Item 5

UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 29th July 2019 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs D Watts, Mrs M Piper, J Harmer, D Murray, Ms A Snell, Mrs C Berry, A Wood, D Dunbar, D Sanders, Mrs W Alexander, M Falkner, D Shing, S Shing.
Not Present: Cllr R Shing, M Cunningham
2 members of the public

Minute No.	Subject/Resolution
12739	**Opportunity for public comment** The chairperson of Polegate defibrillators spoke on minute 12750 in support of the council adopting the telephone boxes on behalf of the group.
12740	**Apologies for absence** Cllr M Cunningham, R Shing
12741	**Declarations of interest in any items on the agenda** Cllrs S Shing, D Shing, R Shing, Ms A Snell, D Watts District Councillors; Cllrs S Shing, D Shing County Councillors; Cllr D Murray Pevensey & Cuckmere Water Level Management Board (previously given.) Mrs M Piper, D Murray, Ms A Snell, D Watts directors of PWMRG CIC. Cllrs D Dunbar, D Watts members of the Polegate Defibrillator group. Cllr J Harmer first responders. All non pecuniary.
12742	**Mayors Report verbal** The mayor spoke about his attendance of the Seaford mayor's reception; The Scarecrow festival fun day 20/7; You raise me Up coffee morning 27/7.
12743	**To approve and adopt the minutes of Full council meeting on 24th June 2019** **It was resolved to accept the full council minutes of 24th June 2019 as a true and accurate record of the meeting. The minutes were signed by the Mayor. VOTE All in favour Cllrs D Watts, Mrs M Piper, J Harmer, D Murray, Ms A Snell, Mrs C Berry, A Wood, D Dunbar, D Sanders, Mrs W Alexander, M Falkner, D Shing, S Shing.**
12744	**To adopt the minutes and recommendations of the standing committees** **a) Planning Committee meeting minutes of 17th June 2019 & 8th July 2019** The chair of the committee commented that no one had attended the meetings. Comments were made by several councillors on the application for Brodricklands and some had met on site with the developer. The chair asked that those councillors could possibly attend the planning meetings related to those applications in order to give the committee an update on the situation. A brief discussion on the application took place. **It was resolved to adopt the minutes and recommendations of the Planning Committee meeting of 17th June 2019 and 8th July 2019 with the amendments. VOTE All in favour Cllrs D Watts, Mrs M Piper, J Harmer, D Murray, Ms A Snell, Mrs C Berry, A Wood, D Dunbar, D Sanders, Mrs W Alexander, M Falkner, D Shing, S Shing.** **b) Finance & Policy Committee minutes of 12th July 2019** **It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee meeting of 12th July 2019 with the amendments. VOTE All in favour Cllrs D Watts, Mrs M Piper, J Harmer, D Murray, Ms A Snell, Mrs C Berry, A Wood, D Dunbar, D Sanders, Mrs W Alexander, M Falkner, D Shing, S Shing.**
12745	**Buildings & Land working group notes/minutes** These were noted by all present.
12746	**Representative of outside bodies**

	a) **WDALC** These were noted by all present in particular the crematorium at Horam; the new waste contract in Wealden (Biffa) and the climate change information. Council spoke regarding vandalism and asked the clerk to invite Inspector Jon ross to meet with the council in September.
12747	**Financial Update** Councillors commented on the redacted items due to GDPR. ***a)*** **Approval of payments as presented** **It was resolved to approve the accounts to the value of £4838.28 VOTE All in favour Cllrs D Watts, Mrs M Piper, J Harmer, D Murray, Ms A Snell, Mrs C Berry, A Wood, D Dunbar, D Sanders, Mrs W Alexander, M Falkner, D Shing, S Shing.** ***b)*** **Barclaycard Statements – already authorised (delegated) for noting** Noted ***c)*** **Bank reconciliations, income and expenditure accounts, trials balances, ear marked reserves, journals.** The chair of finance pointed out some financial matters. (subscriptions code 4045) Noted. ***d)*** **Donations made from the Shepham Community Benefit Fund** Noted by all present.
12748	**Request to add Cllr C Berry to the Planning Committee** **It was resolved to add Cllr Mrs c berry to the Planning committee VOTE All in favour Cllrs D Watts, Mrs M Piper, J Harmer, D Murray, Ms A Snell, Mrs C Berry, A Wood, D Dunbar, D Sanders, Mrs W Alexander, M Falkner, D Shing, S Shing.**
12749	**To consider submission of a corporate response to the ESCC Parking charges** **The Town Council discussed the proposed changes and resolved to make the following comments:** **• It disagrees that the increased parking charges will change driver behaviour re on street review dates 17th June 2019 point 3.11.** **• It was noted that the parking tariffs will be reviewed each year, by reviewed this was read to mean that it will be increased.** **• Regarding the surplus income Item 4, Council believe it would be a good idea if All surplus income was contributed to improving transport, so that people could feel more confident and inclined to utilise local buses. The council hoped that surplus money paid by drivers is not taken away to ease budget deficits in other areas.** **• Council questioned that on 9th Feb 2016, Council (ESCC) agreed to continue drivers' payments totally £630,000 towards supporting the bus network and concessionary fares and wondered if this had happened? Also was any money contributed in 2017?** **• The council commented that it is very helpful to have live bus information at bus stops. In Edinburgh, passengers have either correct change or use a contactless card to pay for fares on entry. This reduces delay by the drivers having to give change. In addition, one can buy weekly passes etc. buses also drop off and pick up passengers at the allocated stop, so if there is already a bus there, the second bus will wait until the first has left. This is a safer practice for elderly and disabled.** **• Council felt that if the public could see meaningful improvements in public services, they would feel more confident in relying on the bus and not the car. The proposed increase of just under 100% is very high, especially if more is to follow.**

	• Council also suggest that all health workers, whether it be carers, nurses or doctors who visit people in their homes or take them to see a GP should not be taken advantage of by being immorally charged. They should be able to park and not pay. Parking should have similar rules as per blue badge holders when visiting or escorting the ill and those in need. • Council also suggest that there be a "shoppers" permit which could be bought annually for say £50 for 2 hours per day stay. This works in other areas of the country. • If ESCC do get the revenue, then perhaps if it is not ploughed back into transport, then it should be put into the fund to improve the potholes and road repairs. • Council also commented that the new bus stops in Eastbourne should be moved closer to the town centre, as those who are elderly and have heavy bags have commented that they don't visit town as it is too far to walk to the bus stops and the train station. • Council also had another suggestion where like London and larger towns, a pass be introduced for bus AND train travels so that people could travel by either. This used to be run in Eastbourne. VOTE All in favour Cllrs D Watts, Mrs M Piper, J Harmer, D Murray, Ms A Snell, Mrs C Berry, A Wood, D Dunbar, D Sanders, Mrs W Alexander, M Falkner, D Shing, S Shing.
12750	**Wealden Planning consultation regarding BT telephone box decommission consultation** ***a)*** **To respond to the consultation** (see background papers) **It was resolved to respond to the Wealden consultation as follows:**

Telephone Number	Decision	Comments/Reasons
01323 482118	ADOPT Adopting as defibrillator box	Polegate Defib group willing to support and install and maintain defibrillator. Contact details 01323 488114 Jo Ognjanovic Town Clerk via admin@polegatetowncouncil.gov.uk
01323 482430	ADOPT Adopting as defibrillator box	Polegate Defib group willing to support and install and maintain defibrillator. Contact details 01323 488114 Jo Ognjanovic Town Clerk via admin@polegatetowncouncil.gov.uk
01323 482591	AGREE Not to save	Polegate Defib NOT group willing to support and install and maintain defibrillator as hidden by van and others close by.

b) **To consider adopting the red telephone box in Brightling Road on behalf of Polegate defibrillator group as per their request** (see correspondence and background papers)

A discussion took place on the merits of the defibrillators and locations as explained by the defib group and background papers.
A motion was put to adopt all three boxes (contrary to the wishes of the Polegate defib group). The motion was seconded.
A motion was put to adopt the two boxes requested by the Polegate Defibrillator group. The motion was seconded.
A vote was taken on the motion to adopt the two boxes only as requested by

	Polegate defibrillator Group. **<u>It was resolved to adopt the telephone boxes in Brightling Road and Dittons Road as requested by the Polegate defibrillator group on their behalf and to pay the solicitors fees expected to be circa. £500 +VAT from general reserves as per background papers. VOTE All in favour Cllrs D Watts, Mrs M Piper, J Harmer, D Murray, Ms A Snell, Mrs C Berry, A Wood, D Dunbar, D Sanders, Mrs W Alexander, M Falkner, D Shing, S Shing.</u>**
12751	**Dates of the next scheduled meetings** **Full Council 30th September 2019** **Full Council 28th October 2019** **Full Council 25th November 2019** **Full Council 9th December 2019** **Full Council 13th January 2020 (precept and budget setting)**

The meeting closed at 9.02pm

Signed Mayor of Polegate ____________________Date ____________________

Item 6a

UNADOPTED
POLEGATE TOWN COUNCIL

PLANNING COMMITTEE

Minutes of the Planning meeting held on Monday 5th August 2019 at 7.30pm in the Council Chambers, 49 High Street, Polegate, East Sussex BN26 6AL

Present: Cllrs Mrs W Alexander, M Falkner, J Harmer, Mrs M Piper, Mrs C Berry

Not present: - Cllr D Watts

No members of public present

Minute No.	Subject/Resolution
12752	**Opportunity for public comment** None
12753	**Apologies for absence** Cllrs D Watts
12754	**Declarations of interest in any items on the agenda** None
12755	**Minutes of the meeting held on 24th July 2019** **It was resolved to accept the minutes of the planning meeting on 24th July 2019 as an accurate record of the meeting. The minutes were signed by the chair of the meeting. VOTE All in favour Cllrs Mrs W Alexander, M Falkner, J Harmer, Mrs M Piper, Mrs C Berry**
12756	**Any other plans received prior to the meeting - notified to the public** None
12757	**Planning Applications** **WD/2019/1212/F – COP HALL HOUSE, BAY TREE LANE, POLEGATE BN26 6QN – CHANGE OF USE FROM OFFICE SPACE TO RESIDENTIAL INCLUDING CREATION OF AN HMO, TOGETHER WITH REMOVAL OF CONDITIONS 2 (USE OF PREMISES) & 3 (PERSONAL PERMISSION) OF PLANNING PERMISSION WD/2006/3556/F.** The committee discussed the application in detail. It was agreed that they were very supportive of Houses of Multiple occupation in the area as this was greatly needed. **It was resolved that the committee would submit no objections but to comment that the district council should ensure that adequate parking was provided as none appeared on the plan, although there was plenty of land surrounding the property to park. VOTE All in favour Cllrs Mrs W Alexander, M Falkner, J Harmer, Mrs M Piper, Mrs C Berry**
12758	**Delegated Applications** **WD/2019/1311/F – BRAMLEY FARM, BAY TREE LANE, POLEGATE BN26 6QN – SCHEME TO CONVERT A FORMER DAIRY BUILDING INTO 3 NO. DWELLING HOUSES. NO OBJECTIONS. A Councillor commented that the lower number of properties was an improvement; the Councillor stated that conditions should be imposed regarding the lighting of the site at night as regards the comments by the Bat Conservation Society. A councillor commented that the current buildings were in a poor state of repair and stated that the building of three new dwellings would not seriously impact upon the local environment; there is surrounding countryside to offer habitat to species that may be affected by this development. The Councillor hoped that that this small development would not lead to further expansion into the surrounding countryside.**

	Noted by all present
12759	**Planning decisions by Wealden District Council – for information only** **<u>WD/2019/0795/F</u> – UNIT 7 CHAUCER INDUSTRIAL ESTATE, DITTONS ROAD, POLEGATE BN26 6JF – USE FOR MINOR MECHANICAL REPAIRS OF CARS. APPROVED BY WEALDEN DISTRICT COUNCIL ON 16TH JULY 2019.** **<u>WD/2019/1048/F</u> – 15 HIGH STREET, POLEGATE BN26 5EP – PROPOSED CHANGE OF USE OF COMMERCIAL PREMISES INTO RESIDENTIAL INCLUDING ALTERATIONS TO ROOF TO CREATE 2 NO. 2 BEDROOM TOWN HOUSES. WITHDRAEWN BY WEALDEN DISTRICT COUNCIL ON 22ND JULY 2019.** **<u>WD/2019/0442/MRM</u> – DITTONS FARM, DITTONS ROAD, POLEGATE BN26 6HY – RESERVED MATTERS PURSUANT TO OUTLINE PERMISSION <u>WD/2016/3035/MAO</u> (OUTLINE APPLICATION FOR THE ERECTION OF 78 DWELLINGS AND ASSOCIATED WORKS). APPROVED BY WEALDEN DISTRICT COUNCIL ON 22ND JULY 2019.** Noted by all present
12760	**Other planning items** A brief discussion took place on an email that had been sent regarding Greenleaf gardens application. (re conditions)

The meeting closed 7.41 pm   Chair of Planning Committee ____________________ Date

Item 6b

UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 23rd August 2019 Council Chambers 49, High Street, Polegate 10.00am

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

Minute Number	Resolution
12761	**Opportunity for Public Comment** None
12732	**Apologies for absence** Cllr D Sanders
12763	**Declarations of interest in any items on the agenda** Cllrs Ms. A Snell, D Watts, S Shing Wealden District Councillors; Cllrs Mrs. M Piper & D Murray as directors of Polegate War memorial recreation ground CIC; Cllr D Murray as trustee of Wannock Village Hall.
12764	**Minutes of Finance & Policy committee meeting of 7th June 2019 and 12th July 2019** **It was resolved to accept the minutes of the Finance & Policy meetings of 7th June 2019 and 12th July 2019 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, M Falkner**
12765	**Accounts for payment as presented** **It was resolved to accept the accounts for payment as presented to the value of £41,942.58 VOTE All in favour Cllrs D Murray, D Watts, S Shing, Mrs M Piper, Ms A Snell, D Dunbar, M Cunningham, D Sanders**

The meeting closed at 9.48am

Signed by ______________________________ Chair of Finance & Policy

Dated ______________________________

Item 6b

UNADOPTED
POLEGATE TOWN COUNCIL

POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 6th September 2019 Council Chambers 49, High Street, Polegate 10.00am

Present: Cllrs D Murray, D Watts, S Shing, D Dunbar, M Cunningham, M Falkner, D Sanders **(7)**
Not Present: - Cllrs Mrs M Piper, Ms A Snell **(2)**
No members of the public present

Minute Number	Resolution
12766	**Opportunity for Public Comment** None
12767	**Apologies for absence** Cllrs Mrs M Piper, Ms A Snell
12768	**Declarations of interest in any items on the agenda** Cllrs Ms. A Snell, D Watts, S Shing Wealden District Councillors; Cllrs Mrs. M Piper & D Murray as directors of Polegate War memorial recreation ground CIC; Cllr D Murray as trustee of Wannock Village Hall.
12769	**Accounts for payment as presented** **It was resolved to accept the accounts for payment as presented to the value of £24,093.92 VOTE All in favour Cllrs D Murray, D Watts, S Shing, D Dunbar, M Cunningham, M Falkner, D Sanders**

The meeting closed at 10.04am

Signed by ______________________________ Chair of Finance & Policy

Dated ______________________________

barclaycard commercial

Item 8b barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 July 2019
Page number:	1 of 4
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 June 2019
Previous balance:	£1,031.16
Payment received:	£1,031.16 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£297.88
New balance:	**£297.88**
Payment due by:	**29 July 2019**

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 29 July 2019."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.
The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	1,031.16
27 Jun 2019	DIRECT DEBIT PAYMENT THANK YOU	1,031.16 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	70.14
[redacted]	[redacted]	[redacted]	227.74
Total cardholder expenditure			**£297.88**
New balance			**£297.88**

TOTAL VAT £ 47.77

POLEGATE TOWN COUNCIL
RECEIVED
25 JUL 2019
ACKD.............................

002210 BBA2869A 9710179111
[redacted]
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

barclaycard commercial

barclaycard

STATEMENT FOR J OGNJANOVIC

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

Company reference: [redacted]
Card number: [redacted]
Statement date: 20 July 2019
Page number:
Monthly spend limit: [redacted]

Date	Description		Amount
3 Jul 2019 040755204729	Amazon.co.uk*M687M12H4 AMAZON.CO.UK LUX ALL OTHER DIRECT MARKETERS	SAN DISK MEMORY CARD	13.48
4 Jul 2019 050785130089	PAYPAL *OMGTRADLTD 35314369001 GBR SHOE STORES	BASKETBALL CHAIN NETS	45.36
7 Jul 2019 080715188989	MSFT * E03008L8OB MSBILL.INFO IRL COMPUTERS,COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	MICROSOFT OUTLOOK	11.30
3 new purchases / cash advances. Total of spending.			**£70.14**

	NET	VAT	TOTAL		
MEMORY CARD	11.23	2.25	13.48	20% VAT	4036
BASKETBALL NETS	37.80	7.56	45.36	20% VAT	4220
MICROSOFT OUTLOOK	11.30	0.00	11.30	0% VAT	4071 (E)
	60.33	9.81	70.14		

002210 BBA2869A 9710179111

[redacted]

barclaycard commercial

barclaycard

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 July 2019

Monthly spend limit: [redacted]

Date	Description		Amount
28 Jun 2019 010785389249	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR MISCELLANEOUS AND RETAIL STORES	GENERATOR	189.95
28 Jun 2019 010785481479	WICKES HAILSHAM HAILSHAM UNITED KINGDOM LUMBER AND BUILDING MATERIALS STORES	TREE STAKES WANNOCK	15.00
3 Jul 2019 040785481479	CO-OP GROUP PETROL PETROL POLEGA UNITED KINGDOM SERVICE STATIONS	PETROL FOR GENERATOR	15.31
5 Jul 2019 080735377759	HALFORDS 0859 EASTBOURNE GBR UNITED KINGDOM BICYCLE SHOPS-SALES AND SERVICE	OIL & FUNNEL FOR GENERATOR	7.48
4 new purchases / cash advances. Total of spending.			£227.74

	NET	VAT	TOTAL		
GENERATOR	158.29	31.66	189.95	20% VAT	4220
TREE STAKES	12.50	2.50	15.00	20% VAT	4220
PETROL	12.76	2.55	15.31	20% VAT	4220
OIL & FUNNEL	6.23	1.25	7.48	20% VAT	4220
	189.78	37.96	227.74		

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

barclaycard commercial

barclaycard

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:	[redacted]
Statement date:	20 August 2019
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 July 2019
Previous balance:	£297.88
Payment received:	£297.88 CR
Total of charges and adjustments:	£0.00
Total of new spending:	£11.30
New balance:	**£11.30**
Payment due by:	**27 August 2019**

Payment instructions

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

Allocation of payments

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

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

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	297.88
29 Jul 2019	DIRECT DEBIT PAYMENT THANK YOU	297.88 CR
Total of payment, charges and adjustments		**£0.00**

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	11.30
Total cardholder expenditure			**£11.30**
New balance			**£11.30**

TOTAL VAT £0.00

POLEGATE TOWN COUNCIL
RECEIVED
23 AUG 2019
ACKD

001768 BBA1230A 9710215885
[redacted]
POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

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STATEMENT FOR J OGNJANOVIC

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

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

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

Monthly spend limit: [redacted]

Date	Description		Amount
7 Aug 2019 070815188989	MSFT * E03008TBYZ MSBILL.INFO IRL COMPUTERS,COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	MICROSOFT OUTLOOK	11.30
1 new purchases / cash advances. Total of spending.			£11.30

	NET	VAT	TOTAL		
OUTLOOK	11.30	0.00	11.30	0% VAT (E)	4071

001768 BBA1230A 9710215885

[redacted]

BARCLAYS

31 July 2019

ITEM 8C

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 31 July 2019

Business Current Accounts	
Business Current Account Statement	£50,000.00
Sort Code [redacted] Account No [redacted]	✓

Business Savings Accounts	
Business Premium Account	£471,827.49
Sort Code [redacted] • Account No [redacted]	✓
Business Premium Account	£127,777.63
Sort Code [redacted] • Account No [redacted]	✓

CURRENT/
BUSINESS PREMIUM
CASHBOOK 1

TRACKER CASHBOOK 2

This is the end of your account summary.

01288 05381 F1VI911A 9710194139 2 of 8

POLEGATE TOWN COUNCIL
RECEIVED
07 AUG 2019
ACKD

Bank Reconciliation Statement as at 31/07/2019
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/07/2019	1	50,000.00
Business Premium Account	30/07/2019	1	471,827.49
			521,827.49

Unpresented Cheques (Minus)			Amount	
28/06/2019	108906	Newtimber Land Management Ltd	780.00	
28/06/2019	108907	Newtimber Land Management Ltd	540.00	
26/07/2019	108929	EDF Energy	1,143.36	
26/07/2019	108930	Surrey Hills Solicitors LLP	475.20	
26/07/2019	108931	[redacted]	24.75	
31/07/2019	BX34778	Countrymans Contractors Ltd	1,710.00	
31/07/2019	108932	Wicksteed Leisure Ltd	106.92	
31/07/2019	108933	Europlants Ltd	62.40	
31/07/2019	108934	You Raise Me Up	75.00	
31/07/2019	108935	Countrymans Contractors Ltd	1,710.00	
31/07/2019	108936	Countrymans Contractors Ltd	1,710.00	
31/07/2019	108937	Kingdom Services Group Ltd	1,250.02	
				9,587.65
				512,239.84

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		512,239.84
	Balance per Cash Book is :-	**512,239.84**
	Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/07/2019
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	**Statement Date**	**Page No**	**Balances**
Tracker Account	31/07/2019	1	127,777.63
			127,777.63
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			127,777.63
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			127,777.63
		Balance per Cash Book is :-	**127,777.63**
		Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/07/2019
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	31/07/2019	0	200.00
			200.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		200.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		200.00

Balance per Cash Book is :-	**200.00**
Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/07/2019
for Cashbook 4 - Staff Salaries Cash Book

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	31/07/2019	0	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

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

Polegate Town Council

Bank Reconciliation Statement as at 31/07/2019
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	31/07/2019	0	0.00
			0.00
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			0.00
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	**0.00**
		Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/07/2019
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	31/07/2019	1	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

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

Polegate Town Council
Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	Council Office Mntce Fund	22,115.00		22,115.00
321	Recreation Fund	0.00		0.00
322	Town Election/Poll/Referendum	16,657.00		16,657.00
323	Polegate Town Map Fund	0.00		0.00
324	Elections Fund	25,483.00		25,483.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	124.10		124.10
329	Other Office Equipment	327.96		327.96
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	19.21		19.21
332	Bus shelter reserve	0.00		0.00
333	Diamond Jubilee Reserve	0.00		0.00
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	164,793.00		164,793.00
336	Legals/fencing re s/water	6,000.00		6,000.00
337	High Street Toilets Reserve	14,284.00		14,284.00
338	Hailsham Beds Reserve	1,401.00		1,401.00
339	Office Alterations Reserve	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	1,458.40		1,458.40
342	Age Gym S106 funds Centre	5,340.46		5,340.46
343	Tree Audit	31.89	-31.89	0.00
344	Play Equipment	11,957.00		11,957.00
345	Flower Bulbs EMR	1,565.00		1,565.00
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	4,332.00	-988.00	3,344.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	5,189.89	30,730.00	35,919.89
350	Picnic Benches	788.00		788.00
351	Skate Park	4,795.00		4,795.00
352	Overtime	1,036.27		1,036.27
353	Polegate Community Library	17,000.00		17,000.00
		347,458.38	**29,710.11**	**377,168.49**

Summary Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Employee costs	Income	0	1,038	1,038		
	Expenditure	36,957	115,997	79,040		79,040
	Movement to/(from) Gen Reserve	(36,957)				
	Grand Totals:- Income	**0**	**1,038**	**1,038**		
	Expenditure	**36,957**	**115,997**	**79,040**	**0**	**79,040**
	Net Income over Expenditure	**(36,957)**	**(114,959)**	**(78,002)**		
	Movement to/(from) Gen Reserve	**(36,957)**				

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
102	Administration					
1009	Bank Loyalty Discount	74	140	66		
	Administration :- Income	**74**	**140**	**66**		
4030	Postage	154	500	346		346
4031	Stationery	330	1,500	1,170		1,170
4032	Photocopier copy charges	613	1,500	887		887
4035	Computer consumables	0	200	200		200
4036	Office IT equipment	1,007	700	(307)		(307)
4037	Website	350	1,200	850		850
4039	Legal fees	1,859	4,000	2,141		2,141
4040	Audit Fees	0	1,000	1,000		1,000
4041	Consultancy	767	0	(767)		(767)
4043	Insurance Premiums	4,073	5,000	927		927
4044	Insurance Tree Survey	0	400	400		400
4045	Subscriptions	4,738	2,900	(1,838)		(1,838)
4046	Publications	108	120	12		12
4047	Advertising	0	100	100		100
4049	Tree Works Brightling Rd	(1,000)	1,000	2,000		2,000
4050	Town Council Elections	0	5,500	5,500		5,500
4051	Poll/ByElection/Referendum	0	0	0	5,500	(5,500)
4053	Refreshments	11	250	239		239
4056	Bank/Barclaycard charges	242	1,350	1,108		1,108
4059	First Aid	14	150	136		136
4062	Newsletter Production	0	500	500		500
4063	Hire of Halls	0	300	300		300
4069	Office telephones	358	1,600	1,242		1,242
4070	Broadband/Internet	134	520	386		386
4071	IT Services	105	500	395		395
	Administration :- Indirect Expenditure	**13,864**	**30,790**	**16,926**	**5,500**	**11,426**
	Movement to/(from) Gen Reserve	**(13,790)**				
103	Town Councillors					
1006	Mayor's Charity Fund	206	0	(206)		
	Town Councillors :- Income	**206**	**0**	**(206)**		
4090	Councillors' allowances	79	6,500	6,421		6,421
4091	Councillors' expenses	13	600	587		587
4092	Councillors' training	350	1,500	1,150		1,150
4093	Mayor's allowance Civic Duties	199	2,000	1,801		1,801
4095	Mayor's Fund Rainsing Charity	33	0	(33)		(33)
	Town Councillors :- Indirect Expenditure	**674**	**10,600**	**9,926**	**0**	**9,926**
	Movement to/(from) Gen Reserve	**(468)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
104	General Administration					
1010	Investment Income	412	500	88		
1063	CIL funds from developers	30,730	0	(30,730)		
1076	Precept	167,486	334,971	167,486		
1080	Grants Received	1,514	3,028	1,514		
	General Administration :- Income	**200,142**	**338,499**	**138,357**		
4100	Grants to other Organisations	0	1,000	1,000		1,000
4103	Public Info event(s)	0	1,000	1,000		1,000
4105	Finance Software	377	1,000	623		623
	General Administration :- Indirect Expenditure	**377**	**3,000**	**2,623**	**0**	**2,623**
	Net Income over Expenditure	**199,765**	**335,499**	**135,734**		
6001	less Transfer to EMR	30,730				
	Movement to/(from) Gen Reserve	**169,035**				
201	Council Offices					
1000	Hire of Chamber	360	500	140		
1060	Miscellaneous Income	1,000	0	(1,000)		
	Council Offices :- Income	**1,360**	**500**	**(860)**		
4130	Council Tax	2,651	7,000	4,350		4,350
4131	Electricity	1,004	2,000	996		996
4132	Water charges	54	250	196		196
4133	Sewerage	0	250	250		250
4136	Photocopier - lease	201	810	609		609
4139	Window Cleaning	28	240	212		212
4140	Alarm Maintenance	0	350	350		350
4141	Fire Precautions	0	300	300		300
4142	Other Maintenance	350	500	150		150
4146	Other Office Equipment	1,080	600	(480)		(480)
4154	Housekeeping	36	120	84		84
4155	Refuse Collecting	162	1,300	1,138		1,138
4162	PWLB - Capital	1,943	3,941	1,998		1,998
4163	PWLB- Interest	844	1,633	789		789
	Council Offices :- Indirect Expenditure	**8,351**	**19,294**	**10,943**	**0**	**10,943**
	Movement to/(from) Gen Reserve	**(6,991)**				
202	51 High Street					
1005	51 High Street Rent R'ved	160	1,500	1,340		
	51 High Street :- Income	**160**	**1,500**	**1,340**		

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4170	51 High Street - expenditure	658	500	(158)		(158)
	51 High Street :- Indirect Expenditure	**658**	**500**	**(158)**	**0**	**(158)**
	Movement to/(from) Gen Reserve	**(498)**				
203	The Pavilion					
1030	Rental Income-Pavilion	120	1,600	1,480		
	The Pavilion :- Income	**120**	**1,600**	**1,480**		
4180	Pavilion Electricity	961	2,300	1,339		1,339
4181	Pavilion water	143	350	207		207
4182	Pavilion sewerage	0	880	880		880
4186	Pavilion - fire precautions	0	220	220		220
4187	Pavilion - Refuse	169	500	331		331
	The Pavilion :- Indirect Expenditure	**1,273**	**4,250**	**2,977**	**0**	**2,977**
	Movement to/(from) Gen Reserve	**(1,153)**				
204	Wannock Office					
1032	Rental Income-Wannock Office	0	50	50		
	Wannock Office :- Income	**0**	**50**	**50**		
4190	Wannock Office Electrictiy	331	480	149		149
4192	Wannock Office Sewage	709	220	(489)		(489)
4193	Wannock Office Council Tax	1,455	0	(1,455)		(1,455)
4195	Wannock Office Maintenance	0	50	50		50
4196	Wannock Office Fire Precaution	0	100	100		100
	Wannock Office :- Indirect Expenditure	**2,496**	**850**	**(1,646)**	**0**	**(1,646)**
	Movement to/(from) Gen Reserve	**(2,496)**				
205	High Street Toilets					
1035	High St Toilets Community Sche	309	1,000	692		
	High Street Toilets :- Income	**309**	**1,000**	**692**		
4500	Toilets High St - Cleaning	2,083	6,500	4,417		4,417
4501	Toilets High St - Maintenance	288	650	362		362
4502	Toilets High St - Electricity	226	400	174		174
4503	Toilets High St - Water & Sewe	271	700	429		429
4504	Toilets High St - Other	94	600	506		506
4505	Toilets High St - Non Domestic	401	1,200	799		799
	High Street Toilets :- Indirect Expenditure	**3,363**	**10,050**	**6,687**	**0**	**6,687**
	Movement to/(from) Gen Reserve	**(3,054)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
301	Town Centre and Community Safe					
4201	CCTV costs	988	2,800	1,812		1,812
	wn Centre and Community Safe :- Indirect Expenditure	**988**	**2,800**	**1,812**	**0**	**1,812**
6000	plus Transfer from EMR	988				
	Movement to/(from) Gen Reserve	**0**				
302	Recreation Grounds					
1022	Brightling Road lease	(120)	120	240		
1050	Insurance Refunds/claim rebate	383	0	(383)		
1060	Miscellaneous Income	2,178	0	(2,178)		
	Recreation Grounds :- Income	**2,441**	**120**	**(2,321)**		
4220	General Maintenance	6,516	9,000	2,484		2,484
4221	Recreation ground - water	0	336	336		336
4223	Grounds Maintenance	662	8,000	7,339		7,339
4224	Travel Costs re playgrounds	0	800	800		800
4230	Skate Park	0	6,000	6,000		6,000
4235	Toilets	2,124	7,000	4,876		4,876
4238	Litter Bins	0	2,500	2,500		2,500
4240	Oakleaf Lease Charges	150	150	0		0
4241	Dog Bins	625	2,500	1,875		1,875
4242	Playground Equipment	0	2,800	2,800	2,800	0
4243	Safety Inspections	370	1,500	1,131		1,131
	Recreation Grounds :- Indirect Expenditure	**10,446**	**40,586**	**30,140**	**2,800**	**27,340**
	Net Income over Expenditure	**(8,005)**	**(40,466)**	**(32,461)**		
6000	plus Transfer from EMR	32				
	Movement to/(from) Gen Reserve	**(7,973)**				
303	Highways					
1051	Urban Grasscutting Income	3,362	3,300	(62)		
	Highways :- Income	**3,362**	**3,300**	**(62)**		
4253	Highways litter bins	375	0	(375)		(375)
4256	Urban grasscutting	8,550	22,000	13,450		13,450
4257	Bench provisions - highways	525	0	(525)		(525)
4258	Flower Beds	2,179	6,000	3,821		3,821
4259	Council Gardens - office	650	650	0		0
	Highways :- Indirect Expenditure	**12,278**	**28,650**	**16,372**	**0**	**16,372**
	Movement to/(from) Gen Reserve	**(8,916)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
304	Allotments					
1070	Allotment Fees	44	1,150	1,107		
1072	Gosford Way Allotments	0	171	171		
	Allotments :- Income	**44**	**1,321**	**1,278**		
4270	Allotments - maintenance	395	550	155		155
4271	Allotments - Improvements	300	200	(100)		(100)
4272	Allotments - water	107	550	443		443
4273	Allotment - rent of land	0	171	171		171
	Allotments :- Indirect Expenditure	**802**	**1,471**	**669**	**0**	**669**
	Movement to/(from) Gen Reserve	**(758)**				
305	Street Lighting					
4280	Street Light - energy	0	8,500	8,500		8,500
4281	Street Light - Maintenance	0	9,500	9,500		9,500
4282	Street Light - new works/impro	1,200	51,000	49,800		49,800
4286	Christmas decorations	(200)	11,000	11,200		11,200
	Street Lighting :- Indirect Expenditure	**1,000**	**80,000**	**79,000**	**0**	**79,000**
	Movement to/(from) Gen Reserve	**(1,000)**				
306	Prize and Prize Giving					
4096	Remembrance Wreath	0	30	30		30
	Prize and Prize Giving :- Indirect Expenditure	**0**	**30**	**30**	**0**	**30**
	Movement to/(from) Gen Reserve	**0**				
307	The Polegate Partnership					
1040	SponsorFlower Beds Hailsham Rd	0	1,000	1,000		
	The Polegate Partnership :- Income	**0**	**1,000**	**1,000**		
4306	Replace Hailsham Rd Beds	170	510	340		340
4307	Hailsham Flowers Maintenance	165	490	325		325
	The Polegate Partnership :- Indirect Expenditure	**335**	**1,000**	**665**	**0**	**665**
	Movement to/(from) Gen Reserve	**(335)**				
401	The Planning Committee					
4320	Planning Committee - Halls	11	200	189		189
	The Planning Committee :- Indirect Expenditure	**11**	**200**	**189**	**0**	**189**
	Movement to/(from) Gen Reserve	**(11)**				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	**208,217**	**349,030**	**140,813**		
Expenditure	**56,916**	**234,071**	**177,155**	**8,300**	**168,855**
Net Income over Expenditure	**151,301**	**114,959**	**(36,342)**		
plus Transfer from EMR	**1,020**				
less Transfer to EMR	**30,730**	CIL			
Movement to/(from) Gen Reserve	**121,591**				

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			1,682.64	
200	Current/Business Premium			513,208.76	
201	Tracker Account			127,777.63	
210	Petty Cash			200.00	
310	General reserves				177,387.01
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				25,483.00
328	Office IT Equipment Reserve				124.10
329	Other Office Equipment				327.96
331	Brightling Reserve				19.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				164,793.00
336	Legals/fencing re s/water				6,000.00
337	High Street Toilets Reserve				14,284.00
338	Hailsham Beds Reserve				1,401.00
339	Office Alterations Reserve				26,165.00
341	Staff - Consultant/Temporary				1,458.40
342	Age Gym S106 funds Centre				5,340.46
344	Play Equipment				11,957.00
345	Flower Bulbs EMR				1,565.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				3,344.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				35,919.89
350	Picnic Benches				788.00
351	Skate Park				4,795.00
352	Overtime				1,036.27
353	Polegate Community Library				17,000.00
560	Deposits Held				3,680.00
1000	Hire of Chamber	201	Council Offices		360.00
1005	51 High Street Rent R'ved	202	51 High Street		160.00
1006	Mayor's Charity Fund	103	Town Councillors		205.65
1009	Bank Loyalty Discount	102	Administration		73.97
1010	Investment Income	104	General Administration		412.21
1022	Brightling Road lease	302	Recreation Grounds	120.00	
1030	Rental Income-Pavilion	203	The Pavilion		120.00
1035	High St Toilets Community Sche	205	High Street Toilets		308.50
1050	Insurance Refunds/claim rebate	302	Recreation Grounds		383.00
1051	Urban Grasscutting Income	303	Highways		3,362.00
1060	Miscellaneous Income	201	Council Offices		1,000.00
1060	Miscellaneous Income	302	Recreation Grounds		2,178.00

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1063	CIL funds from developers	104	General Administration		30,730.31
1070	Allotment Fees	304	Allotments		43.50
1076	Precept	104	General Administration		167,485.50
1080	Grants Received	104	General Administration		1,514.00
4000	Town Clerk	101	Employee costs	13,586.68	
4001	Administration Assistant	101	Employee costs	3,576.72	
4002	Handyman/Groundsman	101	Employee costs	3,386.92	
4003	Litter Picker	101	Employee costs	3,192.80	
4004	Cleaner/keyholder	101	Employee costs	1,328.96	
4005	Overtime	101	Employee costs	2,304.05	
4007	NI (ER's)	101	Employee costs	2,205.37	
4008	Pension ER's contributions	101	Employee costs	114.75	
4010	Internal Auditor	101	Employee costs		298.20
4011	Administrative Asst/Ctee Clerk	101	Employee costs	3,594.92	
4012	Finance Assistant	101	Employee costs	3,594.92	
4014	Consultancy/Locum Clerk	101	Employee costs	189.00	
4015	Travelling expenses (parks)	101	Employee costs	180.30	
4030	Postage	102	Administration	154.45	
4031	Stationery	102	Administration	329.73	
4032	Photocopier copy charges	102	Administration	613.06	
4036	Office IT equipment	102	Administration	1,006.82	
4037	Website	102	Administration	350.00	
4039	Legal fees	102	Administration	1,858.75	
4041	Consultancy	102	Administration	766.90	
4043	Insurance Premiums	102	Administration	4,073.05	
4045	Subscriptions	102	Administration	4,737.96	
4046	Publications	102	Administration	107.99	
4049	Tree Works Brightling Rd	102	Administration		1,000.00
4053	Refreshments	102	Administration	11.32	
4056	Bank/Barclaycard charges	102	Administration	242.32	
4059	First Aid	102	Administration	14.00	
4069	Office telephones	102	Administration	358.42	
4070	Broadband/Internet	102	Administration	133.90	
4071	IT Services	102	Administration	105.17	
4090	Councillors' allowances	103	Town Councillors	79.28	
4091	Councillors' expenses	103	Town Councillors	12.80	
4092	Councillors' training	103	Town Councillors	350.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	198.88	
4095	Mayor's Fund Rainsing Charity	103	Town Councillors	32.95	
4105	Finance Software	104	General Administration	377.30	
4130	Council Tax	201	Council Offices	2,650.50	
4131	Electricity	201	Council Offices	1,004.26	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4132	Water charges	201	Council Offices	53.55	
4136	Photocopier - lease	201	Council Offices	200.54	
4139	Window Cleaning	201	Council Offices	28.00	
4142	Other Maintenance	201	Council Offices	350.00	
4146	Other Office Equipment	201	Council Offices	1,079.61	
4154	Housekeeping	201	Council Offices	35.64	
4155	Refuse Collecting	201	Council Offices	162.08	
4162	PWLB - Capital	201	Council Offices	1,943.02	
4163	PWLB- Interest	201	Council Offices	843.58	
4170	51 High Street - expenditure	202	51 High Street	658.07	
4180	Pavilion Electricity	203	The Pavilion	960.99	
4181	Pavilion water	203	The Pavilion	143.05	
4187	Pavilion - Refuse	203	The Pavilion	168.81	
4190	Wannock Office Electrictiy	204	Wannock Office	331.37	
4192	Wannock Office Sewage	204	Wannock Office	708.87	
4193	Wannock Office Council Tax	204	Wannock Office	1,455.40	
4201	CCTV costs	301	Town Centre and Community Safe	988.00	
4220	General Maintenance	302	Recreation Grounds	6,516.08	
4223	Grounds Maintenance	302	Recreation Grounds	661.50	
4235	Toilets	302	Recreation Grounds	2,123.92	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	625.00	
4243	Safety Inspections	302	Recreation Grounds	369.50	
4253	Highways litter bins	303	Highways	375.00	
4256	Urban grasscutting	303	Highways	8,550.00	
4257	Bench provisions - highways	303	Highways	524.59	
4258	Flower Beds	303	Highways	2,178.88	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	395.00	
4271	Allotments - improvements	304	Allotments	300.00	
4272	Allotments - water	304	Allotments	106.83	
4282	Street Light - new works/impro	305	Street Lighting	1,200.36	
4286	Christmas decorations	305	Street Lighting		200.00
4306	Replace Hailsham Rd Beds	307	The Polegate Partnership	170.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	165.04	
4320	Planning Committee - Halls	401	The Planning Committee	11.00	
4500	Toilets High St - Cleaning	205	High Street Toilets	2,083.36	
4501	Toilets High St - Maintenance	205	High Street Toilets	288.15	
4502	Toilets High St - Electricity	205	High Street Toilets	225.94	
4503	Toilets High St - Water & Sewe	205	High Street Toilets	270.82	
4504	Toilets High St - Other	205	High Street Toilets	93.90	
4505	Toilets High St - Non Domestic	205	High Street Toilets	400.55	

Continued over page

Polegate Town Council

Trial Balance for Month No: 4

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
6000	Transfer from EMR	301	Town Centre and Community Safe		988.00
6000	Transfer from EMR	302	Recreation Grounds		31.89
6001	Transfer to EMR	104	General Administration	30,730.00	
			Trial Balance Totals :	**769,090.23**	**769,090.23**
			Difference	**0.00**	

BARCLAYS

30 August 2019

ITEM 8C

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

Your Business accounts – at a glance

Up-to-date account information

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

Your balances on 30 August 2019

Business Current Accounts	
Business Current Account Statement	£50,000.00
Sort Code [redacted] • Account No [redacted]	✓
Business Savings Accounts	
Business Premium Account	£442,866.31
Sort Code [redacted] • Account No [redacted]	✓
Business Premium Account	£127,777.63
Sort Code [redacted] • Account No [redacted]	✓

CURRENT / BUSINESS PREMIUM CASHBOOK 1

TRACKER CASHBOOK 2

This is the end of your account summary.

ITEM 8c

Date: 04/09/2019

Time: 15:02

Polegate Town Council

Page 1

User: SG

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 1 - Current/Business Premium

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/08/2019	1	50,000.00
Business Premium Account	31/08/2019	1	442,866.31
			492,866.31

Unpresented Cheques (Minus)			Amount	
31/07/2019	108932	Wicksteed Leisure Ltd	106.92	
31/07/2019	108933	Europlants Ltd	62.40	
31/07/2019	108934	You Raise Me Up	75.00	
31/07/2019	108935	Countrymans Contractors Ltd	1,710.00	
31/07/2019	108936	Countrymans Contractors Ltd	1,710.00	
05/08/2019	108938	Europlants Ltd	968.92	
05/08/2019	108939	Lewes District Council	90.00	
05/08/2019	108940	Tim Jordan grounds Maintenance	481.13	
07/08/2019	108942	Europlants Ltd	11.13	
09/08/2019	108944	Tim Jordan grounds Maintenance	1,443.84	
09/08/2019	108945	Tim Jordan grounds Maintenance	628.00	
09/08/2019	108946	Tim Jordan grounds Maintenance	704.91	
09/08/2019	108947	Haven Security Ltd	249.60	
09/08/2019	108948	Polegate Community Association	41.00	
09/08/2019	108949	You Raise Me Up	131.70	
09/08/2019	108950	The Royal British Legion	25.00	
12/08/2019	108951	Lewes District Council	90.00	
12/08/2019	108952	Lewes District Council	90.00	
14/08/2019	108955	Countrymans Contractors Ltd	1,710.00	
15/08/2019	108956	Police&Crime CommissionerSX	132.69	
15/08/2019	108957	Police&Crime CommissionerSX	545.60	
22/08/2019	108958	Countrymans Contractors Ltd	1,710.00	
22/08/2019	108959	Lewes District Council	90.00	
22/08/2019	108960	PKF Littlejohn LLP	960.00	
30/08/2019	108963	Surrey Hills Solicitors LLP	306.00	
30/08/2019	108965	Viking	77.16	
30/08/2019	108966	National Pen	59.94	
30/08/2019	108967	East Sussex Prayer Breakfast	15.00	
30/08/2019	108968	Surrey Hills Solicitors LLP	570.00	
30/08/2019	108962	Macemain + Amstad	786.00	
30/08/2019	108964	Granger Partnership Ltd	120.00	
				15,701.94
				477,164.37

Receipts not Banked/Cleared (Plus)

0.00

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 1 - Current/Business Premium

	Amount	Balances
		0.00
		477,164.37
Balance per Cash Book is :-		**477,167.50**
Difference Excluding Adjustments is :-		**-3.13**

Adjustments to Reconciliation

27/08/2019	EDF	EDF DD error	-0.53	
27/08/2019	EDF	EDF DD error	-1.05	
27/08/2019	EDF	EDF DD error	-0.23	
27/08/2019	EDF	EDF DD error	-1.01	
27/08/2019	EDF	EDF DD error	-0.31	
				-3.13
		Unreconciled Difference is :-		**0.00**

NB EDF TOOK DIRECT DEBITS IN ERROR
TEMP ADJUSTMENT MADE ON ADVICE OF RBS
CUSTOMER SERVICE AS BILL DATED SEPT (INCLUDES DD credit)
AND INCLUDES V.A.T.

Polegate Town Council

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 2 - Tracker Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Tracker Account	31/08/2019	1	127,777.63
			127,777.63
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			127,777.63
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			127,777.63
		Balance per Cash Book is :-	**127,777.63**
		Difference is :-	**0.00**

Polegate Town Council

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 3 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash Account	31/08/2019	0	200.00
			200.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		200.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		200.00

Balance per Cash Book is :-	**200.00**
Difference is :-	**0.00**

Polegate Town Council

**Bank Reconciliation Statement as at 31/08/2019
for Cashbook 4 - Staff Salaries Cash Book**

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Salaries Control	31/08/2019	0	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

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

Polegate Town Council

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 5 - Current/Business Premium HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC deposit Account	31/08/2019	1	0.00
			0.00
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			0.00
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	**0.00**
		Difference is :-	**0.00**

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 6 - NatWest deposit A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest Reserve Account	31/08/2019	1	0.00
			0.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		0.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		0.00

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

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			5,948.72	
200	Current/Business Premium			477,167.50	
201	Tracker Account			127,777.63	
210	Petty Cash			200.00	
310	General reserves				177,387.01
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				25,483.00
328	Office IT Equipment Reserve				124.10
329	Other Office Equipment				327.96
331	Brightling Reserve				19.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				164,793.00
336	Legals/fencing re s/water				6,000.00
337	High Street Toilets Reserve				14,284.00
338	Hailsham Beds Reserve				1,401.00
339	Office Alterations Reserve				26,165.00
341	Staff - Consultant/Temporary				1,458.40
344	Play Equipment				7,856.76
345	Flower Bulbs EMR				1,565.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				3,344.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				35,919.89
350	Picnic Benches				788.00
351	Skate Park				4,795.00
352	Overtime				1,036.27
353	Polegate Community Library				17,000.00
560	Deposits Held				3,730.00
1000	Hire of Chamber	201	Council Offices		380.00
1005	51 High Street Rent R'ved	202	51 High Street		260.00
1006	Mayor's Charity Fund	103	Town Councillors		205.65
1009	Bank Loyalty Discount	102	Administration		94.74
1010	Investment Income	104	General Administration		412.21
1030	Rental Income-Pavilion	203	The Pavilion		623.33
1035	High St Toilets Community Sche	205	High Street Toilets		308.50
1050	Insurance Refunds/claim rebate	302	Recreation Grounds		383.00
1051	Urban Grasscutting Income	303	Highways		3,362.00
1060	Miscellaneous Income	201	Council Offices		1,000.00
1060	Miscellaneous Income	302	Recreation Grounds		2,178.00
1063	CIL funds from developers	104	General Administration		30,730.31
1070	Allotment Fees	304	Allotments		66.83

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1076	Precept	104	General Administration		167,485.50
1080	Grants Received	104	General Administration		1,514.00
4000	Town Clerk	101	Employee costs	16,983.35	
4001	Administration Assistant	101	Employee costs	4,475.45	
4002	Handyman/Groundsman	101	Employee costs	4,233.65	
4003	Litter Picker	101	Employee costs	3,991.00	
4004	Cleaner/keyholder	101	Employee costs	1,661.20	
4005	Overtime	101	Employee costs	2,731.47	
4007	NI (ER's)	101	Employee costs	2,738.98	
4008	Pension ER's contributions	101	Employee costs	144.05	
4010	Internal Auditor	101	Employee costs		298.20
4011	Administrative Asst/Ctee Clerk	101	Employee costs	4,509.12	
4012	Finance Assistant	101	Employee costs	4,493.65	
4014	Consultancy/Locum Clerk	101	Employee costs	289.00	
4015	Travelling expenses (parks)	101	Employee costs	180.30	
4030	Postage	102	Administration	154.45	
4031	Stationery	102	Administration	394.83	
4032	Photocopier copy charges	102	Administration	956.68	
4036	Office IT equipment	102	Administration	2,080.80	
4037	Website	102	Administration	350.00	
4039	Legal fees	102	Administration	2,589.75	
4040	Audit Fees	102	Administration	800.00	
4041	Consultancy	102	Administration	766.90	
4043	Insurance Premiums	102	Administration	4,073.05	
4045	Subscriptions	102	Administration	4,737.96	
4046	Publications	102	Administration	107.99	
4049	Tree Works Brightling Rd	102	Administration		1,000.00
4053	Refreshments	102	Administration	11.32	
4056	Bank/Barclaycard charges	102	Administration	325.38	
4059	First Aid	102	Administration	14.00	
4063	Hire of Halls	102	Administration	41.00	
4069	Office telephones	102	Administration	358.42	
4070	Broadband/Internet	102	Administration	267.80	
4071	IT Services	102	Administration	116.47	
4090	Councillors' allowances	103	Town Councillors	79.28	
4091	Councillors' expenses	103	Town Councillors	12.80	
4092	Councillors' training	103	Town Councillors	350.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	263.83	
4095	Mayor's Fund Rainsing Charity	103	Town Councillors	164.65	
4096	Remembrance Wreath	306	Prize and Prize Giving	25.00	
4105	Finance Software	104	General Administration	377.30	
4130	Council Tax	201	Council Offices	3,313.50	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4131	Electricity	201	Council Offices	1,004.26	
4132	Water charges	201	Council Offices	53.55	
4136	Photocopier - lease	201	Council Offices	401.08	
4139	Window Cleaning	201	Council Offices	28.00	
4140	Alarm Maintenance	201	Council Offices	208.00	
4142	Other Maintenance	201	Council Offices	350.00	
4146	Other Office Equipment	201	Council Offices	1,079.61	
4154	Housekeeping	201	Council Offices	35.64	
4155	Refuse Collecting	201	Council Offices	213.98	
4162	PWLB - Capital	201	Council Offices	1,943.02	
4163	PWLB- Interest	201	Council Offices	843.58	
4170	51 High Street - expenditure	202	51 High Street	658.07	
4180	Pavilion Electricity	203	The Pavilion	960.99	
4181	Pavilion water	203	The Pavilion	143.05	
4187	Pavilion - Refuse	203	The Pavilion	208.53	
4190	Wannock Office Electrictiy	204	Wannock Office	331.37	
4192	Wannock Office Sewage	204	Wannock Office	708.87	
4193	Wannock Office Council Tax	204	Wannock Office	1,818.40	
4201	CCTV costs	301	Town Centre and Community Safe	1,666.29	
4220	General Maintenance	302	Recreation Grounds	6,558.08	
4223	Grounds Maintenance	302	Recreation Grounds	3,376.38	
4235	Toilets	302	Recreation Grounds	2,123.92	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4241	Dog Bins	302	Recreation Grounds	625.00	
4242	Playground Equipment	302	Recreation Grounds	9,440.70	
4243	Safety Inspections	302	Recreation Grounds	669.50	
4253	Highways litter bins	303	Highways	375.00	
4256	Urban grasscutting	303	Highways	11,400.00	
4257	Bench provisions - highways	303	Highways	1,179.59	
4258	Flower Beds	303	Highways	3,793.74	
4259	Council Gardens - office	303	Highways	650.00	
4270	Allotments - maintenance	304	Allotments	395.00	
4271	Allotments - improvements	304	Allotments	300.00	
4272	Allotments - water	304	Allotments	106.83	
4282	Street Light - new works/impro	305	Street Lighting	1,200.36	
4286	Christmas decorations	305	Street Lighting		200.00
4306	Replace Hailsham Rd Beds	307	The Polegate Partnership	170.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	174.32	
4320	Planning Committee - Halls	401	The Planning Committee	11.00	
4500	Toilets High St - Cleaning	205	High Street Toilets	2,083.36	
4501	Toilets High St - Maintenance	205	High Street Toilets	288.15	
4502	Toilets High St - Electricity	205	High Street Toilets	225.94	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4503	Toilets High St - Water & Sewe	205	High Street Toilets	270.82	
4504	Toilets High St - Other	205	High Street Toilets	93.90	
4505	Toilets High St - Non Domestic	205	High Street Toilets	501.55	
6000	Transfer from EMR	301	Town Centre and Community Safe		988.00
6000	Transfer from EMR	302	Recreation Grounds		9,472.59
6001	Transfer to EMR	104	General Administration	30,730.00	
			Trial Balance Totals :	**769,807.66**	**769,807.66**
			Difference	**0.00**	

Summary Income & Expenditure by Budget Heading 02/08/2019

Month No: 5

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Employee costs	Income	0	1,038	1,038		
	Expenditure	46,133	115,997	69,864		69,864
	Movement to/(from) Gen Reserve	(46,133)				
	Grand Totals:- Income	**0**	**1,038**	**1,038**		
	Expenditure	**46,133**	**115,997**	**69,864**	**0**	**69,864**
	Net Income over Expenditure	**(46,133)**	**(114,959)**	**(68,826)**		
	Movement to/(from) Gen Reserve	**(46,133)**				

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
102	Administration					
1009	Bank Loyalty Discount	95	140	45		
	Administration :- Income	**95**	**140**	**45**		
4030	Postage	154	500	346		346
4031	Stationery	395	1,500	1,105		1,105
4032	Photocopier copy charges	957	1,500	543		543
4035	Computer consumables	0	200	200		200
4036	Office IT equipment	2,081	700	(1,381)		(1,381)
4037	Website	350	1,200	850		850
4039	Legal fees	2,590	4,000	1,410		1,410
4040	Audit Fees	800	1,000	200		200
4041	Consultancy	767	0	(767)		(767)
4043	Insurance Premiums	4,073	5,000	927		927
4044	Insurance Tree Survey	0	400	400		400
4045	Subscriptions	4,738	2,900	(1,838)		(1,838)
4046	Publications	108	120	12		12
4047	Advertising	0	100	100		100
4049	Tree Works Brightling Rd	(1,000)	1,000	2,000		2,000
4050	Town Council Elections	0	5,500	5,500		5,500
4051	Poll/ByElection/Referendum	0	0	0	5,500	(5,500)
4053	Refreshments	11	250	239		239
4056	Bank/Barclaycard charges	325	1,350	1,025		1,025
4059	First Aid	14	150	136		136
4062	Newsletter Production	0	500	500		500
4063	Hire of Halls	41	300	259		259
4069	Office telephones	358	1,600	1,242		1,242
4070	Broadband/Internet	268	520	252		252
4071	IT Services	116	500	384		384
	Administration :- Indirect Expenditure	**17,147**	**30,790**	**13,643**	**5,500**	**8,143**
	Movement to/(from) Gen Reserve	**(17,052)**				
103	Town Councillors					
1006	Mayor's Charity Fund	206	0	(206)		
	Town Councillors :- Income	**206**	**0**	**(206)**		
4090	Councillors' allowances	79	6,500	6,421		6,421
4091	Councillors' expenses	13	600	587		587
4092	Councillors' training	350	1,500	1,150		1,150
4093	Mayor's allowance Civic Duties	264	2,000	1,736		1,736
4095	Mayor's Fund Rainsing Charity	165	0	(165)		(165)
	Town Councillors :- Indirect Expenditure	**871**	**10,600**	**9,729**	**0**	**9,729**
	Movement to/(from) Gen Reserve	**(665)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 02/08/2019

Month No: 5 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
104	General Administration					
1010	Investment Income	412	500	88		
1063	CIL funds from developers	30,730	0	(30,730)		
1076	Precept	167,486	334,971	167,486		
1080	Grants Received	1,514	3,028	1,514		
	General Administration :- Income	**200,142**	**338,499**	**138,357**		
4100	Grants to other Organisations	0	1,000	1,000		1,000
4103	Public Info event(s)	0	1,000	1,000		1,000
4105	Finance Software	377	1,000	623		623
	General Administration :- Indirect Expenditure	**377**	**3,000**	**2,623**	**0**	**2,623**
	Net Income over Expenditure	**199,765**	**335,499**	**135,734**		
6001	less Transfer to EMR	30,730				
	Movement to/(from) Gen Reserve	**169,035**				
201	Council Offices					
1000	Hire of Chamber	380	500	120		
1060	Miscellaneous Income	1,000	0	(1,000)		
	Council Offices :- Income	**1,380**	**500**	**(880)**		
4130	Council Tax	3,314	7,000	3,687		3,687
4131	Electricity	1,004	2,000	996		996
4132	Water charges	54	250	196		196
4133	Sewerage	0	250	250		250
4136	Photocopier - lease	401	810	409		409
4139	Window Cleaning	28	240	212		212
4140	Alarm Maintenance	208	350	142		142
4141	Fire Precautions	0	300	300		300
4142	Other Maintenance	350	500	150		150
4146	Other Office Equipment	1,080	600	(480)		(480)
4154	Housekeeping	36	120	84		84
4155	Refuse Collecting	214	1,300	1,086		1,086
4162	PWLB - Capital	1,943	3,941	1,998		1,998
4163	PWLB- Interest	844	1,633	789		789
	Council Offices :- Indirect Expenditure	**9,474**	**19,294**	**9,820**	**0**	**9,820**
	Movement to/(from) Gen Reserve	**(8,094)**				
202	51 High Street					
1005	51 High Street Rent R'ved	260	1,500	1,240		
	51 High Street :- Income	**260**	**1,500**	**1,240**		

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4170	51 High Street - expenditure	658	500	(158)		(158)
	51 High Street :- Indirect Expenditure	**658**	**500**	**(158)**	**0**	**(158)**
	Movement to/(from) Gen Reserve	**(398)**				
203	The Pavilion					
1030	Rental Income-Pavilion	623	1,600	977		
	The Pavilion :- Income	**623**	**1,600**	**977**		
4180	Pavilion Electricity	961	2,300	1,339		1,339
4181	Pavilion water	143	350	207		207
4182	Pavilion sewerage	0	880	880		880
4186	Pavilion - fire precautions	0	220	220		220
4187	Pavilion - Refuse	209	500	291		291
	The Pavilion :- Indirect Expenditure	**1,313**	**4,250**	**2,937**	**0**	**2,937**
	Movement to/(from) Gen Reserve	**(689)**				
204	Wannock Office					
1032	Rental Income-Wannock Office	0	50	50		
	Wannock Office :- Income	**0**	**50**	**50**		
4190	Wannock Office Electrictiy	331	480	149		149
4192	Wannock Office Sewage	709	220	(489)		(489)
4193	Wannock Office Council Tax	1,818	0	(1,818)		(1,818)
4195	Wannock Office Maintenance	0	50	50		50
4196	Wannock Office Fire Precaution	0	100	100		100
	Wannock Office :- Indirect Expenditure	**2,859**	**850**	**(2,009)**	**0**	**(2,009)**
	Movement to/(from) Gen Reserve	**(2,859)**				
205	High Street Toilets					
1035	High St Toilets Community Sche	309	1,000	692		
	High Street Toilets :- Income	**309**	**1,000**	**692**		
4500	Toilets High St - Cleaning	2,083	6,500	4,417		4,417
4501	Toilets High St - Maintenance	288	650	362		362
4502	Toilets High St - Electricity	226	400	174		174
4503	Toilets High St - Water & Sewe	271	700	429		429
4504	Toilets High St - Other	94	600	506		506
4505	Toilets High St - Non Domestic	502	1,200	698		698
	High Street Toilets :- Indirect Expenditure	**3,464**	**10,050**	**6,586**	**0**	**6,586**
	Movement to/(from) Gen Reserve	**(3,155)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
301	Town Centre and Community Safe					
4201	CCTV costs	1,666	2,800	1,134		1,134
	wn Centre and Community Safe :- Indirect Expenditure	**1,666**	**2,800**	**1,134**	**0**	**1,134**
6000	plus Transfer from EMR	988				
	Movement to/(from) Gen Reserve	**(678)**				
302	Recreation Grounds					
1022	Brightling Road lease	0	120	120		
1050	Insurance Refunds/claim rebate	383	0	(383)		
1060	Miscellaneous Income	2,178	0	(2,178)		
	Recreation Grounds :- Income	**2,561**	**120**	**(2,441)**		
4220	General Maintenance	6,558	9,000	2,442		2,442
4221	Recreation ground - water	0	336	336		336
4223	Grounds Maintenance	3,376	8,000	4,624		4,624
4224	Travel Costs re playgrounds	0	800	800		800
4230	Skate Park	0	6,000	6,000		6,000
4235	Toilets	2,124	7,000	4,876		4,876
4238	Litter Bins	0	2,500	2,500		2,500
4240	Oakleaf Lease Charges	150	150	0		0
4241	Dog Bins	625	2,500	1,875		1,875
4242	Playground Equipment	9,441	2,800	(6,641)	2,800	(9,441)
4243	Safety Inspections	670	1,500	831		831
	Recreation Grounds :- Indirect Expenditure	**22,944**	**40,586**	**17,642**	**2,800**	**14,842**
	Net Income over Expenditure	**(20,383)**	**(40,466)**	**(20,083)**		
6000	plus Transfer from EMR	9,473				
	Movement to/(from) Gen Reserve	**(10,910)**				
303	Highways					
1051	Urban Grasscutting Income	3,362	3,300	(62)		
	Highways :- Income	**3,362**	**3,300**	**(62)**		
4253	Highways litter bins	375	0	(375)		(375)
4256	Urban grasscutting	11,400	22,000	10,600		10,600
4257	Bench provisions - highways	1,180	0	(1,180)		(1,180)
4258	Flower Beds	3,794	6,000	2,206		2,206
4259	Council Gardens - office	650	650	0		0
	Highways :- Indirect Expenditure	**17,398**	**28,650**	**11,252**	**0**	**11,252**
	Movement to/(from) Gen Reserve	**(14,036)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
304	Allotments					
1070	Allotment Fees	67	1,150	1,083		
1072	Gosford Way Allotments	0	171	171		
	Allotments :- Income	**67**	**1,321**	**1,254**		
4270	Allotments - maintenance	395	550	155		155
4271	Allotments - improvements	300	200	(100)		(100)
4272	Allotments - water	107	550	443		443
4273	Allotment - rent of land	0	171	171		171
	Allotments :- Indirect Expenditure	**802**	**1,471**	**669**	**0**	**669**
	Movement to/(from) Gen Reserve	**(735)**				
305	Street Lighting					
4280	Street Light - energy	0	8,500	8,500		8,500
4281	Street Light - Maintenance	0	9,500	9,500		9,500
4282	Street Light - new works/impro	1,200	51,000	49,800		49,800
4286	Christmas decorations	(200)	11,000	11,200		11,200
	Street Lighting :- Indirect Expenditure	**1,000**	**80,000**	**79,000**	**0**	**79,000**
	Movement to/(from) Gen Reserve	**(1,000)**				
306	Prize and Prize Giving					
4096	Remembrance Wreath	25	30	5		5
	Prize and Prize Giving :- Indirect Expenditure	**25**	**30**	**5**	**0**	**5**
	Movement to/(from) Gen Reserve	**(25)**				
307	The Polegate Partnership					
1040	SponsorFlower Beds Hailsham Rd	0	1,000	1,000		
	The Polegate Partnership :- Income	**0**	**1,000**	**1,000**		
4306	Replace Hailsham Rd Beds	170	510	340		340
4307	Hailsham Flowers Maintenance	174	490	316		316
	The Polegate Partnership :- Indirect Expenditure	**344**	**1,000**	**656**	**0**	**656**
	Movement to/(from) Gen Reserve	**(344)**				
401	The Planning Committee					
4320	Planning Committee - Halls	11	200	189		189
	The Planning Committee :- Indirect Expenditure	**11**	**200**	**189**	**0**	**189**
	Movement to/(from) Gen Reserve	**(11)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 02/08/2019

Month No: 5 **Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	209,004	349,030	140,026		
Expenditure	80,353	234,071	153,718	8,300	145,418
Net Income over Expenditure	128,651	114,959	(13,692)		
plus Transfer from EMR	10,461				
less Transfer to EMR	30,730				
Movement to/(from) Gen Reserve	108,382				

Polegate Town Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	Council Office Mntce Fund	22,115.00		22,115.00
321	Recreation Fund	0.00		0.00
322	Town Election/Poll/Referendum	16,657.00		16,657.00
323	Polegate Town Map Fund	0.00		0.00
324	Elections Fund	25,483.00		25,483.00
325	Pavilion Refurbishment Fund	0.00		0.00
326	Youth Shelter Reserve	0.00		0.00
328	Office IT Equipment Reserve	124.10		124.10
329	Other Office Equipment	327.96		327.96
330	Crossing Patrol Reserve	0.00		0.00
331	Brightling Reserve	19.21		19.21
332	Bus shelter reserve	0.00		0.00
333	Diamond Jubilee Reserve	0.00		0.00
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	164,793.00		164,793.00
336	Legals/fencing re s/water	6,000.00		6,000.00
337	High Street Toilets Reserve	14,284.00		14,284.00
338	Hailsham Beds Reserve	1,401.00		1,401.00
339	Office Alterations Reserve	26,165.00		26,165.00
340	Guardian Court Crossing	0.00		0.00
341	Staff - Consultant/Temporary	1,458.40		1,458.40
342	Age Gym S106 funds Centre	5,340.46	-5,340.46	0.00
343	Tree Audit	31.89	-31.89	0.00
344	Play Equipment	11,957.00	-4,100.24	7,856.76
345	Flower Bulbs EMR	1,565.00		1,565.00
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	4,332.00	-988.00	3,344.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	5,189.89	30,730.00	35,919.89
350	Picnic Benches	788.00		788.00
351	Skate Park	4,795.00		4,795.00
352	Overtime	1,036.27		1,036.27
353	Polegate Community Library	17,000.00		17,000.00
		347,458.38	**20,269.41**	**367,727.79**

Item 7.

Buildings & Land Minutes/notes
23rd August 2019 10am

Present: Cllrs: D Murray, D Watts, D Dunbar, Mrs M Piper, Ms A Snell, J Harmer, A Wood

All present so meeting started at 9.54am

1. Apologies for absence none
2. Declarations of interest none

3. To discuss the report on Building and Land matters and make recommendations to full council if required.

See report and comments below: confidential matters have been redacted. Names have been removed where required by GDPR.

Reports to Buildings and land working group

Contents

1. Oakleaf park

There have been a number of delays with the ESCC contractors. At the moment our basic information is as follows:

[redacted]

Staff are meeting the ESCC contractor who is carrying out the clearing work w/c 29th July to discuss possible timescales as the park is now ready for installation. (This is another issue as the park installation contractor has miscommunicated with their team and they want to install the park on 12th August despite our previous correspondence stating that we have no fixed dates for installation as of yet.). The bark chips have been yet another issue with the installation, although there has been time to remedy the situation. The old park chips were supposed to be saved and moved for reuse. However, due to the timescales, weather and the fact that the park is out of use, small saplings, many weeds and the aging of the chips have meant that it is unlikely that any of the old chips will be saved. This means that we have had to get quotes to fill the new park with NEW chippings (play grade) and these are expensive. It was expected that the park would need to be topped up, but not a complete new fill. The current contractors have quoted £6000 for this, and we only had a 10% contingency and this exceeds this. We have since gone back to our normal contractors who supply us locally and the quantity required has given us some access issues. However, we have now managed to resolve this and the chips will be able to be provided and delivered within the new park and the usual top up budget.

As councillors will be aware the wet pour option is around £25,000 and the park itself is only around £17,000 plus extras. Councillors did not respond with the intention of paying for wet pour, therefore this was dismissed as an option and no motion to put forward to full council.

I have now met with the contractor (ESCC) and they will be starting next week to clear the park with a view to the clearance being finished before 12th August approximately. He will then fence off the PTC section of the park so that our contractors can go in re measure and make sure everything fits. We have the new bark chips ready on order (they can be delivered in 3 days according to our supplier). This means that once the park work is done, we will need to organise the delivery of the bulk load of play grade wood chips and arrange for the spreading of them. Then once completed, the post park installation check can be carried out by the contractors safety check person. In the meantime, the staff will be familiarising themselves with the new park equipment, what needs to be checked visually, daily, weekly, monthly and the amount of top up of bark chip required each year (so it can be factored into the budgets appropriately). The park can then be prepared for an opening event. It will need to be a smallish event as the new park is MUCH smaller. At present we are envisioning this being around sept.

Provisional dates based on the work being carried out by the County Council and awaiting hand back of the park *(half size) to the town council:
Clearance completed by 12/8 ; New park 19/8 for 1 week; Bark delivery 28/8

Post installation check w/c 2 sept ; benches and bins repositioned/refurbished; staff familiarising with park checks. Grounds contractor issued notice to continue with new grass strimming; WDC issued notice to continue with bin emptying; new signage installed; Park opening mid to end SEPT.
Update: there have been more delays with the ESCC school work and the start date is likely to need to be moved.
No action required at this stage for information only

UPDATE: PLAY PARK INSTALLATION CONTRACTOR HAS HAD TO LEAVE A LARGER GAP WHICH WILL BE FILLED WITH TOPSOIL AND TURF. THIS WILL BE MERGED IN TO THE SCHOOL WORK ONCE THE FENCE IS MOVED AND THE NEW FENCE INSTALLED. THERE IS NOW A 6 WEEK LEAD IN TIME FOR THE ESCC WORKS AND FENCING

23/8 The chair of the working group commented that the group would need to start working on the full improvement plan for Brightling Road shortly in time for the budgets. (some costs had already been received as an overview)

Cllrs commented that oakleaf was significantly smaller, but that they were pleased that they had been able to save a part of the park. Responses for the upgrade to wetpour had not been supported via email and therefore no motion had been submitted for this and woodchip was being ordered as part of the groundworks. This would keep costs low. Cllrs asked that the board poster in the park be updated as some people didn't have social media. A discussion on the delays with the school works revealed many other ESCC delays and issues which reflected badly on the town council even though it was not within the councils remit to speed these up.

The clerk was asked to contact the county councillor to let him know.

The working group discussed whether a letter should be sent to ESCC complaining about the library, oakleaf delays and the severe delays with the street lighting, which had still not been resolved since the complaints meeting (To be added to the next full council agenda as a motion). The Mayor stated that he would meet with Becky Shaw /Keith Glazier instead and enlighten them on the issues that Polegate was having in the various departments within the county council.

UPDATE: COUNTY HAS BEEN CONTACTED REGARDING THE SUBSTANTIAL ISSUES THAT HAVE AFFECTED POLEGATE AND WORK BEING CARRIED OUT BY THE TOWN COUNCIL. THE COUNTY COUNCILLOR HAS ALSO BEEN ADVISED.

2. Street Lighting

East Sussex Highways has now provided some but not all of the information that we required in order to carry out the final contract review and the additional works. There are still some issues with ESCC (East Sussex County Council) and the MPAN certificates, which we require in order for us to obtain quotes for unmetered supplies.

A number of companies have now been contacted (since 2012) and many have met with the clerk to discuss quotes for the maintenance contract. Some were prepared to give quotes for the basic specification and with copies of the updated inventory potentially quote for the additional work listed. We are still awaiting further details / quotes from them.

The planned additional works that have now been identified were also discussed with both the potentially new and current contractors. The companies contacted about the energy are giving provisional data, as until ESCC resolve the MPAN issue, quotes are difficult to obtain. The additional work is also difficult, although now we have been supplied with the up to date inventory, the companies quoting are able to look at what may or may not be a whole column replacement, versus some needing LED work, column work etc. The council needs to be mindful of the potentially high costs of these works. There is a budget set aside for the majority of these, but some have been identified as part of the new initiative (South Downs National Park, Polegate is a "Gateway to the downs")

NB the council's solicitor has confirmed that the works can all be treated as separate contracts for the purposes of the financial regulations and EU limits. It is noted however, that some works may be better if included in one quotation, but will be treated separately.

For example, to replace all of the (21) lanterns in the high Street with LED lanterns and lamps would be in the region of £12,600. At some stage council will need to make a decision on whether these are to be green to match the lamp posts, as and when the current SON lamps are replaced by the LED. NB this could mean that some lamps are black and some are green, if works are not carried out in bulk. Update: one further quote has been received. Still awaiting another.

High Street bus stop lamppost bus damage and info. Verbal update. – ES Highways were contacted. The lamp post is supposed to be 0.8m away from the kerb. It could be shorter. I have contacted ESCC regarding their 20

MPH works, and although this bus stop is due for some works the lamp column is NOT due for being moved. Therefore, if council deems it appropriate quotes to move the lamp column and set it back beyond the 0.8m.

Confidential comment from street lighting engineer:

[redacted]

23/8 The working group discussed the delays with ESCC, once again mentioning how they reflected on the town council, but despite a large number of complaints and meetings with the East Sussex Highways (attended by County Councillor and the Mayor and the Town Clerk), things had moved forward only slightly. It was clear that the council may have to move forward with the maintenance contract and some of the potential new contractors would be able to take on the energy supply and sort out the MPAN as they had been asked due to all the county council delays. Unfortunately, some of the contractors who had quoted were unable to take on the energy supply as well and this would affect the final selection for the contract.

The group noted that the works could be carried out separately if required, although it was understood this may cause some issues with the new contract if it were changed.

Cllrs comment on the South Downs National Park and agreed that the policy to replace LED gradually was still valid, but the bulk works being quoted for at the moment would cover the concrete columns, SOX lanterns and any columns that needed replacement due to their age of condition and the High Street Columns would be looked at later.

The group would await full costs of the replacements and new contracts before making a decision on the SON to LED lanterns in the high street. It was noted that to replace them all would be around £12,500 but would make an impact on energy consumption and therefore climate change/carbon footprint. (As well as the move from SOX to LED)

With regards to the bus stop and the lamp post siting, the location had been inherited and the council would wait to see whether anything changed once the 20MPH works were being completed (although this was not expected to be the case).

Buildings and Land could recommend to full council that any lantern replacements in the High Street are made in green, pending the paperwork regarding a bulk replacement.

Decision required

Does council wish to set this column back further? If so does it wish to set all columns back a little when/if they are replaced over time? (not at present – awaiting 20mph works)

It was agreed to recommend to full council that the lanterns would remain in the black colour until a lantern in the High Street columns were due to be replaced and then it would be replaced by a green lantern East Sussex Highways would be advised accordingly.

3. Wannock Road – CIC

The CIC (Community Interest company) is set up, and the lease agreed. Work continues on the following:

- Setting up the new bank account – trying to set up a community account.
- Setting up policies and procedures prior to the lease being granted, including a set of appropriate financial regulations applicable to the CIC but similar to those with the Town Council to keep the standards high. These also include the H&S matters and potentially service level agreements with the council for the interim period whilst funding is being increased.
- Liaison with the various sports groups and users of the buildings to ensure that any future refurbishment is suitable to all groups and will comply with both their association requirements and grant funder requirements. (in hand, awaiting confirmation that improvements requested comply with funders as well as the sports associations)
- Ensuring that any works that need to be carried out prior to the lease handover are carried out as soon as possible. (S106 funding)

- Grant funding for the IT and CCTV at the building are in hand, but bank accounts need to be in place and the lease signed before being sent off.

✓ EPC certificates have all been checked and signed off, these will not affect the lease.

✓ An accountant has been appointed.

✓ New directors have been appointed and new sports directors will potentially be appointed once their groups have met to agree.

- Arrangements with current contractors and utilities regarding splitting contracts in the future. Drafting of letters to Wealden District Council with regards to the small business 100% relief.
- Once the lease is in place contacting the valuation office with regards to the potential merging of the buildings. Compliance with the covenant and income generation.
- Partnership with South Downs national Park and other organisations.
- Current repairs and planned works/upgrades and best value funding for these.

IT HAS NOW BEEN CONFIRMED THAT THIS COULD BE CARRIED OUT USING CIL FUNDING.

REDACT

[redacted]

It was agreed that the wet pour was the best option at Wannock and should be carried out using the CIL funding.

DECISION REQUIRED

Recommendation to full council to delegate to the clerk to go ahead with work to convert the bark chip to wet pour at Polegate War Memorial Recreation ground using CIL funding. Estimated cost £9500 excl VAT.

4. Brightling Road

1. Skate Park

Condition and repairs

Over the past few years the skate park has been requiring more and more repairs to the boards. Some of this is due to vandalism, but the remainder is due to the fact that the park is getting older.

I have met with the skate park contractor and discussed the repairs that are required this year. Although we could replace the skate lite boards the boards underneath are now getting to the stage where they need repair too. I have asked the contractor to give me a quote to repair all of the skate lite boards and the ones underneath. The total is around £20,000.

Some time ago I obtained quotes to refurbish and put in new and exciting ramps. The costs of this was also around £19,000. The quote is not current, but it made it apparent that repairing the skate park as it is for the large sum of £20,000 was probably the appropriate time to look at completely overhauling the park, bringing it up to date and effectively creating a new park without the ground works.

Late spring a number of councillors were contacted by some younger (under 11) users of the skate park, asking for certain ramps. They advised the children to come in and let us know what they wanted. I now have a small list form them, some of which is possible and some not within the council's remit. (Police to be there 24/7 to make them feel safer.)

I have spoken to the original skate park supplier and have sent him through details of the requests by the children as he stated that the park would definitely recommend taking the whole park away, re dipping the metal to renew it, replacing the boards and under boards at the factory and then returning it to site as a new park. He stated that this was likely to save a vast amount of money. I will be sending him through some documents and awaiting his quote to do this. At the same time of returning the park, he could reconfigure to make it look like a new park. Once I have sent off some of the older documents and received some ideas and prices back I will come back to the group as this work need to be done sooner rather than later. There is also a choice of another option of creating a whole new skate park using S106 funding.

I have also had it confirmed that this could be paid under CIL funding. I will update once I have more information. Email received regarding "new" park, quote and new park (which includes desires of the group of children who approached the council), will be received in the next few weeks.

In essence it is expected that the "new" revamped park would be less costly than the repairs of the old layout and park. Work needs to be done before winter for safety reasons. Boards have been replaced again as a temporary measure.

NO ACTION REQUIRED AT PRESENT FOR INFO ONLY However would suggest that when the quotes come in these are paid for from CIL or S106 funding. Could have an agreement for full council approval?

The group noted that the park was safe at present and more work to replace some boards was being done shortly and that it was better to replace the park, funding was likely to be from either CIL of S106 and would await the quotes for the new/revamped skate park.

UPDATE BOARDS REPLACEMENT FINISHED AND GRAFFITI REMOVED. FUNDING STREAMS WERE BEING LOOKED AT FOR THE "BOWL" CONCRETE ADDITION AND COSTS VIA OTHER CLERKS.

2. *Lizards and Ivy – resident complaint*

[redacted] The wall and area around are covered in Ivy and historically this was not removed, although I could not find information as to why that was the case. The new owners asked that we remove the ivy and we have obtained quotes to do this including using our own maintenance person and hiring a skip (which could be dual purpose). However, in the meantime we have been told that lizards were founds there some time ago and the reason that the ivy was not removed was due to them being a protected species. I have checked this with Wealden's countryside officer and they have confirmed that the ivy would be a likely place to find that species. I have looked up some archive material and it does refer to lizards, although its not completely clear where. That historical report also contains information from the Sussex Biodiversity Records Centre does not contain any listing on that report. However, they charge to do an up to date report is around £160 and may be worth paying to obtain a definitive answer to this issues. The new householder is understandably frustrated, however, the council must not contravene the wildlife and countryside act.

Verbal update – solicitors, survey comments, Ivy, Wall issues and timescales. (5 months from first report). This is changing moment to moment at present as information comes in from the survey company and solicitor re our obligations.

[redacted]

The working group agreed that this was the best course of action. For council noting of action taken under urgent matters.

UPDATE: SURVEY TO BE CARRIED OUT MID SEPTEMBER. RESIDENT AWARE.

3. *Benches*

We have two picnic benches to reinstate, concrete benches are beyond our budget at £2135 upwards not including delivery which would be over £500 per table and unlikely to be able to be delivered across the current bridge.

Decision required

Therefore, I recommend that we install two new replacement picnic benches near to the PADMEC area, but away from where the cars park, without intruding on the football part of the playing field. (Which have previously been paid for by way of an insurance claim.). This would be a simple replacement and would not need to go back to full council, although there will be a small additional cost due to the new bases, labour and the excess which would be able to be funded from the maintenance budget.

A discussion on the bridge took place and the weight limits etc as the group were keen to have concrete benches as replacements.

<u>It was agreed that the clerk should look into the costs for the possible replacement of the bridge with one that would provide better access for the improvements expected on the grounds and take a much heavier load.</u>

Clerk to check : planning; royal engineers; costs; surveyor/civil engineer; environment agency etc

The group decided to defer the decision on the siting of the picnic bench(s) until the new bridge cost was either in place or decided upon.

<u>Council to note that clerk will be looking into the possibilities above.</u>

[redacted]

[redacted]

Solar lighting & Metered power Supply

As mentioned in the section above, the solar lighting is around £2000 per column. (This could make the area appear to be safer in the dusk and night hours. The metered power supply is around £31,000. (This could be used for events etc)

Decision required on whether to progress further on this matter

[redacted]

Council to note:

<u>It was agreed that the clerk would look at the process and costs of having a play area at the entrance of Brightling Road near to the car parking area and possibly a community garden further down where FiT had approved allotments in the area by the houses at Heron Ridge.(Past the existing bridge)</u>

- *To check – planning; flood risk*

Further to visioning (and the merging business plan), the group would design the further improvement plan of the area to make it more accessible, and open, as more use would deter some criminal activity.

Meadow

See section on tree work – resident complaints

See section on Projects requiring additional funding/discussion at early stages.

PADMEC

The model railway continues to have trespassers, but their new CCTV has clearly identified the culprits and these have been supplied to Sussex Police.

No action required – for information only

Vandalism

There continues to be vandalism on the field and this is being monitored by Sussex police. 2018 to present below:

17/06/2018	Brightling Road	Damaged padlock/glass in skate park/burnt grass	Public	21/06/2018	WEB-2PS-Z9F-6K4	Lock replaced/glass cleared up
20/06/2018	Brightling Road	Youth shelter seating ripped out	PTC staff	21/06/2018	WEB-ZLF-PDA-HS8	Made safe
12/07/2018	Wannock Rec	Theft of goal post covers	PTC staff	12/07/2018	47180105081	To be replaced
12/07/2018	Wannock Rec	ASB - benches overturned	PTC staff	12/07/2018	47180105086	Benches to re-secured
11/07/2018	Wannock Rec	Damage to football club noticeboard	PTC staff	19/07/2018	20180720-0527	Football club to repair
16/07/2018	Wannock Rec	Damage to tarmac/oak tree	PTC staff	16/07/2018	47180107387	PTC staff dealing
01/08/2018	Brightling	Goal net slashed	PTC staff	03/08/2018	47180116692	Netting removed for safety reasons
01/08/2018	Brightling	Skate park bin lock broken	PTC staff	03/08/2018	47180116767	Repaired
05/08/2018	Brightling	Skate park sign vandalised	PTC staff	06/08/2018		To be replaced
06/08/2018	Brightling	Metal hoardings pulled down	PTC staff	07/08/2018	47180119383	Re-erected
03/08/2018	Brightling	Metal hoardings pulled down	PTC staff	04/08/2018	47180118500	Re-erected
06/08/2018	Cophall Allotments	Theft of ballcocks	Public		47180118520	Replaced
17/08/2018	Brightling	Container broken into; goals damaged	PTC staff	20/08/2018	47180126760	Football club informed.
17/08/2018	Brightling	Metal hoardings pulled down	PTC staff	20/08/2018	47180127461	Re-erected
23/08/2018	Wannock Rec	Children's see saw broken (spring snapped)	PTC staff	23/08/2018	WEB-N3G-TDJ-26E	Removed and area made safe
29/08/2018	Wannock play park	Bolts removed from roundabout	PTC staff	30/08/2018	47180132074	Bolts replaced and equipment made
03/09/2018	Brightling	Skate park gate ripped off; broken glass scattered	PTC staff	03/09/2018	47180133791	Repaired

01/02/2018	Cophall Allotments	Damage/theft - water tanks	Allotment holder	12/02/2018	47180022309	To be repaired
19/02/2018	Brightling skate park	ASB - broken glass	PTC staff	21/02/2018	SXP-20180221-1353	Cleared up
17/04/2018	High Street disabled toilet	ASB - female squatter	Cleaners	18/04/2018	SXP-20180419-0044	Police dealing
05/06/2018	Town Hall	ASB - graffiti on wall/notice board	PTC staff	05/06/2018	SXP-20180607-0065	Cleaned off

17/06/2018	Brightling Road	Damaged padlock/glass in skate park/burnt grass	Public	21/06/2018	WEB-2PS-Z9F-6K4	Lock replaced/glass cleared up
20/06/2018	Brightling Road	Youth shelter seating ripped out	PTC staff	21/06/2018	WEB-ZLF-PDA-HS8	Made safe
12/07/2018	Wannock Rec	Theft of goal post covers	PTC staff	12/07/2018	47180105081	To be replaced
12/07/2018	Wannock Rec	ASB - benches overturned	PTC staff	12/07/2018	47180105086	Benches to re-secured
11/07/2018	Wannock Rec	Damage to football club noticeboard	PTC staff	19/07/2018	20180720-0527	Football club to repair
16/07/2018	Wannock Rec	Damage to tarmac/oak tree	PTC staff	16/07/2018	47180107387	PTC staff dealing
01/08/2018	Brightling	Goal net slashed	PTC staff	03/08/2018	47180116692	Netting removed for safety reasons
01/08/2018	Brightling	Skate park bin lock broken	PTC staff	03/08/2018	47180116767	Repaired
05/08/2018	Brightling	Skate park sign vandalised	PTC staff	06/08/2018		To be replaced
06/08/2018	Brightling	Metal hoardings pulled down	PTC staff	07/08/2018	47180119383	Re-erected
03/08/2018	Brightling	Metal hoardings pulled down	PTC staff	04/08/2018	47180118500	Re-erected
06/08/2018	Cophall Allotments	Theft of ballcocks	Public		47180118520	Replaced
17/08/2018	Brightling	Container broken into; goals damaged	PTC staff	20/08/2018	47180126760	Football club informed.
17/08/2018	Brightling	Metal hoardings pulled down	PTC staff	20/08/2018	47180127461	Re-erected
23/08/2018	Wannock Rec	Children's see saw broken (spring snapped)	PTC staff	23/08/2018	WEB-N3G-TOJ-26E	Removed and area made safe
29/08/2018	Wannock play park	Bolts removed from roundabout	PTC staff	30/08/2018	47180132074	Bolts replaced and equipment made
03/09/2018	Brightling	Skate park gate ripped off; broken glass scattered	PTC staff	03/09/2018	47180133791	Repaired

Jun-Jul-18	Wannock	Goal net slashed/junior swing seat cut/parts taken/cricket rope stolen	PTC staff	06/09/2018	47180135841	Repaired/replaced
06/09/2018	Brightling	Perspex burnt in youth shelter	PTC staff	07/09/2018	47180135908	Removed and not replaced
Mid-Aug-01-09-18	Brightling	Graffiti on benches/litter	PTC staff	07/09/2018	47180135958	To be cleaned/litter picked

19/09/2018	Station Road	Glass panels in bus shelter smashed	Public	21/09/2018	47180144127	Reported to Clear Channel and W
27/09/2018	Station Road	Glass panel in bus shelter smashed	Public	28/09/2018	47180147349	Awaiting repair
08/10/2018	Brightling Road	Theft of litter bin lid	PTC staff	10/10/2018	47180154637	Recovered (used to damage a wind
15/10/2018	Eastbourne Road	Perspex panels in bus shelter smashed	PTC staff	16/10/2018	47180158396	Reported to Clear Channel
24/10/2018	Wannock Road	Bus shelter damaged	PTC staff	26/10/2018	DP-16122-18-4747-00	Reported to Clear Channel
13/11/2018	High Street	Toilet door surrounds damaged	Public	13/11/2018	DP-17717-18-4747-00	Repaired
02/12/2018	Brightling Road	Skate equipment burns/graffiti	PTC staff	04/12/2018	DP-19544-18-4747-00	To be repaired/painted over
10/12/2018	Wannock Rec	Bin destroyed by fire	PTC staff	10/12/2018	DP-19986-18-4747-00	To be replaced
12/12/2018	Brightling Road	Skate park bin/lock damaged by fire	PTC staff	12/12/2018	DP-20206-18-4747-00	Lock to be replaced
12/12/2018	Brightling Road	Basketball court surface scorched	PTC staff	12/12/2018	DP-29213-18-4747-00	To be cleaned up
31/12/2018	Wannock Road	Bus shelter roof/sign damaged	PTC staff	14/01/2019	DP-1073-19-4747-00	Repaired/new sign required
14/01/2019	Wannock	Roundabout bolts loosened	PTC staff	14/01/2019	DP-1065-19-4747-00	Bolts re-tightened
28/01/2019	Wannock	Roundabout bolt loosened	PTC staff	29/01/2019	DP-2232-19-4747-00	Bolt re-tightened
07/02/2019	Wannock	Bolt loosened - infant slide grab rail	PTC staff	07/02/2019	DP-3051-19-4747-00	Bolt to be re-tightened
08/02/2019	Wannock	Bolt removed - Bo Peep side panel	PTC staff	08/02/2019	DP-3287-19-4747-00	To be repaired
07/02/2019	Brightling Road	Skate park gate damaged	PTC staff	11/02/2019	DP-3287-19-4747-00	To be repaired
11/02/2019	Wannock	Ladies toilet bolt damaged; door	PTC staff	12/02/2019	DP-3397-19-4747-00	To be repaired
12/02/2019	Brightling	Skate park gate pulled off	PTC staff	12/02/2019	DP-3406-19-4747-00	Gate re-hung

12/02/2019	Brightling	Skate park gate pulled off	PTC staff	12/02/2019	DP-3406-19-4747-00	Gate re-hung
17/02/2019	Brightling	Goal crossbars broken	PTC staff	18/02/2019	DP-4227-19-4747-00	To be replaced
14/02/2019	Brightling	Skate park gate pulled off hinges	PTC staff	18/02/2019	DP-4017-19-4747-00	To be repaired
04/03/2019	Wannock	Alarm sensor pulled off pavilion wall	PTC staff	06/03/2019	DP-5475-19-4747-00	Made safe/removed
08/03/2019	Wannock	Damage to infant swing	PTC staff	11/03/2019	DP-5944-19-4747-00	Replaced with new swing seat
18/03/2019	Brightling Road	Damage to youth shelter (bench/perspex)	PTC staff	18/03/2019	DP-6662-19-4747-00	To be repaired
18/03/2019	Brightling Road	Theft of two rowan tree saplings	PTC staff	18/03/2019	SP-29293-19-4747-00	No action
31/03/2019	Brightling Road	Damage to Stone Cross FC goals	PTC staff	05/04/2019	DP-8448-19-4747-00	Stone Cross Royals informed
05/04/2019	Wannock	Garage - gutters pulled away; pipework smashed	PTC staff	09/04/2019	DP-8836-19-4747-00	To be repaired
10/04/2019	Brightling	Skate park gate pulled off hinges; obscene graffiti on tarmac	PTC staff	12/04/2019	DP-9132-19-4747-00	To be repaired/cleaned
11/04/2019	Brightling	Skate park graffiti	PTC staff	12/04/2019	DP-9140-19-4747-00	To be cleaned
17/04/2019	Brightling	Skate park gate spring broken	PTC staff	18/04/2019	DP-9692-19-4747-00	To be replaced
25/04/2019	Brightling	Skatelite ripped off skate ramp	PTC staff	29/04/2019	DP-10523-19-4747-00	To be repaired
26/04/2019	Brightling	Steel panels on youth shelter kicked out and damaged	PTC staff	29/04/2019	DP-10547-19-4747-00	Awaits decision on repairs
26/04/2019	Brightling	Steel side panel of skate ramp ripped off	PTC staff	29/04/2019	DP-10557-19-4747-OO	Re-attached
26/04/2019	Brightling	Small fire started under skate ramp	PTC staff	01/05/2019	DP-10751-19-4747-IR	Cleared away
26/04/2019	Brightling	Small fire on grass near skate park	PTC staff	01/05/2019	DP-10753-19-4747-OO	No action required
17/05/2019	Wannock	Metal bin liner damaged	PTC staff	24/05/2019	DP-12851-19-4747-00	Beaten back into shape
31/05/2019	Brightling	Theft of padlock/chain at skate park	PTC staff	10/06/2019	DP-65495-19-4747-00	Replaced

10/06/2019	Wannock	Garage breaking and theft	PTC staff	10/06/2019	SD-13973-19-4747-IR	Repairs etc in hand
04/06/2019	High Street o/s 77	Criminal damage to plants	MOP	13/06/2019	DP-14778-19-4747-00	Landscape contractors informed

No action for information only

Stone Cross Royals – container and use of field

The football club has indicated that they no longer play matches on the field but do some training from time to time. However, the latest emails indicate that they will not be playing as often and they have offered the container to PADMEC. We did ask if we could have the contained and despite the club knowing they would need to pay to remove the contained, they asked if council would be willing to pay for it. They have since indicated that they will be giving the container to PADMEC, but this does raise some issues, as we would need an agreement with PADMEC on liability and removing in the event of not being used (as was the case for the football club). Insurance as it's on our land and not part of the leased land to the mini railway. I have emailed PADMEC to ask them if they are taking on the contained as stated in the emails from the football club, before this is brought back to full council for a decision.

No action required at present.

This matter was discussed in great detail. It was agreed that if PADMEC were offered the container and accepted an agreement would be drafted to ensure that the same responsibility as the football club were decided upon.

UPDATE PADMEC have accepted the container and are prepared to take on the responsibility.

Basketball court – for information only

The basketball court at Brightling Road has already been identified and approved as requiring additional funding from general reserves. This was delegated to the town clerk in liaison with Cllr Murray. A number of quotes were received and these are all around £10,000. The court surface as previously notified is crumbling, succumbing to weeds and jet washing to clear the weeds has removed a small amount from the layers of asphalt and had to be stopped. The back boards have been replaced and the nets. Since the report a company came back to us with the lower priced quote. We are currently checking whether they are able to carry out the works with the bridge weight limit restrictions.

We have also been told that there may be an issue with the grounds team driving the mower across the court. (Although this may not be the case.) We are checking the contract to see what it required in terms of tree cutting and flailing of the hedges. As when I was last on site it looked like the trees needed cutting back on that side. This will either be carried out as part of the contract or by our maintenance person.

The prices for a full repair are around £12,000 with the lowest at **£8400**. Partial repairs are not likely to remedy the situation and contractors have confirmed this to us and declined to quote in most instances. There is a 12 month guarantee on the work and we have made enquiries as to the foundations and their limits for being "driven over". However, I am now digging out archives of the foundations when it was originally laid to check what the base is. The quotes could increase in order to provide the best surface possible.

This could be funded under CIL.

This has already been delegated to the clerk in liaison with Cllr Murray, to be paid for from general reserves.

CIL funding has been agreed as possible, already resolution to pay for from general reserves?

It was agreed this wouldn't change and when the appropriate repairs could be made the clerk would liaise with the chair of finance/Buildings and land and go ahead with the necessary repairs as per the previous council resolution.

REDACT

[redacted]

FOR INFO ONLY AT PRESENT

5. Tree work

1. Audit

The audit is complete and now we are carrying out work on the previous audit. It is unlikely that many issues will arise once all of the previous work has been completed. The trees are checked annually and any issues not already flagged for works will be dealt with quickly and accordingly. The nature of tree works is that the larger works do entail substantial amounts of investment and annual checking for issues. (Plus, for health and safety reasons tree areas are checked following storms and some types of vandalism such as arson).

2. Tree works already carried out and those still due

The trees lining the car park at Wannock have been lifted and the tree surgeon recommended this should be carried out every three years or so. The price will increase slightly, but <u>a provisional sum should be put into the budget as a reserve to carry out this work</u>, as the car park will remain part of the PTC responsibilities.

Work has also been carried out at a number of locations in Brightling Road Leisure ground. Further work will be carried out there, costs are being obtained and the area checked as the quotes vary dramatically in price. Location of the trees have now been confirmed and we are awaiting one further quote. Please be aware this has already been resolved but the lowest quote at present is £2400 plus VAT. FOR INFO ONLY

UPDATE: DATE BEING SET AND AWAITING FINAL RAMS.

Resident concern and letter to resident

A resident called the office a number of weeks ago and stated that he thought some trees in the meadow area were causing cracks in his lawn and garden path. On further calls to him he also indicated it had caused a crack in his conservatory. As the tree audit was being carried out, the audit report was looked at and the trees that he referred to. The report from our annual tree consultants was also looked at and there was no mention on any works required. On one of the site visits the area has a lot of smaller willow trees, which could be taking up water, but on the surrounding clay area, there have been many large cracks in not only the meadow but in the field where there are no tree roots. The consultant was contacted to check on his opinion on the trees as he carried out the annual inspections from a previous insurance claim. He commented as follows:

> *"If possible, I would ask the resident for any reports or site visits he has had arranged with a structural engineer or loss adjuster. Without these we can't determine the right path to take, cracking to his patio is one thing, seasonal movement in a building caused by trees is very complex and requires at least a 12 months to prove by installation of testing equipment. If he can demonstrate that none of this has occurred, then it would be safer to wait for the outcome of any testing as to whether the trees should be pruned."*

Our tree warden commented as follows:

> *"I went and had a look at the trees this evening. 1808 would appear to be the only tree close to the back garden on No.* [redacted] *being within approx. 5m. The tree has already had a heavy crown reduction several years ago (I would guess at least 7 or 8 years ago?). The spread of the canopy is not particularly large (especially for a mature oak!) because of the historical reduction, but it is in reasonably good condition. I would suggest it probably doesn't have a big impact on the ground next door but of course we have no evidence for this."*

The resident has now been contacted and we are waiting to hear if there are any claims or further comments on the trees he is concerned about. He has asked that someone go and have a look, but the issue is not whether there are cracks but whether they are our trees or which trees need work to remedy this situation. (ongoing) A follow up letter was sent.

Second resident letter requesting permission to cut back trees behind Spurway Park for the purpose of more light.

A letter has been received about some tree work in Brightling road Meadow. This appears to coincide with the trees from the resident who is complaining about cracking in the soil.

We have not in the past cut back trees for the reason of light, although the resident has stated that they are willing to pay for the trees to be cut back themselves. The trees appear to be healthy and in good condition according to the reports from the tree audit and the tree consultant. Therefore, it is not generally recommended to do this. (Every householder could request this and the trees all be cut back. There is no specification as to what height or what work they wish to have carried out. At present the TPO (tree

Preservation Order) status of the trees is being looked into and it appears that ALL trees in that area are covered
by one TPO (no, 43, 1985.) and therefore if he wished to carry out the work he would need to contact Wealden
District Council first. (ongoing)

Arranged for staff to contact resident and let him know it has TPO and does he want tree warden to visit to recommend work that council may agree to? Resident advised.

Tree in Spurway park – no mans land tree warden and WDC assistance. TPO trees. Verbal update. This has been resolved. The resident was put in contact with WDC who have allowed works to take place due to the dangers they may present. The resident is paying for these herself with her neighbour who is also having work carried out. (non council land, council contacted for assistance only, trees were protected by a TPO)

UPDATE – THIS IS NOW RESOLVED.

Tree at Polegate at memorial recreation ground

A resident has contacted the council with regards to a leaning tree on the boundary between Wannock recreation ground and their house. On initial investigations appeared that it was in a neighbours garden. But after having a number of photos sent it appears to originate within the hedge line itself. I suspect this may be town council land, but am checking the details of the boundary with the solicitor to check so that the work if required can be carried out before the hand over to the CIC. I have also already sent the tree warden some photos as it's a large very fast growing oak, and I believe it may need to be removed. There are no TPOs on this land, but interestingly the district council did place a condition on the developer when these houses were built but that has now expired. (I called WDC to check). At present it looks like it will be our tree and should be removed and the second tree further down may need crowning work and checking/adding to the audit schedule. The resident is being updated frequently on progress as his initial concerns were over the tree toppling over.

UPDATE: One resident is carrying out work on the trees on his land and the other is being checked to see 1. What work is recommended. 2. Add it to the audit. 3. Whether there is a liability on behalf of the council and 4. Whether it is better to remove the tree due to the way it has grown or crown the tree with potential future issues and regrowth. At present the consultants are indicating full removal.

No action FOR INFO ONLY - already delegated to the town clerk with the tree warden from gen reserves if required. May be within the remit of the neighbour/versus liability.

UPDATE : Resolved waiting for tree work to be carried out.

6. Allotments

1. Cophall

We have had a number of issues with plots becoming overgrown and have served quite a few notices to quit. As we have to abide by the law, we cannot clear the plots fast enough in the summer for the weeds (grass) not to grow extraordinarily high. This has had a negative impact on the neighbouring plot holders.

The maintenance person has cleared some plots and is also renumbering each corner of each plot in order to clearly identify the plot numbers, as without an allotment map this can be tricky.

Next year the income will rise slightly as we have given notice of the increase the allotment rents, but this won't substantially affect the fact that if a plot is left untidy, the £50 deposit does not cover the cost of clearing it. In general terms a day's work is around £150 including disposal of any waste.

With this in mind we are now issuing notices to quit at the first instance which gives 4 weeks to remedy, clear and re-entry if required. Plots are being checked weekly.

UPDATE A LARGE NUMBER OF NOTICES TO QUIT HAVE BEEN ISSUED AND NEW TENANTS PLACED ON PLOTS. SOME PLOTS HAVE BEEN REDUCED IN SIZE. THE NEWLY ALLOCATED PLOTS ARE BEING TENDED VERY QUICKLY AND THE NOTICES HAVE HAD THE DESIRED AFFECT.

2. Gosford Way

The majority of plots are very well kept on the Gosford allotment, the tarpaulin over the land is discouraging weeds, but not completely. We will be asking the environment agency if there are ANY weed killing agents that we are able to use near to the water course. So far it doesn't seem that there are any.

The group briefly discussed the allotments and asked that at Cophall if people wanted to take on smaller plots some could be divided into 2.5 rod plots or thereabouts. The clerk stated this was possible and would action that for those who required it.

The group discussed what might be able to be used on the ground. The clerk said that she would check with the environment agency and with Europlants and countryman to see who was permitted to spray.

UPDATE – AWAITING PRICES AND CONFIRMATION OF PERMISSIONS RE EA GUIDANCE.

WEEDKILLER CAN BE USED ON APPLICAIOTN TO THE EA. QUOTES HAVE BEEN OBTAINED AND THE LEFT OVER MEMBRANE BEING USED FOR OALEAF CAN BE USED ON THE PLOT AND PEGGED DOWN AFTER THE APPLICATON. AWATIING FINAL INFO.

REDACT- confidential land matters

[redacted]

[redacted]

7. High Street Toilet

- ✓ Solicitor is now dealing with most matters and will inform me at each stage to move this forward.
- ✓ The contractor is all ready to go the lead in time is around 6-8 weeks.
- ❖ ***UPDATE CURRENTLY 12 WEEKS DUE TO MANUFACTURING DEMAND AND POSSIBLE ADDITIONAL DELAYS DUE TO NETWORK RAIL AND HIGHWAYS PERMISSIONS.***
- ✓ The application for the certificate of lawful development has gone through and we are awaiting the
  certificate itself, although this is not needed officially as it is permitted development (section 12)
  UPDATE: CERTIFICATE RECEIVED

- ✓ Hunt Commercial area ready to do the sale with subject to conditions and delayed completion. Signs have been ordered and stored ready for the sale. Press release has been written ready for website and
  social media. UPDATE PTC SIGNS UP

  ➢ Condition with WDC will be lifted on sale legal paperwork. By the time the sale goes through the
  reduction will have taken effect 10% clawback only.

- ✓ ➢ The delays with the certificate of lawful development mean we may not get the certificate until August.
- ✓ UPDATE: CERTIFICATE RECEIVED.

➢ *NB now majority in hands of solicitor*

- ❖ Basic expected timeline
- ✓ Certificate received from WDC end August.

✓ Hunt Commercial instructed. Website and social media release. Boards with info on, on building for information.

- Solicitor put on standby for condition release, and delayed completion sale.

  - ❖ Date of installation from new unit supplier. (6-8 weeks) Tidying up the council flower beds, installation of the xmas tree socket.
  - ❖ UPDATE: NOW DELAYED 12 WEEKS AFTER SALE/ORDER

- Installation and snagging. Sign off.

No action required already resolved.

UPDATE SEPT 2019 – LEAD IN TIME BY CONTRACTOR UPDATE - NOW DELAYED. EXPECTED TO BE DELAYED UNTIL AFTER THE CHRISTMAS PERIOD. BEING MONITORED AND CHECKING WITH COMMERCIAL AGENT. A SPECIAL FULL COUNCIL MAY BE CALLED IF AN APPROPRIATE OFFER IS RECEIVED.

8. Library

The library group have now formed a CIO and ESCC has granted them a lease albeit with a break clause at 2 years and the total lease time for 3 years. They continue to update on social media. They do not get the aggression that the council did when we posted the same updates.

I have put the group in contact with a contractor who will be able to help them with the large grant funding application, but there are a number of capital works to complete as well. They will not know for sure until they get the draft lease from ESCC and any paperwork such as EPC certificate, asbestos reports etc.

Our solicitor is ready to look at the lease once it comes through, but we are mindful it will probably be a standard lease as per other libraries who were granted one.

They have a growing number of volunteers now that the library is starting to move forward and it is expected that this will increase initially, once it opens.

It is clear that they will need to use the £17,000 in at least the first year and likely for the next two at some level. This is still far less than one year that council expected to pay for the SLA (£72,040).

They do have concerns about sustainability, not due to the funding and running of the library, but due to the likelihood that ESCC will sell the land. [redacted] Therefore, the group is mindful that they may need to seek other premises at some stage and is looking at other ways to keep the current building. The asset of community value is still current.

Update: I have been contacted regarding land and the situation at the current library site and will be discussing potential ways to move forward.
UPDATE: MAYOR CONTACTED CHIEF EXEC ESCC ASKED TO MOVE FORWARD – LIBRARY GROUP ADVISED ACCORDINGLY. CLERK SENDING THROUGH GRANT IDEAS AND FUNDING STREAMS TO THE CIO. THE MAYOR WAS ASSURED THAT PLANNING PERMISISON HAD NOT YET BEEN OBTAINED ALTHOUGH THE PAPERS HAD INFERRED THIS.

No further updates – please monitor Polegate Community Library Facebook page for other updates.

It was agreed to set aside the £17,000 FOR EACH YEAR from the other reserves and move them into the reserve for the library.

9. CIL Funding and Section 106 Funding

The clerk is currently looking restrictions with regards to the S106 funding (can it be spent on land leased to the
CIC) and the CIL funding, which can be spent on specific items.

I am currently awaiting a response from WDC regarding the S106 funding available. Ok awaiting WDC re amount in WDC bank account.

WDC has responded regarding the CIL funding, we must simply comply with the guidelines. All of the proposed expenditure so far is compliant. We do NOT need to seek permission first, but I will be passing the ideas through to WDC officer to give guidance on projects that may have queries. NB CIL can also be spent on land that is handed over to the CIC.

For Information:

CIL (Community Infrastructure Levy)

How and by when must the 'Meaningful Proportion' be spent by the

Town/Parish Council?

- The CIL Regulations 2010 (as amended) require the 'meaningful proportion' to be used to support the development of the local area by funding:
- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area
- This provides Town/Parish Councils with a much more flexible approach for spending their CIL receipts in comparison to the powers of District Council.
- Such wider spending powers for the Town/Parish Council allow the local community to decide what they need to help mitigate the impacts of development in their area.
- This may be for a local project, or the Town/Parish may decide to contribute their proportion of the funding to the more strategic projects which are being supported by the District Council, such as an education expansion project or road scheme that will support their locality – as noted above, the CIL receipts are now needed to deliver many infrastructure items previously funded under s106 and, as such, Town/Parish Councils will have important and difficult decisions to make to prioritise their infrastructure delivery.
- Any spend of CIL funding must fit within the usual powers of the Town/Parish Council and their Powers of Competence.
- Where the infrastructure to be supported is not permissible due to the responsibilities of the Town/Parish Council then this may still happen by agreeing for the money to remain /e passed back to the District Council for them to have spent in accordance with the wishes of the local community.

- Decisions on the expenditure of the 'meaningful proportion' funds are at the Town/Parish Council's discretion, provided that it is in accordance with the CIL regulations.

- If a Town/Parish Council has failed to spend CIL funds transferred to them within a period of 5 years from the date of initial receipt, or has not applied the funds in accordance with the Regulations, then the District Council can serve a notice on the Town/Parish Council requiring it to repay some or all of the receipts that had been transferred to them.

What are the reporting requirements for the Town/Parish Council?

To ensure transparency Town/Parish Councils must publish each year (the financial year) their:

- total CIL receipts;
- total expenditure;
- a summary of what the CIL was spent on; and
- the total amount of receipts retained at the end of the reported year from that year and previous years.

Reports can be combined with other reports already produced by Parish/Town Councils and should be placed on their website and a copy of the report is required to be sent to the District Council.

Where a Town/Parish does not have a website the District Council can, upon request, publish this information on its website on the Town/Parish Council's behalf.

The CIL report must be published and sent to the District Council no later than 31st December following the reported year (the financial year).

Town and Parish Councils may use the reporting template provided by Wealden District Council

10. Projects requiring additional funding/discussion at early stages.

➢ Bridges into Brightling Road field– will need new bridges if further development is likely to take place at Brightling Road (royal engineers and potential costs?)

Agreed to take this forward and bring costs back to B&L

➢ Meadow and surrounding area will need additional funding set aside and potentially involvement with volunteer and conservations groups. Need a strategy of management and improvement.

Agreed that B&L would continue the improvement plan and associated work required.

➢ It was agreed that the clerk would look at the process and costs of having a play area at the entrance of Brightling Road near to the car parking area and possibly a community garden further down where FIT had approved allotments in the area by the houses at Heron Ridge.(Past the existing bridge)

➢ **Agreed to take this forward and bring costs back to B&L**

➢ budgeting for the play equipment areas in future years

➢ development plan (improvement plan) for Brightling Road

As above

- Thoughts on what other projects CIL should be spent on
- Thoughts on what other projects S106 should be spent on. (requests form sports clubs at Wannock already noted – all weather cricket strip and cricket nets for practice.) NB enhancement of the pavilion likely to NOT be within the remit.

The meeting closed at 12.16pm