these would be done should be considered.** **It was noted that there were no immediate transport links to that area.** **A councillor commented on the boot fairs in that area and the narrow road and traffic/complaints that were made even with the boot fairs.** **There were major concerns that to allow the housing outside of the development boundary would bring a flood of new applications to Polegate. The committee felt that there should not be development out of the boundary.** **There were major concerns (despite being outline permission) about cul de sac itself, the build design etc being out of character for the area.**

	The committee did note that another application in the area had been allowed at appeal, but it did not have the larger number of houses, which was only just under the "10" threshold. It was also noted that because of this there was no affordable housing in this application. A councillor stated that under EN27 this "cul de sac/small housing estate was not in keeping with the area and out of character. He commented that 3 had already been approved and 3-4 would not be unreasonable but 9 was far too may and out of character. There were concerns about the refuse collection and whether the road sizing and design had been considered as to whether the refuse vehicle would be able to access and exit properly. A councillor commented that the size had been shown as differing sizes (an error?) one stated 0.15 hectares and there other 0.36 hectares. There were concerns also about the access for ambulances and fire engines. It was resolved to submit the above objections and comments. VOTE All in favour of submitting the above objections. VOTE All in favour Cllrs Mrs W Alexander, Mrs C Berry, Mrs M Piper, M Falkner, Mrs L Sargent, Cllr M Cunningham, Cllr D Murray.
13020	**Delegated Applications – already submitted for information only** **WD/2022/0355/F - 24 HERON RIDGE, POLEGATE, BN26 5BJ - SINGLE STOREY REAR EXTENSION. NO OBJECTIONS.** **WD/2022/0397/F – 13 BRAMLEY ROAD, POLEGATE, EAST SUSSEX, BN26 6JS – ERECT GARAGE ATSIDE. NO OBJECTIONS.** **WD/2022/0449/F – 23 CONRFLOUR CRESCENT, POLEGATE, BN26 6GE – SINGLE STORY REAR EXTENSION. NO OBJECTIONS.** **WD/2021/2901/F - DITTONS ROAD, POLEGATE, BN26 - CREATION OF 4 NEW DWELLINGS DOWNSVIEW, 6HS OBJECTIONS REFUSED** **WD/2022/0043/F - 26 CENTRAL AVENUE, POLEGATE, BN26 6HA - SINGLE STOREY REAR EXTENSION, HIP TO GABLE LOFT CONVERSION WITH REAR DORMER, FRONT PORCH, AND INSTALLATION OF. NO OBJECTIONS APPROVED** **WD/2022/0640/F – 53 BROOKSIDE AVENUE, POLEGATE, BN26 6DH – SINGLE STORY REAR EXTENSION AND HIP GABLE LOFT CONVERSION WITH REAR DORMER.** **Noted by all present.**
13021	**Other Planning matters.** **It was resolved that Cllr D Murray would be able to represent the town council at any Hindlsands appeal (as it is formally outside of the Polegate parish, but Cllr Murray was attending on behalf of Willingdon.) VOTE All in favour Cllrs Mrs W Alexander, Mrs C Berry, Mrs M Piper, M Falkner, Mrs L Sargent, Cllr M Cunningham, Cllr D Murray.**

The meeting ended at 10:28am

Chair of Planning Committee ______________________ Date

Current/Business Premium

Payments made between 01/04/2022 and 30/04/2022

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
04/04/2022	Barclays Bank	DIRECT DEB	49.00			4056	102	49.00	Bank Charges 14/02 - 13/03
05/04/2022	Polegate WMRG CIC	BX394461	25,152.00			4198	204	25,152.00	PTC Grant to PWMRG CIC
06/04/2022	Sussex Tree Surgeons	BX645963	810.00		135.00	4049	102	675.00	Additional Tree Works
06/04/2022	Polegate WMRG CIC	BX646562	4,008.00			4235	302	4,008.00	Wannock Toilet Cleaning
06/04/2022	Streetlights	BX646578	55.50		9.25	4282	305	46.25	Repairs to 3 x columns
06/04/2022	Streetlights	BX646667	339.90		56.65	4282	305	283.25	Lighting Repairs x 3
06/04/2022	Streetlights	BX647854	390.00		65.00	4282	305	325.00	Repair to Column F Old Drive
06/04/2022	Countrymans Contractors Ltd	BX647882	2,400.00		400.00	8060	302	2,000.00	Repl Skate Park Shelter
06/04/2022	Countrymans Contractors Ltd	BX649156	322.80		53.80	4220	302	269.00	Extra Cut Football Pitch
06/04/2022	Countrymans Contractors Ltd	BX649639	516.00		86.00	8060	302	430.00	Ground Clearance Works
06/04/2022	Countrymans Contractors Ltd	BX651711	386.22		64.37	8060	302	321.85	Widen Brightling Park Entrance
06/04/2022	Police&Crime CommissionerSX	BX651792	545.60			4201	301	545.60	CCTV Transmission Q4 2021/2022
06/04/2022	Countrymans Contractors Ltd	BX651845	180.00		30.00	8060	302	150.00	Wannock Road Wet Pour
06/04/2022	Countrymans Contractors Ltd	BX651937	540.00		90.00	4220	302	450.00	Ditch Line Clearance At Pond
06/04/2022	Lewes District Council	BX651978	54.00		9.00	4243	302	45.00	Monthly Play Area Inspections
06/04/2022	Police&Crime CommissionerSX	BX651997	114.11			4201	301	114.11	CCTV Maintenance Q4 2021/2022
08/04/2022	Europlants Ltd	BX865970	49.51		8.25	4307	307	30.60	Hailsham Beds Maint & Water
						4258	303	10.66	Winter Monthly Maintenance
08/04/2022	[redacted]	BX866955	1,127.03			4009	101	1,127.03	Payroll Services 2021-22
08/04/2022	Countrymans Contractors Ltd	BX867761	1,854.00		309.00	4256	303	1,545.00	Grass Cutting 1 of 12
08/04/2022	Countrymans Contractors Ltd	BX868079	564.00		94.00	8060	302	470.00	Saturday Bin Emptying Feb&Mar
10/04/2022	Nest pension scheme	NEST	656.17			4000	101	199.50	Pension Payment April EEs
						4012	101	90.99	Pension Payment April EEs
						4003	101	84.46	Pension Payment April EEs
						4008	101	281.22	Pension Payment
	Subtotal Carried Forward:		40,113.84	0.00	1,410.32			38,703.52	

Current/Business Premium

Payments made between 01/04/2022 and 30/04/2022

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									April ERs
13/04/2022	EDF Energy	DIRECT DEB	566.95		94.49	4131	201	472.46	Electricity 49 High Street
14/04/2022	Staff Salaries Cash Book	BX909249	8,813.56			202		8,813.56	April Salaries
15/04/2022	Inland revenue	BX160616	3,683.04			4011	101	44.71	NI EEs (March)
						4001	101	342.40	Tax EEs (March)
						4003	101	13.60	Tax EEs (March)
						4000	101	1,527.02	Tax & NI EEs (March)
						4012	101	99.20	Tax & NI EEs (March)
						4002	101	38.46	NI EEs (March)
						4090	103	600.20	Tax EEs (March)
						4007	101	1,017.45	NI ERs (March)
15/04/2022	Wealden District Council	DIRECT DEB	670.50			4130	201	670.50	Rates 49-51 High Street
27/04/2022	BarclayCard	BARCLAYCA	216.72		36.12	4031	102	57.30	Toner for printer
						4016	101	70.00	Training Course Agendas/Minute
						4220	302	22.48	Filter for Air Purifier
						4220	302	14.17	Pefeo Resin Kit
						4220	302	2.49	Heavy Duty Door Bolt
						4220	302	14.16	24" Broom
29/04/2022	Reef Environmental Solutions	BX733875	93.58		15.60	4155	201	77.98	Waste Collection 49 High St
29/04/2022	East Sussex ALC Ltd	BX735689	2,040.49			4045	102	2,040.49	ESALC & NALC Subscription Fees
29/04/2022	Reef Environmental Solutions	BX735902	67.48		11.24	4155	201	56.24	Waste Collection 49 High St
29/04/2022	East Sussex County Council	BX735963	150.00			4240	302	150.00	Oakleaf Annual Lease
29/04/2022	Kent County Council	BX736233	231.52		38.59	4136	201	120.32	Photocopier Rental April-June
						4032	102	72.61	PhotocopierCopyCh Dec-Mar
29/04/2022	Rialtas Business Solutions	BX738342	720.00		120.00	4105	104	600.00	Year End Closedown 2022
29/04/2022	SME IT Solutions Ltd	BX738698	142.21		23.71	4069	102	16.99	Inv 3334 Line Rental
						4070	102	34.99	Inv 3334 Broadband/Fibre
						4069	102	39.95	Inv 3334 SME Hosted Voice
						4069	102	2.97	Inv 3334 Telephone Number
	Subtotal Carried Forward:		57,509.89	0.00	1,750.07			55,736.22	

Current/Business Premium

Payments made between 01/04/2022 and 30/04/2022

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4069	102	3.99	Inv 3334 VOIP Mobex
						4069	102	0.13	Inv 3334 Call Charges
						4069	102	15.00	Inv 3334 Mobex One Off Charge
						4069	102	4.48	Inv 3334 SME Hosted Voice
29/04/2022	Mulberry & Co	BX738819	180.00		30.00	4010	102	150.00	Internal Audit 2021-22
29/04/2022	[redacted]	BX738843	537.60			8060	101	537.60	HR Assistance
29/04/2022	SME IT Solutions Ltd	BX738975	2,212.39		368.73	8060	201	1,843.66	CCTV Part Payment 2 of 2
29/04/2022	Council HR & GovernanceSupport	BX740267	875.00			8060	101	875.00	HR & General Support
29/04/2022	Council HR & GovernanceSupport	BX740914	1,250.00			8060	101	1,250.00	Annual Subscription Fee
29/04/2022	PPL PRS Ltd	BX742033	88.05		14.67	4039	102	73.38	Annual Music Licence
29/04/2022	Surrey Hills Solicitors LLP	BX742069	891.00		147.50	8060	102	737.50	Fees re licence Countrybikes
						8060	102	6.00	Land Registry Search Fees
29/04/2022	Business Stream	DIRECT DEB	46.50			4133	201	46.50	Waste Water 49 High Street
	Total Payments:		63,590.43	0.00	2,310.97			61,279.46	

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	17,837.00	5,500.00	23,337.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	700.00		700.00
329	Other Office Equipment	0.00		0.00
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	8,514.21		8,514.21
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	123,173.34	13,785.97	136,959.31
336	Legals/fencing re s/water	6,000.00	-6,000.00	0.00
337	High Street Toilets Reserve	0.00		0.00
338	Hailsham Beds Reserve	898.54	500.00	1,398.54
339	Office Alterations Reserve	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	2,025.55		2,025.55
342	S106 funds	0.00	266,183.25	266,183.25
343	Tree Audit	0.00		0.00
344	Play Equipment	0.00	4,000.00	4,000.00
345	Flower Bulbs EMR	985.05	-985.00	0.05
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	3,344.00		3,344.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	208,097.72	-3,979.51	204,118.21
350	Picnic Benches	788.00		788.00
351	Skate Park	9,675.00		9,675.00
352	Overtime	1,036.27		1,036.27
353	Polegate Community Library	51,000.00		51,000.00
354	New air con unit	600.00	620.00	1,220.00
355	Christmas Lights (new)	1,750.00		1,750.00
356	Bins	5,500.00	-250.00	5,250.00
		523,456.88	**279,374.71**	**802,831.59**

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12 **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	226	174	180	6			96.5%	
1060	Miscellaneous Income	1	1	0	(1)			0.0%	
	Administration :- Income	**227**	**175**	**180**	**5**			**97.0%**	**0**
4010	Internal Auditor	0	(172)	770	942		942	(22.3%)	
4030	Postage	243	50	500	451		451	9.9%	
4031	Stationery	277	1,299	1,500	201		201	86.6%	
4032	Photocopier copy charges	335	462	1,500	1,038		1,038	30.8%	
4035	Computer consumables	176	136	200	64		64	67.9%	
4036	Office IT equip't inc antiviru	580	700	700	0		0	100.0%	
4037	Website	3,892	126	350	224		224	36.0%	
4039	Legal fees	4,418	3,567	4,400	833		833	81.1%	
4040	Audit Fees (external audit)	800	1,300	1,100	(200)		(200)	118.2%	
4043	Insurance Premiums	4,763	4,865	5,000	135		135	97.3%	
4044	Insurance Tree Survey	300	360	500	140		140	72.0%	
4045	Subscriptions	2,856	3,317	3,200	(117)		(117)	103.7%	
4046	Publications	94	190	200	11		11	94.8%	
4047	Advertising	0	0	100	100		100	0.0%	
4049	Tree Works	1,000	1,500	1,500	0		0	100.0%	
4050	Town Council Elections	0	0	5,500	5,500		5,500	0.0%	
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	753	707	1,350	643		643	52.3%	
4059	First Aid	44	0	150	150		150	0.0%	
4062	Newsletter Production	0	0	500	500		500	0.0%	
4063	Hire of Halls	0	176	300	124		124	58.7%	
4069	Office telephones	1,969	763	700	(63)		(63)	109.0%	
4070	Broadband/Internet	499	420	500	80		80	84.0%	
4071	IT Services incl backups	519	2,052	2,800	748		748	73.3%	
4072	IT costs office 365	1,429	1,363	1,700	337		337	80.2%	
4073	IT reserve for new machines	0	700	700	0		0	100.0%	
8060	Misc Resolved Gen Reserves & c	3,930	2,569	0	(2,569)		(2,569)	0.0%	
	Administration :- Indirect Expenditure	**28,878**	**26,447**	**35,970**	**9,523**	**0**	**9,523**	**73.5%**	**0**
	Net Income over Expenditure	**(28,652)**	**(26,273)**	**(35,790)**	**(9,517)**				
6000	plus Transfer from EMR	658	0						
	Movement to/(from) Gen Reserve	**(27,993)**	**(26,273)**						
103	Town Councillors								
1060	Miscellaneous Income	120	0	0	0			0.0%	
	Town Councillors :- Income	**120**	**0**	**0**	**0**				**0**

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090	Councillors' allowances	6,638	6,431	6,700	269		269	96.0%	
4091	Councillors' expenses	0	0	500	500		500	0.0%	
4092	Councillors' training	0	80	1,000	920		920	8.0%	
4093	Mayor's allowance Civic Duties	2,139	2,000	2,000	0		0	100.0%	
	Town Councillors :- Indirect Expenditure	**8,777**	**8,511**	**10,200**	**1,689**	**0**	**1,689**	**83.4%**	**0**
	Net Income over Expenditure	**(8,657)**	**(8,511)**	**(10,200)**	**(1,689)**				
104	General Administration								
1010	Investment Income	563	117	500	384			23.3%	20
1063	CIL funds from developers	198,462	0	0	0			0.0%	
1076	Precept	349,877	354,402	354,402	0			100.0%	
	General Administration :- Income	**548,902**	**354,519**	**354,902**	**384**			**99.9%**	**20**
4100	Grants to other Organisations	2,000	850	1,000	150		150	85.0%	
4103	Public Info event(s)	0	126	1,000	874		874	12.6%	
4105	Finance Software	947	1,000	1,000	0		0	100.0%	
	General Administration :- Indirect Expenditure	**2,947**	**1,976**	**3,000**	**1,024**	**0**	**1,024**	**65.9%**	**0**
	Net Income over Expenditure	**545,955**	**352,543**	**351,902**	**(641)**				
6001	less Transfer to EMR	198,617	20						
	Movement to/(from) Gen Reserve	**347,338**	**352,522**						
201	Council Offices								
1000	Hire of Chamber	0	(40)	0	40			0.0%	
1060	Miscellaneous Income	0	10,896	0	(10,896)			0.0%	
	Council Offices :- Income	**0**	**10,856**	**0**	**(10,856)**				**0**
4004	Cleaning contract ex staff	0	0	4,500	4,500		4,500	0.0%	
4130	Council Tax	6,737	6,737	9,500	2,764		2,764	70.9%	
4131	Electricity	1,551	2,681	2,900	219		219	92.5%	
4132	Water charges	101	267	550	283		283	48.5%	
4133	Sewerage	284	167	550	383		383	30.3%	
4136	Photocopier - lease	802	481	810	329		329	59.4%	
4139	Window Cleaning	0	0	240	240		240	0.0%	
4140	Alarm Maintenance	334	353	450	97		97	78.4%	
4141	Fire Precautions	212	235	440	205		205	53.3%	
4142	Other Maintenance	436	0	560	560		560	0.0%	
4146	Other Office Equipment	380	630	1,250	620	600	20	98.4%	
4154	Housekeeping San bins 49 & gar	139	218	370	152		152	58.9%	
4155	Refuse Collecting	700	641	1,300	659		659	49.3%	

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12 **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
4162	PWLB - Capital	4,165	4,403	4,249	(154)		(154)	103.6%	
4163	PWLB- Interest	1,408	1,170	1,436	266		266	81.5%	
8060	Misc Resolved Gen Reserves & c	0	7,899	0	(7,899)		(7,899)	0.0%	
	Council Offices :- Indirect Expenditure	**17,249**	**25,881**	**29,105**	**3,224**	**600**	**2,624**	**91.0%**	**0**
	Net Income over Expenditure	**(17,249)**	**(15,024)**	**(29,105)**	**(14,081)**				
202	51 High Street								
1005	51 High Street Rent R'ved	0	90	0	(90)			0.0%	
	51 High Street :- Income	**0**	**90**	**0**	**(90)**				**0**
4170	51 High Street - expenditure	(258)	200	1,800	1,600		1,600	11.1%	
	51 High Street :- Indirect Expenditure	**(258)**	**200**	**1,800**	**1,600**	**0**	**1,600**	**11.1%**	**0**
	Net Income over Expenditure	**258**	**(110)**	**(1,800)**	**(1,690)**				
203	The Pavilion								
1030	Rental Income-Pavilion	70	820	1,200	380			68.3%	
1060	Miscellaneous Income	0	84	0	(84)			0.0%	
	The Pavilion :- Income	**70**	**904**	**1,200**	**296**			**75.3%**	**0**
4179	Pavilion Insurance (CIC)	1,200	1,200	1,200	(0)		(0)	100.0%	
4180	Pavilion Electricity	1,219	2,300	2,300	0		0	100.0%	
4181	Pavilion water	231	600	600	(0)		(0)	100.0%	
4182	Pavilion sewerage	0	500	500	0		0	100.0%	
4186	Pavilion - fire precautions	149	300	250	(50)		(50)	120.0%	
4187	Pavilion - Refuse	389	551	500	(51)		(51)	110.2%	
4188	Pavilion Sani bins	0	178	148	(30)		(30)	120.0%	
	The Pavilion :- Indirect Expenditure	**3,188**	**5,629**	**5,498**	**(131)**	**0**	**(131)**	**102.4%**	**0**
	Net Income over Expenditure	**(3,118)**	**(4,725)**	**(4,298)**	**427**				
204	Wannock Office								
1060	Miscellaneous Income	0	6,282	0	(6,282)			0.0%	
	Wannock Office :- Income	**0**	**6,282**	**0**	**(6,282)**				**0**
4190	Wannock Office Electrictiy	1,395	800	800	0		0	100.0%	
4192	Wannock Office Sewage	400	750	750	0		0	99.9%	
4193	Wannock Office Council Tax	3,693	1,848	3,811	1,963		1,963	48.5%	
4195	Wannock Office Maintenance inc	0	361	360	(1)		(1)	100.1%	
4196	Wannock Office Fire Precaution	0	180	150	(30)		(30)	120.0%	
4197	Wannock grounds Maintenance	4,323	7,247	6,700	(547)		(547)	108.2%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4198	PWMRG CIC Grant (Interim)	225	2,049	200	(1,849)		(1,849)	1024.5%	
8060	Misc Resolved Gen Reserves & c	822	3,189	0	(3,189)		(3,189)	0.0%	
	Wannock Office :- Indirect Expenditure	**10,857**	**16,422**	**12,771**	**(3,651)**	**0**	**(3,651)**	**128.6%**	**0**
	Net Income over Expenditure	**(10,857)**	**(10,141)**	**(12,771)**	**(2,630)**				
205	High Street Toilets								
1035	High St Toilets Community Sche	1,234	1,234	1,234	0			100.0%	
1060	Miscellaneous Income	26,000	572	0	(572)			0.0%	
	High Street Toilets :- Income	**27,234**	**1,806**	**1,234**	**(572)**			**146.3%**	**0**
4500	Toilets High St - Cleaning	6,771	4,934	7,000	2,067		2,067	70.5%	
4501	Toilets High St - Maintenance	0	0	250	250		250	0.0%	
4502	Toilets High St - Electricity	155	0	0	0		0	0.0%	
4503	Toilets High St - Water & Sewe	188	0	0	0		0	0.0%	
4504	Toilets High St - Other	178	0	0	0		0	0.0%	
4505	Toilets High St - Non Domestic	572	0	0	0		0	0.0%	
8060	Misc Resolved Gen Reserves & c	68,991	0	0	0		0	0.0%	
	High Street Toilets :- Indirect Expenditure	**76,855**	**4,934**	**7,250**	**2,317**	**0**	**2,317**	**68.0%**	**0**
	Net Income over Expenditure	**(49,621)**	**(3,128)**	**(6,016)**	**(2,888)**				
6000	plus Transfer from EMR	66,500	0						
6001	less Transfer to EMR	23,709	0						
	Movement to/(from) Gen Reserve	**(6,830)**	**(3,128)**						
301	Town Centre and Community Safe								
4201	CCTV costs	2,639	3,186	3,500	314		314	91.0%	
	Town Centre and Community Safe :- Indirect Expenditure	**2,639**	**3,186**	**3,500**	**314**	**0**	**314**	**91.0%**	**0**
	Net Expenditure	**(2,639)**	**(3,186)**	**(3,500)**	**(314)**				
302	Recreation Grounds								
1022	Brightling Road lease	120	120	120	0			100.0%	
1050	Insurance Refunds/claim rebate	440	0	0	0			0.0%	
1060	Miscellaneous Income	0	599	0	(599)			0.0%	
1061	S106 funding	0	300,198	0	(300,198)			0.0%	300,198
	Recreation Grounds :- Income	**560**	**300,917**	**120**	**(300,797)**			**250763.**	**300,198**
4220	General Maintenance	8,454	8,979	9,000	21		21	99.8%	
4221	Recreation ground - water	0	350	350	0		0	100.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4223	Grounds Maintenance	2,427	3,000	3,000	0		0	100.0%	
4224	Travel Costs re playgrounds	0	0	200	200		200	0.0%	
4230	Skate Park	1,120	43,786	6,000	(37,786)		(37,786)	729.8%	38,015
4235	Toilets	6,812	7,001	7,000	(1)		(1)	100.0%	
4238	Litter Bins	1,500	1,690	2,500	810		810	67.6%	
4240	Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241	Dog Bins	2,500	2,600	2,575	(25)		(25)	101.0%	
4242	Playground Equipment	959	0	4,000	4,000		4,000	0.0%	
4243	Safety Inspections	1,501	639	1,500	861		861	42.6%	
8060	Misc Resolved Gen Reserves & c	16,117	12,110	0	(12,110)		(12,110)	0.0%	6,000
	Recreation Grounds :- Indirect Expenditure	**41,539**	**80,305**	**36,275**	**(44,030)**	**0**	**(44,030)**	**221.4%**	**44,015**
	Net Income over Expenditure	**(40,979)**	**220,612**	**(36,155)**	**(256,767)**				
6000	plus Transfer from EMR	0	44,015						
6001	less Transfer to EMR	0	300,198						
	Movement to/(from) Gen Reserve	**(40,979)**	**(35,572)**						
303	Highways								
1051	Urban Grasscutting Income	3,008	3,013	3,008	(5)			100.2%	
	Highways :- Income	**3,008**	**3,013**	**3,008**	**(5)**			**100.2%**	**0**
4256	Urban grasscutting	17,505	22,000	26,000	4,000		4,000	84.6%	
4257	Bench provisions - highways	0	1,000	1,000	0	3,747	(3,747)	474.7%	
4258	Flower Beds	5,695	6,710	6,000	(710)		(710)	111.8%	985
4259	Council Gardens - office	650	650	650	0		0	100.0%	
8060	Misc Resolved Gen Reserves & c	2,904	5,176	0	(5,176)		(5,176)	0.0%	250
	Highways :- Indirect Expenditure	**26,753**	**35,536**	**33,650**	**(1,886)**	**3,747**	**(5,633)**	**116.7%**	**1,235**
	Net Income over Expenditure	**(23,745)**	**(32,523)**	**(30,642)**	**1,881**				
6000	plus Transfer from EMR	0	1,235						
	Movement to/(from) Gen Reserve	**(23,745)**	**(31,288)**						
304	Allotments								
1070	Allotment Fees	1,761	1,661	1,770	109			93.9%	
1072	Gosford Way Allotments	120	108	175	68			61.4%	
	Allotments :- Income	**1,881**	**1,769**	**1,945**	**176**			**90.9%**	**0**
4270	Allotments - maintenance	550	600	600	(0)		(0)	100.0%	
4271	Allotments - improvements	300	351	350	(1)		(1)	100.1%	
4272	Allotments - water	822	650	650	(0)		(0)	100.1%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4273	Allotment - rent of land Gosfo	175	54	175	121		121	30.9%	
4274	Allotment Grounds maintenance	500	600	600	(0)		(0)	100.1%	
8060	Misc Resolved Gen Reserves & c	0	598	0	(598)		(598)	0.0%	
	Allotments :- Indirect Expenditure	**2,347**	**2,854**	**2,375**	**(479)**	**0**	**(479)**	**120.1%**	**0**
	Net Income over Expenditure	**(465)**	**(1,085)**	**(430)**	**655**				
305	Street Lighting								
1060	Miscellaneous Income	0	41	0	(41)			0.0%	
	Street Lighting :- Income	**0**	**41**	**0**	**(41)**				**0**
4280	Street Light - energy	5,715	9,100	9,100	0		0	100.0%	
4281	Street Light - Maintenance	8,625	9,835	9,900	65		65	99.3%	
4282	Street Light - new works/impro	67,606	3,047	17,200	14,153		14,153	17.7%	368
4286	Christmas decorations	10,929	11,790	12,000	210		210	98.3%	
4287	Additional Christmas Decoratio	2,250	4,000	4,000	0		0	100.0%	
	Street Lighting :- Indirect Expenditure	**95,124**	**37,771**	**52,200**	**14,429**	**0**	**14,429**	**72.4%**	**368**
	Net Income over Expenditure	**(95,124)**	**(37,730)**	**(52,200)**	**(14,470)**				
6000	plus Transfer from EMR	44,606	368						
	Movement to/(from) Gen Reserve	**(50,518)**	**(37,362)**						
306	Prize and Prize Giving								
4096	Remembrance Wreath	30	30	30	0		0	100.0%	
	Prize and Prize Giving :- Indirect Expenditure	**30**	**30**	**30**	**0**	**0**	**0**	**100.0%**	**0**
	Net Expenditure	**(30)**	**(30)**	**(30)**	**0**				
307	The Polegate Partnership								
1040	SponsorFlower Beds Hailsham Rd	750	750	1,000	250			75.0%	
	The Polegate Partnership :- Income	**750**	**750**	**1,000**	**250**			**75.0%**	**0**
4306	Replace Hailsham Rd Beds	1,342	0	500	500		500	0.0%	
4307	Hailsham Flowers Maintenance	367	557	500	(57)		(57)	111.4%	
	The Polegate Partnership :- Indirect Expenditure	**1,710**	**557**	**1,000**	**443**	**0**	**443**	**55.7%**	**0**
	Net Income over Expenditure	**(960)**	**193**	**0**	**(193)**				
6000	plus Transfer from EMR	842	0						
	Movement to/(from) Gen Reserve	**(117)**	**193**						

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401	The Planning Committee								
4320	Planning Committee - Halls	0	0	200	200		200	0.0%	
	The Planning Committee :- Indirect Expenditure	**0**	**0**	**200**	**200**	**0**	**200**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(200)**	**(200)**				
	Grand Totals:- Income	**582,752**	**681,120**	**363,589**	**(317,531)**			**187.3%**	
	Expenditure	**318,634**	**250,238**	**234,824**	**(15,414)**	**4,347**	**(19,761)**	**108.4%**	
	Net Income over Expenditure	**264,119**	**430,882**	**128,765**	**(302,117)**				
	plus Transfer from EMR	**112,607**	**45,617**						
	less Transfer to EMR	**222,326**	**300,219**						
	Movement to/(from) Gen Reserve	**154,399**	**176,281**						

Polegate Town Council

Summary Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

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	0	0	1,135	1,135			0.0%
	Expenditure	120,810	132,194	129,900	(2,294)		(2,294)	101.8%
	Net Income over Expenditure	(120,810)	(132,194)	(128,765)	3,429			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(120,810)	(132,194)					
	Grand Totals:- Income	**0**	**0**	**1,135**	**1,135**			**0.0%**
	Expenditure	**120,810**	**132,194**	**129,900**	**(2,294)**	**0**	**(2,294)**	**101.8%**
	Net Income over Expenditure	**(120,810)**	**(132,194)**	**(128,765)**	**3,429**			
	plus Transfer from EMR	**0**	**0**					
	Movement to/(from) Gen Reserve	**(120,810)**	**(132,194)**					

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1000	Hire of Chamber	201	Council Offices	40.00	
1005	51 High Street Rent R'ved	202	51 High Street		90.00
1009	Bank Loyalty Discount	102	Administration		173.67
1010	Investment Income	104	General Administration		116.50
1022	Brightling Road lease	302	Recreation Grounds		120.00
1030	Rental Income-Pavilion	203	The Pavilion		820.00
1035	High St Toilets Community Sche	205	High Street Toilets		1,234.00
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		750.00
1051	Urban Grasscutting Income	303	Highways		3,013.00
1060	Miscellaneous Income	102	Administration		1.00
1060	Miscellaneous Income	201	Council Offices		10,896.02
1060	Miscellaneous Income	203	The Pavilion		83.68
1060	Miscellaneous Income	204	Wannock Office		6,281.50
1060	Miscellaneous Income	205	High Street Toilets		571.73
1060	Miscellaneous Income	302	Recreation Grounds		598.50
1060	Miscellaneous Income	305	Street Lighting		41.25
1061	S106 funding	302	Recreation Grounds		300,198.21
1070	Allotment Fees	304	Allotments		1,661.25
1072	Gosford Way Allotments	304	Allotments		107.50
1076	Precept	104	General Administration		354,402.00
4010	Internal Auditor	102	Administration		172.00
4030	Postage	102	Administration	49.50	
4031	Stationery	102	Administration	1,298.76	
4032	Photocopier copy charges	102	Administration	462.18	
4035	Computer consumables	102	Administration	135.87	
4036	Office IT equip't inc antiviru	102	Administration	699.80	
4037	Website	102	Administration	125.88	
4039	Legal fees	102	Administration	3,567.02	
4040	Audit Fees (external audit)	102	Administration	1,300.00	
4043	Insurance Premiums	102	Administration	4,865.11	
4044	Insurance Tree Survey	102	Administration	360.00	
4045	Subscriptions	102	Administration	3,317.29	
4046	Publications	102	Administration	189.50	
4049	Tree Works	102	Administration	1,500.00	
4056	Bank/Barclaycard charges	102	Administration	706.65	
4063	Hire of Halls	102	Administration	176.00	
4069	Office telephones	102	Administration	762.67	
4070	Broadband/Internet	102	Administration	419.88	
4071	IT Services incl backups	102	Administration	2,051.52	
4072	IT costs office 365	102	Administration	1,363.20	
4073	IT reserve for new machines	102	Administration	700.00	
4090	Councillors' allowances	103	Town Councillors	6,431.00	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4092	Councillors' training	103	Town Councillors	80.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,999.86	
4096	Remembrance Wreath	306	Prize and Prize Giving	30.00	
4100	Grants to other Organisations	104	General Administration	850.00	
4103	Public Info event(s)	104	General Administration	126.00	
4105	Finance Software	104	General Administration	1,000.00	
4130	Council Tax	201	Council Offices	6,736.50	
4131	Electricity	201	Council Offices	2,681.20	
4132	Water charges	201	Council Offices	266.86	
4133	Sewerage	201	Council Offices	166.71	
4136	Photocopier - lease	201	Council Offices	481.28	
4140	Alarm Maintenance	201	Council Offices	353.00	
4141	Fire Precautions	201	Council Offices	234.52	
4146	Other Office Equipment	201	Council Offices	629.53	
4154	Housekeeping San bins 49 & gar	201	Council Offices	217.77	
4155	Refuse Collecting	201	Council Offices	640.93	
4162	PWLB - Capital	201	Council Offices	4,403.08	
4163	PWLB- Interest	201	Council Offices	1,170.12	
4170	51 High Street - expenditure	202	51 High Street	199.76	
4179	Pavilion Insurance (CIC)	203	The Pavilion	1,200.23	
4180	Pavilion Electricity	203	The Pavilion	2,300.00	
4181	Pavilion water	203	The Pavilion	600.09	
4182	Pavilion sewerage	203	The Pavilion	500.00	
4186	Pavilion - fire precautions	203	The Pavilion	300.00	
4187	Pavilion - Refuse	203	The Pavilion	550.91	
4188	Pavilion Sani bins	203	The Pavilion	177.60	
4190	Wannock Office Electrictiy	204	Wannock Office	800.00	
4192	Wannock Office Sewage	204	Wannock Office	749.52	
4193	Wannock Office Council Tax	204	Wannock Office	1,847.60	
4195	Wannock Office Maintenance inc	204	Wannock Office	360.50	
4196	Wannock Office Fire Precaution	204	Wannock Office	180.00	
4197	Wannock grounds Maintenance	204	Wannock Office	7,246.80	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	2,048.94	
4201	CCTV costs	301	Town Centre and Community Safe	3,185.73	
4220	General Maintenance	302	Recreation Grounds	8,979.00	
4221	Recreation ground - water	302	Recreation Grounds	350.00	
4223	Grounds Maintenance	302	Recreation Grounds	2,999.86	
4230	Skate Park	302	Recreation Grounds	43,786.40	
4235	Toilets	302	Recreation Grounds	7,000.50	
4238	Litter Bins	302	Recreation Grounds	1,690.00	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	2,600.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4243	Safety Inspections	302	Recreation Grounds	639.00	
4256	Urban grasscutting	303	Highways	22,000.00	
4257	Bench provisions - highways	303	Highways	1,000.00	
4258	Flower Beds	303	Highways	6,710.31	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	600.25	
4271	Allotments - improvements	304	Allotments	350.50	
4272	Allotments - water	304	Allotments	650.42	
4273	Allotment - rent of land Gosfo	304	Allotments	54.00	
4274	Allotment Grounds maintenance	304	Allotments	600.38	
4280	Street Light - energy	305	Street Lighting	9,100.00	
4281	Street Light - Maintenance	305	Street Lighting	9,834.54	
4282	Street Light - new works/impro	305	Street Lighting	3,046.53	
4286	Christmas decorations	305	Street Lighting	11,790.16	
4287	Additional Christmas Decoratio	305	Street Lighting	4,000.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	557.20	
4500	Toilets High St - Cleaning	205	High Street Toilets	4,933.50	
6000	Transfer from EMR	302	Recreation Grounds		44,014.96
6000	Transfer from EMR	303	Highways		1,235.00
6000	Transfer from EMR	305	Street Lighting		367.53
6001	Transfer to EMR	104	General Administration	20.49	
6001	Transfer to EMR	302	Recreation Grounds	300,198.21	
8060	Misc Resolved Gen Reserves & c	102	Administration	2,568.50	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	7,899.01	
8060	Misc Resolved Gen Reserves & c	204	Wannock Office	3,188.99	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	12,110.25	
8060	Misc Resolved Gen Reserves & c	303	Highways	5,175.74	
8060	Misc Resolved Gen Reserves & c	304	Allotments	598.00	
			Trial Balance Totals :	**550,668.61**	**726,949.30**
			Difference	**-176,280.69**	

Polegate Town Council

Trial Balance for Month No: 12 User : JO

Trial Balance Summary by Cost Centre

	A/c Code	Account Name	Debit	Credit
Total :-	101	Employee costs	**132,194.04**	**0.00**
		Trial Balance Total :	**132,194.04**	**0.00**
		Difference :	**132,194.04**	

Bank Reconciliation Statement as at 30/04/2022
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/04/2022	1	50,000.00
Business Premium Account	30/04/2022	1	639,387.00
			689,387.00

Unpresented Cheques (Minus)			Amount	
16/03/2020	109077	Petty Cash	76.46	
01/02/2022	BX640689	Initial UK Ltd	3.35	
25/02/2022	109081	Royal British Legion	25.00	
29/04/2022	BX733875	Reef Environmental Solutions	93.58	
29/04/2022	BX735902	Reef Environmental Solutions	67.48	
29/04/2022	BX736233	Kent County Council	231.52	
29/04/2022	BX735963	East Sussex County Council	150.00	
29/04/2022	BX735689	East Sussex ALC Ltd	2,040.49	
29/04/2022	BX738342	Rialtas Business Solutions	720.00	
29/04/2022	BX738819	Mulberry & Co	180.00	
29/04/2022	BX738843	David Carden	537.60	
29/04/2022	BX738975	SME IT Solutions Ltd	2,212.39	
29/04/2022	BX738698	SME IT Solutions Ltd	142.21	
29/04/2022	BX740914	Council HR & GovernanceSupport	1,250.00	
29/04/2022	BX740267	Council HR & GovernanceSupport	875.00	
29/04/2022	BX742033	PPL PRS Ltd	88.05	
29/04/2022	BX742069	Surrey Hills Solicitors LLP	891.00	
				9,584.13
				679,802.87

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		679,802.87

Balance per Cash Book is :-	**679,802.87**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 30/04/2022
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	30/04/2022	1	128,167.41
			128,167.41

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		128,167.41

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		128,167.41
	Balance per Cash Book is :-	**128,167.41**
	Difference is :-	**0.00**

Bank Reconciliation Statement as at 30/04/2022
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	30/04/2022	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**

Polegate Town Council

Bank Reconciliation Statement as at 30/04/2022
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	30/04/2022	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**

Bank Reconciliation Statement as at 30/04/2022
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	30/04/2022	1	85,114.31
			85,114.31

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		85,114.31

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		85,114.31

Balance per Cash Book is :-	**85,114.31**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 30/04/2022
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	30/04/2022	1	85,100.77
			85,100.77

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		85,100.77

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		85,100.77

Balance per Cash Book is :-	**85,100.77**
Difference is :-	**0.00**

BARCLAYS

29 April 2022

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

2/7

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 29 April 2022

Business Current Accounts	
Business Current Account Statement	£50,000.00
[redacted]	
Business Savings Accounts	
Business Premium Account	£639,387.00
[redacted]	
Business Premium Account	£128,167.41
[redacted]	

This is the end of your account summary.

barclaycard commercial

barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

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]
Statement date:	20 April 2022
Page number:	1 of 3
Monthly spend limit:	[redacted]

Date of previous statement:	20 March 2022
Previous balance:	£1,412.12
Payment received:	£1,412.12 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£216.72
New balance:	**£216.72**
Payment due by:	**27 April 2022**

1/2

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account [redacted] at branch [redacted] will be debited with the amount of the new balance on or immediately after 27 April 2022."

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	1,412.12
28 Mar 2022	DIRECT DEBIT PAYMENT THANK YOU	1,412.12 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	179.74
[redacted]	[redacted]	[redacted]	36.98
Total cardholder expenditure			**£216.72**
New balance			**£216.72**

Total Vat = £36-12

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[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:
Statement date: 20 April 2022
Page number: 2 of 3
Monthly spend limit: [redacted]

Date	Description	Amount
5 Apr 2022 060485389242	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR Toner for Samsung Printer MISCELLANEOUS AND RETAIL STORES	68.76
14 Apr 2022 150455184222	SLCC ENTERPRISES LTD TAUNTON GBR ~~[illegible]~~ Agendas & Minutes Training SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	84.00
19 Apr 2022 200452692012	AMZNMktplace amazon.co.uk GBR Replacement Filter Air Purifier MISCELLANEOUS AND RETAIL STORES	26.98
	3 new purchases / cash advances. Total of spending.	£179.74

	Net	Vat	Total		
Toner for printer	57-30	11-46	68-76	20% Vat	4031
Agenda's & Minutes ~~Book~~ Training	70-00	14-00	84-00	20% Vat	4016
Filter for Air Purifier	22-48	4-50	26-98	20% Vat	4220
Fibeo Resin kit	14-17	2-83	17-00	20% Vat	4220
24" Broom	14-16	2-83	16-99	20% Vat	4220
Heavy Duty Door Bolt	2-49	0-50	2-99	20% Vat	4220
	£180-60 +	£36-12	£216-72		

001070 BBA1896A 36132
[redacted]
POLEGATE
BN26 [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:
Statement date: 20 April 2022

Monthly spend limit: [redacted]

Date	Description	Amount
18 Mar 2022 210315265672	**Hobbycraft** Eastbourne GBR UNITED KINGDOM ARTIST SUPPLY STORES, CRAFT SHOPS Pebeo Resin Kit	17.00
13 Apr 2022 150485481472	WWW.SCREWFIX.COM YEOVIL LUMBER AND BUILDING MATERIALS STORES 24" Broom	16.99
13 Apr 2022 150485481472	WWW.SCREWFIX.COM YEOVIL LUMBER AND BUILDING MATERIALS STORES Heavy Duty Door Bolt	2.99
3 new purchases / cash advances. Total of spending.		£36.98

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[redacted]

POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

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

Telephone: 01323 488114

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

To:	Full Council	**Agenda Item 8a**
Date:	27/06/2022	
Report Contact:	Helen George	
Subject:	Fencing at Brightling	

1. Option 1 is a 2-rail post with sheep wire at £15,456 from ID VERDE or a 3-rail post with sheep wire at £17,400 from ID VERDE
2. Option 2 is a 3-rail post with stock netting at £9,330 or a 3-rail post with stock netting at £10,700 from Countrymans
3. Option 4 is a 2-rail post with sheep wire at £9,284 or a 3-rail post with sheep wire at £9,284 or a 3-rail post with sheep wire at £10,700 from Milhams
4. Option 4 is a three-bar fence at £13,500 from David Miles
5. Prices for products have been rising in recent months and we want to make councillors aware that price will be greater when installation is complete

Recommendation

- **We recommend to council to resolve to choose Countrymans quote (option 2), on the basis of best value.**

Brightling Road Fencing

OPTIONS UNDER CONSIDERATION

	Supplier	Two rail post	2 rail price Ex VAT	Three rail post	3 rail price Ex VAT
OPTION 1	ID VERDE	Two rail post and rail with sheep wire attached	£15,456	Three rail post and rail with sheep wire attached	£17,400
OPTION 2	Countrymans	Two rail post with stock netting (based on 300lm) £31 per lm	£9,330	Three rail post with stock netting (based on 300lm) £35 per lm	£10,500
OPTION 3	Milhams	Two rail post and rail with sheep wire stapled to posts (based on £29.78 Lm)	£9,284	Three rail post and rail with sheep wire stapled to posts (based on £34.50 Lm)	£10,700
OPTION 4	David Miles			Three bar fence	£13,500

INSTALLATION AND GROUND WORKS COSTS

Installation costs are included in the costs quoted on the first page.

SUSTAINABILITY

Fencing will be wood with metal stock netting.

PRICING AND INSURANCE

Councillors will be aware that prices for products have been rising in recent months. The prices quoted in this report are lower than the final prices that will be quoted. Once the supplier has been selected, both lead times and final price will be known.

When it is in place, the fencing will be covered under the Council's insurance policy.

RECOMMENDATION

The Countrymans quote (Option 2) is recommended, on the basis of best value.

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

Telephone: 01323 488114

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

To:	full Council	**Agenda Item 8b**
Date:	27/06/2022	
Report Contact:	Helen George	
Subject:	Benches at Brightling Road	

1. This report shows three options for picnic benches to be installed at Brightling Road Recreation Ground
2. Option 1 is a concrete square style bench - £25,605 EXC VAT
3. Option 2 is a concrete rounded style bench - £24,715 EXC VAT
4. Option 3 is a recycled plastic classic style picnic bench - £4,065 EXC VAT
5. Graffiti Benches attract graffiti and cost a lot to clean (£69 per clean)
6. The new location for the benches is more visible and so are more dissuasive to arson
7. The plastic bench is more sustainable, as it recycles waste material and doesn't emit as much pollution as concrete
8. Installation for the concrete bench's rages from £3,600 - £9,850

Recommendation

- **Although the concrete benches initially appear to be more resilient, the lower cost and ease of replacement for the recycled benches means that they far outperform the concrete ones. For one concrete bench (£4,230 each), six recycled benches can be supplied or replaced (£692 each). Costs for cleaning graffiti on the concrete benches are excessively high compared to the minor cost of cleaning the recycled plastic ones.**
- **We recommend that council vote for option 3 and use recycled plastic benches**

Brightling Road Recreation Ground Picnic Benches

OPTIONS UNDER CONSIDERATION

	Material and supplier	Cost of 6 benches including delivery	Cost of installation	Illustration
OPTION 1	Concrete	£25,605 EXC VAT	Six concrete pads and fixings Price TBA Specialist lifting equipment Specialist operator	
OPTION 2	Concrete	£24,715 EXC VAT	Six concrete pads and fixings Price TBA Specialist lifting equipment Specialist operator	
OPTION 3	Marmax recycled plastic	£4,065 EXC VAT	Installation by council's staff	

RESILIENCE IN TERMS OF ANTI-SOCIAL BEHAVIOUR

The concrete benches are very difficult to damage. However, they provide an attractive surface for graffiti. This is a recurring problem at the Brightling site, with a significant increase in recent months. The new shelter was targeted within a week of installation, and the skate park is regularly covered in graffiti. Graffiti has an adverse effect on the surrounding area, and encourages further vandalism.

Removing graffiti is a time-consuming task for the Council's staff. The cleaning contractor, Kingdom, charges £69 per visit for graffiti removal. This cost can increase for more challenging cleaning that takes longer.

One of the suppliers of the concrete benches has advised that the benches have an anti-graffiti coating but that complete protection cannot be guaranteed. Unfortunately, cleaning graffiti which has appeared on the benches removes the anti-graffiti coating. This then has to be reapplied – a significant call on the resources of the Council's maintenance staff. The one-off extra cost can be as high as £300 per bench for contract cleaning. Alternatively, a monthly cleaning contract might need to be set up.

Removing graffiti from the wooden benches (Option 3) is a significantly quicker and easier task.

RESILIENCE AGAINST ARSON AND OTHER DAMAGE

The recycled plastic benches could be set alight by a determined arsonist. However, the location for the new benches makes them more visible from the entrance to the park, the road, and the surrounding houses. This increased visibility may act as a deterrent.

INSTALLATION AND GROUND WORKS COSTS

The council's own staff can install the wooden benches.

The concrete benches cost more to install, due to their weight. A specialist vehicle with a mounted hoist will probably be required, and will need to be operated by a specialist operator. While delivery is included in the price of the benches, free delivery may be limited to kerbside or other easy locations.

The saturation of the ground in the location is a consideration – if it is boggy or tends to become waterlogged, the concrete benches and pads could possibly sink into the soil. The recycled plastic benches, being lighter, are less likely to do this, and could be moved to a drier location if necessary.

The table below shows quoted costs for installation of the concrete benches. However, the council may incur an extra cost if the ground needs to be built up before installation.

Installation Contractor A	Installation Contractor B	Installation Contractor C
• Excavate 3m x 2m x 400mm area • Install wooden edging • Install 200mm MOT base • Install 200mm concrete base • Skip and digger required.	• £600 per bench if no more than 6m long. • (Awaiting email to confirm price on spec for concrete pad etc.),	• Preliminary site set up, safety, protection. • Install 6 x 200mm concrete bases, 3mx2m on 200mm compacted MOT base. • Install 6 picnic benches • 6 yard skip, dumper and excavator • Price includes delivery and collection
£7,555	£3,600	£9,850

SUSTAINABILITY

Cement, the key ingredient of concrete, is responsible for 8% of C02 emissions, (Climate change: The massive CO2 emitter you may not know about - BBC News). Worldwide, the cement industry emits more C02 than aviation. Each plastic bench uses 2,000 recycled plastic bottles, and the benches can themselves be recycled when they are no longer needed. By contrast, disposing of concrete requires a specialist waste contractor and is chargeable.

PRICING AND INSURANCE

Councillors will be aware that prices for products have been rising in recent months. The prices quoted in this report may be somewhat lower than the final prices obtained. Once the type of bench has been agreed by the Council, both lead times and price will be known.

Once in place, benches will be covered under the Council's insurance policy.

RECOMMENDATION

Although the concrete benches initially appear to be more resilient, the lower cost and ease of replacement for the recycled benches means that they far outperform the concrete ones. For one concrete bench (£4,230 each), six recycled benches can be supplied or replaced (£692 each). Costs for cleaning graffiti on the concrete benches are excessively high compared to the minor cost of cleaning the recycled plastic ones.

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

Telephone: 01323 488114

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

To:	*Full Council*	**Agenda Item 9**
Date:	27/06/2022	
Report Contact:	Cllr Dan Dunbar	
Subject:	Motion to introduce VAS in Polegate	

1. The report details the benefits and uses of Vehicle Activated Signs
2. It mentions overuse and they lose their effectiveness as more are in place,
3. Permanent or non-permanent ones can be installed
4. Non-permanent signs can hit hot spots of speeding
5. The report details speed thresholds and when VAS is a suitable from of speed control

Costs

- The costs range from £2,500 - £2875.
- Solar Powered signs have an additional cost of £1155, but have free power
- The lead time on a VAS is 6 – 8 weeks

VEHICLE ACTIVATED SIGNS (VAS) – WORKING

PRACTICE (Updated and published – January 2020)

Introduction

The safety benefits of permanent VAS are proven but these can be lost through proliferation which lessens their impact and can lead to drivers disregarding those signs which have been installed at sites with significant crash histories. The Department for Transport has published guidance on the use of such signs in the form of Traffic Advisory Leaflet (TAL) 1/03 this states "VAS should be considered only when there is an accident problem associated with inappropriate speed that has not been satisfactorily remedied by standard signing and where safety cameras and related signs are not a cost effective or otherwise appropriate solution".

In addition, the cost of running and maintaining VAS, which require regular calibration, as well as replacement when damaged or life expired is significantly more than for standard fixed signing and the benefit of a proposed installation should be clearly defined before a sign is approved for installation.

The signs which can be installed in the form of VAS are regulated by the Traffic Signs Regulations and General Directions. Only authorised signs will be considered for use within East Sussex. The ongoing funding for running costs and maintenance will need to be secured for future years. For any community funded project, agreement on the funding for the ongoing maintenance and replacement or decommissioning of life expired signs will need to be considered and included within a formal agreement if appropriate.

In addition to permanent installations, a locally funded scheme for semi-permanent signs, triggered by passing vehicles and which display the speed of that vehicle, will be considered. Such signs will be permitted only as a temporary installation, lasting no more than three months, but
may be moved from site to site within a specified area. The criteria for the provision of semi-permanent signs is more flexible to reflect their temporary nature but must still be met to ensure their continued effectiveness is not lost through over use.

A scheme to provide temporary signs must be fully funded by the local community including any ongoing programme of relocation to new sites. The applicant will be responsible for all aspects relating to licensing of the signs and gaining the necessary permits and permissions. The applicant will also be responsible for all aspects of public liability insurance, establishing the structural integrity of the support structure and must indemnify the County Council against all claims relating to the sign.

This working practice sets out the process to be followed to determine if a VAS should be installed at any location.

Assessment

There are a number of reasons why a sign might be considered

- As a Local Safety Scheme (either single site or part of a route treatment)
- To enhance speed limit compliance or as part of a traffic calming/ management scheme
- At the request of local Communities (including Community Match schemes)

Except in exceptional circumstances the use of VAS is reserved for sites where there will be a benefit in terms of casualty reduction. All such sites should initially be considered for other forms of treatment before a VAS is installed. Each site should be inspected to ensure that all the appropriate standard signs and road markings are in place and in good condition. Consideration should be given to more traditional speed reducing engineering measures and VAS should only be used if these have been ruled out as impracticable or have been installed and further measures are required. Once this initial assessment has been undertaken and it is considered a VAS may be appropriate **all** the following criteria for the specific scheme type must be met before a sign is implemented:

Scheme Type	Casualty History	Speed	Other
Local Safety Scheme	Identified High Risk Site with 4 of more crashes involving personal injury in a three year period. Identified High Risk Route with high rates of crashes involving personal injury per km.	Hazard warning VAS: Inappropriate approach speeds for hazard as determined by crash data Speed Roundel VAS: Average speed of vehicles exceeds East Sussex speed limit criteria by 2mph or more(1)	The Road Safety Team should have identified a trend that can be targeted by VAS. Other practicable remedial measures have already been implemented.
Speed Limit Compliance or Traffic Calming	Identified site with poor speed limit compliance and either of the following conditions apply: a. at least one speed related crash involving personal injury b. 4 or more identified crashes involving injury in the most recent three year	Speed Roundel VAS: Average speed of vehicles exceeds East Sussex speed limit criteria by 2mph or more(1)	The crash record should be analysed to ensure there is a trend which can be targeted by VAS. No other practical speed reduction measures suitable for the site.
Community Scheme for permanent VAS installation	At least one speed related crash involving personal injury in the most recent three year period.	Hazard warning VAS: Inappropriate approach speeds for hazard as determined by crash data analysis. Speed roundel VAS: Average speed of vehicles exceeds East Sussex speed limit criteria by 2mph or more(1)	For consideration of signs not meeting the above criteria where alternative funding is available. A scheme must be fully funded including ongoing running and maintenance of the sign and replacement/ decommissioning as appropriate. No other practical measures suitable for the site to address the particular concern.

Continued/

Scheme Type	Casualty History	Speed	Other
Community Scheme for Semi-permanent Advisory Signing	Not applicable- signs permitted as an educational tool to amend driver behaviour and reduce risk.	Not applicable- signs permitted as an educational tool to amend driver behaviour and reduce risk.	For consideration at sites not meeting the requirements for a permanent VAS installation. Signs will only be considered for use on roads where a speed limit of 40mph or below applies and only on a time limited basis, (up to a maximum of three months display), to ensure that they retain their effectiveness. The location of such signs will comply with the requirements for siting Speed Indicator Devices set out in the Sussex Police Community Speedwatch policy that are relevant to this type of A scheme must be fully funded including ongoing programme of relocation to new sites. The applicant will be responsible for all aspects relating to licensing and gaining the necessary permits and permissions from East Sussex Highways. The applicant will also be responsible for all aspects of public liability insurance and establishing the structural integrity of the support structure and indemnify the County Council against all claims relating to the sign. The applicant will also be responsible for all aspects of fixing and relocating the signs including all necessary risk assessments, method statements and the appropriate training of anyone involved in the installation and operation of the Signs must comply with the principles of sign design set out in TAL 1/03.

(1) The average speed to be exceeded for the provision of a VAS is set out below based on the current approved East Sussex speed limit criteria plus 2mph:

20mph speed limit = 24 + 2 = 26mph

30mph speed limit = 33 + 2 = 35mph

40mph speed limit = 42 + 2 = 44mph

50mph speed limit = 52 + 2 = 54mph

60mph speed limit = 62 + 2 = 64mph

To: -

[redacted]

16th November 2021

[redacted]

[redacted]

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

We are pleased to offer installation during normal working hours to your pre-wired poles for mains powered option or pre-installed poles for solar powered option.

- ***Mini Speed Indicator Device (miniSID), mains powered for a cost of £2,300.00 each excluding VAT.***

- ***Speed Indicator Device (SID) with SLOW DOWN Legend beneath, mains powered for a cost of £2,500.00 each excluding VAT.***

- ***Speed Indicator Device (SID) with Smiley / Angry Face beneath, mains powered for a cost of £2,600.00 each excluding VAT.***

t: 01362 853124 e: sales@westcotec.co.uk w: www.westcotec.co.uk
Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE
Reg'd in Cardiff No: 4208260

- ***Speed Indicator Device (SID) with 20mph/30mph/40mph roundel beneath, mains powered for a cost of £2,695.00 each excluding VAT.***

- ***Speed Indicator Device (SID) with Thank You / Slow Down Legend beneath, mains powered for a cost of £2,875.00 each excluding VAT.***

.

***SOLAR POWER** (if you require your sign to be solar powered)*

- ***70w SOLAR POWER***
  Please add an additional cost of £1,155.00 per sign excluding VAT.

- **All of our fixed signs come complete with our comprehensive *SIX-YEAR WARRANTY* which covers everything except vandalism, impact damage and theft.**

DATA COLLECTION OPTION

- ***Data Collection Unit (USB Lead to PC Download): £250.00 per sign excluding VAT.***

- ***Data Collection Unit (Bluetooth to your existing Android Device, running on 7.0 or newer version, App download required from Google Play Store): £350.00 per sign excluding VAT.***

OPTIONAL EXTRAS:

- ***PM Air Quality Monitor (PM1, PM2.5, PM10, Temperature, Humidity, Pressure and Wind) including 3-year subscription service for remote access, mounted onto the rear of any mains powered sign above for a cost of £1,150.00 excluding VAT.***

- ***Gas Air Quality Monitor (PM1, PM2.5, PM10, NOx Gas, Temperature, Humidity, Pressure and Wind) including 3-year subscription service for remote access, mounted onto the rear of any mains powered sign above for a cost of £1,750.00 excluding VAT.***

- ***Removal and Disposal of Non-Westcotec signs for a cost of £150.00 per sign excluding VAT.***

- ***Please be advised that traffic management (if required) is to be supplied by others.***

- ***A MEWP (Cherry Picker) may be required if ladders can't be used and needs to be supplied by others.***

IMPORTANT INFORMATION REGARDING MAINS POWER: -
Our mains powered signs will require a double pole single fuse isolator fitted within the base compartment of the column prior to installation. When using a street lighting column, a double pole twin fused isolator is required.

IMPORTANT INFORMATION REGARDING SOLAR OR SOLAR/WIND POWER: -
Please note that all 'Alternative Energy' systems have a finite amount of power and in extended adverse weather conditions, the sign may temporarily shut down.

The built-in low voltage disconnect system is designed to protect the batteries from damaging total discharge, and allows the sign to switch back on once the conditions improve and the batteries recharge to a suitable level.

Please ensure the solar panel has a clear, unobstructed view of the sun, otherwise the performance will be impaired.

Our solar or solar/wind powered signs may require a larger diameter and taller post than mains powered signs. Please take this into consideration before ordering or installing your post and if you require any assistance or advice we are here to help.

At present we could deliver the above products within approximately 6 – 8 weeks (excluding 2-week Christmas closure) from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

[redacted]

[redacted]

Westcotec Limited Terms and Conditions of Goods and Services May 2019

GENERAL The acceptance of our offer includes your acceptance of all these Terms and Conditions without modification. This constitutes a legal agreement between you and Westcotec. These Terms are not variable unless expressed and by mutual agreement in writing and signed by a Director. Varied Terms are not permanent and only apply to the order expressed. If you do not accept these Terms and Conditions in their entirety, you will not qualify to become one of our customer account holders. ***Our payment terms are strictly 28 days unless otherwise agreed***.

OUR OFFER Unless previously agreed in writing and signed by a Director or Sales Manager, our offer is open to acceptance within 30 days of the date of the offer. After this time the quotation will expire and a new quotation must be requested. Upon request of a new quotation, you are continuing to agree to the entirety of our Terms and Conditions. Oral representations do not constitute part of our offer and liability for them is excluded.

YOUR ACCEPTANCE Your acceptance of our offer must be by a written order or email within our 30 day terms. A verbal order cannot be accepted as an official order. For orders placed by email, an original official paper copy can also be supplied. The order must contain sufficient and relevant information including your official order number (if required) and our quotation reference.

CANCELLATION OF ORDERS If you place an order for any of our standard products and you subsequently cancel within 30 days, it is at company discretion whether you will incur charges. If you place an order for a bespoke product (designed to fit your requirements) and cancel within the 30 days, you will incur charges to cover the cost of any drawings, sign manufacture and specialist components procured to cover the costs.

LEAD TIMES Our lead times will always be expressed in our quotation and product description. We reserve the right to change these timescales as they are an estimate and may vary. The goods will be stored by us for 120 days from the date you are informed of the completion of your product. After 120 days you are liable to pay for 100 percent of your products. We will invoice you for this amount and your normal credit terms will apply. We will then either deliver the products to you with which additional delivery charges may be incurred, or we can hold the products at our depot until you are ready to receive your product. It is company's discretion on whether you will be liable to pay any additional handling or transportation costs.

DELIVERY Deliveries for new signs to a destination within Great Britain will not be charged unless specified in our official offer. Delivery charges will also not apply for replacement products that are covered by our warranty. However, where the product is no longer covered by warranty, or you are outside Great Britain, delivery charges will be incurred. Quotations will include full delivery charge information.

SITE SURVEYS Before we provide a quotation or offer installation of bespoke products, it is a requirement that we conduct a site survey. This is to carry out the feasibility and suitability of the site before any products are ordered. This must be arranged through our sales team and there will be no charge for this service. Any Traffic Management, other than what is quoted, will be your responsibility to arrange. We reserve the right to withdraw from a contractual agreement where Health and Safety measures arranged by you are deemed insufficient.

INSTALLATION All details of our post requirements can be issued on request. Please note that post dimensions are recommendations, however the customer is advised to carry out wind load calculations to confirm suitability. Please inform Westcotec of any changes to post sizes prior to installation. If, when we reach the site for installation and the post is not suitably installed, additional charges will be incurred.

LOSS OR DAMAGE IN TRANSIT In signing our delivery note you are accepting the goods having checked for any loss, shortage or damage. If you find an issue with any of the equipment, please contact Westcotec within 7 days.

RETURN OF GOODS Once Westcotec have installed your product you will receive your invoice unless we have previously received payment on Pro-Forma. You have 28 days from date of invoice to contact us regarding any issues with your product. It is the responsibility, of you the customer, to check your product.

PRICES Unless previously expressed, we reserve the right to invoice at the quoted price at time of dispatch. All quoted prices are exclusive of VAT. For the Republic Of Ireland customers VAT will be charged at the UK standard rate unless an Irish VAT number is supplied prior to invoicing.

TITLE We retain legal and beneficiary title to the goods and services provided until full payment is received. This will still be the case in the event of receivership, liquidation or other such events of your company. In the event of full payment not being received we may remove the product and re-possess the goods.

CREDIT Failure to produce outstanding monies with your payment terms may result in your account being placed on hold and/or being converted to a strictly Pro-Forma only account. Should you not adhere to our credit terms, you may be charged interest on your outstanding invoices. This will be calculated at 8% at 30-day intervals until full payment is received. We are able to charge interest due to the 'Late Payment of Commercial Debts (Interest) Act 1998.

LOAN EQUIPMENT. Any loan equipment must be signed for on delivery/ installation and returned damage free. If any equipment has been damaged, lost or vandalised there will be a charge and an invoice will be raised for payment within 28 days. (Please see Credit Terms above)

WARRANTY Westcotec signs, sensors, timeclocks and modems are covered by a warranty but this excludes THEFT, IMPACT DAMAGE and VANDALISM.

The warranty will be terminated if any parts of the system have been altered, tampered with or replaced by parts not issued by Westcotec.

All Warranty periods will be specified on your Quotation Reference along with all accessories. This is due to different Warranties on permanent signs, portable signs and ancillaries.

WAIVER If you are in breach of any of these conditions and we do not bring such breach (whether known to us at the time or not) to your attention, this shall under no circumstances constitute a waiver of our rights under these terms and conditions and we shall be empowered to enforce those rights and all other rights contained in them regardless of any previous concession to you.

ACT OF GOD We may without notice suspend or curtail performance of our obligation in the case of ACT OF GOD, WAR, FLOOD or FIRE or any other occurrence which is not within our control.

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

Telephone: 01323 488114

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

To:	*Full Council*	**Agenda Item 10a**
Date:	27/06/2022	
Report Contact:	Cllr Dan Dunbar	
Subject:	Cuckmere Buses annual report	

1. This report has been created by Cuckmere buses for their trustees.
2. A councillor wanted us to review this, as Cuckmere buses are doing work that is valuable to the town's strategy.

Cuckmere buses

Cuckmere Community Bus Ltd

(Registered Charity 1120494)

Trustees' Report and Accounts

31 December 2021

Cuckmere Community Bus Ltd
2021 Report and Accounts

Contents

Cuckmere Community Bus Ltd
Annual Report
for year ended 31 December 2021

Legal and Administrative Details

Legal Status

- company/charity name - Cuckmere Community Bus Ltd
- England & Wales Charity Commission register number 1120494
- England & Wales Registrar of Companies register number 06032000
- trading name - Cuckmere Buses

Objects

The object of the Company is to provide a community bus and a community transport service, including private hire, for such of the inhabitants of East and West Sussex and the City of Brighton and Hove who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Trustees/Directors

Philip Montague Ayers
John Howard Bunce (to 24 June 2021)
Andrew John Cottingham
Susan Olave de Angeli
Stewart Colin Fuller
Nicholas Brian Price (from 15 February 2021)
Beryl Anne Smith

Principal Address

The Old Rectory
Litlington
Polegate
East Sussex
BN26 5RB

Bankers

Barclays Bank plc
Co-operative Bank plc
CCLA Fund Managers

Independent Examiner

Nigel Butten FCA

Cuckmere Community Bus Ltd
Annual Review
for year ended 31 December 2021

The Trustees, who are also Directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021.

Review of Activities

Cuckmere Buses is the trading name for Cuckmere Community Bus Ltd (CCB), an incorporated charity based in Berwick, East Sussex. It has been running for 45 years supplementing existing bus services and providing bus links for village residents throughout the Cuckmere Valley area to their nearest towns for shopping, for appointments, or for social activities.

OUR VISION is being the Community Bus service of choice in our area, and OUR MISSION is providing a safe, reliable, and courteous local bus, serving those rural and urban communities in our part of East Sussex not served by commercial companies.

CCB is run entirely by volunteers; there are no employees. We have some 45 volunteer drivers and some 10 additional volunteers who all help run the fleet of 16-seater low-floor Mercedes mini-buses. The drivers are trained to MiDAS standards (Minibus Driver Awareness Scheme) and are reassessed every four years. They all have D1 classification on their licence. The value of volunteers to the organisation cannot be overestimated, in terms of community support and company viability. In addition to over 20 weekly timetabled services, requiring nearly twice as many half-day shifts, the company operates summer leisure services and offers private hire facilities. We also provide special annual services for the International Tennis in Eastbourne, and the Charleston festivals. CCB remains a busy voluntary organisation and always needs new volunteers. The recruitment programme scheduled for last year stalled owing to covid-19 but restarted at the end of this year and will continue into next.

2021 was again a difficult year owing to the coronavirus. The year started with covid related national restrictions, and we didn't return to providing full services until April. Passenger numbers were understandably slow to recover and whilst the numbers were growing the Omicron variant of Covid hit and had a detrimental impact on the recovery. Passenger numbers had not recovered to 2019 pre-pandemic levels at the year-end, and it may be some time into 2022 before they do so. Buses continued to be regularly sanitised and face masks were required when travelling, in accordance with government guidelines. For the year, we ran 101,600 (2020, 67,600) miles and catered for some 38,700 (2020, 30,000) passenger journeys.

The charity sold two of its older vehicles during the year and took delivery of a new bus in June, all as part of a bus replacement programme. Additionally, a third vehicle was an insurance write off following an electrical fire in the engine compartment. A new bus was due for delivery at the end of the year but owing to the global shortage of semiconductor parts, this has been delayed until early 2022. The next acquisition on the replacement programme is in 2023 and with the current commitment to leasing it will need to be funded primarily by grant/donation receipts after an initial priming with available internal resources. At the end of the year the Trustees agreed to set up an unrestricted bus replacement reserve fund and to embark on a specific fundraising initiative early in 2022.

A significant amount of ongoing roadworks and road closures, particularly at Polegate, Drusillas roundabout, and Wilmington crossroads caused some major challenges during the year. These ranged from rescheduled and re-routed services, and related loss of revenue, to issues in transporting drivers to/from shift changeovers points. An extra support vehicle was acquired during the year to help with these changeover difficulties. Hopefully, once completed, the new road layouts will improve service times. National fuel shortages in September forced the cancellation of some afternoon and weekend leisure services in order to sustain at least a reliable weekly service to all the communities we serve; luckily this fuel shortage was short-lived.

The charity operates efficiently to a high standard under the control of the Board of Trustees who met formally on four occasions during the year, all remotely. They reviewed operations of the company, its financial position, and the outlook for the future. Covid-19 implications were a continuing focus item. In addition, two Stakeholder meetings consisting of representatives of parish and town councils and company officers were held, plus the AGM in April, all remotely. The usual annual social gathering of drivers was again cancelled owing to the pandemic, but regular remote meetings were held with drivers to monitor resource availability, passenger levels and services operated. Feedback and views from drivers are paramount as they provide the charity's front-line contact with passengers.

The trustees have complied with their duty to have due regard to the charity commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Financial Performance

The financial statements are included on pages 8 to 13. All income and expenditure are related to unrestricted funds; there are no restricted nor endowment funds.

Central and local government continued covid-related support for bus operators generally during the year by continuing to pay existing fuel rebate grants and concessionary travel fares based on pre-covid levels. The coronavirus support grant introduced by the Department for Transport in 2020 ended in August; a follow-on grant scheme was not taken up by CCB owing to deemed de minimis benefits. These government support initiatives, together with our volunteer capacity avoiding staff costs and related overheads, plus reduced maintenance costs owing to less mileage and the younger fleet, all helped the charity maintain a viable operating financial position.

With a gross income of £220,739 (2020, £176,946) and expenditure of £187,978 (2020, £177,008), the year ended with a surplus of £32,761 (2020, deficit £62). Year-end net assets amounted to £264,313 (2020, £231,552) including cash at bank of £149,005 (2020, £94,738). The charity operates a policy of holding cash reserves to meet projected cash outlays taking account of sourcing requirements for acquisitions under its bus replacement programme. Funds not required in the short term are held in an appropriate deposit account. At the end of the year the Trustees agreed to transfer £43,000 (2020, nil) to an unrestricted bus replacement reserve fund for future bus acquisitions.

A high-level five-year trend of finances, passengers and miles run is shown graphically on page 14.

The Trustees have not identified any uninsured major risks to which the charity is exposed.

Going Concern

The Trustees have considered the consequences of covid and other events and conditions, and have determined that, whilst significant, they do not create a material uncertainty that casts major doubt upon the charity's ability to continue as a going concern.

Forward View

In addition to maintaining a strong operational business base for the charity, our focus over the coming year will be threefold. First, to rebuild patronage numbers so we can provide support to the same or greater level of deserving passengers we helped pre-pandemic. Secondly, to build cash reserve for the outright purchase of a replacement bus in 2023, and thirdly, to continue with the recruitment programme to increase the overall number of volunteer drivers.

Acknowledgements

We are a successful business in meeting our mission and as always, thanks go to our volunteer drivers, our regular passengers, to everybody involved in the day to day running of the organisation, and to Berwick Service Station for keeping the buses well maintained. Particular thanks also go to the individuals and local authorities who made donations to the charity during a difficult year. A summary of donation support is listed on page 12 of this report. Thank you all.

And finally ….

It was with sadness we recorded the passing of John Bunce, Operations Director, in June. He was with CCB for over 20 years and his hard work and commitment helped grow the business to what it is today. He will be missed by us all.

Beryl Smith - Chairman
28 March 2022

Cuckmere Community Bus Ltd
Independent Examiner's Report

I report to the Board of Directors/Trustees on my examination of the accounts of Cuckmere Community Bus Ltd for the year ended 31 December 2021.

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe in any material respect:-

1) accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or

2) the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination, to which attention should be drawn in this report, in order to enable a proper understanding of the accounts to be reached.

NA Butten
Independent Examiner
28 February 2022

Cuckmere Community Bus Ltd
Income & Expenditure Account
for the year ended 31 December 2021

	Notes	£ 2021	2020
Income			
Passenger Services	2	155,752	152,331
Grants & Donations	3	24,071	20,318
Private Hire & Special Events		5,604	1,830
Other income	4	35,312	2,467
Total Income		**220,739**	**176,946**
Expenditure			
Servicing, Repairs & Cleaning		(49,549)	(52,446)
Depreciation	5/6	(60,360)	(45,577)
Licences & Insurance		(22,610)	(29,604)
Operations		(27,329)	(28,688)
Diesel (net of BSOG)		(15,956)	(5,924)
Administration		(12,174)	(14,769)
Total Expenditure		**(187,978)**	**(177,008)**
Surplus (Deficit) for the year		**32,761**	**(62)**
Opening reserves		231,552	231,614
Closing reserves (per Balance Sheet)		**264,313**	**231,552**

Cuckmere Community Bus Ltd
Balance Sheet
at 31 December 2021

	Notes		2021	£	2020
Tangible Fixed Assets	7		**314,732**		**326,044**
Current Assets					
Debtors	8	5,745		27,788	
Cash at Bank	9	149,005		94,738	
		154,750		122,526	
Prepayments and Accrued Income		13,182		2,944	
Total Current Assets		**167,932**		**125,470**	
Creditors due within one year					
Amounts falling due within one year	10	(47,291)		(37,015)	
Accruals and deferred income		(64,660)		(60,605)	
Unamortised grants for purchase of assets	6	(36,412)		(58,804)	
Total Creditors due within one year		**(148,363)**		**(156,424)**	
Net Current Assets (liabilities)			19,569		(30,954)
Total Assets less current liabilities			**334,301**		**295,090**
Creditors due after one year	10		**(69,988)**		**(63,538)**
Total net assets			**264,313**		**231,552**
Funds of the Charity					
Unrestricted funds - general			221,313		231,552
Unrestricted funds - asset replacement			43,000		0
Total Unrestricted Funds			**264,313**		**231,552**

a) the company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to the small companies
b) the members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006
c) the directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts
d) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The Report and Accounts were approved by the Board on 28 March 2022

Beryl Smith
Trustee/Director

Stewart Fuller
Trustee/Director

Cuckmere Community Bus Ltd
Funds Flow Statement
for year ended 31 December 2021

	Notes		2021	£	2020
Surplus (Deficit) for the year			32,761		(62)
add back Depreciation (net)	5		60,360		45,577
less Other Income	4		(35,312)		(2,467)
Cash from Trading			**57,809**		**43,048**
Other Income	4		35,312		2,467
Movement in fixed assets					
Acquisitions	7	(101,700)		(192,243)	
Proceeds of disposal (NBV before surplus)	7	30,260		50	
			(71,440)		(192,193)
Movement in Working Capital					
Debtors		22,043		(16,752)	
Prepayments		(10,238)		11,517	
Creditors		11,498		18,905	
			23,303		13,670
Movement in Loans					
New debt		60,000		87,434	
Interest		6,736		8,483	
Payments		(57,453)		(31,615)	
			9,283		64,302
Movement in Funds in the Year			**54,267**		**(68,706)**
Cash at Bank					
Opening			94,738		163,444
Movement in Funds (as above)			54,267		(68,706)
Closing (per Balance Sheet)			**149,005**		**94,738**

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2021

1. Accounting Policies

1.1 Basis of Accounting - these accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s). Income and expenditure are accounted for on an accruals basis.

1.2 Income - is recognised in the accounts when the charity becomes entitled to the resources and is shown exclusive of VAT. The significant value of voluntary help received is not included in the accounts but is described in the trustees' annual report. Debtors are measured at settlement amounts less any trade discounts.

1.3 Expenditure - liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to pay out resources, and the amount of the obligation can be measured with reasonable certainty. Creditors are measured at settlement amounts less any trade discounts.

1.4 Tangible Fixed Assets - are recorded at cost and subsequently stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is calculated to write off the cost of an asset, less its estimated residual value, over the prudent useful economic life of that asset on a straight-line basis. Capital grants supporting fixed asset acquisitions are released to revenue account on a straight-line basis over the life of the related asset class and reduce the annual total depreciation charge.

1.5 Hire Purchase Agreements - assets are capitalised as tangible fixed assets and depreciated over their useful lives. The capital element of future finance payments is included within creditors; finance charges are allocated to accounting periods over the length of the contract.

1.6 Fund Accounting - unrestricted funds (including designated funds) may be used in accordance with the charitable objectives of the charity at the discretion of the trustees.

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2021 (cont)

		£	
2 Passengers Services	**2021**		**2020**
Concessionary Fares	123,912		122,998
Ticket Fares	11,523		6,364
Support from:			
East Dean & Friston PC	1,568		1,218
ESCC/B&H	12,591		12,580
Hailsham Town Council	5,858		8,871
Polegate Town Council	300		300
	155,752		**152,331**

3 Grants and Donations	**2021**	**2020**
Town and Parish Councils		
Alfriston	200	150
Arlington	100	100
Berwick	100	100
Chalvington & Ripe	-	125
Cuckmere Valley	250	250
East Dean & Friston	500	500
Heathfield & Waldron	500	500
Herstmonceux	1,000	-
Long Man	150	150
Pevensey	-	-
Polegate	200	200
Seaford	2,000	2,000
Westham	100	100
Willingdon & Jevington	800	800
	5,900	4,975
ESCC	2,430	2,430
Wealden District Council	5,500	5,500
Passenger donations	6,898	5,431
Other donations	3,343	1,982
	24,071	**20,318**

4 Other Income	**2021**	**2020**
Covid Support from DfT	25,900	-
Surplus on disposal of fixed assets	9,407	2,250
Bank interest	5	217
	35,312	**2,467**

5 Depreciation	**2021**	**2020**
Charge in year	82,752	67,957
less amortisation of grant in year (note 6)	(22,392)	(22,380)
	60,360	**45,577**

6 Unamortised Grants	**2021**	**2020**
at start of year	(58,804)	(81,184)
released during year (note 5)	22,392	22,380
at end of year	**(36,412)**	**(58,804)**

Cuckmere Community Bus Ltd
Notes to the Accounts
for year ended 31 December 2021 (cont)

	2021 £	2020
7 Tangible Fixed assets		
Cost		
at start of year	660,828	545,554
additions in the year	101,700	192,243
disposals in the year	(171,233)	(76,969)
at end of year	**591,295**	**660,828**
Cumulative Depreciation		
at start of year	334,784	343,746
charges in the year (note 5)	82,752	67,957
disposals in the year	(140,973)	(76,919)
at end of year	**276,563**	**334,784**
Net Book Value	**314,732**	**326,044**

8 **Debtors**	2021	2020
Accounts receivable	2,694	7,867
VAT reclaimable	3,051	19,921
	5,745	**27,788**

9 **Cash at Bank**	2021	2020
Barclays current account	96,058	61,449
Co-operative current account	9,288	9,502
Charities deposit account	43,579	23,576
Petty Cash	80	211
	149,005	**94,738**

10 **Creditors**	2021	2020
Amounts falling due within one year		
Trade creditors	(9,319)	(1,876)
Hire purchase contracts	(37,972)	(35,139)
	(47,291)	**(37,015)**
Amounts falling due after one year		
Hire purchase contracts (1-5 years)	**(69,988)**	**(63,538)**

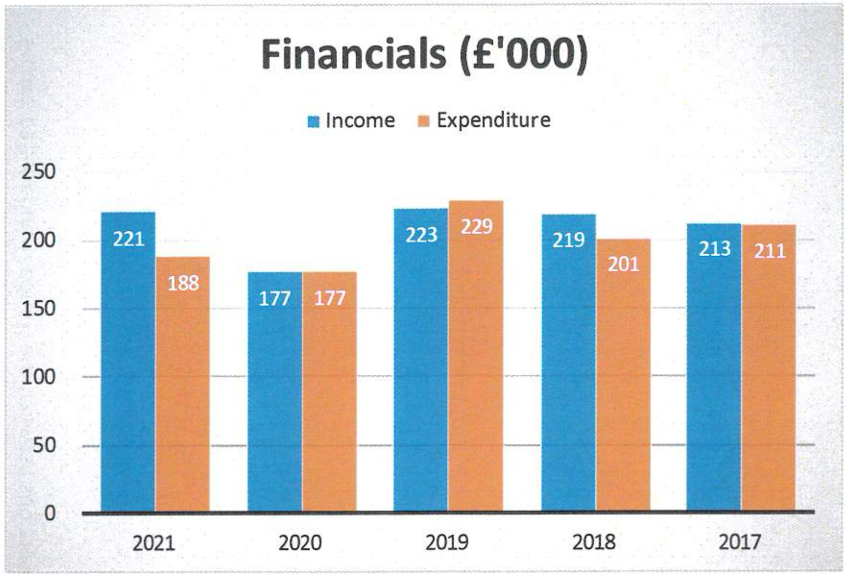
11 **Audit:** Expenditure is after charges for Independent Review £960 (2020, £960) and other professional services £300 (2020, £300)

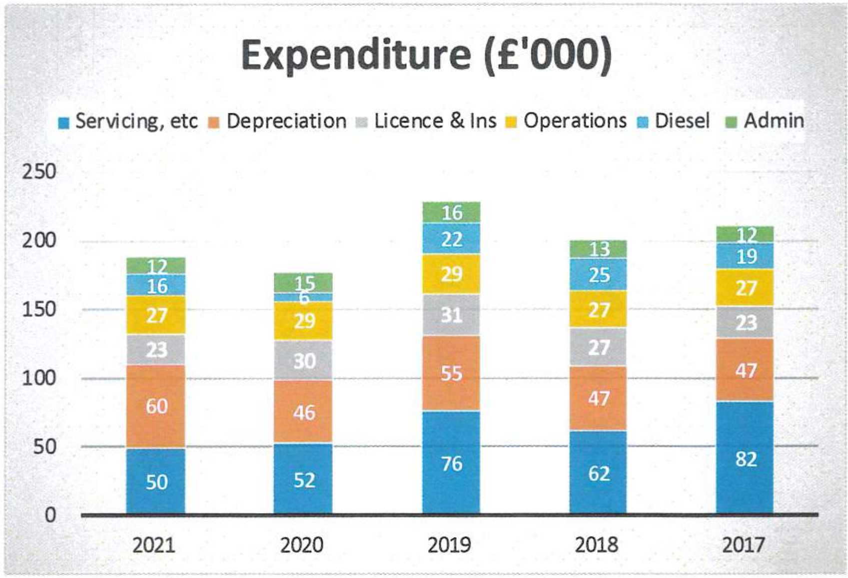
12 **Transactions with Directors:** There were no transactions between the company and its Trustees/Directors

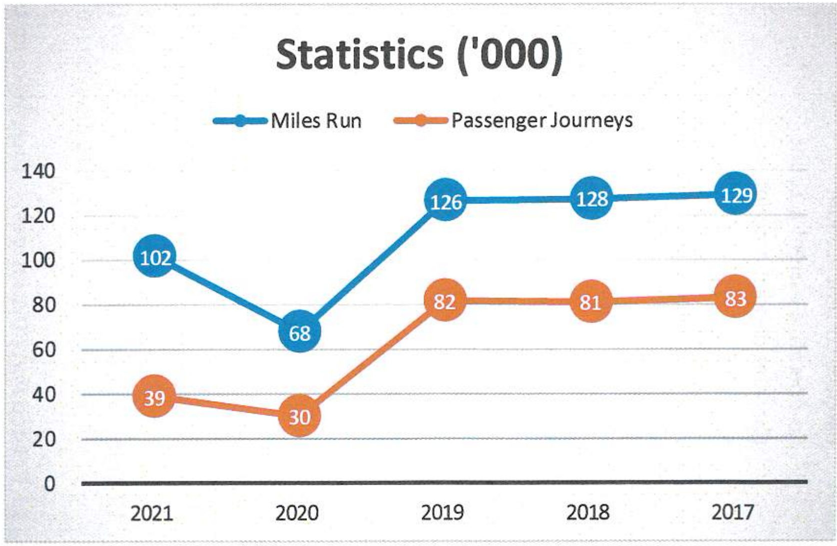
13 **Related Party Disclosures:** There were no transactions between the company and related parties

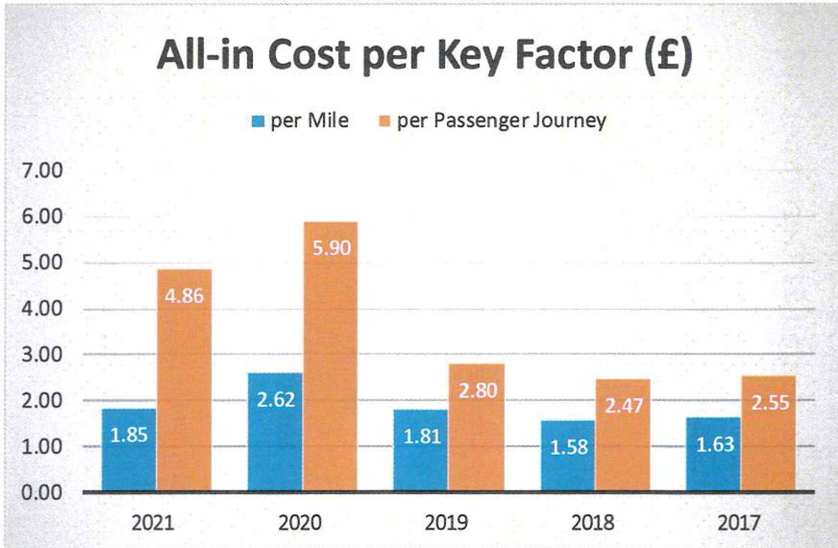
Cuckmere Community Bus Ltd

Graphs - 5 year trends









Our Buses – Past & Present#

 CCB01	 CCB02	 CCB03	 CCB04	 CCB05	 CCB06
 CCB07	 CCB08	 CCB09	 CCB10	 CCB11	 CCB12
 CCB13	 CCB14	 CCB15	 CCB16	 CCB17	 CCB18
 CCB19	 CCB20#	 CCB21	 CCB22#	 CCB23	 CCB24#
 CCB25#	 CCB26#	 CCB27#	**Arriving March 2022** CCB28	**Planned for 2023** CCB29	

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

Telephone: 01323 488114

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

To:	*Full Council*	**Agenda Item 11a**
Date: 27/06/2022		
Report Contact:	Beverley Price	
Subject:	AFC Langney request for use of Brightling Road Recreation Ground	

1. A local football team would like to use the grounds at Brightling Road Recreation Ground
2. They will mark the grounds for a pitch as per the diagrams and will maintain the lawn mowing for the pitch
3. The group will maintain and renovate the current football apparatus
4. PADMEC have been consulted and have no objections, if they maintain a respectful relationship, which we have assurances from Langney football team, they will.

Recommendation

- **We ask the council to read the email attached and review the images**
- **Due to the lack of objections from PADMEC and the respectful use of the land, we recommend that the council approve of these plans and the use is monitored by facilities & events manager**

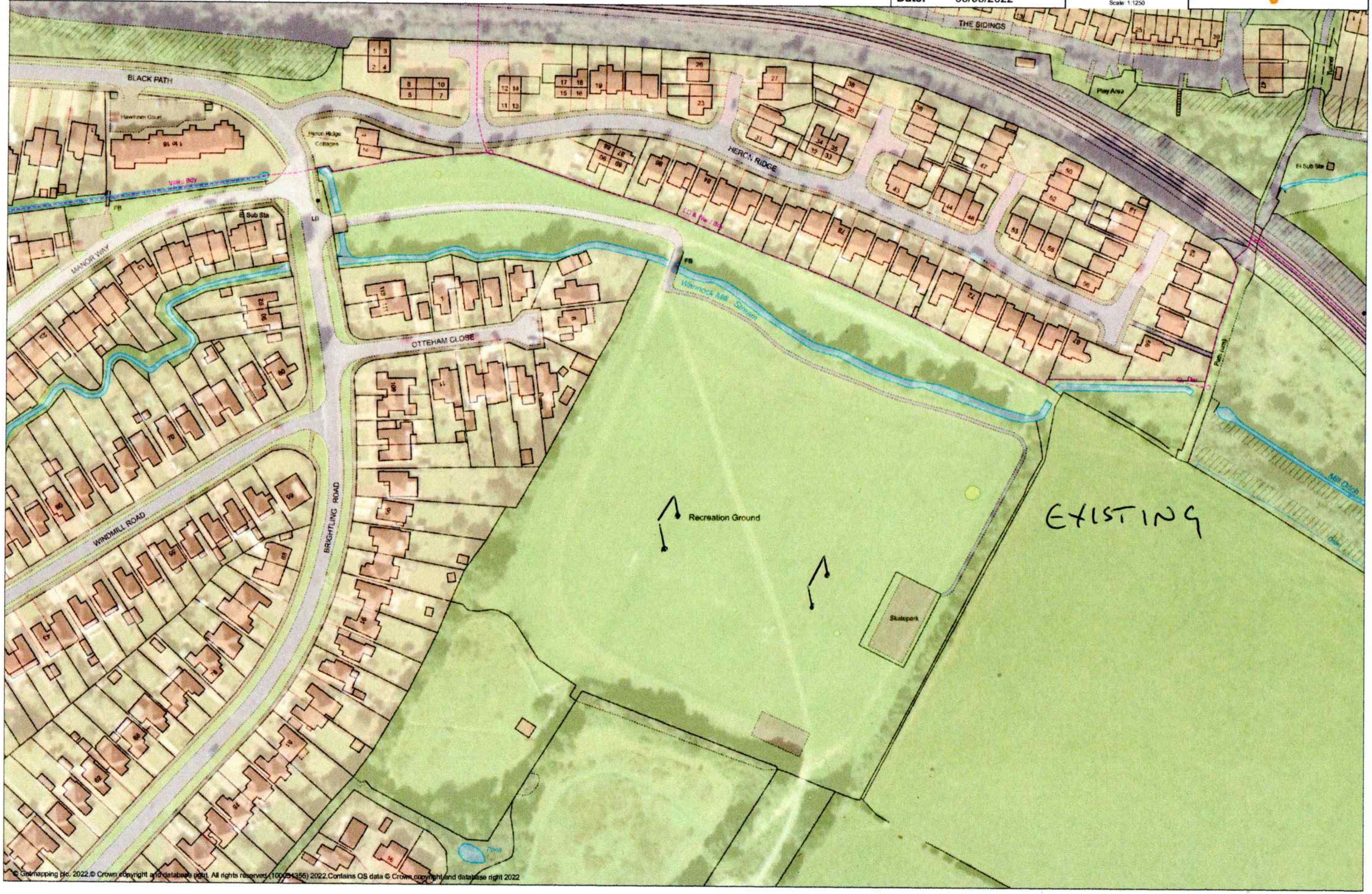
Brightling main field

Polegate

Author:

Date: 06/05/2022

Parish Online



Brightling main field	Polegate			Parish Online
	Author:		Scale 1:1250	
	Date:	06/05/2022		

Good morning [redacted]

Thank you so much for taking time to meet with me on Friday, it was lovely to meet you both.

I have printed off 2 copies of the map you sent me and drawn on both. The first I have called Existing, which is roughly how the lay out of the goals is at present. The second I have called Proposed, showing where we would like to mark out our pitches in the future. I have attached both drawings.

We would love the opportunity to use the ground going forward and hope that we are able to have a wonderful and continued relationship with you over the following years.

If we are able to use the ground, and as per the attached proposed map, may I ask if the following would be possible.

We would be able to maintain the pitches ourselves please. I am aware that you have a cutting schedule in place, by I would like to mow the pitch area on a weekly basis, if possible, in these spring / summer months, as this will help us to maintain a good playing surface.

We would begin by marking out a pitch on the lower part of the ground, what I have called Main Pitch on the map. I would first like to get this up to a good playing standard. If possible I would then like to put stakes around the playing area with barrier tape to try to help protect the surface whilst we repair it. And put ground under repair signs around the pitch area. We would dig the areas that are quite bad and then fill and returf as required. We will also mark the lines ourselves, again if this is OK with you.

Once we have started work on the lower part of the field, the Main Pitch, we will begin on the upper part of the field, which I have called reserve / training pitch on the attached map. We would take down the existing goals and place then behind the metal cabin at the top corner of the rec, as discussed with the gentleman from the miniature railway, and chain and padlock them up. We would then remove the metal post holders from the ground so they do not damage the mower blades.

We will then renovate and repaint the goals whilst they are padlocked away. The goal mouths are currently in a very poor condition and will be worked on. We will fill them with soil and re-turf. I would also like to barrier these smaller areas off to protect them whilst they are under repair. However, I am fully aware that this is a public area, and the barriers may unfortunately have no real impact. (Could I ask if you have and soil store that we could collect from, otherwise I will get a delivery directly to the rec, abiding by the weight limit of the bridge of 2.5 ton)

Once the upper goal mouths have been repaired we would mark a second pitch that we would use for training and also alternating matches on if we felt the need, so to protect the surface of the lower pitch.

If we are able to use the facility, we will invest a lot of time and money to bring it up to a good playable standard. We would like to work on it over the next 4 months so that it is playable for September. From September, we would like to train there on Tuesday and Thursday evenings (Light permitting) and play on alternating Saturdays and Sundays.

You do have my assurances that we will not play when the pitch gets water logged. This would not be fair on the surface, and indeed our boys. We would want to protect the surface for future use.

We will play on Astro pitches if the pitch is unplayable. I will inspect the pitch myself and will cancel games in advance if I believe the pitch will be unplayable the coming Saturday or Sunday.

When we play fixtures we will always have a gate person on the main entrance at all times whilst the gate padlock is unlocked. This is to prevent unwanted entrances. If our gate person was to leave the area at any time, then the gate would be locked. I noted the area that Jo advised we could park up to and we would not cross this line. I will put cones up on game days to prevent anyone driving further.

We will also be very considerate to the miniature railway and understand they have been there for many years, and I would like to form a wonderful relationship with them. Our spectators will stand along the bottom of the field as marked out on the map, and we assure you they will be polite and courteous at all times. We have a massive respect campaign in football towards not only referees, but peers, spectators and the general public. I will be making this very clear to our opposition, and we will do all we can you make sure that the opposition spectators abide by our club policy and rules, and that of the rules of the recreation ground.

As mentioned on Friday, would it please be possible to find out if our proposals are acceptable, and we are able to use the recreation ground, in the near future. Primarily, we need to inform the league of our home venue for next season. We would then need to generate our risk assessment and EAP to be specific to the recreation ground. I also believe that it will take 3 or 4 months to get the playing surface ready for September.

Again, I thank you so much for your time.

Kind Regards

[redacted]