UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 25th October 2021 7pm at Polegate Community Centre, Henry Twine Hall, Polegate BN26 6QF.
<u>Present:</u> Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, M Falkner, D Sanders, D Shing, M Cunningham (11)
<u>Not Present:</u> - Cllrs R Shing, Mrs W Alexander, A Wood, Mrs L Sargent (4)
No members of the public were present & 2 staff members

Minute No.	Subject/Resolution
12909	**Opportunity for public comment for items on the agenda** None
12910	**Apologies for absence** Cllrs Mrs W Alexander, R Shing, L Sargent, A Wood
12911	**Declarations of interest in any items on the agenda** None
12912	**To adopt the minutes of the Full Council meeting 27th September 2021** **It was resolved to adopt the minutes of the Full Council meeting 27th September 2021 VOTE All in favour Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, M Falkner, D Sanders, D Shing, M Cunningham**
12913	**Mayors Verbal Report** The Mayor stated that he hadn't attended many events this month except a presentation to the best garden competition winner in Spurway Park.
12914	**To adopt the Minutes and Recommendations of Committees and standing Committees** **a) Planning 21st October 2021 Minutes (delegated) if available** **It was resolved to adopt the minutes and recommendations of Planning 21st October 2021 Minutes VOTE All in favour Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, M Falkner, D Sanders, D Shing, M Cunningham** **b) Finance 22nd October 2021 Minutes (delegated) if available** **Deferred not yet available.**
12915	**To note the minutes of the Business Plan working group Meeting** Noted by all present. A comment was made on the £200 fee for hire of Brightling land. The clerk stated this was from fees and charges in previous years but related to those holding larger events where land would be cordoned off. The concrete skate park would be paid for through S106 monies already in reserves. It was also noted at 6.3 and 6.4 that the staff review was complete and now being looked at by personnel. The clerk confirmed that it would not reduce numbers if accepted. The chair of personnel stated that the report was from an independent consultant.
12916	**To note the minutes and recommendations for discussion of the Buildings & Land working group meeting if available (some items delegated via the clerk)** Although the minutes were not ready the chair of the working group stated that the clerk was writing to the environment agency as the flood risk assessment had been revised and it had changed significantly and could affect a lot of town council land as some were now in flood risk 2 & 3 and some residents in the town.
12917	**Financial Update** **a. Approval of payments as presented (some already approved)** **b. Barclaycard Statements – already authorised for noting** **c. Bank reconciliations, income and expenditure accounts, trial balances, ear**

	marked reserves, VAT return, to approve over and under spends as shown._ All noted and agreed.
12918	**Noticeboard – location in North of Polegate, style** A discussion took place on the noticeboard including locations, styles and footfall. It was agreed to defer pending more information and suggestions of locations. Locations Morrisons, Aberdale Road and potentially the Mill and Bluebell entrances. It was agreed that two boards might be optimal. Styles preferred were 1 & 3. **Deferred.**
12919	**Motion to adjust monthly full council meetings to be every other month where possible. (some months require decisions for budgets and year end accounts etc) please see provisional list of dates below.** **Suggested dates of the next scheduled full council meetings** Budget meetings TBA (Personnel End Nov/Dec, Planning 21st October) 29th November 2021 13th December 2021 10th January 2022 ~~28th February 2022~~ 28th March 2022 25th April 2022 Annual Stat meeting May TBA ~~30th May 2022~~ 27th June 2022 25th July 2022 26th September 2022 ~~31st October 2022~~ A councillor mentioned allowances and a second councillor stated that the allowances were not related to attendance at meetings but the amount of work carried out by a councillor throughout the year. **It was agreed that the dates would be treated as the dates for council meetings and this could be reviewed at any time. VOTE All in favour Cllrs D Murray, D Dunbar, S Shing, Mrs M Piper, Ms A Snell, Mrs C Berry, D Watts, M Falkner, D Sanders, D Shing, M Cunningham**

The meeting closed at 19:35pm

Signed Mayor of Polegate ____________________Date ______________________

UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 22nd October 2021 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL

Present: Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, S Shing, D Sanders, D Dunbar M Falkner **(8)**
Not Present: Cllrs Ms A Snell, Mrs L Sargent (2)
No members of the public present

Minute Number	Resolution
	-
12903	**Opportunity for Public** None
12904	**Apologies for absence** Cllr Ms A Snell, Mrs L Sargent
12905	**Declarations of interest in any items on the agenda** None
12906	**Minutes of Finance & Policy committee meeting of 20th November 2020** **It was resolved to adopt the Minutes of Finance & Policy committee meeting of 20th November 2020 VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, S Shing, D Sanders, D Dunbar M Falkner**
12907	**Payments of accounts as presented** None
12908	**Fees and Charges** A discussion on the fees and charges that the town council has control over, took place. The clerk was asked to gather additional information for the next meeting with a view to raising the allotment rent per rod to £7.70 in line with Hailsham's, but the clerk would check the comparable facilities on the Cophall allotment compared to the Hailsham allotments. The committee felt that it was important to cover the administration and other costs associated with the allotments. The deposits would remain the same. It was noted that there may be a possibility of moving over to an allotment society, but it was not expected that this would happen within the year. It was therefore agreed to defer this item. The clerk was asked to gather costs for the admin and cleaning of the chambers and 51 to ascertain whether the fees were covering these costs. It was considered unlikely that they were and that the costs would increase accordingly. It was agreed that even once the final fees were determined that the chambers would be left for council use at present during the ongoing pandemic. It was noted that St Johns church had done the same and no longer hired out to the community. Items were deferred until the next meeting.

The meeting closed at 10:17am
Signed by ________________________________ Chair of Finance & Policy _____________________Dated

UNADOPTED
POLEGATE TOWN COUNCIL

PERSONNEL COMMITTEE

Minutes of the meeting held on Wednesday 10th November 2021 10am

Present: Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Shing, D Dunbar, Mrs M Piper, D Murray (7)

Not Present: N/A

No Members of the public

Minute No.	Subject/Resolution
12920	**Opportunity for Public Comment** None
12921	**Apologies for absence** None
12922	**Declarations of interest in any matters on the agenda** Cllrs D Shing re street lights as County Councillor and allotments as wealden District Councillor; Cllr A Snell re allotments as Wealden District Councillor
12923	**Minutes of the meeting 11th February 2021** **It was resolved to adopt the personnel minutes of 11th February 2021 (already adopted) as an accurate recording of the meeting. VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Shing, D Dunbar, Mrs M Piper, D Murray**
12924	**Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Staff & Legal matters/staff review)** **It was resolved to enter confidential session VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Shing, D Dunbar, Mrs M Piper, D Murray**
12925	**Staff / Legal matters/Staff Review** *Cllr D Shing left the room at 10:41 and returned at 10:47* *Cllr Mrs C Berry left the room at 11:25 and returned at 11:27* **It was resolved that the following recommendations be adopted by full council in respect of the confidential staff review:** **Recommendation 1-3; 5-13: 16,18-23 along with a confidential executive summary and if agreed by full council to go ahead and appoint services to comply with employment law and staff as required (already delegated to the town clerk)** **VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Shing, D Dunbar, Mrs M Piper, D Murray** **It was resolved to pass the following recommendations to the buildings and land group for discussion:** **Recommendations 25-29 regarding allotments** **Recommendations 31-32 regarding street lights** **VOTE 6 in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Dunbar, Mrs M Piper, D Murray 1 abstention Cllr D Shing**

The meeting closed at 1130am

Signed Chair of Personnel ______________________ Date ________________

Buildings & Land Minutes 22nd October 2021

Present: Cllrs D Watts, D Murray, D Dunbar, Mrs M Piper

1. Apologies - Cllrs L Sergeant, Ms A Snell, A Wood
2. Declarations if any - none
3. Priority list for what working group want to get done first?

   Nature event £1000 (spring)

   New concrete Skate Park & Event

   New pump track

   The clerk had stated that a number of the projects would need a planning agent now. (Skate park, Car park and potentially play area.) Agents would be sought/suggested.

   Picnic Benches

   Litter pick

   Jubilee? Big Lunch?

   Tree planting once Nature area in use. Illustrative map to be given to all on the working group to suggest areas for new trees. Three groups wanting to plant trees. The trees are generally free other than larger specimens. The locations need to be determined and are dependent on other projects moving forward.

   The clerk was asked to get a quote for the removal of shrubs to allow movement across the 7.5 ton bridge.

4. CCTV quotes – for skate park area (won't cover whole field)
   a. Solar cost versus installation of the power supply approx. cost £60,000
5. Bin progress – still awaiting licences

   The bin at the A27/A2270 junction is already delivered and will be installed by Highways England near to the seating which has also been refurbished by them.

   The ones in Oakleaf and Black Path are still awaiting licences, but these have now been paid for and will be installed as soon as they are received.

6. Nature event fund £1000 from public info event money – this would be pout forward as a motion for the end November.
7. Other items – questions as most other projects are "moving targets".

The group discussed the new flood risk mapping. The clerk was asked if she could ask the environment agency how the new map was created. She stated that she could and would send that to the EA for a reply. This related to Brightling Road and could potentially affect the improvements on the site and that of 49/51.

The chair updated the group on the current situation with the potential redevelopment of the offices at 49/51 High Street, Polegate. The feasibility study had been mostly completed but discussions with Wealden had changed significantly and it was not likely that the build would be able to fund itself. The new flood risk mapping could potentially mean that the town council could not build outside of the current footprint at all.

The working group asked if they could have a say in where the rest of the CIL finding was to be spent. The clerk stated that she would ask, as it was in the infrastructure plan of the old local plan. (not adopted).

Discussions on a Jubilee Tree, potential locations, vandalism, and ornamental trees. The group agreed that they would come back with some ideas on what trees they would like and let the clerk know.

The Jubilee next year was discussed, and the group said they might like a safe ad visible plaque and maybe a small event (potentially at the entrance to Brightling Road?) The group would come back to the next meeting with ideas.

The meeting closed at 11:30am.

barclaycard commercial

barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 October 2021
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 September 2021
Previous balance:	£359.86
Payment received:	£359.86 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£738.17
New balance:	**£738.17**
Payment due by:	**27 October 2021**

1/2

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 October 2021."

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	359.86
27 Sep 2021	DIRECT DEBIT PAYMENT THANK YOU	359.86 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]			679.08
			59.09
Total cardholder expenditure			**£738.17**
New balance			**£738.17**

RBS ✓ 15/11/21

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

barclaycard

STATEMENT FOR J OGNJANOVIC

...LAYCARD COMMERCIAL
...BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference: [redacted]
Card number:
Statement date: 20 October 2021
Page number: 2 of 3
Monthly spend limit: [redacted]

2/2

Date	Description		Amount
✓ 23 Sep 2021 270985481471	ST JOHN AMBULANCE SHEFFIELD CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	X	90.00 ✓
✓ 24 Sep 2021 270905272471	HIGHSPEEDTRAINING.CO.U INTERNET GBR BUSINESS AND SECRETARIAL SCHOOLS	STAFF TRAINING 4016	36.00 ✓
✓ 27 Sep 2021 290985481471	ST JOHN AMBULANCE SHEFFIELD CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	X	90.00 CR ✓
✓ 27 Sep 2021 280905272471	HIGHSPEEDTRAINING.CO.U INTERNET GBR BUSINESS AND SECRETARIAL SCHOOLS	STAFF TRAINING	30.00 ✓
✓ 27 Sep 2021 280955184221	PJ SKIPS EAST SUSSEX GBR BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	ALLOTMENT SKIP	270.00 ✓
✓ 4 Oct 2021 051005272471	HIGHSPEEDTRAINING.CO.U INTERNET GBR BUSINESS AND SECRETARIAL SCHOOLS	STAFF TRAINING	132.00 ✓
✓ 6 Oct 2021 071085389241	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR MISCELLANEOUS AND RETAIL STORES	could not supply 4220. Refund	133.92 CR ✓
✓ 7 Oct 2021 111085481471	B AND Q EASTLEIGH LUMBER AND BUILDING MATERIALS STORES	DOORS	255.00
14 Oct 2021 151055184221	SLCC ENTERPRISES LTD TAUNTON GBR SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	STAFF TRAINING.	90.00 ✓
9 new purchases / cash advances. Total of spending.			£679.08 ✓

[redacted]

barclaycard commercial

STATEMENT FOR J P WEBBER

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference: [redacted]
Card number:
Statement date: 20 October 2

Monthly spend limit: [redacted]

Date	Description		Amount
7 Oct 2021 111085481471	WICKES BUILDING LUMBER AND BUILDING MATERIALS STORES	WATFORD	25.20
7 Oct 2021 111085481471	WICKES HAILSHAM LUMBER AND BUILDING MATERIALS STORES	HAILSHAM UNITED KINGDOM	24.60
13 Oct 2021 151085481471	SCREWFIX DIRECT LUMBER AND BUILDING MATERIALS STORES	YEOVIL	9.29
3 new purchases / cash advances. Total of spending.			£59.09

[redacted]

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

Bank Reconciliation Statement as at 31/10/2021
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/10/2021	1	50,510.00
Business Premium Account	31/10/2021	1	817,823.73
			868,333.73

Unpresented Cheques (Minus)			Amount	
16/03/2020	109077	Petty Cash	76.46	
				76.46
				868,257.27

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		868,257.27

Balance per Cash Book is :- **868,257.27**

Difference is :- **0.00**

Polegate Town Council

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	31/10/2021	1	128,161.01
			128,161.01

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		128,161.01

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		128,161.01
	Balance per Cash Book is :-	**128,161.01**
	Difference is :-	**0.00**

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	31/10/2021	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 31/10/2021
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	31/10/2021	0	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		0.00

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

Difference is :- **0.00**

Bank Reconciliation Statement as at 31/10/2021
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	31/10/2021	1	85,106.35
			85,106.35
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			85,106.35
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			85,106.35
		Balance per Cash Book is :-	**85,106.35**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/10/2021
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	31/10/2021	1	85,091.29
			85,091.29
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			85,091.29
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			85,091.29
		Balance per Cash Book is :-	**85,091.29**
		Difference is :-	**0.00**

BARCLAYS

29 October 2021

[redacted]

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

2/8

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 29 October 2021

Business Current Accounts

Business Current Account Statement	£50,510.00
[redacted]	

Business Savings Accounts

Business Premium Account	£817,823.73
[redacted]	
Business Premium Account	£128,161.01
[redacted]	

This is the end of your account summary.

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Detailed Income & Expenditure by Budget Heading 02/10/2021

Month No: 7 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Administration								
1009	Bank Loyalty Discount	226	98	180	82			54.4%	
1060	Miscellaneous Income	1	1	0	(1)			0.0%	
	Administration :- Income	**227**	**99**	**180**	**81**			**54.9%**	**0**
4030	Postage	243	50	500	451		451	9.9%	
4031	Stationery	277	774	1,500	726		726	51.6%	
4032	Photocopier copy charges	335	462	1,500	1,038		1,038	30.8%	
4035	Computer consumables	176	0	200	200		200	0.0%	
4036	Office IT equip't inc antiviru	580	237	700	463		463	33.9%	
4037	Website	3,892	40	350	310		310	11.4%	
4039	Legal fees	4,418	1,836	4,400	2,564		2,564	41.7%	
4040	Audit Fees (external audit)	800	1,300	1,100	(200)		(200)	118.2%	
4043	Insurance Premiums	4,763	4,865	5,000	135		135	97.3%	
4044	Insurance Tree Survey	300	0	500	500		500	0.0%	
4045	Subscriptions	2,856	3,167	3,200	33		33	99.0%	
4046	Publications	94	0	200	200		200	0.0%	
4047	Advertising	0	0	100	100		100	0.0%	
4049	Tree Works	1,000	0	1,500	1,500		1,500	0.0%	
4050	Town Council Elections	0	0	5,500	5,500		5,500	0.0%	
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	753	364	1,350	986		986	26.9%	
4059	First Aid	44	0	150	150		150	0.0%	
4062	Newsletter Production	0	0	500	500		500	0.0%	
4063	Hire of Halls	0	44	300	256		256	14.7%	
4069	Office telephones	1,969	697	700	3		3	99.6%	
4070	Broadband/Internet	499	245	500	255		255	49.0%	
4071	IT Services incl backups	519	927	2,800	1,873		1,873	33.1%	
4072	IT costs office 365	1,429	785	1,700	915		915	46.2%	
4073	IT reserve for new machines	0	0	700	700		700	0.0%	
8060	Misc Resolved Gen Reserves & c	3,930	1,771	0	(1,771)		(1,771)	0.0%	
	Administration :- Indirect Expenditure	**28,878**	**17,564**	**35,200**	**17,636**	**0**	**17,636**	**49.9%**	**0**
	Net Income over Expenditure	**(28,652)**	**(17,465)**	**(35,020)**	**(17,555)**				
6000	plus Transfer from EMR	658	0						
	Movement to/(from) Gen Reserve	**(27,993)**	**(17,465)**						
103	Town Councillors								
1060	Miscellaneous Income	120	0	0	0			0.0%	
	Town Councillors :- Income	**120**	**0**	**0**	**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
4090	Councillors' allowances	6,638	3,224	6,700	3,476		3,476	48.1%	
4091	Councillors' expenses	0	0	500	500		500	0.0%	
4092	Councillors' training	0	80	1,000	920		920	8.0%	
4093	Mayor's allowance Civic Duties	2,139	196	2,000	1,804		1,804	9.8%	
	Town Councillors :- Indirect Expenditure	**8,777**	**3,500**	**10,200**	**6,700**	**0**	**6,700**	**34.3%**	**0**
	Net Income over Expenditure	**(8,657)**	**(3,500)**	**(10,200)**	**(6,700)**				
104	General Administration								
1010	Investment Income	563	64	500	436			12.7%	
1063	CIL funds from developers	198,462	0	0	0			0.0%	
1076	Precept	349,877	354,402	354,402	0			100.0%	
	General Administration :- Income	**548,902**	**354,466**	**354,902**	**436**			**99.9%**	**0**
4100	Grants to other Organisations	2,000	850	1,000	150		150	85.0%	
4103	Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4105	Finance Software	947	387	1,000	613		613	38.7%	
	General Administration :- Indirect Expenditure	**2,947**	**1,237**	**3,000**	**1,763**	**0**	**1,763**	**41.2%**	**0**
	Net Income over Expenditure	**545,955**	**353,229**	**351,902**	**(1,327)**				
6001	less Transfer to EMR	198,617	0						
	Movement to/(from) Gen Reserve	**347,338**	**353,229**						
201	Council Offices								
1000	Hire of Chamber	0	(40)	0	40			0.0%	
1060	Miscellaneous Income	0	10,661	0	(10,661)			0.0%	
	Council Offices :- Income	**0**	**10,621**	**0**	**(10,621)**				**0**
4130	Council Tax	6,737	4,715	9,500	4,786		4,786	49.6%	
4131	Electricity	1,551	868	2,900	2,032		2,032	29.9%	
4132	Water charges	101	149	550	401		401	27.1%	
4133	Sewerage	284	93	550	457		457	16.8%	
4136	Photocopier - lease	802	361	810	449		449	44.6%	
4139	Window Cleaning	0	0	240	240		240	0.0%	
4140	Alarm Maintenance	334	353	450	97		97	78.4%	
4141	Fire Precautions	212	235	440	205		205	53.3%	
4142	Other Maintenance	436	0	560	560		560	0.0%	
4146	Other Office Equipment	380	630	1,250	620	600	20	98.4%	
4154	Housekeeping San bins 49 & gar	139	154	370	216		216	41.6%	
4155	Refuse Collecting	700	279	1,300	1,021		1,021	21.4%	
4162	PWLB - Capital	4,165	2,171	4,249	2,078		2,078	51.1%	

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
4163	PWLB- Interest	1,408	616	1,436	820		820	42.9%	
8060	Misc Resolved Gen Reserves & c	0	3,250	0	(3,250)		(3,250)	0.0%	
	Council Offices :- Indirect Expenditure	**17,249**	**13,871**	**24,605**	**10,734**	**600**	**10,134**	**58.8%**	**0**
	Net Income over Expenditure	**(17,249)**	**(3,250)**	**(24,605)**	**(21,355)**				
202	51 High Street								
4170	51 High Street - expenditure	(258)	171	1,800	1,629		1,629	9.5%	
	51 High Street :- Indirect Expenditure	**(258)**	**171**	**1,800**	**1,629**	**0**	**1,629**	**9.5%**	**0**
	Net Expenditure	**258**	**(171)**	**(1,800)**	**(1,629)**				
203	The Pavilion								
1030	Rental Income-Pavilion	70	640	1,200	560			53.3%	
1060	Miscellaneous Income	0	84	0	(84)			0.0%	
	The Pavilion :- Income	**70**	**724**	**1,200**	**476**			**60.3%**	**0**
4179	Pavilion Insurance (CIC)	1,200	1,200	1,200	(0)		(0)	100.0%	
4180	Pavilion Electricity	1,219	2,300	2,300	0		0	100.0%	
4181	Pavilion water	231	600	600	(0)		(0)	100.0%	
4182	Pavilion sewerage	0	500	500	0		0	100.0%	
4186	Pavilion - fire precautions	149	300	250	(50)		(50)	120.0%	
4187	Pavilion - Refuse	389	551	500	(51)		(51)	110.2%	
4188	Pavilion Sani bins	0	178	148	(30)		(30)	120.0%	
	The Pavilion :- Indirect Expenditure	**3,188**	**5,629**	**5,498**	**(131)**	**0**	**(131)**	**102.4%**	**0**
	Net Income over Expenditure	**(3,118)**	**(4,905)**	**(4,298)**	**607**				
204	Wannock Office								
1060	Miscellaneous Income	0	5,253	0	(5,253)			0.0%	
	Wannock Office :- Income	**0**	**5,253**	**0**	**(5,253)**				**0**
4190	Wannock Office Electrictiy	1,395	800	800	0		0	100.0%	
4192	Wannock Office Sewage	400	750	750	0		0	99.9%	
4193	Wannock Office Council Tax	3,693	1,848	3,811	1,963		1,963	48.5%	
4195	Wannock Office Maintenance inc	0	361	360	(1)		(1)	100.1%	
4196	Wannock Office Fire Precaution	0	180	150	(30)		(30)	120.0%	
4197	Wannock grounds Maintenance	4,323	7,247	6,700	(547)		(547)	108.2%	
4198	PWMRG CIC Grant (Interim)	225	581	200	(381)		(381)	290.3%	
8060	Misc Resolved Gen Reserves & c	822	0	0	0		0	0.0%	
	Wannock Office :- Indirect Expenditure	**10,857**	**11,765**	**12,771**	**1,006**	**0**	**1,006**	**92.1%**	**0**
	Net Income over Expenditure	**(10,857)**	**(6,512)**	**(12,771)**	**(6,259)**				

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
205	High Street Toilets								
1035	High St Toilets Community Sche	1,234	617	1,234	617			50.0%	
1060	Miscellaneous Income	26,000	572	0	(572)			0.0%	
	High Street Toilets :- Income	**27,234**	**1,189**	**1,234**	**45**			**96.3%**	**0**
4500	Toilets High St - Cleaning	6,771	2,243	7,000	4,758		4,758	32.0%	
4501	Toilets High St - Maintenance	0	0	250	250		250	0.0%	
4502	Toilets High St - Electricity	155	0	0	0		0	0.0%	
4503	Toilets High St - Water & Sewe	188	0	0	0		0	0.0%	
4504	Toilets High St - Other	178	0	0	0		0	0.0%	
4505	Toilets High St - Non Domestic	572	0	0	0		0	0.0%	
8060	Misc Resolved Gen Reserves & c	68,991	0	0	0		0	0.0%	
	High Street Toilets :- Indirect Expenditure	**76,855**	**2,243**	**7,250**	**5,008**	**0**	**5,008**	**30.9%**	**0**
	Net Income over Expenditure	**(49,621)**	**(1,054)**	**(6,016)**	**(4,962)**				
6000	plus Transfer from EMR	66,500	0						
6001	less Transfer to EMR	23,709	0						
	Movement to/(from) Gen Reserve	**(6,830)**	**(1,054)**						
301	Town Centre and Community Safe								
4201	CCTV costs	2,639	1,319	3,500	2,181		2,181	37.7%	
	Town Centre and Community Safe :- Indirect Expenditure	**2,639**	**1,319**	**3,500**	**2,181**	**0**	**2,181**	**37.7%**	**0**
	Net Expenditure	**(2,639)**	**(1,319)**	**(3,500)**	**(2,181)**				
302	Recreation Grounds								
1022	Brightling Road lease	120	120	120	0			100.0%	
1050	Insurance Refunds/claim rebate	440	0	0	0			0.0%	
1060	Miscellaneous Income	0	599	0	(599)			0.0%	
1061	S106 funding	0	300,198	0	(300,198)			0.0%	300,198
	Recreation Grounds :- Income	**560**	**300,917**	**120**	**(300,797)**			**250763.**	**300,198**
4220	General Maintenance	8,454	7,831	9,000	1,169		1,169	87.0%	
4221	Recreation ground - water	0	350	350	0		0	100.0%	
4223	Grounds Maintenance	2,427	1,949	3,000	1,051		1,051	65.0%	
4224	Travel Costs re playgrounds	0	0	200	200		200	0.0%	
4230	Skate Park	1,120	39,791	6,000	(33,791)		(33,791)	663.2%	38,015
4235	Toilets	6,812	3,441	7,000	3,559		3,559	49.2%	
4238	Litter Bins	1,500	390	2,500	2,110		2,110	15.6%	
4240	Oakleaf Lease Charges	150	150	150	0		0	100.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 02/10/2021

Month No: 7

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
4241	Dog Bins	2,500	1,690	2,575	885		885	65.6%	
4242	Playground Equipment	959	0	4,000	4,000		4,000	0.0%	
4243	Safety Inspections	1,501	459	1,500	1,041		1,041	30.6%	
8060	Misc Resolved Gen Reserves & c	16,117	6,000	0	(6,000)		(6,000)	0.0%	6,000
	Recreation Grounds :- Indirect Expenditure	**41,539**	**62,051**	**36,275**	**(25,776)**	**0**	**(25,776)**	**171.1%**	**44,015**
	Net Income over Expenditure	**(40,979)**	**238,866**	**(36,155)**	**(275,021)**				
6000	plus Transfer from EMR	0	44,015						
6001	less Transfer to EMR	0	300,198						
	Movement to/(from) Gen Reserve	**(40,979)**	**(17,317)**						
303	Highways								
1051	Urban Grasscutting Income	3,008	3,013	3,008	(5)			100.2%	
	Highways :- Income	**3,008**	**3,013**	**3,008**	**(5)**			**100.2%**	**0**
4256	Urban grasscutting	17,505	14,500	26,000	11,500		11,500	55.8%	
4257	Bench provisions - highways	0	0	1,000	1,000	3,747	(2,747)	374.7%	
4258	Flower Beds	5,695	5,683	6,000	317		317	94.7%	
4259	Council Gardens - office	650	650	650	0		0	100.0%	
8060	Misc Resolved Gen Reserves & c	2,904	744	0	(744)		(744)	0.0%	
	Highways :- Indirect Expenditure	**26,753**	**21,577**	**33,650**	**12,073**	**3,747**	**8,326**	**75.3%**	**0**
	Net Income over Expenditure	**(23,745)**	**(18,564)**	**(30,642)**	**(12,078)**				
304	Allotments								
1070	Allotment Fees	1,761	1,419	1,770	351			80.2%	
1072	Gosford Way Allotments	120	70	175	105			40.0%	
	Allotments :- Income	**1,881**	**1,489**	**1,945**	**456**			**76.5%**	**0**
4270	Allotments - maintenance	550	(560)	600	1,160		1,160	(93.3%)	
4271	Allotments - improvements	300	(48)	350	398		398	(13.6%)	
4272	Allotments - water	822	169	650	481		481	26.1%	
4273	Allotment - rent of land Gosfo	175	(55)	175	230		230	(31.4%)	
4274	Allotment Grounds maintenance	500	421	600	179		179	70.2%	
8060	Misc Resolved Gen Reserves & c	0	598	0	(598)		(598)	0.0%	
	Allotments :- Indirect Expenditure	**2,347**	**526**	**2,375**	**1,849**	**0**	**1,849**	**22.2%**	**0**
	Net Income over Expenditure	**(465)**	**962**	**(430)**	**(1,392)**				
305	Street Lighting								
4280	Street Light - energy	5,715	0	9,100	9,100		9,100	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
4281	Street Light - Maintenance	8,625	9,835	9,900	65		65	99.3%	
4282	Street Light - new works/impro	67,606	1,618	17,200	15,582		15,582	9.4%	368
4286	Christmas decorations	10,929	0	12,000	12,000		12,000	0.0%	
4287	Additional Christmas Decoratio	2,250	0	4,000	4,000		4,000	0.0%	
	Street Lighting :- Indirect Expenditure	**95,124**	**11,452**	**52,200**	**40,748**	**0**	**40,748**	**21.9%**	**368**
	Net Expenditure	**(95,124)**	**(11,452)**	**(52,200)**	**(40,748)**				
6000	plus Transfer from EMR	44,606	368						
	Movement to/(from) Gen Reserve	**(50,518)**	**(11,085)**						
306	Prize and Prize Giving								
4096	Remembrance Wreath	30	(30)	30	60		60	(100.0%)	
	Prize and Prize Giving :- Indirect Expenditure	**30**	**(30)**	**30**	**60**	**0**	**60**	**(100.0%)**	**0**
	Net Expenditure	**(30)**	**30**	**(30)**	**(60)**				
307	The Polegate Partnership								
1040	SponsorFlower Beds Hailsham Rd	750	0	1,000	1,000			0.0%	
	The Polegate Partnership :- Income	**750**	**0**	**1,000**	**1,000**			**0.0%**	**0**
4306	Replace Hailsham Rd Beds	1,342	0	500	500		500	0.0%	
4307	Hailsham Flowers Maintenance	367	214	500	286		286	42.8%	
	The Polegate Partnership :- Indirect Expenditure	**1,710**	**214**	**1,000**	**786**	**0**	**786**	**21.4%**	**0**
	Net Income over Expenditure	**(960)**	**(214)**	**0**	**214**				
6000	plus Transfer from EMR	842	0						
	Movement to/(from) Gen Reserve	**(117)**	**(214)**						
401	The Planning Committee								
4320	Planning Committee - Halls	0	0	200	200		200	0.0%	
	The Planning Committee :- Indirect Expenditure	**0**	**0**	**200**	**200**	**0**	**200**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(200)**	**(200)**				
	Grand Totals:- Income	**582,752**	**677,770**	**363,589**	**(314,181)**			**186.4%**	
	Expenditure	**318,634**	**153,089**	**229,554**	**76,465**	**4,347**	**72,118**	**68.6%**	
	Net Income over Expenditure	**264,119**	**524,681**	**134,035**	**(390,646)**				
	plus Transfer from EMR	**112,607**	**44,382**						
	less Transfer to EMR	**222,326**	**300,198**						
	Movement to/(from) Gen Reserve	**154,399**	**268,865**						

Polegate Town Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	Council Office Mntce Fund	22,115.00		22,115.00
321	Recreation Fund	0.00		0.00
322	Town Election/Poll/Referendum	16,657.00		16,657.00
323	Polegate Town Map Fund	0.00		0.00
324	Elections Fund	17,837.00		17,837.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	700.00		700.00
329	Other Office Equipment	0.00		0.00
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	8,514.21		8,514.21
332	Bus shelter reserve	0.00		0.00
333	Diamond Jubilee Reserve	0.00		0.00
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	123,173.34	-367.53	122,805.81
336	Legals/fencing re s/water	6,000.00	-6,000.00	0.00
337	High Street Toilets Reserve	0.00		0.00
338	Hailsham Beds Reserve	898.54		898.54
339	Office Alterations Reserve	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	2,025.55		2,025.55
342	S106 funds	0.00	266,183.25	266,183.25
343	Tree Audit	0.00		0.00
344	Play Equipment	0.00		0.00
345	Flower Bulbs EMR	985.05		985.05
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	3,344.00		3,344.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	208,097.72	-4,000.00	204,097.72
350	Picnic Benches	788.00		788.00
351	Skate Park	9,675.00		9,675.00
352	Overtime	1,036.27		1,036.27
353	Polegate Community Library	51,000.00		51,000.00
354	New air con unit	600.00		600.00
355	Christmas Lights (new)	1,750.00		1,750.00
356	Bins	5,500.00		5,500.00
		523,456.88	**255,815.72**	**779,272.60**

Summary Income & Expenditure by Budget Heading 02/10/2021

Month No: 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	0	0	1,135	1,135			0.0%
	Expenditure	120,810	66,631	135,170	68,539		68,539	49.3%
	Net Income over Expenditure	(120,810)	(66,631)	(134,035)	(67,404)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(120,810)	(66,631)					
	Grand Totals:- Income	**0**	**0**	**1,135**	**1,135**			**0.0%**
	Expenditure	**120,810**	**66,631**	**135,170**	**68,539**	**0**	**68,539**	**49.3%**
	Net Income over Expenditure	**(120,810)**	**(66,631)**	**(134,035)**	**(67,404)**			
	plus Transfer from EMR	**0**	**0**					
	Movement to/(from) Gen Reserve	**(120,810)**	**(66,631)**					

Note re Interim internal audit.

Please note that the internal audit commented on the provision in the insurance for indemnity cover. I can confirm, that this was increased to £2 million cover with no added cost to council.

See page 18 of TAP schedule.

Ms Jo Ognjanovic
Polegate Town Council
Council Office
49-51 High Street
Polegate
East Sussex
BN26 6AL

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720842363
Insured	Polegate Town Council
Business	Parish / Town Council

Period of Insurance
From 03rd November 2021
To 31st March 2022
and any other period for which cover has been agreed.

Adjustment Premium £ 0.00

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	93513518
Long term agreement active until	27th January 2023
Preparation Date	03rd November 2021
Prepared by	Ms Geraldine Twaites
Policy Form Reference	MLAACC03

Policy Cover Declaration:
You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Polegate Town Council, 49-51 High Street, Polegate, East Sussex, BN26 6AL	£383,539.04	N/A	£12,748.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Sports Pavilion & Office, Wannock Road, Polegate, East Sussex, BN26 5JG	£520,072.75	N/A	£3,442.93	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Public Conveniences, Polegate Town Council, 49-51 High Street, Polegate, East Sussex, BN26 6AL	£68,495.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 3
Insured Perils applicable to Material Damage : 1-13, 15 & 16
For Premises: 1, 2
Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1 & 2
The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 3

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Variable contents excess active:

Premises	Contents	Excess
Premises 1: 49-51 High Street, Polegate, East Sussex, BN26 6AL	Furniture, Fixtures & Fittings	£250
Premises 2: Wannock Road, Polegate, East Sussex, BN26 5JG	Furniture, Fixtures & Fittings	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

a) a **communicable disease**; or

b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and

ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and

iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£100,000	24	N/A		£9,550	24

For Premises: 3
Insured Perils applicable to Business Interruption : 1-13, 15 & 16
For Premises: 1, 2
Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

10. Communicable Diseases exclusion
The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases
This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:
a) a communicable disease; or

b) the fear or threat (whether actual or perceived) of a communicable disease

regardless of any other cause or event contributing concurrently or in any other sequence thereto.
For the purposes of this exclusion, 'communicable disease' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:
i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.
This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

11. Named Diseases amendment
Extension 2. under Part B – Business Interruption Section 5 – Special Extensions is deleted and restated as follows;

2. Named Diseases, Murder, Suicide or Rape
The insurance in respect of each item under this Part includes loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:
a) i) any occurrence of a Named Disease at the **premises** or attributable to food or drink supplied from the **premises**

ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Named Disease

iii) any discovery of a Named Disease at the **premises**

b) the discovery of vermin or pests at the **premises**

c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority

d) any occurrence of murder, suicide or rape at the **premises**.

Provided always that:

1) Named Disease will mean illness sustained by any person resulting from:

A) food or drink poisoning

B) one of the following specified human infectious or human contagious diseases:

Acute encephalitis	- Ophthalmia neonatorum
Acute poliomyelitis	- Paratyphoid fever
Anthrax	- Rabies
Bubonic Plague	- Relapsing fever
Cholera	- Rubella
Diphtheria	- Scarlet fever
Dysentery	- Smallpox
Legionellosis	- Tetanus
Legionnaires Disease	- Tuberculosis
Leprosy	- Typhoid fever
Leptospirosis	- Typhus fever
Malaria	- Viral hepatitis
Measles	- Viral haemorrhagic
Meningitis	- Whooping cough
Meningococcal Infection	- Yellow fever
Mumps	

an outbreak of which the competent local authority has stipulated shall be notified to them.

2) For the purposes of this clause:

A) Indemnity Period will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied or in the case of d) above with the date of the occurrence and ending not later than the Maximum Indemnity Period thereafter.

B) Maximum Indemnity Period will mean three months.

3) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.

4) The **insurer** will not be liable under this clause for:

   A) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the insured or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any amendments or re-enactment thereto

   B) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.

5) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.

6) 6) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the premises in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any amendments or re-enactment thereto.

(7) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident under this part and then only for an amount not exceeding £100,000 any One Event and in the aggregate in any one period of insurance.

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Skate Park - Brightling	£206,000.00	£100
Play Area - Oakleaf	£51,500.00	£100
Play Area & Wetpour - Wannock	£72,100.00	£100
Gym Equipment	£20,600.00	£100
Basketball Hoop & Surface	£15,450.00	£100
Basketball Court & Surface	£41,200.00	£100
Goals - Wannock	£824.00	£100
Goals - Brightling	£824.00	£100
Street Furniture	£724,008.75	£100
War Memorial	£1,018.42	£100
Christmas Lights	£20,600.00	£100
Concrete Garage & Store	£20,600.00	£100
CCTV Equipment - Wannock	£2,575.00	£100
CCTV Equipment - High Street (Police)	£36,050.00	£100
Garden Tools & Maintenance Machinery	£1,320.02	£100
Laptops	£2,045.00	£100
Camera	£215.98	£100
Projector & Projector Screen	£396.66	£100
Telephone Boxes x 2	£5,665.00	£100
Community Shelter	£5,947.71	£100
Regalia	£4,057.29	£100
Tablets	£299.00	£100
VOIP phone offsite	£93.99	£100
2 monitors and stand	£190.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

a) a **communicable disease**; or

b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and

ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and

iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any **Member** or **Employee** or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any **Member** or **Employee**	£500
(c) in the **premises**	
(i) in the custody of or under the actual supervision of any **Member** or **Employee**	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

'In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.'

10. Communicable Diseases exclusion
The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases
This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

a) a **communicable disease**; or

b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and

ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and

iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

a) Testing for or monitoring of Pollution or Contamination

b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place

b) the **insurer**'s liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule

c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions
The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control

2. for **damage** connected with pre-existing contaminated property

3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action

4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control

5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences

6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident

7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns

8. in respect of costs for the reinstatement or reintroduction of flora or fauna

9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible

10. in respect of fines or penalties of any kind

11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water

12. for **damage** which is covered by a more specific insurance policy

13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed

14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

3. **Officials Indemnity**

Section 3 – Financial Loss
For the purposes of this Section, **employee** is held to include **member**

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

Part H – Libel and Slander

Sum Insured	£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Part N – Fidelity Guarantee

Persons Guaranteed:	**Sum Guaranteed**
All **members** and **employees**	£2,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Directors/Councillors

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Key Personnel

Key Personnel	Jo Ognjanovic & Sue Godfrey	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsements:

1) Age extension endorsement
Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement
It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

Section 4 - Excluded Causes is extended to; motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus.

Part P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
(C) Service Occupancy	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	
(A) Inland Revenue Investigations, Full or Aspect Enquiries	Operative
(B) Employers compliance	Operative
(C) VAT disputes	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery
Insured Incident
The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

a) the amount of the debt exceeds £250 (incl VAT)
b) the claim under this Part is made within 90 days of the money becoming due and payable
c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section

b) the recovery of money and interest due from another party where the other party intimates that a defence exists

c) any claim relating to:

i) any settlement payable under an insurance policy

ii) any lease, licence or tenancy of land or buildings

iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles

d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the ‘proportionate reduction of claim remedy’ available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our ‘additional premium approach’ should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the ‘cooling off period’ for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days’ notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

7. Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found here. Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including "All Risks" Items Business interruption Money Works in progress	Property Claims	**Online:** https://propertyclaims.zurich.co.uk/index.html **Tel:** 0800 028 0336 **Email:** farnboroughpropertyclaims@uk.zurich.com **Address:** Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Public liability Employers liability Personal assault under Money Personal accident Financial and administrative liability Professional negligence Hirers liability Fidelity guarantee Libel and slander Engineering insurance Engineering – Deterioration of stock Business travel	Liability Claims	**Online:** https://liabilityclaims.zurich.co.uk/index.html **Tel:** 0800 783 0692 **Email:** fnlc@uk.zurich.com **Address:** Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Motor	Motor Claims	**Online:** https://motorclaims.zurich.co.uk/index.html **Tel:** 0800 916 8872 **Email:** zmnewmotorclaims@uk.zurich.com **Address:** Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	**Tel:** 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

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Our Ref: MARK/POL001

Mrs J Ognjanovic
Polegate Town Council
49 High Street
Polegate
East Sussex
BN26 6AL

2 November 2021

Dear Jo

Re: Polegate Town Council
Internal Audit Year Ended 31 March 2022

Executive summary
Following completion of our interim internal audit on 2 November 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Testing requirements are shown in red and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Polegate Town Council are well established and followed.

Regulation
The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 11 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

At the interim audit date, it is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review. A final audit will be conducted after the year-end of 31 March 2022.

Table of contents

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use the Rialtas Business Solutions (RBS) software accounting package for recording the day-to-day financial transactions of the council. This is a tried and rested industry specific package and I make no recommendation to change. The system is used regularly to record financial transactions and produce management information reports.

The interim audit was conducted remotely, and the Clerk forwarded the requested information in advance of the audit date. Other information was reviewed on the council website and through discussion with the Clerk.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. I make no recommendation to change this system. The Clerk has implemented a clear structure and established policies and procedures to support the aims and objectives of the Council.

The council is VAT registered and completes reclaims on a quarterly basis. The last VAT reclaim was for the period 1 July to 30 September 2021 inclusive and showed a refund position of £15,156.19. I confirmed this amount was received to the council's account on 22 October. The council is up to date with its postings.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim audit

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditor's report and Notice of Conclusion of Audit are published on the council website, and the external auditor's report was approved by council at the meeting held on 27 September 2021 (minute ref 12891).

At the April council meeting, the internal auditor's report was approved (minute ref 12856) and at the Annual Council Meeting in May 2021, the council resolved the appointment of the internal auditor (minute ref 12873).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the Register of Interest for each councillor.

Confirm that the council is compliant with the relevant transparency code

The council's income and expenditure exceed £200,000 per annum, and it is therefore required to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is publishing the information contained within the code via a 'Transparency' tab on the website. The information is clearly presented and up to date and is a good example fo a council following the requirements of the code.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee and working group structure. Appointments to the committees and working groups were approved at the Annual Council Meeting in May 2021 (minute ref 12865(a)) along with agreeing Terms of Reference (minute ref 12865(b)). There are regular scheduled meetings during the year, and a calendar of future meetings is available on the website.

Check that agendas for meetings are published giving 3 clear days' notice.

A review of the council website shows that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that non-confidential supporting documentation for agendas is also published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly marked as draft. These are subsequently replaced with final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model. These were readopted by council at the Annual Council Meeting in May 2021 (minute ref 12866).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model. These were readopted by council at the Annual Council Meeting in May 2021 (minute ref 12867). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained (FR 4.1) as below:

• the council for all items over £5,000 unless specifically resolved otherwise

• the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5000 or otherwise as resolved by council.

It was noted that the Clerk also has discretion to spend up to £2,000 in the event of extreme risk to the delivery of council services.

I checked the nominal ledger and there is no evidence of 'offsetting' of entries. The cashbook show entries recorded with sufficient detail to explain their purpose. Previous on-site audits have confirmed the council has robust processes in place to obtain the correct authorisation levels prior to payments being made.

I reviewed council minutes, and these demonstrate regular reporting to council of payment lists for approval, presentation of credit card statements, bank reconciliations, income and expenditure reports, trial balances, earmarked reserves and VAT returns. It is clear that councillors are presented with sufficient information to make informed financial decisions.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.
The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply. This was readopted at the Annual Council Meeting in May 2021 (minute ref 12877).

Confirm that checks of the accounts are made by a councillor.
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Section conclusion
At the interim audit date, I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)

Internal audit requirement
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit
The council has a comprehensive risk assessment process in place. This identifies the areas of risk, categorises them as low/medium/high, lists extensive mitigation control measures in place and records actions taken through regular review and assessment.

The risk assessment was presented to council and approved at the Annual Council Meeting in May 2021 (minute ref 12868). The level of detail consider indicated the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 27 January 2023. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £1 million. Based on the level of funds held, **I recommend council reviews the Fidelity Guarantee level to ensure it covers the maximum balances held during the year.**

Section conclusion
At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

The Council's budget for 2022/23 will show some changes due to the separation of the Community Interest Company (CIC) established by the Council. The Clerk confirmed that the budget setting process is underway, with a draft prepared and due to be reviewed by the Finance Committee in November, before being submitted to Council for the first time later in the month. Subsequent Council meetings in December and January will review and amend the budget, with the final approval and precept decision made in January 2022.

At the interim audit date, the council held circa £779,000 in earmarked reserves. These are recorded as a different project areas and include ring-fenced amounts of s.106 (circa £266,000) and CIL (circa £204,000). A review of the other project areas indicate they are all suitable uses of earmarked reserves.

I reviewed the RBS information and minutes of meetings, and these demonstrates regular reporting of performance against budget. The Council is kept informed of the position and makes decisions based on the detailed information available.

Council is reminded that general guidance recommends a level of general reserve be maintained at circa six months equivalent of precept and this will be reviewed at the year-end audit.

Section conclusion
At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.

- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

The precept accounts for approximately 97% of the budgeted income of the council, with other budgeted income from investments, rental income, leases, Community Toilet Scheme, sponsorship, grass cutting contribution and allotment fees. The council has also received s.106 income of £300,000 and miscellaneous income of £17,169 during the year.

A review of the RBS information provided for interim audit shows transactions are assigned to the correct nominal account codes, with sufficient narrative to identify the source of funds.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

Interim audit

The council holds a small petty cash float of £200 used for incidental expenses. This is maintained and reconciled through a cashbook on the RBS accounting system. Due to the remote nature of the interim audit, I was unable to physically reconcile the balance, but based on previous audits I am content that petty cash is properly managed.

Section conclusion

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for" has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council uses an external company to provide payroll services. The external provider completes all the PAYE and NI calculations and provides the information to the council to make the salary, HMRC and pension payments. A review of the accounting records shows that HMRC payments are up to date.

All employees have a signed contract of employment, and the council is registered with the NEST pension scheme. There is a councillor allowance scheme in place, with payments made in March and September each year through payroll.

Section conclusion

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:

Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals

- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council has a fixed asset register in place. This is detailed in nature, and includes information on asset description, identification, location, date of acquisition, original cost, useful life estimate, usage, current condition and insurance value. The register has been updated during the year with changes and will be checked against the AGAR total at the year-end audit.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

Bank reconciliations are reviewed and presented to Council, and I was able to evidence this from the minutes of meetings. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances ot the bank statements and found no errors.

Section conclusion

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

Section conclusion

To be reviewed at the year-end audit.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Section conclusion

To be reviewed at the year-end audit.

L: TRANSPARENCY (INTERIM AUDIT)

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of *"If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities"* is not applicable due to the council turnover exceeding £25,000.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Internal audit requirement

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Section conclusion

To be reviewed at the year-end audit.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)

Internal audit requirement

The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited

• Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4

• Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:

•Notice of conclusion of audit

•Section 3 - External Auditor Report and Certificate

•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

Section conclusion

I am of the opinion that the control assertion of "the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage" has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

Andy Beams

For Mulberry & Co

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
RISK MANAGEMENT AND INSURANCE	**I recommend council reviews the Fidelity Guarantee level to ensure it covers the maximum balances held during the year.**	

NOTICEBOARD REPORT

Council has in the business plan requested a noticeboard in the North of Polegate. I have looked at a few locations. Firstly 'The Mill' area in particular the large grass at the entrance to the housing estate off Dittons/Pevensey Road. This area gets a high footfall as many people walk to and from the Town and the bus stop just along from the development is well used, plus you have people passing by for the cuckoo trail. I have spoken to the managing agent of the development and the directors have given agreement in principle to a noticeboard but would like a letter from council showing the style of noticeboard and where it will be located. They will then write to the residents for approval. The managing agent did say she didn't think there would be an issue here but that they needed to get agreement from residents first. Therefore, if this location is selected, please bear in mind that this needs to happen and agreement be given by the residents before we can go ahead. The huge positive of this location is that the land is not adopted by highways so we would not have the added cost of licenses.

We had considered Lidl, but this is quite some way out of town, and it needs to be considered that most people who visit the store are in a car and are unlikely to look at a noticeboard located here in the car park area. I have also contacted them to discuss the idea in the past but have not received any response.

I contacted McColls (now Morrisons) to ask about putting a noticeboard on the wall adjacent to the shop, but the defib is now there and so the space is not available. They did suggest the grass area adjacent to the shop (in the left-hand corner), this would incur license and excavation costs from ES Highways and the location means it would not be seen by many. This has been priced below.

Another location would be the entrance to 'Bluebells' development further down Ditton's Road. We have spoken with ES Highways and there is a very small area of land on the right as you go into Bluebell Way between the road name sign and the mini roundabout road sign which has not been adopted by Highways and could be a suitable site for a noticeboard. This location would not incur the excavation and license fees from Highways as it is not their land. Unfortunately, it is very difficult to get information on who owns this land. I have contacted the developer via email to ask if it is their land, and if not if they know whose it is. I am still awaiting a response from them. Jo has spoken with the architects for the development, and they were going to make enquiries and contact us, we have not heard back from them currently. We will continue to chase this.

During the council meeting on the 25/10/21 Council indicated they preferred option 1 and option 3 noticeboard and that they were looking to potentially purchase 2 noticeboards. I have spoken to the companies and have updated option 1 and 3 on the attached spreadsheet with the price for 2 noticeboards at the different locations. Currently these noticeboards are between 4-8 weeks for delivery.

When we purchase a noticeboard, it would not incur any extra cost to add to our insurance

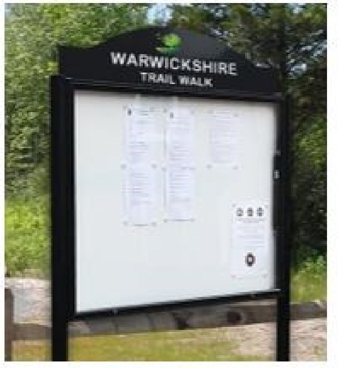
LOCATION:	MORRISONS OR ABERDALE ROAD

ITEM	COSTINGS
Cost for 2 noticeboards from noticeboardcompany.com see image below	£1675.04 for TWO noticeboards
Delivery	£10.00
License from ES Highways: Licence to make an Excavation in the Highway AND license to place noticeboard on H/way.	£399.61 and £60.14 **TOTAL COST: £459.75**
COST OF LICENSE X2 PLUS 2 N/BOARD AND DELIVERY	£2,144.79
INSTALLATION OF 2 N/BOARD	£700.00
	£2,844.79

LOCATION:	THE MILL OR BLUEBELLS

ITEM	COSTINGS
Cost for 2 noticeboards from noticeboardcompany.com see image below	£1675.04 for TWO noticeboards
Delivery	£10.00
License from ES Highways: Licence to make an Excavation in the Highway AND license to place noticeboard on H/way.	£0.00 AS NOT HIGHWAYS LAND
COST OF 2 NOTICEBOARDS AND DELIVERY	£1,685.04
INSTALLATION OF 2 N/BOARD	£700.00
	£2,385.04

IMAGE OF NOTICEBOARD FROM NOTICEBOARD COMPANY.COM



LOCATION:	MORRISONS OR ABERDALE ROAD

ITEM	COSTINGS
Noticeboard from earth.ancors.com see image below	£1995.00 for TWO noticeboards includes delivery
License from ES Highways: Licence to make an Excavation in the Highway AND license to place noticeboard on H/way.	£399.61 and £60.14 **TOTAL COST: £459.75**
COST OF LICENSE X2 PLUS 2 N/BOARD AND DELIVERY	£2,454.75
INSTALLATION OF 2 N/BOARD	£700.00
	£3,155

LOCATION:	THE MILL OR BLUEBELLS

ITEM	COSTINGS
Noticeboard from earth.ancors.com see image below	£1995.00 for TWO noticeboards includes delivery
License from ES Highways: Licence to make an Excavation in the Highway AND license to place noticeboard on H/way.	£0.00 AS NOT HIGHWAYS LAND
COST OF 2 NOTICEBOARDS AND DELIVERY	£1,995.00
INSTALLATION OF 2 N/BOARD	£700.00
	£2,695

IMAGE OF NOTICEBOARD FROM EARTHANCHORS.COM

Jo Ognjanovic

From: [redacted]
Sent:
To: Jo Ognjanovic
Subject: Re: Quote for electrical works for defibrillator on front of council office wall.

Morning Jo,

They did. Apologies for not replying. Everything seems to be in close proximity so I’d think £100.00+Vat to fit the unit and wire it up would be sufficient, assuming your buying the defib of course.

Regards

[redacted]

[redacted]

[redacted]

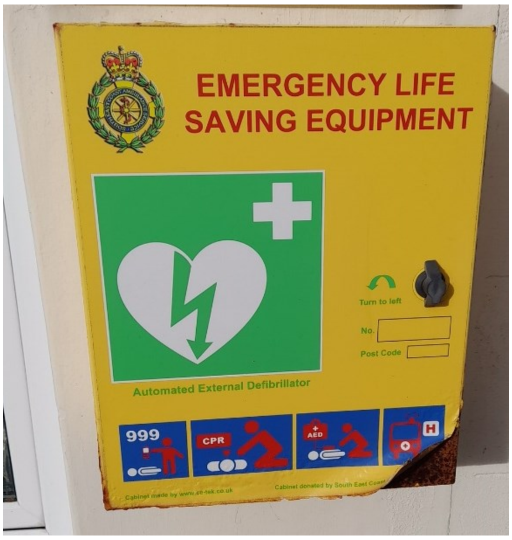
[redacted]

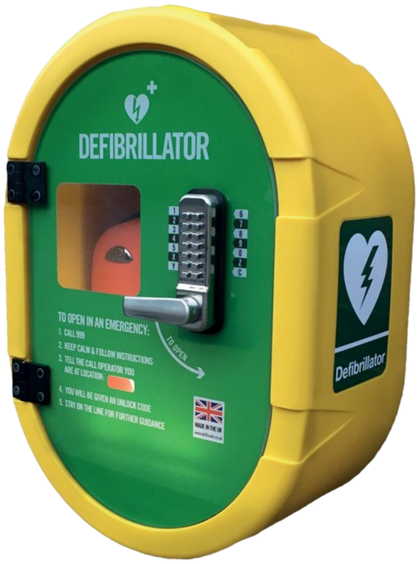
Public access defibrillator on the front of PTC.

Over ten years ago the council agreed that South East Coast Ambulance Service could install a Defibrillator on the front of PTC offices. The cabinet is no longer fit for purpose and needs replacement. To safeguard the defibrillator, I am suggesting the below. SECAMB have recently replaced the battery which will not need replacing again for 5 years and the defibrillator's pads have an expiry date on them for 2023. The current cabinet is not lockable however to avoid possible theft or vandalism most cabinets are now lockable

Motion:

a) Transfer of ownership and maintenance from South East Coast Ambulance Service to Polegate Town Council
b) To purchase a new cabinet "Defibsafe 2" at a cost of approx. £560 depending on supplier.
c) To install on the front of the council building, including minor electrical works.
d) To re-register the Defibrillator with SECAMB and The Circuit – the national defibrillator network.





Above: current cabinet which needs replacement, along with new suggested cabinet which will match others located within the town.

[Defibsafe 2 Secure External Defibrillator Cabinet (risk-assessment-products.co.uk)](https://risk-assessment-products.co.uk) - £559.00

Defibsafe 2 secure outdoor defibrillator (AED) Cabinet with Lock

DefbSafe 2 is IP66 rated, giving superior protection from the elements. The door is made from polycarbonate the same material that is used to make riot shields giving additional peace of mind about the safety of the defibrillator inside.

Super Strong – *The exterior of the cabinet is made from polyethylene which is both corrosion and impact resistant. The door is made from polycarbonate which is the same material used to construct riot shields giving additional protection from vandalism.*

Stainless steel mechanical lock – *The lock used on this cabinet comes with a two year warranty through normal usage, excluding vandalism. It is made from high quality stainless steel making it durable and weatherproof. It has an in-built clutch mechanism to prevent forced entry and lock damage. A coded keypad comes as standard but an un-coded, unlocked option is available.*

Thermostatic heating plate and full insulation – *The heating plate has a thermal cut-out mechanism. The plate is kept at 10 degrees and is never allowed to drop below 5 degrees. The heat plate will never reach above 25 degrees ensuring that your defibrillator is stored at the correct temperature.*

Inside the Defibsafe 2 Cabinet: *As you can see from the picture above there is plenty of space in the Defibsafe 2 cabinet , there is also a shelf at the top of the cabinet for extra items such as a prep kit and extra pads. This cabinet is excellent from a space point of view as it is big enough to fit any make of AED even with its carry case. It will fit all these models:*

Full Illumination – *The internal LED lighting gives additional visibility. It also means that the instructions and numbers on the lock are back lit and always visible. This is especially useful in rural and remote locations.*

Low energy transformer for low running costs – *The low voltage transformer that the delivers the energy required to run the cabinet is very efficient. This ensures that running costs are kept to a minimum (around £2-£3 a year) and reducing harmful effects on the environment.*

Dimensions *– Width 440mm x Height 625mm x Depth 285mm*

Weight *– 10kg*

Lock code – *It is strongly recommended to inform and involve your local Ambulance Service when placing a public access defibrillator. Our cabinets are sent out with a random lock code that is printed on your instruction manual.* ***If you require a specific lock code please inform us when ordering.*** *If a specific lock code is requested orders will take a little longer. It is essential that you register your community public access defibrillator with your local ambulance service once it is ready for use so they can direct people to it in an emergency if needed during the 999/112 call.*

Warranty – *From time of purchase, the Defibsafe 2 Cabinet is warranted against damage to the outer casing for a period of* ***10 years****. The stainless steel keypad lock is under warranty for a period of* ***2 years.***

Item 12

Motion to use the public info day money for the public info visioning day for the nature area in the early spring (expected to be Feb 2022)

This year it was expected to hold the Nature area visioning day but this was cancelled due to covid and then the later date due to the volunteer group being infected with covid.

During this time funding was lost and so in order to have the visioning day funds are required.

The group has managed to get funding to clear/assess/ survey the site ready for the volunteers at the visioning day and potential tree planting etc to carry out the works for free, but this does not include the visioning day to involve the public and name the land etc.

A provisional date should this be resolved is late Feb.

The funds will be for hire of hall, hire of speakers and attendees (main cost) on the day and a small amount as well for refreshments, posters etc. As the invoices will be paid from the council £1000 would be the MAX total and may well come to much less.