item 5

UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 26th November 2018 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

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

Not Present: - Cllrs D Murray, S Shing, J Portway, R Shing (4)
5 members of the public

Minute No.	Subject/Resolution
12553	**Opportunity for public comment** *None*
12554	**Apologies for absence** Cllrs D Murray(away), S Shing (other meeting), J Portway (ill), R Shing(work)
12555	**Declarations of interest in any items on the agenda** None Cllr D Shing arrived at 7.33pm
12556	**Mayor Report** The Mayor gave a verbal update on civic events that she had attended including 100 year centenary remembrance service, South Downs youth Orchestra, Cuckmere buses to present New Years day service cheque, east Dean Girl guides achievement evening. The Mayor asked everyone to congratulate Cllr Dunbar for receiving the National CBR Hero award (BHF) this year for saving a man's life.
12557	**To approve and adopt the minutes of Full council 29th October 2018** **It was resolved to adopt the minutes of full council of 29th October 2018 as a true and accurate record of the meeting. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Watts, B Goodwin, M Falkner, D Dunbar, Mrs W Alexander, Mrs S Dobson, Mrs M Piper, Mrs M Phillips, D Shing**
12558	**To adopt the minutes and recommendations of committees** ***a)* Planning Committee minutes of 13th November 2018** **It was resolved to adopt the minutes and recommendations of the planning committee meeting of 13th November 2018 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Watts, B Goodwin, M Falkner, D Dunbar, Mrs W Alexander, Mrs S Dobson, Mrs M Piper, Mrs M Phillips, D Shing** ***b)* Finance & Policy Committee Minutes of 16th November 2018** **It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee meetings of 16th November 2018 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Watts, B Goodwin, M Falkner, D Dunbar, Mrs W Alexander, Mrs S Dobson, Mrs M Piper, Mrs M Phillips, D Shing** ***c)* Personnel Committee meeting of 9th November 2018**

	It was resolved to adopt the minutes and recommendations of the Personnel Committee meetings of 9th November 2018 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Watts, B Goodwin, M Falkner, D Dunbar, Mrs W Alexander, Mrs S Dobson, Mrs M Piper, Mrs M Phillips, D Shing
12559	**Buildings and Land Working group minutes of 28th September 2018** **It was resolved to delegate to the clerk to purchase a CCTV system to cover the hallway areas as discussed for around £500 to be paid for from general reserves. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Watts, B Goodwin, M Falkner, D Dunbar, Mrs W Alexander, Mrs S Dobson, Mrs M Piper, Mrs M Phillips, D Shing**
12560	**Financial Update** *a)* **Approval of payments as presented plus additional sheets** **None** *b)* **Barclaycard Statements – already authorised for noting £221.59 (Oct)** Noted by all present *c)* **Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, journals** The sweep facility and accounts were discussed variances noted and accepted by all present
12561	**Correspondence for action** *a)* **Request to use the frontage of 49/51 High Street office site for a launch campaign for the defibrillator project.** The campaign was discussed in detail. **It was resolved to allow the defibrillator group and first responders to use the council car park on 19th January 2019. Cllrs D Dunbar and D Watts would be present and would carry out the risk assessments on behalf of the group. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Watts, B Goodwin, M Falkner, D Dunbar, Mrs W Alexander, Mrs S Dobson, Mrs M Piper, Mrs M Phillips, D Shing** *b)* **Asset of community value renewals – decision whether to re-register – may be need to be held in confidential session.** **It was resolved to resubmit the asset of community value registration for The Dinkum, Polegate Community centre, Oakleaf park and Gosford Way Allotments. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Watts, B Goodwin, M Falkner, D Dunbar, Mrs W Alexander, Mrs S Dobson, Mrs M Piper, Mrs M Phillips, D Shing**
	Dates of the next scheduled meetings It was noted that there would be a library special full council meeting, provisionally set for 21st January 2019. **Full Council 10th December 2018**

	Full Council 14th January 2019 precept and budget setting Full Council 28th January 2019 Full Council 25th February 2019 Full Council 25th March 2019 Annual Town Assembly Provisional date 15th April 2019 Full Council 29th April 2019 Annual Statutory Meeting Election of Mayor 20th May 2019 Full Council 24th June 2019 Full Council 29th July 2019 Full Council 30th September 2019 Full Council 28th October 2019 Budget meetings Oct-Nov TBA Full Council 25th November 2019 Full Council 9th December 2019 Full Council 13th January 2020 Precept setting and budget setting

The meeting closed at 7.58 pm

Signed Mayor of Polegate ____________________

Date ____________________

item 5

UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 10th December 2018 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

<u>Present:</u> Cllrs Ms A Snell, D Watts, D Dunbar, Mrs M Phillips, M Falkner, Mrs W Alexander, Mrs C Berry, J Portway, B Goodwin, Mrs M Piper, D Murray, S Shing, D Shing (11)

<u>Not Present:</u> - Cllrs Mrs S Dobson, R Shing (4)
3 members of the public

Minute No.	Subject/Resolution
12569	**Opportunity for public comment** **Standing orders suspended** A member of public commented on allotments measurement rods versus metric. **Standing orders reinstated**
12570	**Apologies for absence** Cllr Mrs S Dobson, R Shing
12571	**Declarations of interest in any items on the agenda** Cllrs D Watts, Ms A Snell, D Murray as Wealden District Councillors Cllr D Murray Sussex Weald Homes, Board of Pevensey and Cuckmere water management board Cllr D Dunbar Family member has allotment (minute 12572) *Cllrs asked that this be noted at each meeting for ease.*
12572	**Financial Update** ***a)*** **Accounts for payment as presented** One payment to Haven was deferred for another meeting pending clarification. **<u>It was resolved to approve the accounts for payment as presented to the value of £4086.70 (3577.50 + 509.20) VOTE all in favour Cllrs Ms A Snell, D Watts, D Dunbar, Mrs M Phillips, M Falkner, Mrs W Alexander, Mrs C Berry, J Portway, B Goodwin, Mrs M Piper, D Murray</u>** ***b)*** **Allotment rents proposed increase or cessation of annual skip** **<u>It was resolved to increase the Cophall allotment rental to £5.00 per rod VOTE all in favour Cllrs Ms A Snell, D Watts, D Dunbar, Mrs M Phillips, M Falkner, Mrs W Alexander, Mrs C Berry, J Portway, B Goodwin, Mrs M Piper, D Murray</u>** ***c)*** **Motion to increase budget code 4220 as per report by £1000** **<u>It was resolved to increase the budget for 4220 by £2000 to come from general reserves VOTE all in</u>**

	<u>**favour Cllrs Ms A Snell, D Watts, D Dunbar, Mrs M Phillips, M Falkner, Mrs W Alexander, Mrs C Berry, J Portway, B Goodwin, Mrs M Piper, D Murray**</u> ***d)*** **Journal** **Noted and approved.** *Cllrs D Shing & S Shing arrived at 8.03pm* ***e)*** **Preliminary budget figures for 2019/20** Amendments to Mayors Tea party (to be removed) and to come from the Mayors allowance, numbers of invitees to drop from 100 to 50, sums for cups for the best dressed house, shop, best allotment and garden. The party would cease and the budget removed. The figures would be adjusted and brought back to full council to approve in January 2019. Code 4220 would be increased to reflect the costs of vandalism and other repairs required.
12573	**Internal audit report** The Internal audit report and recommendations were noted by the council. May of the recommendations were already in hand and would come back to council/finance including the splitting of the bank accounts with regards to the Financial Services Compensation Scheme.
12574	**Written confirmation of bank signatories from Barclays bank** Council noted that the signatory list was as per resolution and displayed. No additional signatories were on the account. It was agreed that the new bank accounts would use the same signatories.
12575	**Motion for accept gift of commonwealth trees** <u>**It was resolved to accept the donation of the commonwealth trees and allow for the purchase of rabbit guards from general reserves and delegate to the clerk in liaison with the tree warden on where to plant them in Brightling Road area. VOTE all in favour Cllrs Ms A Snell, D Watts, D Dunbar, Mrs M Phillips, M Falkner, Mrs W Alexander, Mrs C Berry, J Portway, B Goodwin, Mrs M Piper, D Murray, D Shing, S Shing**</u>

The meeting closed at 8.44 pm

Signed Mayor of Polegate ______________________________

Date ______________________________

Item 5.

UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 14th January 2019 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs Ms A Snell, Mrs C Berry, D Dunbar, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Phillips, J Portway, D Watts, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing (14)

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

Minute No.	Subject/Resolution
12589	**Opportunity for public comment** None
12590	**Apologies for absence** Cllr R Shing
12591	**Declarations of interest in any items on the agenda** Cllrs D Watts, S Shing, D Shing, Ms A Snell, D Murray District Councillors; Cllrs D Shing, S Shing County Councillors; Cllr D Murray Pevensey & Cuckmere Water Level Management Board All councillors granted dispensation regarding budget items (Cllr allowances etc)
12592	**Financial** **a) Accounts for payment as presented** None **b) Budget and precept setting 2019/20** The chair of finance made a statement see attached for details. **It was resolved to set the budget 2019/20 at £337,999 as presented to council and for the precept to be £334,971** **An increase of 99 pence on the Band D property per annum.** **The new Band D figure for the Polegate Town Council element of council tax to be £108.29** **VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, D Dunbar, Mrs W Alexander, M Falkner, B Goodwin, Mrs M Phillips, J Portway, D Watts, Mrs M Piper, Mrs S Dobson, D Murray, S Shing, D Shing**

The meeting closed at 7.47 pm

Signed Mayor of Polegate ______________________

Date ______________________

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item 6.a)

UNADOPTED
POLEGATE TOWN COUNCIL

POLEGATE TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the Planning meeting held on Tuesday 3rd January 2019 at 10am in the Council Chambers 49 High Street, Polegate, BN26 6AL

Present: Cllrs Mrs W Alexander (Chair), Mrs M Piper, B Goodwin, Cllr A Snell, Cllr M Falkner
Not present: - Cllrs D Watts, Cllr D Dunbar
58 members of public present

Minute No.	Subject/Resolution
12576	*The chair dealt with minutes 12577 and 12578 prior to public comments.* **Opportunity for public comment** *Standing orders were suspended* A number of members of the public spoke against the application and asked questions to the landowners who were also present. • A question was asked about the meaning of outline permission. The chair explained and the District Councillor present also clarified. • The landowner commented on the need for a medical centre, new school, community centre. Although residents understood this, they had concerns over the housing and the effect on the roads, infrastructure including water sewerage and the wildlife. • A resident commented on the gridlock of the roads at many times of the day and how it was not a safe road to cross and also referred to London councils buying up the housing associations and putting their overflow of residents into the housing in the local area. Although she loved the area, she was now considering moving at it was destroying the area. • A resident asked why the medical centre couldn't go in first. • The landowner stated that the housing would be paying for the affordable housing and towards the medical centre. He stated that this was in the core strategy and that the new local plan had not yet been adopted. • The housing numbers for affordable units were read out. (123 -1 bed, 86 -2 bed 29 -3 bed and 7- 4 bed) • A resident commented on the need for GP places. • A resident who lived on the mornings mill farm commented how she would like to see any development in keeping with the surroundings and taking into consideration flooding. (She referred to enchanted places). • A resident who was also a transport and movement expert referred to the large number of cars once the whole development was occupied. Stating that there would be around 3000-5000 vehicle movements per day. • A resident commented on the lack of parking in Polegate and that

vehicles would be going into town and other areas. He also referred to the issues with traffic on the A2270 at the current time and how this would get worse if development were allowed. The entrance/exit for the medical centre would be on the brow of a hill and with traffic lights this would be four sets from A27 to go through.

- There were concerns as the plans for the new bus lane into Eastbourne would mean the road would be wider. This would not have taken into consideration the new development.
- A resident who was also a PE teacher was concerned about the loss of the recreational land and hammer cage, the land originally was gifted to Brighton University. Now it was going to be developed and the facilities there would be lost.
- Residents were concerned about the loss of green belt between Polegate and Willingdon and that there was a lot of wildlife that may be lost including bats toads and dormice. Once the land was developed the green area would be gone forever.
- Residents expressed their concerns over the Wealden District Council website and stated that to them it was confusing. They felt that even if this was turned down higher courts of appeal would probably get it passed.
- Residents commented that some of the areas were dog walking space. The landowner stated that the rights of way and trees would not be lost.
- A resident commented on the focus on the traffic lights and commented that there was also a "rat run" through coppice avenue, farmlands and Wannock road and a 30 mph limit should be extended on Wannock Road beyond the T junction (Wannock Rd/Farmlands Way)
- A councillor present in the audience (declared an interest as a District Councillor for Willingdon, Town Councillor for Polegate, Parish councillor for Willingdon and East Sussex County Councillor for Willingdon.) He stated that the Local development framework was over ten years old. He asked about the medical centre and the extensions to the schools. He also commented that the affordable housing elements had been in many cases been overturned or reduced once planning was granted under viability reasons. He felt that the 35% would probably not happen and it would be much less or possibly none.
- A resident commented on the air pollution and stated that 61 people in Eastbourne have died due to air pollution. The primary source being the congested roads. They stated that if each house had only two cars this would mean an extra 1400 cars on the roads adding to the pollution.
- Residents voiced concerns over whether a medical centre would actually happen.
- Residents were concerned over whether trees would remain and whether there were any TPO (Tree preservation orders) on that land. The landowner stated that he only intended to remove three diseased trees and the rest were planned to remain and were tagged.
- Comments were made on the rights of way and dog walking. They

	referred to signage. The landowner stated these were likely to be East Sussex County Council (ESCC) signs on ESCC land. • Residents commented on the developments in Dittons road being taken up by people from Croydon and South London. They stated that the housing should be made available to only local people in particular the affordable housing. There was no guarantee that they would go to local people. • A resident commented on the fact that a lot of the housing would be bought up by people from London buying second homes and that this could not be controlled as it was open to market forces. • A resident commented that the land was needed for agriculture more than ever with concerns over Brexit and food supply and encouraged the landowners to keep as agricultural and do more. • A resident commented that once a development was handed over often the directors would fold the businesses and conditions of the development which were imposed. • A comment was made that the infrastructure always occurred after the development had commenced and that each application was taken in isolation and in the Netherlands this was done the other way around. • A resident commented on the access onto the A2270 being too dangerous and the roads wouldn't cope. • A resident commented on whether the school at Willingdon could be sold for housing and a larger school be placed on Hindsland instead. • The District Councillor commented that the land in the local plan for mornings mill was not allocated for housing, but only for a medical centre, community centre and school. ESCC restrictions would not get rid of exiting schools as this would be considered too costly. • Residents commented on Bovis home and London boroughs where cars were set on fire and there was drug dealing and this was not helped by cuts in policing. • A comment was made on anti-social behaviour locally. Some residents took offence at a comment made by the chair of the meeting. The chair later apologised for her comment. • A resident commented on the loss of land for wildlife with all the development in the area. • A resident asked about the land at foulride green and referred to it as being common land. The landowner stated that the grassed area near the housing was owned by Willingdon Parish Council having been given to the parish council by his grandfather and the area on the other side was owned by his father's estate. • A resident commented on the problems exiting broad road, traffic being at a standstill on the A2270 and problems with emergency vehicles. *Standing orders reinstated*
12577	**Apologies for absence** Cllrs D Watts, D Dunbar
12578	**Declarations of interest in any items on the agenda** Cllr Ms A Snell – Wealden District Councillor, Planning Committee South
12579	**Planning Applications** ***WD/2017/1942/MEA* - MORNINGS MILL FARM, EASTBOURNE ROAD, WILLINGDON BN20 9NY - OUTLINE APPLICATION**

WITH ALL MATTERS RESERVED, EXCEPT FOR THE MEANS OF ACCESS FROM EASTBOURNE ROAD, FOR THE COMPREHENSIVE DEVELOPMENT OF A MIXED-USE URBAN EXTENSION COMPRISING UP TO 700 DWELLINGS INCLUDING AFFORDABLE HOUSING, 8600 SQ.M. OF EMPLOYMENT FLOORSPACE, MEDICAL CENTRE, PRIMARY SCHOOL, COMMUNITY CENTRE, RETAIL, PLAYING FIELDS, CHILDREN'S PLAY SPACE, ALLOTMENTS, AMENITY OPEN SPACE, INTERNAL ACCESS ROADS, CYCLE AND FOOTPATH ROUTES, AND ASSOCIATED LANDSCAPING AND INFRASTRUCTURE.

Councillors commented on:

- Recreational space and the requirements
- Building of housing would not be overnight but there were concerns over the needs for school places.
- The loss of the greenbelt
- Flooding of the stream and areas on the land
- Social housing was not affordable to buy or rent
- Roads and infrastructure to support the development was not there
- It was not possible to screen out the adverse effects open the RAMSAR site and the consultees had not changed their conclusions that it could not support the development.
- Sewerage leaks (foul water pathway) were of major concern the infrastructure was not there to take the number of housing proposed.
- Significant effect on Ashdown Forest and the nitrogen deposition and pollution in the area.
- Concerns over the potential harm to the environment
- WDC measures and mitigation did not reassure that pollution would not increase as it was already over the acceptable limits.
- Waste water capacity was not available at Hailsham to provide for this development. Any additional measure to deal with waste treatment would also have an environmental impact
- The development would result in severe transport and network gridlock
- The increase in traffic would increase the air pollution
- Medical centre although needed was not wanted in exchange for the decimation of the local environment
- Affordable housing was ok, but the likelihood that it would go ahead was not guaranteed if it was not profitable for the builders as had been shown in other applications.
- Housing was not guaranteed to be given to local need
- Infrastructure was simply not in place for 700 houses
- The report has stated that the development would be harmful to the local network: Cophall roundabout the A27, A2270 and A22 and Polegate High Street and Dittons Road
- Pollution concerns. Polegate was the highest polluted area except London. There was a lot of asthma in the area which was increasing and it was already a serious situation.
- SAC and Ashdown forest already pollution levels were above acceptable levels. High levels of ecological damage
- Concerns over the Pevensey Levels, RAMSAR site, SSSI and SAC, more development has the potential negative impact on waste water.
- Concerns over the impact on the South Downs National Park Dark skies.
- Concerns over the impact on wildlife including badgers, birds, Herring gulls, sparrows, house thrush, green woodpecker, bats, linnets and

	starlings and loss of habit and breeding and roosting. • It would be a disaster to lose the countryside aspect even though the rights of way are being kept. A councillor commented that it was the moral duty of councils to provide housing for people to live, however she conceded that there were many reasons for the development not to go ahead. **<u>It was resolve to submit objections to the application based on previous comments plus the serious concerns on infrastructure not in place as stated above. VOTE 3 for submitting objections Cllrs Mrs M Piper, M Falkner, B Goodwin 1 against Cllr Mrs W Alexander 1 abstention Cllr Ms A Snell</u>**

The meeting closed at 11.53 am

Chair of Planning Committee ____________________ Date item 6b.

UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 11th January 2019 Council Chambers 49, High Street, Polegate 10.00am

Present: Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner **(5)**
Not Present: - Cllrs D Dunbar, Ms A Snell, S Shing **(3)**
No members of the public present Cllr Mrs S Dobson, Cllr Mrs M Phillips present

Minute Number	Resolution
12580	**Opportunity for Public Comment** None
12581	**Apologies for absence** Cllrs D Dunbar, Ms A Snell
12582	**Declarations of interest in any items on the agenda** Cllrs D Murray, D Watts, S Shing Wealden District Councillors, Cllr D Murray Pevensey & Cuckmere water Level Management Board
12583	**Minutes of Finance & Policy committee meeting of 14th December 2018** **It was resolved to accept the minutes of the Finance & Policy meeting of 14th December 2018 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner**
12584	**Payments as presented for approval** A councillor asked of the skate park payment was for wear and tear. The clerk stated it was for planned maintenance (mainly new sheets and straightening barriers) and that there would be a few more as work was scheduled in for more to be done. A councillor queried the payment to the solicitors, the clerk stated this was mainly for the toilet issues (covenant lifting and clawback) with WDC and the issues with ESCC re the new lease for Oakleaf. **It was resolved to accept the accounts for payment as presented to the value of £32,964.50 VOTE All in favour VOTE All in favour Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner**
12585	**Grant Requests** **It was resolved to grant £250 to PADMEC. VOTE All in favour Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner** **It was resolved to grant £750 to Eastbourne First responders. VOTE All in favour Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner**

12586	**Document retention policy (amended)** **<u>It was resolved to adopt the revised policy</u> <u>VOTE All in favour</u> <u>Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner</u>**
12587	**Pay Policy (new)** **<u>It was resolved to adopt the new pay policy as presented.</u> <u>VOTE All in favour</u> <u>Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner</u>**
12588	**Recommendations for changes to banking arrangements (spreading of risk)** **<u>It was resolved to delegate to the clerk in liaison with the chair of finance and the Mayor to organize, select and set up new bank accounts for the Town Council and to use the current approved signatories for each account, taking into account the needs of the council and the timescales of the reserves to be spent and to report back the decisions to finance/full council accordingly. VOTE All in favour</u> <u>Cllrs D Murray, D Watts, B Goodwin, Mrs M Piper, M Falkner</u>**

The meeting closed at 10.22 am

Signed by ______________________________ Chair of Finance & Policy

Dated ______________________________

ITEM. 7

BUILDINGS & LAND FRIDAY 11TH JANAURY 2019 MINUTES/NOTES
TO FOLLOW AFTER FINANCE MEETING APPROXIMATELY 10.30AM

Delegated to clerk in full liaison with the B&L working group for decisions on the High Street Toilet and replacement.

Cllrs on working group: Cllr D Murray, D Watts, D Dunbar, Mrs M Piper, Mrs S Dobson, Mrs M Phillips, Ms A Snell.

Cllrs Present: Cllrs D Murray, D Watts, Mrs M Phillips, Mrs S Dobson, Mrs M Piper

1. Apologies for absence

   Cllrs D Dunbar, Ms A Snell

2. Declarations of interest

   Cllrs D Murray, D Watts Wealden District Councillors

3. Leak at Wannock Office roof
   a. Quotes, emergency works, repairs

Leak at Wannock office (roof) quote for £485 will use delegated if you are happy for me to go ahead? I am waiting for a second quotation to compare, but I think this quote will be the lower. The felt needs repairing. Initially we thought this was due to the youth climbing on the roof, but with further investigation it appears to be age. As it needs urgent repair this will need to come from general reserves and be reported by the group back to full council. **Agreed**

- **To delegate to the clerk to go ahead with urgent repairs to the roof at Wannock (office area) to be paid for from general reserves. (expected to be IRO £500)**

4. Report back about bin at Skatepark

Further to B&L requesting background checks on the bins level over the period from Sept to Dec I can report that the bin was never full during the autumn winter months. There was obviously a lot of litter in the parks, but other than being vandalised and set alight since being monitored evidence appears to show that it only gets overfull in the summer months. WDC are unable to empty. We do not have weekend working staff. It may be possible to ask/advertise for additional assistance over the weekends. However, I am aware that LDC only carry out checks and another company previously used for park checks may be expensive. There is no provision in the budget for this extra work. I shall get quotes if required. (Are quotes needed? Y/N?) It was agreed to leave this and assess next summer.

5. Park checks

As per personnel resolution/decision. The monthly checks are now being carried out by LDC and a budget has been provided for in next year's budget for this to continue. This allows the maintenance person to carry out as much maintenance in the 20 hours as possible. This has been particularly difficult with the volume of vandalism over the last few months. The maintenance person has done some overtime already to get back on schedule with the benches and other planned work. More planned overtime has been organised.

6. Updates on signage

The signage has had a few tweaks as per previous meetings, there has been a small delay as the owner has been in hospital and his staff have been doing their best to send through the proofs. I am expecting the final proof through this week and have already had the quotes to go ahead. (In budget)

7. Basketball court Brightling

The basketball court has had to have the backboards replaced (vandalism). The new ones have arrived but installation will be difficult. Logistics are being looked at and we may have to seek a further budget for an external contractor to install or hire equipment. The court itself has been cleared of some weeds, but we are currently seeking a quote for a contractor to do this and make good the repair for the minor subsidence. Unfortunately, as this is over £1000 three quotes are being obtained. This should bring the court back into a better shape. There have been mixed reports on the merits of metal versus nylon nets. The latest being nylon. Therefore, all nets will be replaced soon with the new ones, which have already arrived. To allow for the repair of the court once quotes received.

- **To delegate to the clerk to go ahead with the repairs to the basketball court to be paid for from general reserves and report back to the working group once action has been taken.**

8. Shelter (person) Brightling Road – update

The shelter quotes have come through. A spreadsheet is being prepared as it appears that it will be cheaper to purchase a new shelter than all of the parts. [redacted] had scheduled to clean the Perspex but this has been put on hold with the amount of vandalism. This will come back to the group asap. The area has been made safe. More Perspex has been burnt since the last report. The seating is now rusting and already some has been removed. The final ones will need to be removed. This is due to age not vandalism. To replace will be detailed in the spreadsheet. This will be brought back to the B&L working group for discussion.

9. Bike shelter Brightling Road – update

The bike shelter has not yet been removed due to lack of time from the volume of vandalism. One of the racks has been unbolted. This will be replaced and the frame removed ASAP. (it is on the schedule of work).

Update it has now been replaced, but the frame has not yet been removed.

10. Benches maintenance schedule

The benches are being worked through. Most appear to be in fair to good condition. Photos are being taken for the schedule and the metal ones will be assessed and replaced as per previous resolution. More information will follow once we have the Highways information requested. Once bench in the Play area at Wannock will be replaced by one that's been refurbished/repaired.

- **To delegate to the clerk to go ahead with any replacement benches that need to be carried out. To be paid for from general reserves. This may require licences from Highways in addition to the cost of the benches which is expected to be IRO £500 per bench (if required). (This will be reported back to B&L) [NB already agreed to spend from reserves for any needing replacement at the centre, this is on additional and applies to benches on Highways land].**

11. Bin

The vandalised/burnt bin at Wannock – the new bin has been ordered and is expected to arrive in the next two weeks. As soon as it arrives it will be installed (concrete) and WDC will continue to empty it. (expected mid Feb)

12. Update on Picnic benches Brightling Road

Picnic bench – no progress at present. Prices have already been shown to the group for recycled replacement and concrete. The maintenance person is looking into the logistics of the request for a brick-built style picnic bench as it will need some metal to construct. A report will come back to the working group ASAP.

13. Trees
    a. Wannock - tennis courts/cricket comments after first request
    b. Brightling Meadow
    c. Commonwealth Trees

Trees

a. When the replacement trees were installed the clerk had asked both football and cricket for their approval of the new location. Since they have been installed, they have requested them to be moved further from the outfield. I have advised this will be considered for spring as the trees will not do well to replant. With the potential of the tennis courts in those locations I am currently gathering together the site area details. This may not be acceptable to the cricket club, although it is expected to be acceptable to football due to the location. Data from previous tennis court quotes indicate a size of width 10.97m (36ft) Length 23.77m (78ft), runbacks 26.4m max 5.48m min, side run offs 3.66m 912 ft) max 3.05m (10ft) min. Perimeter fencing 3m high. A report will be produced with an approximate indication of the size on the field. This will be done in conjunction with the moving of the goal post request. Some quotes have come in and a report is being drafted for this.

The working group asked the clerk to do a close to scale version of the field and measurements of the cricket area, football pitch and tennis courts. This would come back to the working group. It was expected that the trees would be moved in spring to ensure that the courts could fit and the cricket outfield.

b. The report from the annual survey is still being awaited as the clerk had drawn to the attention of the tree surgeons some trees of concern. Initial indications are that there are no issues with these trees, but this is yet to be confirmed. The survey continues. Some pricing has been gathered for some remedial work at Brightling Road, but none appear to be urgent and this may need to wait until the outcome of the trees which may need to be felled/treated is known. Unfortunately, one is part of a request from a resident to remove some branches. The resident is aware that this may not be possible, and that some work may improve the issue faced by the resident, however it may be that the resident themselves need to undertake the work they require. In a similar area a tree has fallen, but this was not on council land. The resident is aware and I understand will be getting the tree removed.

The survey confirms that the trees are ok, we will monitor for fungus during spring and autumn. The tree surgeon has agreed to add all of the trees to the annual survey at no extra cost

c. These have now been collected and are being kept alive whilst the best location is found and it is likely these will be planted in the spring to give them the most chance of survival as they are very small around 30cm in length.

14. Arson vandalism, CCTV and Police – confidential

The police came to view and collect a number of days' worth of CCTV footage. This has made it possible for them to take appropriate action with regards to the vandalism and smaller incidents of arson. The camera was turned and this was put back prior to Christmas. The toilets at Wannock were set alight and fire engines and police attended. The CCTV footage and other evidence has led to action being taken for the culprits. The police have asked that we do not reinstall the air fresheners at present. CCTV video and a USB chip were seized for this.

[redacted]

15. Toilets WDC – confidential required decision

I have now heard back from WDC regarding the clawback. See emails included. Confidential. A decision will be required on whether you wish to go ahead on these terms.

[redacted]

16. CIC Wannock
    a. Questions from Solicitors
    b. Alarms – confidential
    c. CCTV – confidential

[redacted]

Update email has been sent again giving further information to the solicitors to ask for attendance at the next meeting. [redacted]

17. Wall at Brightling – confidential

Wall at Brightling. The work has been carried out and the wall has moved further. The owner is aware and is "saving up" to make the larger repairs. It is NOT covered under his house/buildings insurance.

Update :Wall will be monitored for further movement. In contact with householder who is updating us from time to time.

18. Bus shelters - confidential

Bus shelters – we are still awaiting the go ahead with the supplier. He has requested a licence from Highways and this has not yet been received [redacted]

[redacted]

Update installation due 21st Jan 2019.

Update – on site 21st Jan 2019, due to finish in two days.

Recommendations to full council

- To delegate to the clerk to go ahead with urgent repairs to the roof at Wannock (office area) to be paid for from general reserves. (expected to be IRO £500)

- To delegate to the clerk to go ahead with any replacement benches that need to be carried out. To be paid for from general reserves. This may require licences from Highways in addition to the cost of the benches which is expected to be IRO £500 per bench (if required). (This will be reported back to B&L) [NB already agreed to spend from reserves for any needing replacement at the centre, this is on additional and applies to benches on Highways land].

- To delegate to the clerk to go ahead with the repairs to the basketball court to be paid for from general reserves and report back to the working group once action has been taken.

barclaycard commercial

86 (Nov)

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 November 2018
Page number:	1 of 3
Monthly spend limit:	[redacted]

Date of previous statement:	20 October 2018
Previous balance:	£221.59
Payment received:	£221.59 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£1,021.01
New balance:	**£1,021.01**
Payment due by:	**27 November 2018**

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 27 November 2018."

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	221.59
29 Oct 2018	DIRECT DEBIT PAYMENT THANK YOU	221.59 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	1,021.01
Total cardholder expenditure			**£1,021.01**
New balance			**£1,021.01**

ZO = 166.18 VAT 20%
Zero
O/S.

POLEGATE TOWN COUNCIL
RECEIVED
22 NOV 2018
ACKD

001597 BBA1803A 9410117377
MRS J OGNJANOVIC
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

barclaycard commercial

barclaycard

STATEMENT FOR J OGNJANOVIC

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference: [redacted]
Card number: [redacted]
Statement date: 20 November 2018

Monthly spend limit: [redacted]

Date	Description		Amount
19 Oct 2018 221055541968	ROSPA BIRMINGHAM B5 CATALOG MERCHANTS	TRAINING.	420.00
31 Oct 2018 011155541968	WWW.JACKSONS-FENCING.C ASHFORD LUMBER AND BUILDING MATERIALS STORES	FENCING	133.50
7 Nov 2018 081105272478	WWW. INTERNET GBR COMPUTER SOFTWARE STORES	BACKUP.	395.00
12 Nov 2018 131155203348	WWW.HAMPER.COM ABINGDON MISC FOOD STORES-SPECIALITY,CONVENIENCE,MARKETS,VENDING MACHINES	MAYORS HAMPER RAFFLE	72.51
4 new purchases / cash advances. Total of spending.			£1,021.01

✓ ROSPA	350.00	70.00	4016	20%
✓✓ JACKSONS	111.25	22.25	4220	20%
✓ TRIDENT	329.17	65.83	4071	20%
HAMPER	~~41.00~~ 20% 41.02	8.19	4093	
zero.	23.32	0		zero.
	854.74	166.18		

001597 BBA1803A 9410117377

MRS J OGNJANOVIC
[redacted]

Item 8 b (Dec)

barclaycard commercial

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SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 December 2018
Page number:	1 of 3
Monthly spend limit:	[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

Date of previous statement:	20 November 2018
Previous balance:	£1,021.01
Payment received:	£1,021.01 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£801.62
New balance:	**£801.62**
Payment due by:	**28 December 2018**

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 28 December 2018."

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	1,021.01
27 Nov 2018	DIRECT DEBIT PAYMENT THANK YOU	1,021.01 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
J OGNJANOVIC	[redacted]	[redacted]	801.62
Total cardholder expenditure			**£801.62**
New balance			**£801.62**

POLEGATE TOWN COU``IL
RECEIVED
02 JAN 2019
ACKD

£543.48 @ 20%
£149.46 @ 0%

000057 BBA2191A 9410131019
MRS J OGNJANOVIC
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

barclaycard commercial

barclaycard

STATEMENT FOR J OGNJANOVIC

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference:	[redacted]
Card number:	[redacted]
Statement date:	20 December 2018
Page number:	3 of 3
Monthly spend limit:	[redacted]

Date	Description		Amount
21 Nov 2018 221105272468	WWW.TROPHYSTORE.CO.UK INTERNET GBR GIFT, CARD, NOVELTY, AND SOUVENIR SHOPS	BEST DRESSED SHOP + HOUSE	27.47
22 Nov 2018 231135377758	TESCO STORE 2450 EASTBOURNE 2 GBR GROCERY STORES, SUPERMARKETS	FOOD ETC FOR TEA PARTY	98.92
22 Nov 2018 231155184228	BOOKER LIMITED EASTBOU EASTBOURNE GBR CATERERS	CATERING SUPPLIES FOR TEA PARTY	122.14
22 Nov 2018 231185481478	POUNDLAND LTD EASTBOURNE DISCOUNT STORES	CATERING FOR TEA PARTY	104.00
23 Nov 2018 261185481478	STONE CROSS NURSER PEVENSEY NURSERIES, LAWN AND GARDEN SUPPLY STORES	NEW TREES + PROTECTION AT LOMRG Resolved.	111.44
3 Dec 2018 041285130088	PP*SCENTAPOSY Polegate GBR FLORISTS NOT VAT REGISTERED	BOUQUET FOR TEA PARTY	40.00
11 Dec 2018 121225425158	ALSFORD TIMBER LTD HAILSHAM GBR CONSTRUCTION MATERIALS	WOOD FOR BENCHES' REPAIRS	78.60
13 Dec 2018 141255504438	WWW.PAYCANON.COM 01618689591 CLEANING AND MAINTENANCE, JANITORIAL SERVICES	MEDICAL WASTE + SANITARY DISPOSAL	122.68
13 Dec 2018 141255504438	WWW.PAYCANON.COM 01618689591 CLEANING AND MAINTENANCE, JANITORIAL SERVICES	MEDICAL WASTE + SANITARY DISPOSAL	63.38
17 Dec 2018 181255204728	AMZN Mktp UK*M233V6AD4 800-279-6620 LUX BOOK STORES	SOLAR SECURITY LIGHT AT WANNOCK	32.99
10 new purchases / cash advances. Total of spending.			£801.62

TROPHY STORE	22.89	4.58 (20%)	= 11.45 4297 (HOUSE) 11.44 4298 (SHOP)	
TESCO	48.38	9.67 (20%)	7001	
	40.87	0.00 (0%)	7001	
BOOKER	72.12	14.42 (20%)	7001	
	35.60	0.00 (0%)	7001	resolved
POUNDLAND	86.67	17.33 (20%)	7001	
STONE X NURSERIES	92.87	18.57 (20%)	~~4220~~	
SCENTAPOSY	40.00	0.00 (0%)	4093	
ALSFORD TIMBER	65.50	13.10 (20%)	4220	
CANON	102.23	20.45 (20%)	4504	
CANON	41.90 10.92	10.56 (20%)	4235 4154	
AMAZON	32.99	0.00 (0% FROM CHINA)	4220	
	692.94	108.68		

000057 BBA2191A 9410131019

MRS J OGNJANOVIC
[redacted]

endNov item 8c.

Detailed Income & Expenditure by Budget Heading 02/11/2018

Month No: 8 **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
101	Employee costs								
[redacted]									
	Employee costs :- Indirect Expenditure	**91,802**	**73,901**	**110,250**	**36,349**	**3,474**	**32,875**	**70.2%**	**1,082**
	Net Income over Expenditure	**(90,652)**	**(72,447)**	**(109,212)**	**(36,765)**				
6000	plus Transfer from EMR	281	1,082						
	Movement to/(from) Gen Reserve	**(90,371)**	**(71,365)**						
102	Administration								
1009	Bank Loyalty Discount	1,162	142	0	(142)			0.0%	
	Administration :- Income	**1,162**	**142**	**0**	**(142)**				**0**
4030	Postage	271	253	300	47		47	84.3%	
4031	Stationery	1,531	665	1,300	635		635	51.1%	
4032	Photocopier copy charges	683	899	1,500	601		601	59.9%	
4035	Computer consumables	179	88	200	112		112	44.0%	
4036	Office IT equipment	856	40	700	660		660	5.7%	
4037	Website	645	572	1,050	478		478	54.5%	
4039	Legal fees	8,434	5,232	2,500	(2,732)		(2,732)	209.3%	
4040	Audit Fees	800	800	1,100	300		300	72.7%	
4041	Consultancy	0	170	0	(170)		(170)	0.0%	

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043	Insurance Premiums	3,799	3,943	5,500	1,557		1,557	71.7%	
4044	Insurance Tree Survey	0	0	300	300		300	0.0%	
4045	Subscriptions	2,679	2,514	2,900	386		386	86.7%	
4046	Publications	57	0	120	120		120	0.0%	
4047	Advertising	73	0	100	100		100	0.0%	
4050	Town Council Elections	0	0	5,500	5,500	5,500	0	100.0%	
4051	Poll/ByElection/Referendum	0	0	0	0	5,500	(5,500)	0.0%	
4053	Refreshments	0	7	250	243		243	2.9%	
4056	Bank/Barclaycard charges	1,338	569	1,100	531		531	51.7%	
4059	First Aid	28	114	50	(64)		(64)	229.0%	
4062	Newsletter Production	0	0	500	500	500	0	100.0%	
4063	Hire of Halls	67	39	300	262	503	(242)	180.5%	
4064	Course/conferences	0	75	0	(75)		(75)	0.0%	
4069	Office telephone/fax	1,400	715	1,600	885		885	44.7%	
4070	Broadband/Internet	486	389	500	111		111	77.8%	
4071	IT Services	0	775	500	(275)		(275)	155.0%	530
4072	IT costs office 365	0	163	0	(163)		(163)	0.0%	
	Administration :- Indirect Expenditure	**23,326**	**18,023**	**27,870**	**9,847**	**12,003**	**(2,156)**	**107.7%**	**530**
	Net Income over Expenditure	**(22,164)**	**(17,880)**	**(27,870)**	**(9,990)**				
6000	plus Transfer from EMR	951	530						
	Movement to/(from) Gen Reserve	**(21,213)**	**(17,350)**						
<u>103</u>	<u>Town Councillors</u>								
1006	Mayor's Charity Fund	467	174	0	(174)			0.0%	
	Town Councillors :- Income	**467**	**174**	**0**	**(174)**				**0**
4090	Councillors' allowances	5,879	2,886	6,500	3,614		3,614	44.4%	
4091	Councillors' expenses	404	186	600	414		414	31.0%	
4092	Councillors' training	375	60	800	740		740	7.5%	
4093	Mayor's allowance Civic Duties	2,000	1,069	2,000	931		931	53.5%	
4095	Mayor's Fund Rainsing Charity	467	61	0	(61)		(61)	0.0%	
4096	Remembrance Wreath	(50)	0	0	0		0	0.0%	
	Town Councillors :- Indirect Expenditure	**9,076**	**4,262**	**9,900**	**5,638**	**0**	**5,638**	**43.1%**	**0**
	Movement to/(from) Gen Reserve	**(8,609)**	**(4,089)**						
<u>104</u>	<u>General Administration</u>								
1004	Photocopies/postage	0	1	0	(1)			0.0%	
1010	Investment Income	334	541	50	(491)			1082.8%	
1063	CIL funds from developers	5,204	(32)	0	32			0.0%	32

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1076	Precept	317,543	326,183	326,183	0			100.0%	
1080	Grants Received	12,114	7,571	7,571	0			100.0%	
	General Administration :- Income	**335,195**	**334,264**	**333,804**	**(460)**			**100.1%**	**32**
4100	Grants to other Organisations	1,000	0	1,000	1,000		1,000	0.0%	
4103	Public Info event(s)	1,000	0	1,000	1,000		1,000	0.0%	
4105	Finance Software	903	373	1,000	627		627	37.3%	
	General Administration :- Indirect Expenditure	**2,903**	**373**	**3,000**	**2,627**	**0**	**2,627**	**12.4%**	**0**
	Net Income over Expenditure	**332,292**	**333,891**	**330,804**	**(3,087)**				
6000	plus Transfer from EMR	0	32						
6001	less Transfer to EMR	32	0						
	Movement to/(from) Gen Reserve	**332,260**	**333,923**						
201	Council Offices								
1000	Hire of Chamber	1,630	75	500	425			15.0%	
	Council Offices :- Income	**1,630**	**75**	**500**	**425**			**15.0%**	**0**
4130	Council Tax	6,291	5,184	6,500	1,316		1,316	79.8%	
4131	Electricity	1,890	699	2,000	1,301		1,301	35.0%	
4132	Water charges	114	146	200	54		54	72.8%	
4133	Sewerage	160	101	250	149		149	40.2%	
4136	Photocopier - lease	777	602	810	208		208	74.3%	
4139	Window Cleaning	154	98	240	142		142	40.8%	
4140	Alarm Maintenance	339	242	350	109		109	69.0%	
4141	Fire Precautions	152	210	300	90		90	69.9%	
4142	Other Maintenance	2,072	50	500	450		450	10.0%	
4146	Other Office Equipment	627	185	600	415		415	30.9%	64
4154	Housekeeping	152	91	120	29		29	76.1%	
4155	Refuse Collecting	1,172	593	1,300	707		707	45.6%	
4162	PWLB - Capital	3,527	1,838	3,730	1,892		1,892	49.3%	
4163	PWLB- Interest	2,046	948	1,846	898		898	51.4%	
	Council Offices :- Indirect Expenditure	**19,473**	**10,986**	**18,746**	**7,760**	**0**	**7,760**	**58.6%**	**64**
	Net Income over Expenditure	**(17,843)**	**(10,911)**	**(18,246)**	**(7,335)**				
6000	plus Transfer from EMR	305	64						
	Movement to/(from) Gen Reserve	**(17,538)**	**(10,847)**						
202	51 High Street								
1005	51 High Street Rent R'ved	1,955	460	1,000	540			46.0%	
	51 High Street :- Income	**1,955**	**460**	**1,000**	**540**			**46.0%**	**0**

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170	51 High Street - expenditure	0	272	500	228		228	54.4%	
	51 High Street :- Indirect Expenditure	**0**	**272**	**500**	**228**	**0**	**228**	**54.4%**	**0**
	Movement to/(from) Gen Reserve	**1,955**	**188**						
203	The Pavilion								
1030	Rental Income-Pavilion	1,390	720	1,600	880			45.0%	
	The Pavilion :- Income	**1,390**	**720**	**1,600**	**880**			**45.0%**	**0**
4180	Pavilion Electricity	948	459	2,300	1,841		1,841	20.0%	
4181	Pavilion water	324	163	250	87		87	65.2%	
4182	Pavilion sewerage	423	927	880	(47)		(47)	105.3%	
4186	Pavilion - fire precautions	197	105	220	115		115	47.7%	
4187	Pavilion - Refuse	0	315	500	185		185	63.0%	
	The Pavilion :- Indirect Expenditure	**1,893**	**1,969**	**4,150**	**2,181**	**0**	**2,181**	**47.4%**	**0**
	Movement to/(from) Gen Reserve	**(503)**	**(1,249)**						
204	Wannock Office								
1032	Rental Income-Wannock Office	165	0	50	50			0.0%	
	Wannock Office :- Income	**165**	**0**	**50**	**50**			**0.0%**	**0**
4190	Wannock Office Electrictiy	514	243	450	207		207	53.9%	
4192	Wannock Office Sewage	0	0	220	220		220	0.0%	
4193	Wannock Office Council Tax	3,448	2,842	3,700	858		858	76.8%	
4195	Wannock Office Maintenance	275	0	50	50		50	0.0%	
4196	Wannock Office Fire Precaution	60	0	100	100		100	0.0%	
	Wannock Office :- Indirect Expenditure	**4,298**	**3,085**	**4,520**	**1,435**	**0**	**1,435**	**68.2%**	**0**
	Movement to/(from) Gen Reserve	**(4,133)**	**(3,085)**						
205	High Street Toilets								
1035	High St Toilets Community Sche	1,260	249	1,200	952			20.7%	
	High Street Toilets :- Income	**1,260**	**249**	**1,200**	**952**			**20.7%**	**0**
4500	Toilets High St - Cleaning	8,325	3,125	8,800	5,675		5,675	35.5%	
4501	Toilets High St - Maintenance	1,590	125	650	525		525	19.2%	
4502	Toilets High St - Electricity	414	182	600	418		418	30.4%	
4503	Toilets High St - Water & Sewe	463	506	800	294		294	63.2%	
4504	Toilets High St - Other	281	69	500	431		431	13.9%	
4505	Toilets High St - Non Domestic	955	788	1,050	262		262	75.0%	
	High Street Toilets :- Indirect Expenditure	**12,028**	**4,796**	**12,400**	**7,604**	**0**	**7,604**	**38.7%**	**0**
	Movement to/(from) Gen Reserve	**(10,768)**	**(4,547)**						

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	Town Centre and Community Safe								
4200	PCSO costs	0	(50)	0	50		50	0.0%	
4201	CCTV costs	2,168	1,902	3,000	1,098	4,332	(3,234)	207.8%	
	wn Centre and Community Safe :- Indirect Expenditure	**2,168**	**1,852**	**3,000**	**1,148**	**4,332**	**(3,184)**	**206.1%**	**0**
	Movement to/(from) Gen Reserve	**(2,168)**	**(1,852)**						
302	Recreation Grounds								
1022	Brightling Road lease	120	0	120	120			0.0%	
1050	Insurance Refunds	788	0	0	0			0.0%	
1060	Miscellaneous Income	0	400	0	(400)			0.0%	
	Recreation Grounds :- Income	**908**	**400**	**120**	**(280)**			**333.3%**	**0**
4220	General Maintenance	7,656	5,977	6,200	223		223	96.4%	700
4221	Recreation ground - water	138	119	336	217		217	35.3%	
4223	Grounds Maintenance	5,785	4,912	8,000	3,088	9,250	(6,162)	177.0%	
4224	Travel Costs re playgrounds	260	0	800	800		800	0.0%	
4230	Skate Park	2,400	2,065	6,000	3,935		3,935	34.4%	
4235	Toilets	6,648	3,182	10,000	6,818		6,818	31.8%	
4238	Litter Bins	432	338	2,500	2,163		2,163	13.5%	
4240	Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241	Dog Bins	2,400	1,625	2,500	875		875	65.0%	
4242	Playground Equipment	0	0	2,800	2,800	2,800	0	100.0%	
4243	Safety Inspections	612	533	700	167		167	76.1%	
	Recreation Grounds :- Indirect Expenditure	**26,481**	**18,901**	**39,986**	**21,085**	**12,050**	**9,035**	**77.4%**	**700**
	Net Income over Expenditure	**(25,573)**	**(18,501)**	**(39,866)**	**(21,365)**				
6000	plus Transfer from EMR	0	700						
6001	less Transfer to EMR	788	0						
	Movement to/(from) Gen Reserve	**(26,361)**	**(17,801)**						
303	Highways								
1050	Insurance Refunds	0	1,699	0	(1,699)			0.0%	
1051	Urban Grasscutting Income	8,624	8,624	8,600	(24)			100.3%	
1057	Bench Installations Income	674	0	0	0			0.0%	
	Highways :- Income	**9,298**	**10,322**	**8,600**	**(1,722)**			**120.0%**	**0**
4250	Bus Shelters	0	57	3,000	2,943	3,000	(57)	101.9%	
4256	Urban grasscutting	22,750	11,963	25,000	13,037		13,037	47.9%	
4257	Seat provisions - highways	0	0	0	0		0	0.0%	(100)
4258	Flower Beds	5,039	5,239	6,000	761	960	(199)	103.3%	237

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4259	Council Gardens - office	650	650	650	0		0	100.0%	
	Highways :- Indirect Expenditure	**28,439**	**17,909**	**34,650**	**16,741**	**3,960**	**12,781**	**63.1%**	**137**
	Net Income over Expenditure	**(19,141)**	**(7,587)**	**(26,050)**	**(18,463)**				
6000	plus Transfer from EMR	0	137						
	Movement to/(from) Gen Reserve	**(19,141)**	**(7,450)**						
304	Allotments								
1070	Allotment Fees	1,055	951	1,400	449			67.9%	
1071	Allotment Deposit Correct Code	100	250	0	(250)			0.0%	
1072	Gosford Way Allotments	(1)	171	150	(21)			113.7%	
	Allotments :- Income	**1,154**	**1,372**	**1,550**	**179**			**88.5%**	**0**
4270	Allotments - maintenance	760	210	800	590		590	26.3%	
4271	Allotments - improvements	0	0	200	200		200	0.0%	
4272	Allotments - water	497	524	400	(124)		(124)	131.1%	
4273	Allotment - rent of land	20	0	150	150		150	0.0%	
	Allotments :- Indirect Expenditure	**1,277**	**734**	**1,550**	**816**	**0**	**816**	**47.4%**	**0**
	Movement to/(from) Gen Reserve	**(123)**	**637**						
305	Street Lighting								
4280	Street Light - energy	8,118	0	7,350	7,350		7,350	0.0%	
4281	Street Light - Maintenance	9,252	1,949	9,100	7,151		7,151	21.4%	
4282	Street Light - new works/impro	0	2,706	50,000	47,294	40,000	7,294	85.4%	
4286	Christmas decorations	10,418	(66)	11,000	11,066		11,066	(0.6%)	
4287	Additional Christmas Decoratio	7,358	0	0	0		0	0.0%	
	Street Lighting :- Indirect Expenditure	**35,147**	**4,589**	**77,450**	**72,861**	**40,000**	**32,861**	**57.6%**	**0**
	Movement to/(from) Gen Reserve	**(35,147)**	**(4,589)**						
306	Prize and Prize Giving								
4096	Remembrance Wreath	25	25	30	5		5	83.3%	
4293	Best rear garden	40	25	50	25		25	50.0%	
4294	Mayor's Cup (Civic)	10	0	250	250		250	0.0%	
4295	Best allotment	50	50	50	0		0	100.0%	
4296	Best garden	50	50	50	0		0	100.0%	
4297	Best dressed house	18	0	30	30		30	0.0%	
4298	Best dressed shop	18	0	30	30		30	0.0%	
4299	Prize Party	176	177	200	24		24	88.3%	
	Prize and Prize Giving :- Indirect Expenditure	**387**	**327**	**690**	**364**	**0**	**364**	**47.3%**	**0**
	Movement to/(from) Gen Reserve	**(386)**	**(326)**						

Continued over page

Detailed Income & Expenditure by Budget Heading 02/11/2018

Month No: 8 **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
307 The Polegate Partnership								
1040 SponsorFlower Beds Hailsham Rd	1,050	250	1,000	750			25.0%	
The Polegate Partnership :- Income	**1,050**	**250**	**1,000**	**750**			**25.0%**	**0**
4306 Replace Hailsham Rd Beds	153	0	510	510	357	153	70.0%	
4307 Hailsham Flowers Maintenance	1,329	287	490	203		203	58.7%	
The Polegate Partnership :- Indirect Expenditure	**1,482**	**287**	**1,000**	**713**	**357**	**356**	**64.4%**	**0**
Net Income over Expenditure	**(432)**	**(37)**	**0**	**37**				
6000 plus Transfer from EMR	808	0						
Movement to/(from) Gen Reserve	**376**	**(37)**						
401 The Planning Committee								
4320 Planning Committee - Halls	22	0	200	200		200	0.0%	
The Planning Committee :- Indirect Expenditure	**22**	**0**	**200**	**200**	**0**	**200**	**0.0%**	**0**
Movement to/(from) Gen Reserve	**(22)**	**0**						
701 The Retired								
7001 The Retired	500	0	600	600		600	0.0%	
The Retired :- Indirect Expenditure	**500**	**0**	**600**	**600**	**0**	**600**	**0.0%**	**0**
Movement to/(from) Gen Reserve	**(500)**	**0**						
Grand Totals:- Income	**356,785**	**349,882**	**350,462**	**580**			**99.8%**	
Expenditure	**260,700**	**162,266**	**350,462**	**188,196**	**76,176**	**112,020**	**68.0%**	
Net Income over Expenditure	**96,085**	**187,616**	**0**	**(187,616)**				
plus Transfer from EMR	**2,344**	**2,545**						
less Transfer to EMR	**820**	**0**						
Movement to/(from) Gen Reserve	**97,609**	**190,161**						

endNov item 8c.

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			1,360.93	
200	Current/Business Premium			528,073.42	
201	Tracker Account			127,491.37	
210	Petty Cash			200.00	
310	General reserves				162,137.14
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				14,483.00
328	Office IT Equipment Reserve				24.10
329	Other Office Equipment				10.02
331	Brightling Reserve				19.21
332	Bus shelter reserve				12,250.00
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				122,392.00
336	Legals/fencing re s/water				6,000.00
337	High Street Toilets Reserve				14,284.00
338	Hailsham Beds Reserve				891.00
339	Office Alterations Reserve				43,165.00
341	Staff - Consultant/Temporary				21.49
342	Age Gym S106 funds Centre				5,326.26
343	Tree Audit				31.89
344	Play Equipment				9,157.00
345	Flower Bulbs EMR				823.01
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				4,332.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				5,172.22
350	Picnic Benches				788.00
351	Skate Park				3,600.00
352	Overtime				3,474.00
560	Deposits Held				2,980.00
1000	Hire of Chamber	201	Council Offices		75.00
1004	Photocopies/postage	104	General Administration		0.80
1005	51 High Street Rent R'ved	202	51 High Street		460.00
1006	Mayor's Charity Fund	103	Town Councillors		173.50
1009	Bank Loyalty Discount	102	Administration		142.31
1010	Investment Income	104	General Administration		541.40
1030	Rental Income-Pavilion	203	The Pavilion		720.00
1035	High St Toilets Community Sche	205	High Street Toilets		248.50
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		250.00
1042	Sponsorship Litter Picker	101	Employee costs		1,254.24
1050	Insurance Refunds	303	Highways		1,698.76

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1051	Urban Grasscutting Income	303	Highways		8,623.68
1060	Miscellaneous Income	101	Employee costs		200.00
1060	Miscellaneous Income	302	Recreation Grounds		400.00
1063	CIL funds from developers	104	General Administration	31.73	
1070	Allotment Fees	304	Allotments		951.00
1071	Allotment Deposit Correct Code	304	Allotments		250.00
1072	Gosford Way Allotments	304	Allotments		170.50
1076	Precept	104	General Administration		326,183.00
1080	Grants Received	104	General Administration		7,571.00
4000	Town Clerk	101	Employee costs	25,544.81	
4001	Administration Assistant	101	Employee costs	6,748.74	
4002	Handyman/Groundsman	101	Employee costs	6,426.90	
4003	Litter Picker	101	Employee costs	6,037.52	
4004	Cleaner/keyholder	101	Employee costs	2,067.76	
4005	Overtime	101	Employee costs	4,048.40	
4007	NI (ER's)	101	Employee costs	3,958.97	
4008	Pension ER's contributions	101	Employee costs	158.20	
4010	Internal Auditor	101	Employee costs	285.90	
4011	Administrative Asst/Ctee Clerk	101	Employee costs	6,758.94	
4012	Finance Assistant	101	Employee costs	6,778.10	
4014	Consultancy/Locum Clerk	101	Employee costs	2,206.30	
4015	Travelling expenses (parks)	101	Employee costs	270.79	
4016	Training Exps inc course fees	101	Employee costs	2,610.00	
4030	Postage	102	Administration	252.98	
4031	Stationery	102	Administration	664.73	
4032	Photocopier copy charges	102	Administration	899.11	
4035	Computer consumables	102	Administration	87.99	
4036	Office IT equipment	102	Administration	39.95	
4037	Website	102	Administration	572.00	
4039	Legal fees	102	Administration	5,231.81	
4040	Audit Fees	102	Administration	800.00	
4041	Consultancy	102	Administration	170.00	
4043	Insurance Premiums	102	Administration	3,943.22	
4045	Subscriptions	102	Administration	2,513.64	
4053	Refreshments	102	Administration	7.21	
4056	Bank/Barclaycard charges	102	Administration	569.13	
4059	First Aid	102	Administration	114.49	
4063	Hire of Halls	102	Administration	38.50	
4064	Course/conferences	102	Administration	75.00	
4069	Office telephone/fax	102	Administration	715.49	
4070	Broadband/Internet	102	Administration	389.20	
4071	IT Services	102	Administration	775.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4072	IT costs office 365	102	Administration	163.33	
4090	Councillors' allowances	103	Town Councillors	2,885.87	
4091	Councillors' expenses	103	Town Councillors	185.74	
4092	Councillors' training	103	Town Councillors	60.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,069.43	
4095	Mayor's Fund Rainsing Charity	103	Town Councillors	61.17	
4096	Remembrance Wreath	306	Prize and Prize Giving	25.00	
4105	Finance Software	104	General Administration	373.25	
4130	Council Tax	201	Council Offices	5,184.00	
4131	Electricity	201	Council Offices	699.36	
4132	Water charges	201	Council Offices	145.64	
4133	Sewerage	201	Council Offices	100.59	
4136	Photocopier - lease	201	Council Offices	601.62	
4139	Window Cleaning	201	Council Offices	98.00	
4140	Alarm Maintenance	201	Council Offices	241.50	
4141	Fire Precautions	201	Council Offices	209.83	
4142	Other Maintenance	201	Council Offices	50.00	
4146	Other Office Equipment	201	Council Offices	185.20	
4154	Housekeeping	201	Council Offices	91.27	
4155	Refuse Collecting	201	Council Offices	592.66	
4162	PWLB - Capital	201	Council Offices	1,838.17	
4163	PWLB- Interest	201	Council Offices	948.43	
4170	51 High Street - expenditure	202	51 High Street	271.94	
4180	Pavilion Electricity	203	The Pavilion	458.88	
4181	Pavilion water	203	The Pavilion	163.01	
4182	Pavilion sewerage	203	The Pavilion	927.01	
4186	Pavilion - fire precautions	203	The Pavilion	104.95	
4187	Pavilion - Refuse	203	The Pavilion	315.24	
4190	Wannock Office Electrictiy	204	Wannock Office	242.62	
4193	Wannock Office Council Tax	204	Wannock Office	2,842.00	
4200	PCSO costs	301	Town Centre and Community Safe		50.00
4201	CCTV costs	301	Town Centre and Community Safe	1,902.18	
4220	General Maintenance	302	Recreation Grounds	5,977.16	
4221	Recreation ground - water	302	Recreation Grounds	118.69	
4223	Grounds Maintenance	302	Recreation Grounds	4,911.93	
4230	Skate Park	302	Recreation Grounds	2,065.00	
4235	Toilets	302	Recreation Grounds	3,182.37	
4238	Litter Bins	302	Recreation Grounds	337.50	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	1,625.00	
4243	Safety Inspections	302	Recreation Grounds	533.00	
4250	Bus Shelters	303	Highways	57.20	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4256	Urban grasscutting	303	Highways	11,962.95	
4258	Flower Beds	303	Highways	5,238.99	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	210.00	
4272	Allotments - water	304	Allotments	524.27	
4281	Street Light - Maintenance	305	Street Lighting	1,948.76	
4282	Street Light - new works/impro	305	Street Lighting	2,705.67	
4286	Christmas decorations	305	Street Lighting		65.68
4293	Best rear garden	306	Prize and Prize Giving	25.00	
4295	Best allotment	306	Prize and Prize Giving	50.00	
4296	Best garden	306	Prize and Prize Giving	50.00	
4299	Prize Party	306	Prize and Prize Giving	176.50	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	287.44	
4500	Toilets High St - Cleaning	205	High Street Toilets	3,125.04	
4501	Toilets High St - Maintenance	205	High Street Toilets	125.00	
4502	Toilets High St - Electricity	205	High Street Toilets	182.49	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	505.66	
4504	Toilets High St - Other	205	High Street Toilets	69.33	
4505	Toilets High St - Non Domestic	205	High Street Toilets	788.00	
5000	Transfer to Reserves				236.30
6000	Transfer from EMR	101	Employee costs		1,082.20
6000	Transfer from EMR	102	Administration		530.00
6000	Transfer from EMR	104	General Administration		31.73
6000	Transfer from EMR	201	Council Offices		63.94
6000	Transfer from EMR	302	Recreation Grounds		700.00
6000	Transfer from EMR	303	Highways		136.99
			Trial Balance Totals :	**819,539.07**	**819,539.07**
			Difference	**0.00**	

end Nov.

~~30 November~~ 2018

item 8c

BARCLAYS

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 November 2018

Business Current Accounts	
Business Current Account Statement	£51,698.76 ✓
Sort Code [redacted] • Account No [redacted]	
Business Savings Accounts	
Business Premium Account	£480,287.13
Sort Code [redacted] • Account No [redacted]	
Business Premium Account	£127,491.37 ✓
Sort Code [redacted] • Account No [redacted]	

This is the end of your account summary.

01233 07894 F1VI618A 9410122305 2 of 9

Polegate Town Council

Bank Reconciliation Statement as at 30/11/2018
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/11/2018	1	51,698.76
Business Premium Account	30/11/2018	1	480,287.13
			531,985.89

Unpresented Cheques (Minus)

			Amount	
24/10/2018	108714	Europlants Ltd	-0.06	
05/11/2018	108717	Paragon Produts and Services L	125.94	
05/11/2018	108721	East Sussex Highways	2,338.51	
05/11/2018	108725	[redacted]	150.00	
13/11/2018	108734	The Police & Crime Commissione	545.60	
26/11/2018	108743	[redacted]	29.70	
26/11/2018	108742	Mulberry & Co	343.08	
26/11/2018	108741	Gelnisters Florist	20.00	
30/11/2018	DIRCET DEB	Nest pension scheme	37.42	
30/11/2018	108744	Trident	79.00	
30/11/2018	108745	Viking	224.08	
30/11/2018	108746	Haven Security Ltd	19.20	
				3,912.47
				528,073.42

Receipts not Banked/Cleared (Plus)

	0.00	
		0.00
		528,073.42
Balance per Cash Book is :-		**528,073.42**
Difference is :-		**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 30/11/2018
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	30/11/2018	1	127,491.37
			127,491.37

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		127,491.37

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		127,491.37

Balance per Cash Book is :-	**127,491.37**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 30/09/2018
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	30/11/2018	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 30/11/2018
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	30/11/2018	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**

endNov. item 8c.

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	14,483.00		14,483.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	24.10		24.10
329	Other Office Equipment	73.96	-63.94	10.02
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	19.21		19.21
332	Bus shelter reserve	12,250.00		12,250.00
333	Diamond Jubilee Reserve	0.00		0.00
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	122,392.00		122,392.00
336	Legals/fencing re s/water	6,000.00		6,000.00
337	High Street Toilets Reserve	14,284.00		14,284.00
338	Hailsham Beds Reserve	891.00		891.00
339	Office Alterations Reserve	43,165.00		43,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	1,633.69	-1,612.20	21.49
342	Age Gym S106 funds Centre	5,326.26		5,326.26
343	Tree Audit	731.89	-700.00	31.89
344	Play Equipment	9,157.00		9,157.00
345	Flower Bulbs EMR	960.00	-136.99	823.01
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	4,332.00		4,332.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	5,203.95	-31.73	5,172.22
350	Picnic Benches	788.00		788.00
351	Skate Park	3,600.00		3,600.00
352	Overtime	3,474.00		3,474.00
		304,156.26	**-2,544.86**	**301,611.40**

Income + Expenditure. item 8.c

18/01/2019

09:28

Polegate Town Council

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Summary Income & Expenditure by Budget Heading 18/01/2019

Month No: 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	1,151	1,454	1,038	(416)			140.1%
	Expenditure	91,802	84,053	112,152	28,099	3,474	24,625	78.0%
	Movement to/(from) Gen Reserve	(90,652)	(82,598)					
	Grand Totals:- Income	**1,151**	**1,454**	**1,038**	**(416)**			**140.1%**
	Expenditure	**91,802**	**84,053**	**112,152**	**28,099**	**3,474**	**24,625**	**78.0%**
	Net Income over Expenditure	**(90,652)**	**(82,598)**	**(111,114)**	**(28,516)**			
	Movement to/(from) Gen Reserve	**(90,652)**	**(82,598)**					

Budgets Versus Spend.

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Administration								
1009	Bank Loyalty Discount	1,162	162	0	(162)			0.0%	
	Administration :- Income	**1,162**	**162**	**0**	**(162)**				**0**
4030	Postage	271	257	300	43		43	85.5%	
4031	Stationery	1,531	759	1,300	541		541	58.4%	
4032	Photocopier copy charges	683	899	1,500	601		601	59.9%	
4035	Computer consumables	179	88	200	112		112	44.0%	
4036	Office IT equipment	856	40	700	660		660	5.7%	
4037	Website	645	572	1,050	478		478	54.5%	
4039	Legal fees	8,434	7,256	2,500	(4,756)		(4,756)	290.2%	
4040	Audit Fees	800	800	1,100	300		300	72.7%	
4041	Consultancy	0	170	0	(170)		(170)	0.0%	
4043	Insurance Premiums	3,799	3,943	5,500	1,557		1,557	71.7%	
4044	Insurance Tree Survey	0	0	300	300		300	0.0%	
4045	Subscriptions	2,679	2,639	2,900	261		261	91.0%	
4046	Publications	57	0	120	120		120	0.0%	
4047	Advertising	73	0	100	100		100	0.0%	
4050	Town Council Elections	0	0	5,500	5,500	5,500	0	100.0%	
4051	Poll/ByElection/Referendum	0	0	0	0	5,500	(5,500)	0.0%	
4053	Refreshments	0	7	250	243		243	2.9%	
4056	Bank/Barclaycard charges	1,338	648	1,100	452		452	58.9%	
4059	First Aid	28	114	50	(64)		(64)	229.0%	
4062	Newsletter Production	0	0	500	500	500	0	100.0%	
4063	Hire of Halls	67	39	300	262	503	(242)	180.5%	
4064	Course/conferences	0	75	0	(75)		(75)	0.0%	
4069	Office telephones	1,400	1,077	1,600	523		523	67.3%	
4070	Broadband/Internet	486	389	500	111		111	77.8%	
4071	IT Services	0	775	1,030	255		255	75.2%	530
4072	IT costs office 365	0	163	0	(163)		(163)	0.0%	
	Administration :- Indirect Expenditure	**23,326**	**20,709**	**28,400**	**7,691**	**12,003**	**(4,312)**	**115.2%**	**530**
	Net Income over Expenditure	**(22,164)**	**(20,547)**	**(28,400)**	**(7,853)**				
6000	plus Transfer from EMR	951	530						
	Movement to/(from) Gen Reserve	**(21,213)**	**(20,017)**						
103	Town Councillors								
1006	Mayor's Charity Fund	467	305	0	(305)			0.0%	
	Town Councillors :- Income	**467**	**305**	**0**	**(305)**				**0**
4090	Councillors' allowances	5,879	2,886	6,500	3,614		3,614	44.4%	

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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
4091	Councillors' expenses	404	287	600	313		313	47.8%	
4092	Councillors' training	375	90	800	710		710	11.3%	
4093	Mayor's allowance Civic Duties	2,000	1,158	2,000	842		842	57.9%	
4095	Mayor's Fund Rainsing Charity	467	193	0	(193)		(193)	0.0%	
4096	Remembrance Wreath	(50)	0	0	0		0	0.0%	
	Town Councillors :- Indirect Expenditure	**9,076**	**4,613**	**9,900**	**5,287**	**0**	**5,287**	**46.6%**	**0**
	Movement to/(from) Gen Reserve	**(8,609)**	**(4,308)**						
<u>104</u>	<u>General Administration</u>								
1004	Photocopies/postage	0	1	0	(1)			0.0%	
1010	Investment Income	334	1,059	50	(1,009)			2118.7%	
1063	CIL funds from developers	5,204	(32)	0	32			0.0%	32
1076	Precept	317,543	326,183	326,183	0			100.0%	
1080	Grants Received	12,114	7,571	7,571	0			100.0%	
	General Administration :- Income	**335,195**	**334,782**	**333,804**	**(978)**			**100.3%**	**32**
4100	Grants to other Organisations	1,000	0	1,000	1,000		1,000	0.0%	
4103	Public Info event(s)	1,000	0	1,000	1,000		1,000	0.0%	
4105	Finance Software	903	373	1,000	627		627	37.3%	
	General Administration :- Indirect Expenditure	**2,903**	**373**	**3,000**	**2,627**	**0**	**2,627**	**12.4%**	**0**
	Net Income over Expenditure	**332,292**	**334,409**	**330,804**	**(3,605)**				
6000	plus Transfer from EMR	0	32						
6001	less Transfer to EMR	32	0						
	Movement to/(from) Gen Reserve	**332,260**	**334,441**						
<u>201</u>	<u>Council Offices</u>								
1000	Hire of Chamber	1,630	75	500	425			15.0%	
	Council Offices :- Income	**1,630**	**75**	**500**	**425**			**15.0%**	**0**
4130	Council Tax	6,291	5,832	6,500	668		668	89.7%	
4131	Electricity	1,890	699	2,000	1,301		1,301	35.0%	
4132	Water charges	114	146	200	54		54	72.8%	
4133	Sewerage	160	101	250	149		149	40.2%	
4136	Photocopier - lease	777	602	810	208		208	74.3%	
4139	Window Cleaning	154	140	240	100		100	58.3%	
4140	Alarm Maintenance	339	242	350	109		109	69.0%	
4141	Fire Precautions	152	210	300	90		90	69.9%	
4142	Other Maintenance	2,072	50	500	450		450	10.0%	
4146	Other Office Equipment	627	185	664	479		479	27.9%	64

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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
4154	Housekeeping	152	102	120	18		18	85.2%	
4155	Refuse Collecting	1,172	645	1,300	655		655	49.6%	
4162	PWLB - Capital	3,527	3,728	3,730	2		2	99.9%	
4163	PWLB- Interest	2,046	1,845	1,846	1		1	100.0%	
	Council Offices :- Indirect Expenditure	**19,473**	**14,526**	**18,810**	**4,284**	**0**	**4,284**	**77.2%**	**64**
	Net Income over Expenditure	**(17,843)**	**(14,451)**	**(18,310)**	**(3,859)**				
6000	plus Transfer from EMR	305	64						
	Movement to/(from) Gen Reserve	**(17,538)**	**(14,387)**						
202	51 High Street								
1005	51 High Street Rent R'ved	1,955	590	1,000	410			59.0%	
	51 High Street :- Income	**1,955**	**590**	**1,000**	**410**			**59.0%**	**0**
4170	51 High Street - expenditure	0	327	500	173		173	65.3%	
	51 High Street :- Indirect Expenditure	**0**	**327**	**500**	**173**	**0**	**173**	**65.3%**	**0**
	Movement to/(from) Gen Reserve	**1,955**	**263**						
203	The Pavilion								
1030	Rental Income-Pavilion	1,390	1,050	1,600	550			65.6%	
	The Pavilion :- Income	**1,390**	**1,050**	**1,600**	**550**			**65.6%**	**0**
4180	Pavilion Electricity	948	592	2,300	1,708		1,708	25.7%	
4181	Pavilion water	324	163	250	87		87	65.2%	
4182	Pavilion sewerage	423	927	880	(47)		(47)	105.3%	
4186	Pavilion - fire precautions	197	105	220	115		115	47.7%	
4187	Pavilion - Refuse	0	345	500	155		155	69.0%	
	The Pavilion :- Indirect Expenditure	**1,893**	**2,132**	**4,150**	**2,018**	**0**	**2,018**	**51.4%**	**0**
	Movement to/(from) Gen Reserve	**(503)**	**(1,082)**						
204	Wannock Office								
1032	Rental Income-Wannock Office	165	0	50	50			0.0%	
	Wannock Office :- Income	**165**	**0**	**50**	**50**			**0.0%**	**0**
4190	Wannock Office Electrictiy	514	336	480	144		144	70.0%	
4192	Wannock Office Sewage	0	674	220	(454)		(454)	306.5%	
4193	Wannock Office Council Tax	3,448	3,197	0	(3,197)		(3,197)	0.0%	
4195	Wannock Office Maintenance	275	0	50	50		50	0.0%	
4196	Wannock Office Fire Precaution	60	0	100	100		100	0.0%	
	Wannock Office :- Indirect Expenditure	**4,298**	**4,207**	**850**	**(3,357)**	**0**	**(3,357)**	**495.0%**	**0**
	Movement to/(from) Gen Reserve	**(4,133)**	**(4,207)**						

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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
205	High Street Toilets								
1035	High St Toilets Community Sche	1,260	557	1,200	643			46.4%	
	High Street Toilets :- Income	**1,260**	**557**	**1,200**	**643**			**46.4%**	**0**
4500	Toilets High St - Cleaning	8,325	4,167	8,800	4,633		4,633	47.3%	
4501	Toilets High St - Maintenance	1,590	125	650	525		525	19.2%	
4502	Toilets High St - Electricity	414	182	600	418		418	30.4%	
4503	Toilets High St - Water & Sewe	463	506	800	294		294	63.2%	
4504	Toilets High St - Other	281	172	500	328		328	34.3%	
4505	Toilets High St - Non Domestic	955	886	1,200	314		314	73.8%	
	High Street Toilets :- Indirect Expenditure	**12,028**	**6,037**	**12,550**	**6,513**	**0**	**6,513**	**48.1%**	**0**
	Movement to/(from) Gen Reserve	**(10,768)**	**(5,480)**						
301	Town Centre and Community Safe								
4201	CCTV costs	2,168	1,902	2,800	898	4,332	(3,434)	222.6%	
	wn Centre and Community Safe :- Indirect Expenditure	**2,168**	**1,902**	**2,800**	**898**	**4,332**	**(3,434)**	**222.6%**	**0**
	Movement to/(from) Gen Reserve	**(2,168)**	**(1,902)**						
302	Recreation Grounds								
1022	Brightling Road lease	120	0	120	120			0.0%	
1050	Insurance Refunds	788	0	0	0			0.0%	
1060	Miscellaneous Income	0	400	0	(400)			0.0%	
	Recreation Grounds :- Income	**908**	**400**	**120**	**(280)**			**333.3%**	**0**
4220	General Maintenance	7,656	6,267	8,150	1,884		1,884	76.9%	700
4221	Recreation ground - water	138	119	336	217		217	35.3%	
4223	Grounds Maintenance	5,785	4,912	8,000	3,088	9,250	(6,162)	177.0%	
4224	Travel Costs re playgrounds	260	0	800	800		800	0.0%	
4230	Skate Park	2,400	4,405	6,000	1,595		1,595	73.4%	
4235	Toilets	6,648	4,266	7,000	2,734		2,734	60.9%	
4238	Litter Bins	432	338	2,500	2,163		2,163	13.5%	
4240	Oakleaf Lease Charges	150	150	150	0		0	100.0%	
4241	Dog Bins	2,400	2,625	2,500	(125)		(125)	105.0%	
4242	Playground Equipment	0	0	2,800	2,800	2,800	0	100.0%	
4243	Safety Inspections	612	533	1,500	967		967	35.5%	
	Recreation Grounds :- Indirect Expenditure	**26,481**	**23,614**	**39,736**	**16,122**	**12,050**	**4,072**	**89.8%**	**700**
	Net Income over Expenditure	**(25,573)**	**(23,214)**	**(39,616)**	**(16,402)**				
6000	plus Transfer from EMR	0	700						
6001	less Transfer to EMR	788	0						
	Movement to/(from) Gen Reserve	**(26,361)**	**(22,514)**						

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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
303	Highways								
1050	Insurance Refunds	0	1,699	0	(1,699)			0.0%	
1051	Urban Grasscutting Income	8,624	8,624	3,300	(5,324)			261.3%	
1057	Bench Installations Income	674	0	0	0			0.0%	
	Highways :- Income	**9,298**	**10,322**	**3,300**	**(7,022)**			**312.8%**	**0**
4250	Bus Shelters	0	57	0	(57)	3,000	(3,057)	0.0%	
4256	Urban grasscutting	22,750	12,988	25,000	12,012		12,012	52.0%	
4257	Seat provisions - highways	0	0	0	0		0	0.0%	(100)
4258	Flower Beds	5,039	5,359	6,357	998	960	38	99.4%	357
4259	Council Gardens - office	650	650	650	0		0	100.0%	
	Highways :- Indirect Expenditure	**28,439**	**19,054**	**32,007**	**12,953**	**3,960**	**8,993**	**71.9%**	**257**
	Net Income over Expenditure	**(19,141)**	**(8,732)**	**(28,707)**	**(19,975)**				
6000	plus Transfer from EMR	0	257						
	Movement to/(from) Gen Reserve	**(19,141)**	**(8,475)**						
304	Allotments								
1070	Allotment Fees	1,055	1,038	1,150	112			90.3%	
1071	Allotment Deposit Correct Code	100	250	0	(250)			0.0%	
1072	Gosford Way Allotments	(1)	193	171	(22)			112.9%	
	Allotments :- Income	**1,154**	**1,481**	**1,321**	**(160)**			**112.1%**	**0**
4270	Allotments - maintenance	760	110	550	440		440	20.0%	
4271	Allotments - Improvements	0	0	200	200		200	0.0%	
4272	Allotments - water	497	524	400	(124)		(124)	131.1%	
4273	Allotment - rent of land	20	0	171	171		171	0.0%	
	Allotments :- Indirect Expenditure	**1,277**	**634**	**1,321**	**687**	**0**	**687**	**48.0%**	**0**
	Movement to/(from) Gen Reserve	**(123)**	**847**						
305	Street Lighting								
4280	Street Light - energy	8,118	0	8,500	8,500		8,500	0.0%	
4281	Street Light - Maintenance	9,252	1,949	9,500	7,551		7,551	20.5%	
4282	Street Light - new works/impro	0	2,706	50,000	47,294	40,000	7,294	85.4%	
4286	Christmas decorations	10,418	(66)	11,000	11,066		11,066	(0.6%)	
4287	Additional Christmas Decoratio	7,358	0	0	0		0	0.0%	
	Street Lighting :- Indirect Expenditure	**35,147**	**4,589**	**79,000**	**74,411**	**40,000**	**34,411**	**56.4%**	**0**
	Movement to/(from) Gen Reserve	**(35,147)**	**(4,589)**						

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Code	Description	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306	Prize and Prize Giving								
4096	Remembrance Wreath	25	25	30	5		5	83.3%	
4293	Best rear garden	40	25	0	(25)		(25)	0.0%	
4294	Mayor's Cup (Civic)	10	0	0	0		0	0.0%	
4295	Best allotment	50	50	0	(50)		(50)	0.0%	
4296	Best garden	50	50	0	(50)		(50)	0.0%	
4297	Best dressed house	18	11	0	(11)		(11)	0.0%	
4298	Best dressed shop	18	11	0	(11)		(11)	0.0%	
4299	Prize Party	176	177	0	(177)		(177)	0.0%	
	Prize and Prize Giving :- Indirect Expenditure	**387**	**349**	**30**	**(319)**	**0**	**(319)**	**1164.6%**	**0**
	Movement to/(from) Gen Reserve	**(386)**	**(349)**						
307	The Polegate Partnership								
1040	SponsorFlower Beds Hailsham Rd	1,050	250	1,000	750			25.0%	
	The Polegate Partnership :- Income	**1,050**	**250**	**1,000**	**750**			**25.0%**	**0**
4306	Replace Hailsham Rd Beds	153	0	510	510	357	153	70.0%	
4307	Hailsham Flowers Maintenance	1,329	329	490	161		161	67.1%	
	The Polegate Partnership :- Indirect Expenditure	**1,482**	**329**	**1,000**	**671**	**357**	**314**	**68.6%**	**0**
	Net Income over Expenditure	**(432)**	**(79)**	**0**	**79**				
6000	plus Transfer from EMR	808	0						
	Movement to/(from) Gen Reserve	**376**	**(79)**						
401	The Planning Committee								
4320	Planning Committee - Halls	22	0	200	200		200	0.0%	
	The Planning Committee :- Indirect Expenditure	**22**	**0**	**200**	**200**	**0**	**200**	**0.0%**	**0**
	Movement to/(from) Gen Reserve	**(22)**	**0**						
701	The Retired								
7001	The Retired	500	634	600	(34)		(34)	105.6%	
	The Retired :- Indirect Expenditure	**500**	**634**	**600**	**(34)**	**0**	**(34)**	**105.6%**	**0**
	Movement to/(from) Gen Reserve	**(500)**	**(634)**						
	Grand Totals:- Income	**355,634**	**349,975**	**343,895**	**(6,080)**			**101.8%**	
	Expenditure	**168,898**	**104,029**	**234,854**	**130,825**	**72,702**	**58,123**	**75.3%**	
	Net Income over Expenditure	**186,736**	**245,946**	**109,041**	**(136,904)**				
	plus Transfer from EMR	**2,064**	**1,583**						
	less Transfer to EMR	**820**	**0**						
	Movement to/(from) Gen Reserve	**187,980**	**247,528**						

Item 8c

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			3,313.85	
200	Current/Business Premium			501,956.34	
201	Tracker Account			127,586.73	
210	Petty Cash			200.00	
310	General reserves				162,137.14
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				14,483.00
328	Office IT Equipment Reserve				24.10
329	Other Office Equipment				10.02
331	Brightling Reserve				19.21
332	Bus shelter reserve				12,250.00
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				122,392.00
336	Legals/fencing re s/water				6,000.00
337	High Street Toilets Reserve				14,284.00
338	Hailsham Beds Reserve				891.00
339	Office Alterations Reserve				43,165.00
342	Age Gym S106 funds Centre				5,326.26
343	Tree Audit				31.89
344	Play Equipment				9,157.00
345	Flower Bulbs EMR				703.01
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				4,332.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				5,172.22
350	Picnic Benches				788.00
351	Skate Park				3,600.00
352	Overtime				2,675.29
560	Deposits Held				3,180.00
1000	Hire of Chamber	201	Council Offices		75.00
1004	Photocopies/postage	104	General Administration		0.80
1005	51 High Street Rent R'ved	202	51 High Street		590.00
1006	Mayor's Charity Fund	103	Town Councillors		305.01
1009	Bank Loyalty Discount	102	Administration		161.96
1010	Investment Income	104	General Administration		1,059.33
1030	Rental Income-Pavilion	203	The Pavilion		1,050.00
1035	High St Toilets Community Sche	205	High Street Toilets		557.00
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		250.00
1042	Sponsorship Litter Picker	101	Employee costs		1,254.24
1050	Insurance Refunds	303	Highways		1,698.76
1051	Urban Grasscutting Income	303	Highways		8,623.68

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1060	Miscellaneous Income	101	Employee costs		200.00
1060	Miscellaneous Income	302	Recreation Grounds		400.00
1063	CIL funds from developers	104	General Administration	31.73	- WDC Paid in error.
1070	Allotment Fees	304	Allotments		1,038.00
1071	Allotment Deposit Correct Code	304	Allotments		250.00
1072	Gosford Way Allotments	304	Allotments		193.00
1076	Precept	104	General Administration		326,183.00
1080	Grants Received	104	General Administration		7,571.00
4000	Town Clerk	101	Employee costs	28,794.98	
4001	Administration Assistant	101	Employee costs	7,598.77	
4002	Handyman/Groundsman	101	Employee costs	7,223.37	
4003	Litter Picker	101	Employee costs	6,792.21	
4004	Cleaner/keyholder	101	Employee costs	2,326.23	
4005	Overtime	101	Employee costs	4,758.06	
4007	NI (ER's)	101	Employee costs	4,490.15	
4008	Pension ER's contributions	101	Employee costs	175.21	
4010	Internal Auditor	101	Employee costs	285.90	
4011	Administrative Asst/Ctee Clerk	101	Employee costs	7,608.97	
4012	Finance Assistant	101	Employee costs	7,628.13	
4014	Consultancy/Locum Clerk	101	Employee costs	3,339.00	
4015	Travelling expenses (parks)	101	Employee costs	301.54	
4016	Training Exps inc course fees	101	Employee costs	2,730.00	
4030	Postage	102	Administration	256.52	
4031	Stationery	102	Administration	758.66	
4032	Photocopier copy charges	102	Administration	899.11	
4035	Computer consumables	102	Administration	87.99	
4036	Office IT equipment	102	Administration	39.95	
4037	Website	102	Administration	572.00	
4039	Legal fees	102	Administration	7,255.81	
4040	Audit Fees	102	Administration	800.00	
4041	Consultancy	102	Administration	170.00	
4043	Insurance Premiums	102	Administration	3,943.22	
4045	Subscriptions	102	Administration	2,638.64	
4053	Refreshments	102	Administration	7.21	
4056	Bank/Barclaycard charges	102	Administration	647.70	
4059	First Aid	102	Administration	114.49	
4063	Hire of Halls	102	Administration	38.50	
4064	Course/conferences	102	Administration	75.00	
4069	Office telephones	102	Administration	1,076.97	
4070	Broadband/Internet	102	Administration	389.20	
4071	IT Services	102	Administration	775.00	
4072	IT costs office 365	102	Administration	163.33	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4090	Councillors' allowances	103	Town Councillors	2,885.87	
4091	Councillors' expenses	103	Town Councillors	286.54	
4092	Councillors' training	103	Town Councillors	90.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	1,157.80	
4095	Mayor's Fund Rainsing Charity	103	Town Councillors	192.68	
4096	Remembrance Wreath	306	Prize and Prize Giving	25.00	
4105	Finance Software	104	General Administration	373.25	
4130	Council Tax	201	Council Offices	5,832.00	
4131	Electricity	201	Council Offices	699.36	
4132	Water charges	201	Council Offices	145.64	
4133	Sewerage	201	Council Offices	100.59	
4136	Photocopier - lease	201	Council Offices	601.62	
4139	Window Cleaning	201	Council Offices	140.00	
4140	Alarm Maintenance	201	Council Offices	241.50	
4141	Fire Precautions	201	Council Offices	209.83	
4142	Other Maintenance	201	Council Offices	50.00	
4146	Other Office Equipment	201	Council Offices	185.20	
4154	Housekeeping	201	Council Offices	102.19	
4155	Refuse Collecting	201	Council Offices	644.56	
4162	PWLB - Capital	201	Council Offices	3,728.04	
4163	PWLB- Interest	201	Council Offices	1,845.16	
4170	51 High Street - expenditure	202	51 High Street	326.54	
4180	Pavilion Electricity	203	The Pavilion	592.23	
4181	Pavilion water	203	The Pavilion	163.01	
4182	Pavilion sewerage	203	The Pavilion	927.01	
4186	Pavilion - fire precautions	203	The Pavilion	104.95	
4187	Pavilion - Refuse	203	The Pavilion	345.03	
4190	Wannock Office Electrictiy	204	Wannock Office	335.95	
4192	Wannock Office Sewage	204	Wannock Office	674.29	
4193	Wannock Office Council Tax	204	Wannock Office	3,197.00	
4201	CCTV costs	301	Town Centre and Community Safe	1,902.18	
4220	General Maintenance	302	Recreation Grounds	6,266.50	
4221	Recreation ground - water	302	Recreation Grounds	118.69	
4223	Grounds Maintenance	302	Recreation Grounds	4,911.93	
4230	Skate Park	302	Recreation Grounds	4,405.00	
4235	Toilets	302	Recreation Grounds	4,265.95	
4238	Litter Bins	302	Recreation Grounds	337.50	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	2,625.00	
4243	Safety Inspections	302	Recreation Grounds	533.00	
4250	Bus Shelters	303	Highways	57.20	
4256	Urban grasscutting	303	Highways	12,988.05	

Continued over page

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4258	Flower Beds	303	Highways	5,358.99	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	110.00	
4272	Allotments - water	304	Allotments	524.27	
4281	Street Light - Maintenance	305	Street Lighting	1,948.76	
4282	Street Light - new works/impro	305	Street Lighting	2,705.67	ACCRUAL
4286	Christmas decorations	305	Street Lighting		- LOWER 65.68
4293	Best rear garden	306	Prize and Prize Giving	25.00	INVOICE.
4295	Best allotment	306	Prize and Prize Giving	50.00	
4296	Best garden	306	Prize and Prize Giving	50.00	
4297	Best dressed house	306	Prize and Prize Giving	11.45	
4298	Best dressed shop	306	Prize and Prize Giving	11.44	
4299	Prize Party	306	Prize and Prize Giving	176.50	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	328.70	
4500	Toilets High St - Cleaning	205	High Street Toilets	4,166.72	
4501	Toilets High St - Maintenance	205	High Street Toilets	125.00	
4502	Toilets High St - Electricity	205	High Street Toilets	182.49	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	505.66	
4504	Toilets High St - Other	205	High Street Toilets	171.56	
4505	Toilets High St - Non Domestic	205	High Street Toilets	886.00	
5000	Transfer to Reserves				236.30
6000	Transfer from EMR	101	Employee costs		1,902.40
6000	Transfer from EMR	102	Administration		530.00
6000	Transfer from EMR	104	General Administration		31.73
6000	Transfer from EMR	201	Council Offices		63.94
6000	Transfer from EMR	302	Recreation Grounds		700.00
6000	Transfer from EMR	303	Highways		256.99
7001	The Retired	701	The Retired	633.64	
			Trial Balance Totals :	**821,236.16**	**821,236.16**
			Difference	**0.00**	

BARCLAYS

item 8c

31 December 2018

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 31 December 2018

Business Current Accounts	
Business Current Account Statement	£50,000.00
Sort Code [redacted] • Account No [redacted]	
Business Savings Accounts	
Business Premium Account	£457,790.52
Sort Code [redacted] • Account No [redacted]	
Business Premium Account	£127,586.73
Sort Code [redacted] • Account No [redacted]	CBook2 Tracker

Current/ Business Premium cashbook 1.

This is the end of your account summary.

Copy to council

Bank Reconciliation Statement as at 31/12/2018 for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/12/2018	1	50,000.00
Business Premium Account	31/12/2018	1	457,790.52
			507,790.52

Unpresented Cheques (Minus)

			Amount	
13/11/2018	108734	The Police & Crime Commissione	545.60	
26/11/2018	108743	[redacted]	29.70	
26/11/2018	108741	Gelnisters Florist	20.00	
30/11/2018	108746	Haven Security Ltd	19.20	
04/12/2018	108749	Europlants Ltd	49.51	
04/12/2018	108752	Withers DIY	20.48	
07/12/2018	108754	Sign Studio Ltd	66.00	
07/12/2018	108756	Europlants Ltd	144.00	
07/12/2018	108757	SSALC Ltd	144.00	
12/12/2018	108763	Ms A Snell	54.00	
19/12/2018	108766	St John's Church	100.00	
19/12/2018	108767	You Raise Me Up	59.70	
19/12/2018	108767	You Raise Me Up	-59.70	
19/12/2018	108767	You Raise Me Up	59.70	
19/12/2018	108768	St Wilfrid's	56.81	
19/12/2018	108769	Children With Cancer Fund	15.00	
19/12/2018	108770	Wealden District Council	30.00	
19/12/2018	108771	Polegate Glazing Ltd	24.00	
19/12/2018	108772	[redacted]	32.18	
19/12/2018	108773	Cosmo Construction (UK) Ltd	2,328.00	
19/12/2018	108774	Lewes District Council	90.00	
19/12/2018	108775	Lewes District Council	90.00	
19/12/2018	108776	Viking	31.18	
19/12/2018	108777	Surrey Hills Solicitors LLP	634.80	
19/12/2018	108778	Kingdom Services Group Ltd	1,250.02	
				5,834.18
				501,956.34

Receipts not Banked/Cleared (Plus)

0.00	
	0.00
	501,956.34

Balance per Cash Book is :-	**501,956.34**
Difference is :-	**0.00**

FC. 28/1

Bank Reconciliation Statement as at 31/12/2018
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	31/12/2018	1	127,586.73
			127,586.73

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		127,586.73

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		127,586.73
	Balance per Cash Book is :-	**127,586.73**
	Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/12/2018
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	31/12/2018	0	200.00
			200.00
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			200.00
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			200.00
		Balance per Cash Book is :-	**200.00**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/12/2018
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	31/12/2018	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**

item 8c

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	14,483.00		14,483.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	24.10		24.10
329	Other Office Equipment	73.96	-63.94	10.02
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	19.21		19.21
332	Bus shelter reserve	12,250.00		12,250.00
333	Diamond Jubilee Reserve	0.00		0.00
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	122,392.00		122,392.00
336	Legals/fencing re s/water	6,000.00		6,000.00
337	High Street Toilets Reserve	14,284.00		14,284.00
338	Hailsham Beds Reserve	891.00		891.00
339	Office Alterations Reserve	43,165.00		43,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	1,633.69	-1,633.69	0.00
342	Age Gym S106 funds Centre	5,326.26		5,326.26
343	Tree Audit	731.89	-700.00	31.89
344	Play Equipment	9,157.00		9,157.00
345	Flower Bulbs EMR	960.00	-256.99	703.01
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	4,332.00		4,332.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	5,203.95	-31.73	5,172.22
350	Picnic Benches	788.00		788.00
351	Skate Park	3,600.00		3,600.00
352	Overtime	3,474.00	-798.71	2,675.29
		304,156.26	**-3,485.06**	**300,671.20**

Item 8c

Printed copy of submitted VAT return for your records.

THIS IS FOR YOUR RECORDS ONLY.

DO NOT SEND THIS TO HM Revenue and Customs.

POLEGATE TOWN COUNCIL	**Registration Number:**	315680757
	Period:	12 18
	For the Period:	01 Oct 2018 **to** 31 Dec 2018
49 HIGH STREET POLEGATE EAST SUSSEX	**Return due date if paid electronically:**	07 Feb 2019

BN26 6AL

1	VAT due in this period on sales and other outputs	GBP1,902.44
2	VAT due in this period on acquisitions from other EC Member States	GBP0.00
3	**Total VAT due (the sum of boxes 1 and 2)**	**GBP1,902.44**
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	GBP5,216.29
5	**Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)**	**GBP3,313.85**
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	GBP9,512.00
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	GBP27,302.00
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	GBP0.00
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC Member States	GBP0.00
	Balancing amount:	GBP0.00

DECLARATION: I confirm the data shown above is correct and wish to submit my electronic VAT declaration to HMRC.

RETURN SUCCESSFULLY SUBMITTED 16/01/2019 16:46:00

SUBMISSION RECEIPT REFERENCE:

7AML6RL72MRLCWTUOE7G7FJSBDX5CDKG

Source	Ledger	Ref No	Month		Code	Gross	Net	VAT
Cashbook	1		7			300.00	250.00	50.00
Cashbook	1		8			10,348.42	8,623.68	1,724.74
Cashbook	1		9			766.20	638.50	127.70
		OUTPUT		**Total Rate:**	**S**	**11,414.62**	**9,512.18**	**1,902.44**
Cashbook	1		8			58.00	58.00	0.00
		INPUT		**Total Rate:**	**E**	**58.00**	**58.00**	**0.00**
Cashbook	1		7			248.70	236.85	11.85
Cashbook	1		8			146.80	139.81	6.99
Cashbook	1		9			155.33	147.93	7.40
		INPUT		**Total Rate:**	**LR**	**550.83**	**524.59**	**26.24**
Cashbook	1		7			6,768.55	5,648.59	1,119.96
Cashbook	1		8			11,981.20	9,984.33	1,996.87
Cashbook	1		9			12,436.84	10,367.97	2,068.87
Cashbook	3		9			26.10	21.75	4.35
		INPUT		**Total Rate:**	**S**	**31,212.69**	**26,022.64**	**5,190.05**
Cashbook	1		8			23.32	23.32	0.00
Cashbook	1		9			674.29	674.29	0.00
		INPUT		**Total Rate:**	**Z**	**697.61**	**697.61**	**0.00**

VAT Return Summary:		Gross	Net	VAT
	Total Outputs	**11,414.62**	**9,512.18**	**1,902.44**
	Total Inputs	**32,519.13**	**27,302.84**	**5,216.29**

VAT due on Sales	**Box 1**	1,902.44	
VAT due on ACQUISITIONS from EC Members	**2**	0.00	
Total VAT due	**3**	**1,902.44**	
VAT reclaimed on ALL INPUTS	**4**	5,216.29	
Net VAT to be RECLAIMED	**5**	**3,313.85**	
Total sales incl EC Members (Excl VAT)	**6**	**9,512.18**	
Total purchases incl EC Members(Excl VAT)	**7**	**27,302.84**	
Total sales to EC Members(Excl VAT)	**8**	0.00	
Total purchases from EC Members(Excl VAT)	**9**	0.00	VAT on acquisitions from other EC States **0.00**

Item 8C

Date **02/12/2018** **Month No: 9** **Current Period** **Journal Ref: 416**

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
560	Deposits Held	0		allotment deposit retained	50.00	
4270	Allotments - maintenance	304	Allotments	allotment deposit retained		50.00
				Journal Totals	**50.00**	**50.00**

Narrative: Allotment deposit retained to clear plot on vacating. C8A

Date **02/12/2018** **Month No: 9** **Current Period** **Journal Ref: 415**

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
4200	PCSO costs	301	Town Centre and Community Safe	coded to 4200 instead of 4270	50.00	
4270	Allotments - maintenance	304	Allotments	coded to 4200 instead of 4270		50.00
				Journal Totals	**50.00**	**50.00**

Narrative: Deposit joirnalled to 4200 in error, should be 4270 allotments. Deposit witheld on leaving plot to bring plot to good condition to rent out.

item 9

Request for purchase/installation of memorial bench

Town Clerk,

A resident has made a request for the purchase of a memorial bench.

The bench (please see attached photograph), which will be manufactured from recycled plastic and will have an 'in memoriam' plaque affixed, will replace a dilapidated bench on a pre-existing concrete pad outside no.34 Station Road.

The resident has agreed to meet the entire cost of purchase and installation.

Councillors were previously emailed for their comments regarding the installation, and all the replies received were in favour.

May formal approval of Council please be sought for the purchase and installation of the memorial bench.

Respectfully submitted,

[redacted]

Admin Assistant
11th January 2019

Phoenix® Seat

DESIGN FEATURES

- Environmentally friendly recycled materials.
- Vandal-resistant robust design.
- Never needs painting.
- Superb strength.
- Minimum maintenance - needs no surface treatment.
- Weather-resistant - will not rot.
- Available with armrests.
- Co-ordinates with other Glasdon street furniture.

MATERIAL & COLOUR OPTIONS

Black Enviropol, Brown Enviropol, Timberpol.

SPECIFICATIONS

Length: 1790mm
Seat Height: 428mm
Depth: 574mm
Overall Height: 702mm
Total seat weight including:
Enviropol slats: 75kg
Enviropol slats: 90kg c/w 2 armrests
Timberpol slats: 79kg
Timberpol slats: 94kg c/w 2 armrests
Supplied fully assembled for immediate use or in flat-pack form.

East Sussex Highways

A partnership between: COSTAIN CH2M Supporting East Sussex; East Sussex County Council

East Sussex Highways

Licence to place a bench, notice board, planter, waste bin, etc on the Highway

Highways Act 1980 (Section 115)

1.	Full name and address of the proposed Licensee (including Forenames)	Polegate Town Council, 49-51 High Street POLEGATE BN26 6AL
2	Location (inc. geo-location / premises adjoining the Highway in respect of which the Licence is required	On grass verge outside no. 34 Station Road, Polegate. Geolocation : 50.823104 0.246421
3.	Name of Highway where item is to be placed	Station Road. Polegate
4.	Full details of the item: Dimensions, fixings, purpose, suggested wording or design (please attach drawings)	Memorial bench made from recycled materials. To replace existing bench & to bolted to pre-existing concrete pad. Photo / dimensions / inscription attached.
5.	Has contact been made with relevant local authority re planning permission?	Not applicable
7.	Email Address	admin@polegatetowncouncil.gov.uk
8.	Contact Number	01323 488114

Before submitting your application, please sign the following declaration:-

I/We, the undersigned, submit this application for permission to place objects and/or carry out activities on the highway and understand that planning permission from the relevant local authority may be required. I/We, understand that the applicable fee is payable prior to the application being processed (please see the current ESH fee structure on https://www.eastsussexhighways.com/application-forms). I/We, understand that should installation of the equipment necessitate breaking into the Highway a separate S171 Excavation in the Highway Licence application is mandatory.

Signed:- ....

Date:- ....

On completion please submit the application to: Licensing & Enforcement, East Sussex Highways, Ringmer Depot, The Broyle, Ringmer BN8 5NP. Email: customer@eastsussexhighways.com.

Item 10.

Polegate Town Council

Complaints Procedure

Policy Number 17		
Issue No.	**Date completed**	**Details of amendments**
1	25th November 2013	Adopted at Full Council Meeting
2	23rd May 2016	Header added, adopted Annual Stat Meeting 2016
3	22.05.17	Adopted at Annual Stat Meeting
4		New Policy for review at Full Council Meeting Jan 2019

Polegate Town Council aims to provide the best possible service to the residents of Polegate.

However, we recognise that from time to time, users of our services may feel that the quality or level of service is less than they could reasonably expect.

It remains the position that the Local Government Ombudsman has no jurisdiction over Town, Parish and Community Councils. Therefore, this Complaints procedure has been adopted by the Council in order to allow members of the public the opportunity to submit a complaint regarding the administration of the Council or its procedures, and have the complaint dealt with in a fair and timely manner.

This procedure is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by a Council officer or member of the Council. This procedure applies to all services provided by the Town Council.

Please note however that complaints about an individual employee of the Council would be dealt with as an employment matter. The complainant can however be assured that the complaint will be investigated and dealt with internally with appropriate actions taken as deemed necessary.

Complaints regarding a Councillor are subject to the jurisdiction of the Code of Conduct. Complaints of this nature will be forwarded to the District Monitoring Officer at Wealden District Council to review.

We greatly value your continued support and good will and, therefore, if you have a complaint, we would like to hear about it.

FORMAL COMPLAINTS

1. All formal complaints must be made in writing (by post or through email) and addressed to the Town Clerk and must clearly state that it is a formal complaint.
2. On receiving the complaint, the Town Clerk shall acknowledge the complaint within 5 working days and try to resolve the complaint directly. If the Town Clerk is absent for this initial 5 working day period, this will be dealt with by another member of staff.
3. The Town Clerk will endeavour to respond to the complaint with a resolution within 21 working days of the date of the letter or email. Dependant on the complexity of the complaint the Town Clerk may send a holding letter to the complainant to allow further time to address the issues.
4. The Town Clerk will provide an update at Full Council meetings of any formal complaints received and outcomes as part of the Clerk's Report. All personal details will be excluded when reporting the complaint to Full Council so as to ensure confidentiality is maintained.
5. If a complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk of this.
6. The Town Clerk will then arrange for the complaint to be considered and dealt with as an appeal and referred to the Council's Appeals Committee.
7. In both appeal investigations, whether by the Town Clerk or the Appeals Committee, the complainant will be offered the opportunity to explain the nature of the complaint in writing to the Committee directly, should they wish to.

8. In the case of the Appeals Committee hearing an appeal, the Clerk will recommend prior to the meeting if the complaint warrants exclusion of the press and public at the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960.
9. The decision on the complaint shall be announced at the Appeals Committee meeting, where relevant, and confirmed in writing to the complainant as soon as practicably possible.

All formal complaints must be dealt with in writing (either by post or via email) to ensure a complete paper trail is recorded.

COMPLAINTS AGAINST AN OFFICER/EMPLOYEE OF THE COUNCIL

1. Any formal complaints regarding the actions of an employee should be submitted in writing (by post or through email) to the Town Clerk.
2. Any formal complaints regarding the Town Clerk should be submitted in writing (by post or through email) to the Mayor.
3. The formal complaint will be acknowledged in writing.
4. Where the complaint is regarding the actions of an employee, the Town Clerk will deal with this as an employment matter. The Town Clerk will investigate the complaint and if felt necessary, present it to the Personnel Committee if it is deemed to be a potential disciplinary offence. The Town Clerk will however endeavour to resolve the complaint directly if possible.
5. If deemed necessary, a meeting of the Personnel Committee will be convened to discuss the complaint and whether there is a need to invoke the disciplinary process.
6. The complainant may be contacted as part of an investigation, to explain the nature of the complaint if it is felt that more information/clarification is required.
7. The complainant will receive a written reply to their complaint detailing the outcome of their complaint but ensuring that the employee in question confidentiality is not breached.
8. If the complaint is regarding the Town Clerk, the above stages 2 – 7 will be taken by the Mayor. The Town Clerk would be excluded from having any dealings with the investigation. The Council may employ external expert support/advice to assist in dealing with the complaint.
9. If the complainant is unhappy with the outcome of their complaint, they have 21 days from receipt of the outcome letter to notify the Town Clerk/Mayor of this.
10. The Town Clerk/Mayor will then arrange for the complaint to be considered and dealt with by the Appeals Committee. The complainant may be offered the opportunity to explain the nature of the complaint further.
11. The decision on the complaint shall be notified to the complainant in writing and not announced publicly during the meeting.
12. Complaints will be handled as efficiently and swiftly as possible. At all times, every individual will be treated fairly and the process will remain reasonable, accessible and transparent.

COMPLAINTS AGAINST A MEMBER OF THE COUNCIL

Polegate Town Councillors sign up to a Code of Conduct upon taking office. Any member of public wishing to submit a complaint for breach of a specific part of the Code should do so to the District Monitoring Officer at Wealden District Council:

For more information on the process, please visit Wealden District Council's District Council's website at: www.wealden.gov.uk or telephone 01323 443322

MONITORING OF FORMAL COMPLAINTS

The Town Clerk will include in the Clerk's Update Report to each Council meeting a summary of formal complaints dealt with in the period since the last report. Formal complaints about staff will be reported to the Personnel Committee.

Council employees shall be vigilant in responding to relevant queries and concerns as best they can, including those on social media.

Approved at Full Council Meeting
25th November 2013

Polegate Town Council

Complaints Procedure

OLD VERSION

Policy Number 17		
Issue No.	**Date completed**	**Details of amendments**
1	25th November 2013	Adopted at Full Council Meeting
2	23rd May 2016	Header added, adopted Annual Stat Meeting 2016
3	22.05.17	Adopted at Annual Stat Meeting

Approved at Full Council Meeting
25th November 2013

COMPLAINTS PROCEDURE

The following procedure will be adopted for dealing with complaints about the Councils administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council or relevant Committee as appropriate, for consideration.

This procedure does not cover complaints about the conduct of a member of the Town Council. Any complaint that a Councillor may have breached the Councils adopted code of conduct should be referred to The Monitoring Officer, Wealden District Council, Vicarage Lane, Hailsham BN27 2AX

Old Version

If a complaint about procedures, administration or the actions of any of the Councils employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.

STAGE ONE

1. The complainant will be asked to put the complaint in writing, by letter or email, to the Town Clerk at the Council Offices, stating: What the complaint is about, when it happened (or should have happened), what should have been done differently and what should be done to put things right.
2. The complaint will be acknowledged within 5 working days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated but it is easier to deal with if it is.
3. The aim is to respond fully to the complainant within 10 working days of issue of the acknowledgement.
4. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example) he or she should be advised to write to the Mayor.
5. On receipt of a written complaint, the Town Clerk (except where the complaint is about his or her own actions) or Mayor (if the complaint relates to the Clerk) will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving them an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
6. Where the Town Clerk or a Councillor receives a written complaint about the Clerks actions, he or she shall refer the complaint to the Mayor. The Town Clerk will be formally advised of the matter and given an opportunity to comment.

7. The Town Clerk or Mayor will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.

STAGE TWO

1. The Town Clerk or Mayor will report any complaint that has not been resolved to the next meeting of the Council and 3 Councillors will be nominated to form a complaints panel.
2. The Clerk will notify the complainant of the date on which the complaint will be considered by the complaints panel and the complainant will be offered an opportunity to explain the complaint to the Council orally.
3. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place should be dealt with in accordance with the Councils grievance and disciplinary procedures.
4. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
5. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after advice has been received.

Old Version

STAGE THREE

1. As soon as possible after the Council meeting (and in any event not later than 15 working days after the meeting) the complainant shall be invited to attend a meeting and to bring with them a representative if they wish.
2. 5 clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence relied on. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting. This may exclude confidential documentation which may be exempt from inspection.
3. At the meeting of the complaints panel, the Chairman should introduce everyone and explain the procedure.
4. The complainant (or representative) should outline the grounds for complaint and thereafter, questions may be asked by (i) The Town Clerk or other nominated officer and then (ii) members.
5. The Town Clerk or other nominated officer will have an opportunity to explain the Councils position and questions may be asked by (i) the complainant and (ii) members.
6. The Town Clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
7. The Town Clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the

grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.

8. The Town clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.
9. As soon as possible after the decision has been made (and in any event not later than 5 working days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.

IN BRIEF

Stage one	Written complaint received by Clerk	Day 1
	Complaint is acknowledged within 5 days of receipt	Day 5
	The Clerk and Mayor will try and resolve the complaint. A response to be sent to complainant within 10 days of acknowledgment sent	Day 15
Stage two	If complaint not resolved by Mayor and/or clerk the letter will be taken to Council to set a Complaints Panel.	
Stage three	Complaints panel to sit 15 days after Council meeting	3 Councillors
	5 days before Complaints panel information is transferred between Clerk and Complainant.	
	5 days after complaints panel decision should be sent to complainant.	

Old Version

ITEM 11

Annual Risk Assessment
Corporate Governance

The Town Council is obliged to review its corporate risks each year. Below is the extract on what is required:

EXTRACT FROM GOVERNANCE AND ACCOUNTABILITY

Assertion 5: Risk Management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Attached is the risk assessment for 2018/19, which outlines the main risks that Polegate Town Council faces, the level of risk (L [Low], M [Medium], H [High] and any mitigation/action required.

To be reviewed by Council.

NB the revised Health & Safety Policy has already been drafted and will be presented to finance during 2019, along with the associated new risk assessment and management procedures, which were also being overhauled. Some have been completed in 2017, 2018 and should be complete in 2019. The policies will be presented to Finance and the management and procedures will be discussed at the risk management working group and presented to full council in due course.

Recommendation to accept the risk assessment as presented or with amendments and resolve that the Town Council has carried out an assessment of the risks facing it and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

ITEM 11.

Polegate Town Council Risk Assessment

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the council."

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and **all** potential risks inherent in the place or practices. Based on a recorded assessment the Employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that is has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCE AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's office. The Clerk makes back-ups of files to an external hard drive, which is backed up to a separate location. There is an automatic backup to an external drive held in the office. There is also an automated backup to a a secure cloud facility compliant with GDPR. Recovery can be done remotely and onto new machines if there was a major disaster.	A new procedure being drafted, and will be reviewed periodically after created.
Precept	Adequacy of precept Requirements not submitted to PTC Amount not received by PTC	L L L	The Council reviews the Precept requirement annually at the November Finance & Policy meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figured for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Polegate Council. This figure is submitted by the Clerk in writing to WDC. The Clerk monitors and records when the monies are received.	Existing procedure adequate. Review periodically.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements.	Existing procedure adequate. Review the Financial Regulations Annually.
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statements arrive, these are dealt with immediately by informing the bank and awaiting their correction. The Clerk reviews the Councils banking arrangements regularly.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after Annual Council and an election. Monitor the bank statements monthly. The creation of new bank accounts with different group providers is currently in hand to protect against loss under the FSCS scheme.

Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations that set out the requirements. Cash received is banked within 3 banking days. Petty Cash is checked by one councillor annually and by the clerk monthly for accuracy. The Council's insurance policy has a Fidelity Guarantee.	Existing procedure adequate. Review the Financial Regulations annually Ensure Fidelity Insurance is adequate.
Reporting and auditing	Information communication Compliance	L M	A budget monitoring statement is produced for each Council/Committee meeting with the agenda and discussed and approved at the meeting. A full list of payment and receipts and cheques to be signed is provided at the full council or finance meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented at full council meetings. *Council should regularly audit internally to comply with the Fidelity Guarantee.*	Existing communication procedures adequate. Council to appoint a Councillor to check financial records for Fidelity compliance.
Direct costs Overhead expenses Debts	Goods or Services not supplied but billed for. Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L L	The Council has Financial Regulations that set out the requirements. At each Finance or Full Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. Council approves the list of requests for payment. The Council has minimal stocks, these are monitored by the Clerk. Unpaid invoices to the Council are pursued.	Existing procedure adequate. Review the Financial Regulation when necessary.
Grants and support – payable	Power to pay. Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. Many items are carried out under the General power of Competence.	Existing procedure adequate. Councillors request a copy of S137 rules if required. Eligibility for GPoC is reviewed annually.
Grants – receivable	Receipts of Grant	L	The Town Council receives a regular grant from WDC annually paid in two instalments with the precept. Receipt is reported to the Council at the next meeting of the Council. Any one-off grants awarded would come with terms and conditions to be satisfied.	Existing procedures adequate. S106 and CIL receipts are separated in the account codes and interest applied individually. The agreements are adhered to in accordance with the agreement.
Charges – Rentals payable	Payments of leases/rentals	L	The Council pays an annual sum to East Sussex County Council in respect of Oakleaf play area. It also pays in arrears a sum to WDC for the rental of Gosford Way allotment. This is based on the exact amount of income received from rents from the previous financial year.	Existing procedures adequate.
Charges – Rentals receivable	Receipt of rental Insurance implication	L M	Sports Facilities - The Council issued a 5 year agreement for usage with a rolling agreement to extend and both parties signed the agreement and the Council copy is held in Council records. The Council is notified accordingly. The sports Clubs arrange their own insurance and provide a copy to the Council each year. The system is being reviewed and a CIC being set up in order that a longer lease can be granted to one body of which all sports and recreational groups can join.	Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received. CIC in progress and changes will be documented accordingly.
Best value Accountability	Work awarded incorrectly Overspend of services	L M	As per Financial Regulations normal Council practice would be to seek, if possible, more than one quotation for any substantial work required	Existing procedure adequate. Review Financial Regulations regularly.

			to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council, committee or working group as appropriate.	
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	The Town Council has delegated the appointment of all employees to the Town Clerk, who liaises with the personnel committee regarding appointments. These are reported back to full council. Salary rates are assessed annually by the Council and applied on 1st April each year. Salaries are paid by online banking (or cheque in the event of a banking issue) each month which is pre-authorised and signed off manually by two councillors and reported to the Council. The Tax and NI contributions due are reported to the Council and signed off at full council or finance. The Tax and NI and pension contributions are worked out by the external payroll officer who supply the payment details to the town clerk for payment. This is also authorised by full council or finance and signed off by two councillors for payment. All Tax and NI payments are paid monthly and submitted to the Inland Revenue. The Clerk keeps a contracts of employment and job descriptions.	Existing appointment and payment system is adequate.
Clerk/Other workers (voluntary/casual)	Loss of Clerk Fraud Actions undertaken Health & Safety	L L L L	The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk & staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake their roles. The staff are also provided with adequate direction and safety equipment needed to undertake the role, i.e. protective clothing and training.	Existing procedure adequate. Purchase reference books where necessary. Membership of the SLCC and training through SSALC and outside bodies when required. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	The Mayor has annual civic allowance which is budgeted for annually. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council. All councillors are allocated an allowance in the budget. Payment of this is made via calculation by the payroll officer (external) and the appropriate TAX and NI deductions are made. Approval of the rate is made periodically usually once per year.	Existing procedure adequate.
Election costs	Risk of an election cost	L	The Town Council currently budgets in advance ¼ of the expected full election costs as each election is at present contested. The Town Council has also set a sum aside for the provision of a poll which is approximately the same cost in case of the event of a poll being called at the Annual Town Assembly. .	Existing procedure adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements.	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Annual Return is completed and submitted online and to	Existing procedures adequate.

			the Inland Revenue within the prescribed time frame by the payroll officer (external). Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All activities and payments are within the powers of the council.
Council records – paper	Losses through; Theft Fire Damage	 L M L	The Town Council records are stored at the council offices and other sites. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fire proof) and older more historical records offsite. Older minutes are archived at the Keep near Brighton. Some records are scanned and stored on the computer system.	Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases copied and deposited off-site. For security certain documentation is stored in lockable cabinets and in the safe.
Council records – electronic	Loss through; Theft, fire, damage Corruption of Computer	 L M	The Town Council's electronic records are stored on an external hard drive and backup up both offside and on a secure UK based cloud server which is GDPR compliant. The data is backed up daily.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	M L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Interim issues are dealt with by finance and policies increased accordingly. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. Buildings are reassessed and the bank accounts are to be split as the town Council is within the threshold for FSCS protection.	Existing procedure sufficient, new accounts are in the process of being split to provide protection to the £85,000 level. Review insurance provision annually. Review of compliance.
Data Protection	Policy Provision	L/M	The Council is registered with the Information Commissioners Office and is GDPR compliant.	Ensure annual renewal of Registration via direct debit approved by full council. Monitor and report any impacts of request made under SAR/GDPR regulations.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.	Monitor and report any impacts of requests made under the FOI Act.
Meeting location	Adequacy Health & Safety	L M	The Town Council Meetings are usually held in the Council chambers or local church/church hall nearby. In the event the Clerk is indisposed the Mayor has a key to access the building. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Meetings where larger numbers are expected are booked in the halls	Existing location adequate. Access via stairs and stair lift only. Some meetings are held in halls nearby with sloped access if required.

			nearby.	
Street Lighting	Risk/Injury to third party	L	Insurance is in place. Maintenance contract with ESCC which is being reviewed.	Existing procedure adequate but not wholly satisfactory. Review already in progress.

ASSESTS

Subject	Risk(s) Identified	H / M / L	Management/Control Risk	Review/Assess/Revise
Street Furniture, Play Area Equipment and Open Spaces	Loss or Damage Risk/damage to third party(ies)/property	L L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Parks are checked weekly by qualified staff and most staff are qualified to carry out the checks in the event of sickness. Monthly checks are carried out by a member of staff usually the maintenance person and currently an outside organisation. Parks are checked visually daily for litter and major safety risks. These are dealt with immediately and the site secured or repaired accordingly. An annual inspection of the parks are carried out by a RoSPA approved contractor. Reports of defects and risks are reported back to the council and the appropriate action taken depending on the level of risk. Some items are then added to the maintenance schedule or a contractor sought to carry out the task. All items are addressed as soon as reasonably practicable. A risk audit on the trees on council land is on file and annual check are made and work scheduled in accordingly. Risk assessment of Play Area equipment made by LDC and annual inspection carried out by registered play inspection company. Reports are kept accordingly. Incidents are investigated for cause and added to the Health and Safety management/risk assessment list for review. Improvements are made on any areas where possible. These are usually assessed by either the risk management working group or the buildings and land working group and reported back to council where required.	Existing procedure adequate. Review insurance requirements annually. Review tree audit periodically, usually annually for changes.
Noticeboards	Risk/damage/injury to third parties Road side safety	L L	The Town Council has three notice boards sited around the Town. All locations have approval by relevant parties, insurance cover, inspected regularly by the staff periodically - any repairs/maintenance requirements brought to the attention of the maintenance man who has a contract to carry out works. Keys held in the office.	Existing procedure adequate.

LIABILITY

Subject	Risk(s) Identified	H / M / L	Management/Control Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments Working Parties taking decisions	L L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedure adequate. Monitor and review when required.
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next available Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk assessments regularly carried out to comply with requirements.	Ensure risk assessments are carried out. Existing procedures adequate.

Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from the SSALC/SLCC as required.	Existing procedures adequate.
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves Minutes at monthly meetings. Retention of document policy in place.	Existing procedures adequate.

COUNCILLORS' PROPRIETY

Subject	**Risk(s) Identified**	**H / M / L**	**Management/Control Risk**	**Review/Assess/Revise**
Members interests	Conflict of interest Register of Members interests	M M	Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.

Item 12

Motion to allow EASTBOURNE responders to do defibrillator Training to registered participants and the use of council chambers as the venue for this training to be booked via the town council Offices in the normal manner.
The registration of participants etc will be handled by EASTBOURNE responders.

ITEM 13a)

Motion from Cllr D Dunbar

Polegate Scarecrow Festival

Motion to allow the organisers of the Polegate Scarecrow Festival to use the office as a drop off point for entry forms and money, which will be sealed in envelopes. These will then be collected regularly.

The organisers also ask for permission to use the Council grounds and Car Park to hold a charity event on Saturday 20th July, this will be raising money for their beneficiaries. A risk assessment for the organisers and stallholders will be present.

They hope to hold a similar event like the old Dickensian Christmas Events, they are hoping to get stalls from local businesses and groups. Also, Hailsham FM and Eastbourne Rock Choir is set to attend if this event goes ahead. PADMEC are also very interested but this would be at the attention of land owners of The Centre as they would like to be in front of the station.

The Polegate Scarecrow Festival 2019 is proudly supporting 'SERV SUSSEX' and 'St Wilfrid's Hospice'. The festival has been set up purely to raise funds for charity and getting the local community involved after such success from last year's festival. The Festival will run between July 13th and July 27th with allowing the public to enter a scarecrow that they have designed and made.