

UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 24th February 2025 7pm at Council chambers 49 High Street, Polegate BN26 6AL.

Present:

Cllrs D Dunbar, S Shing, M Piper, A O’Kane, M Cunningham, D Shing, J Heward, C Berry, A Wood, D Murray, D Watts, N Dunbar, W Heasman-O’Neill (13)

Not Present: - Cllrs W Alexander, J Keen (2)

1 member of public

Minute No.	Subject/Resolution
13746	Opportunity for public comment for items on the agenda None
13747	Apologies for absence Cllrs W Alexander (illness), J Keen (childcare)
13748	Declarations of interest in any items on the agenda None
13749	Mayors verbal report including Polegate Twinning Association The Mayor updated council on his latest civic duties including The grand opening at the community centre of the new automatic doors; Carol concerts in Brighton, Newhaven and Seaford and Willingdon and Polegate’s Carol concert which was attended by the Lord Lieutenant and the High Sherrif. He has also attended the Christmas Tea Party for the retired; the PADMEC mini railway Christmas events which was very well attended. The Sussex Mayors Association event which was well attended by 12 local mayors. At the end January he had attended the Polegate Drama group pantomime, and they had been nominated as the Best Panto in the Southeast (top 5) and the area covered groups from kent to Southampton and up to London. The group had received the accolade of excellence.
13750	To adopt and approve the minutes of the Full Council meeting 6th January 2025 <u>It was resolved to adopt and approve the minutes of the Full Council meeting of 6th January 2025</u> <u>VOTE 10 for 3 abstentions D Watts, N Dunbar, W Heasman-O’Neill</u>
13751	To approve the minutes and recommendations of committees and standing committees: a. Finance Committee Meeting 10 th January 2025 and 31 st January 2025 b. Buildings and Land Committee Meeting 17 th January 2025 c. Communities and Tourism Committee Meeting 31 st January 2025 <u>A vote was taken en bloc</u> <u>It was resolved to adopt the minutes and recommendations of the Finance Committee Meetings of 10th January 2025 and 31st January 2025 and Buildings and Land Committee Meeting of 17th January 2025 and Communities and Tourism Committee Meeting of 31st January 2025</u> <u>VOTE 12 for 1 abstention D Watts</u>
13752	Financials a. Barclay card statements for noting for December 2024 and January 2025 b. Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves (December 2024/ January 2025) including VAT return. Financial Report for Full Council for income and expenditure variances. For approval of variances as shown The chair of finance brought everyone’s attention to the report of variations. <u>The Barclaycard statements were noted (delegated expenditure) as were the bank reconciliations, income and expenditure reports, trial balances, ear marked reserves (December 2024/ January 2025) including VAT return. Financial Report for Full Council for income and expenditure variances. The variances as shown were approved. VOTE All in favour.</u>

13753	Reports from outside bodies a. Motion to add Cllr Mrs M Piper as a representative for Jubilee Nature Reserve alongside J Heward and N Dunbar <u>It was resolved to add Cllr Mrs M Piper as a representative for Jubilee Nature Reserve alongside J Heward and N Dunbar VOTE 12 for 1 abstention M Piper</u>
13754	Dates for next meetings Full Council meeting 31st March 2025 The revised dates were notified as follows and noted by all present. The clerk stated that she would send a reminder calendar invite for those meetings. Full Council meeting 31st March 2025 Annual Town Assembly 28th April 2025 (St George's Church Hall 7pm) Special full council (accounts) 2nd May 2025 Annual Statutory meeting 19th May 2025 (election of Mayor) Full Council 28th July 2025 Full Council 29th September 2025 Full Council 27th October 2025 Full Council 30th November 2025

The meeting closed at 19:15pm

Signed Mayor of Polegate _____ Date _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee meeting held on Friday 31st January 2025 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murry, M Piper, D Dunbar, M Cunningham, J Keen **(5)**

Not Present: Cllr D Watts, S Shing **(2)**

No members of the public present

Minute Number	Resolution
13720	Opportunity for Public None
13721	Apologies for absence Cllr D Watts, S Shing
13722	Declarations of interest in any items on the agenda None
13723	Minutes of the Finance & Policy committee meeting on 10th January 2025 Draft minutes had been circulated to all prior to the meeting there were no queries. <u>It was resolved to accept the minutes of the Finance & Policy committee meeting on 10th January 2025 as an accurate record of the meeting and these were signed by the chair.</u> <u>VOTE All in favour</u>
13724	Payments of accounts Payments list had been circulated to all prior to the meeting. A councillor pointed out the energy contract larger payment. (Unmetered supply) A question was raised about the tree works. The clerk stated that the works were urgent works from the annual check, and there was likely to be more (less urgent work) to be paid for. <u>It was resolved to accept the payments as presented £92,863.08. VOTE All in favour.</u>

The meeting closed at 10:05am

Signed by _____ Chair of Finance & Policy _____ Dated _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee meeting held on Friday 14th February 2025 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murry, M Piper, D Dunbar, M Cunningham, J Keen, D Watts, S Shing (7)

Not Present: -

No members of the public present Cllr N Dunbar was also present until 10:17am

Minute Number	Resolution
13729	Opportunity for Public None
13730	Apologies for absence None
13731	Declarations of interest in any items on the agenda None
13732	Minutes of the Finance & Policy committee meeting on 31st January 2025 Draft minutes had been circulated to all prior to the meeting there were no queries. <u>It was resolved to accept the minutes of the Finance & Policy committee meeting on 31st January 2025 as an accurate record of the meeting and these were signed by the chair.</u> <u>VOTE All in favour</u>
13733	Payments of accounts <u>It was resolved to accept the accounts for payment as presented to the value of £7362.90</u> <u>VOTE All in favour.</u>
13734	Motion from communities and tourism committee to use around £2000 up to £2200 from general reserves for a series of events for VE Day 8th May. The chairman explained that the detail of the event had already been decided by the Buildings and Land group (delegated) and this item was for consideration of the amount to come from general reserves. Discussions took place on whether the venue and entertainment could be arranged for a tea party and in the current economic climate whether this was good value for money. <u>It was agreed to fund the flag raising and the beacon lighting 9pm-10pm on 8th May.</u> <u>Funding expected to be IRO £72.49 for the flag raising and IRO £900 for the Beacon lighting event to come from general reserves but not to fund a VE day tea party. VOTE All in favour.</u>
13735	Motion to add Cllr J Keen and Cllr D Murray to the authorised signatories list <u>It was resolved to add Cllr J Keen and Cllr D Murray to the authorised signatories list VOTE All in favour</u>

The meeting closed at 10:20am

Signed by _____ Chair of Finance & Policy _____ Dated _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



CLIMATE COMMITTEE

Minutes of the Climate Committee meeting held on Monday 14th February 2025 Council Chambers 49, High Street, Polegate 10:15am

Present: Cllrs D Murray, S Shing, M Piper, M Cunningham

Not Present: Cllrs D Dunbar, J Heward, A O’Kane

No members of the public present Cllr D Watts was in the public gallery

Minute Number	Resolution
13736	Apologies for absence Cllrs O’Kane (work), J Heward (work), D Dunbar
13737	Declarations of interest in any items on the agenda None
13738	Wealden District Council Climate Green Paper response A discussion took place on the devolution and whether the Local Plan or the policies that were being formed by Wealden currently would stand. It was also discussed that with the amount of building that was being allowed, the sustainability Climate Green Paper, whilst addressing many good points would be inconsequential in light of the amount of houses being built in Wealden and in particular in the Polegate and surrounding areas. The loss of green space and habitats in the area already approved by Wealden District Council would not be mitigated by this plan/policy. It was considered that this would therefore not help or improve or save the environment locally. <u>It was resolved to not submit a formal comment but to informally comment that with the unitary authority being in process now, and Wealden District Council ceasing to exist they felt that the response would not be useful. It was likely that the Local Plan would not continue/be invalid. The sustainability Climate Green Paper, whilst addressing many good points would be inconsequential in light of the amount of houses being built in Wealden and in particular in the Polegate and surrounding areas. The loss of green space and habitats in the area already approved by Wealden District Council would not be mitigated by this plan/policy. It was considered that this would therefore not help or improve or save the environment locally. VOTE All in favour.</u>

The meeting closed at 10:31am

Signed by _____ Chair of the Climate Committee

Dated _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



BUILDINGS & LAND COMMITTEE

Minutes of the Buildings & Land Committee meeting held on Friday 21st February 2025 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murray, D Dunbar, M Piper, J Heward, S Shing, A Wood, D Watts, J Keen **(8)**

Not Present: Cllr N Dunbar **(1)**

No members of the public present Also present Daniel Brookbank MBE and Peter Dryden

Minute Number	Resolution
13739	Opportunity for Public None
13740	Apologies for absence Cllr N Dunbar
13741	Declarations of interest in any items on the agenda None
13742	To approve and adopt the minutes of the Buildings and Land meetings of 17th January 2025. It was resolved to adopt the minutes as accurate records of the meetings of the Buildings and Land of 17th January 2025. VOTE All in favour.
13743	Motion to request a bench installation at Oakleaf Park The committee discussed the costs of installation and the merits of having an additional new bench at Oakleaf. It was agreed that an extra bench would be very helpful. <u>It was resolved to delegate to the clerk the purchase of a bench and to have it installed at Oakleaf Play Area. Costs would come from 2025-26 budgets and take place after 1st April 2025. VOTE All in favour</u>
13744	Buildings and land Committee update report – for noting only The report was circulated prior to the meeting and noted by all present.
13745	Library Updates – Daniel Brookbank MBE will be there to answer questions Daniel Brookbank MBE and Peter Dryden were present to answer questions about the CIC and running of the libraries. <u>Standing orders suspended</u> The chair outlined the proposals from the library working group and the events leading up to the closure of the library in 2018 the efforts of the town council to take on the library, the CIO and how this had ended and the difficulties with East Sussex County Council and the old library building, which has now been refurbished and being used as book storage. The chair outlines the benefits of the CIC and the costs it may save rather than setting up from scratch. Daniel Brookbank explained that there would be no charge involved in handing over the CIC (£1 if required by law). He explained the background of the Pevensey Bay library and the

changes from Eastbourne Volunteers Network and setting up the community library. He explained the issues they had had with the landlords and reasons for changing. He explained that after conversations with the clerk he had been willing to hold back on dissolving the company as it was a smoother and easier way of Polegate community library getting off the ground.

Daniel and Peter explained the workings of the library and the work involved in running it successfully. Peter explained the importance of the books being managed process. Donations, sorting, selling, valuable books, world of books. Daniel spoke about the volume of spare stock in a local town. He mentioned the approximate cost of buying books per year. The types of books that were most popular.

Cllrs commented that it was a great way of transitioning to the Polegate Community Library. Discussions took place on the demographic, the types of books (children's, crime, fiction etc.). the software and IT required. How there was a possibility of partnering with other community libraries. The process of scanning and barcoding the books and the fine system, donations etc. It was agreed that the simpler system would be much more affordable and be very efficient. Estimated to be around £360 pa.

The clerk was asked to find out what the other community libraries were using.

Daniel mentioned how important it was to have processes in place and to teach the volunteers how to carry out the tasks the directors wished it to be done and train them from the start to do it that way. For example, printing labels etc. Have set roles for each volunteer and create a template for the running of the library.

A Cllr asked how many it took to set up the library and run it on a day-to-day basis. Daniel stated that there was a minimum of 2 volunteers mainly for safeguarding purposes and a pool of volunteers who could step in at short notice. Opening hours were discussed and how standard hours had worked better.

Regular people would come in and have cake, do a jigsaw etc. People with learning difficulties and children with single parents were using the library. Teas and coffees and biscuits could be charged on a donation basis. Policies and health and safety policies were discussed and the volunteers having job descriptions.

Daniel said the policies were in paper format at present. He mentioned the process that they took to make it much easier for children and teens to borrow books.

A discussion on the benefits of the building being owned by the council.

Standing orders reinstated

Cllr S Shing left at 10:52am and returned at 10:54am

Cllr D Watts left at 11:03am and returned at 11:04am

The chairman thanked the guests for coming to offer their help and advice and the guests left.

It was resolved to take over the Pevensey community library community interest company before it is dissolved, to change the name to Polegate Community library and amend the articles are required for the Polegate library as advised and to have David Watts, Stephen shing, Douglas Murray, James Heward, Malcolm Cunningham and Andy O'Kane as directors of the CIC on behalf of the town council. Volunteer directors would be appointed in due course. Policies and procedures would be adapted from the existing ones and made digital.

	<u>It was resolved to use 51 for the new library and delegate to the clerk to arrange an appropriate lease between the parties and to gather information on the refurbishment required including sourcing the books and shelving, signage and software etc.</u> <u>It was resolved to use the earmarked reserve for the library for costs and the remainder to be used in running the library.</u> <u>It was resolved that the clerk would commence contacting previous volunteers and in due course advertise for new ones.</u> <u>VOTE All in favour</u>
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The meeting closed at 11:09am

Signed by _____ Chair of Buildings & Land Committee _____ Dated _____

DRAFT

SUMMARY FOR POLEGATE TOWN COUNCIL

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

Company reference: [redacted]
Statement date: 20 February 2025
Page number: 1 of 4
Monthly spend limit: [redacted]

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date of previous statement: 20 January 2025
Previous balance: £102.98
Payment received: £102.98 CR
Total of charges and adjustments: £0.00
Total of new spending: £324.59
New balance: £324.59
Payment due by: 27 February 2025

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 February 2025."

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	102.98
27 Jan 2025	DIRECT DEBIT PAYMENT THANK YOU	102.98 CR
Total of payment, charges and adjustments		£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[redacted]	[redacted]	[redacted]	294.60
[redacted]	[redacted]	[redacted]	29.99
Total cardholder expenditure			£324.59
New balance			£324.59

	NET	VAT	GROSS
HSD	79.99	16.00	95.99
SLCC	140.00	28.00	168.00
STATIONERY	6.44	1.29	7.73
	11.66	2.33	13.99
	7.39	1.50	8.89
SCREENFIX	24.99	5.00	29.99
	270.47	54.12	324.59

SUMMARY FOR POLEGATE TOWN COUNCIL

Company reference:

Statement date:

Page number:

20 February 2025

2 of 4

Barclaycard is a trading name of Barclays Bank PLC and Barclaycard International Payments Limited.

Barclays Bank PLC. Registered in England No. 1026167.
Registered Office: 1 Churchill Place, London, E14 5HP, United Kingdom

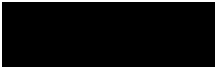
Barclaycard International Payments Limited, trading as Barclaycard, is regulated by the Central Bank of Ireland. Registered Number: 316541.
Registered Office: One Molesworth Street, Dublin 2, Ireland, D02 RF29. Directors: James Kelly, Mary Lambkin Coyle, Steven Lappin (British),
Peter Morris and David Rowe.



STATEMENT FOR

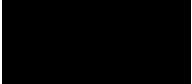
BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:


20 February 2025
3 of 4

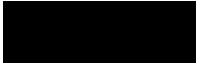
Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
24 Jan 2025	HSD ONLINE CASTLEFORD ENG	95.99 ✓
270115122625	GENERAL CONTRACTORS-RESIDENTIAL	
24 Jan 2025	SLCC ENTERPRISES LTD TAUNTON GBR	168.00
270155184225	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
11 Feb 2025	AMAZON* TK8H70YB4 LONDON LND	7.73
120285383905	MISCELLANEOUS GENERAL MERCHANDISE STORES	
18 Feb 2025	AMZNMktplace*R83J47Z24 amazon.co.uk GBR	13.99
190252718715	MISCELLANEOUS AND RETAIL STORES	
19 Feb 2025	WWW.AMAZON.* R89804JM4 LONDON LND	8.89
190285383905	MISCELLANEOUS GENERAL MERCHANDISE STORES	
5 new purchases / cash advances. Total of spending.		£294.60

STATEMENT FOR 

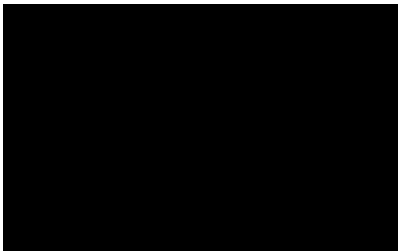
BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:


20 February 2025
4 of 4


Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
20 Jan 2025	SCREWFIX DIRECT WWW.SCREWFIX.	29.99
210185481475	LUMBER AND BUILDING MATERIALS STORES	
1 new purchases / cash advances. Total of spending.		£29.99



MG 027030 F1V1259A 709F307AC00105 38500 B 77235



THE OFFICIALS
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 28 February 2025

Business Current Accounts

Business Current Account Statement	£50,000.00
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Business Savings Accounts

Business Premium Account	£588,474.38
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Business Premium Account	£131,457.60
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This is the end of your account summary.

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

Polegate Town Council
Polegate Town Council
High Street
Polegate
East Sussex
BN26 6AL

B

Account Summary

Opening Balance	88,371.78
Payments In	137.75
Payments Out	0.00
Closing Balance	88,509.53

Interest Rate - Valid as at end date of the statement period
1.77% AER

International Bank Account Number

Branch Identifier Code

Sortcode Account Number Sheet Number

13 January to 12 February 2025

Account Name

Polegate Town Council

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
12 Jan 25	BALANCE BROUGHT FORWARD			88,371.78
20 Jan 25	CR POLEGATE TC		1.00	88,372.78
12 Feb 25	CR GROSS INTEREST TO 11FEB2025		136.75	88,509.53
12 Feb 25	BALANCE CARRIED FORWARD			88,509.53

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Account Name
POLEGATE TOWN COUNCIL
BUSINESS RESERVEACCOUNT

Account No Sort Code Page No



NatWest

00028966/00055555/385 B

0068517-0001-0



Business Reserve Account

Summary	
Statement Date	28 FEB 2025
Period Covered	01 FEB 2025 to 28 FEB 2025
Previous Balance	£87,659.37
Paid In	£84.06
Withdrawn	£0.00
New Balance	£87,743.43
BIC	
IBAN	

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com

If you have changed your address or telephone number please let us know.

Interest rate: 1.25% Gross / 1.26% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 FEB 2025	BROUGHT FORWARD			87,659.37
28 FEB	Interest 28FEB GRS 47542470	84.06	1010	87,743.43

National Westminster Bank Plc. Registered in England & Wales No 929027

Registered Office: 250 Bishopsgate, London, EC2M 4AA.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Current/Business Premium**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	28/02/2025		50,000.00
Business Premium Account	28/02/2025		588,474.38
			<u>638,474.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			638,474.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			638,474.38
		Balance per Cash Book is :-	638,474.38
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Tracker Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker Account	28/02/2025		131,457.60
			<u>131,457.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			131,457.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			131,457.60
		Balance per Cash Book is :-	131,457.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash Account	28/02/2025		200.00
			200.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			200.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 4 - Staff Salaries Cash Book**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Salaries Control	28/02/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 5 - Current/Business Premium HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC deposit Account	28/02/2025		88,509.53
			<u>88,509.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,509.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,509.53
		Balance per Cash Book is :-	88,509.53
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 6 - NatWest deposit A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Reserve Account	28/02/2025		87,743.43
			87,743.43
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			87,743.43
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			87,743.43
		Balance per Cash Book is :-	87,743.43
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Summary Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	22	2,306	3,481	1,175			66.3%
	Expenditure	15,493	161,875	206,552	44,677	1,118	43,559	78.9%
	Net Income over Expenditure	<u>(15,472)</u>	<u>(159,569)</u>	<u>(203,071)</u>	<u>(43,502)</u>			
	plus Transfer from EMR	698	5,064	0	(5,064)			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(14,773)</u>	<u>(154,505)</u>	<u>(203,071)</u>	<u>(48,566)</u>			
Grand Totals:- Income		22	2,306	3,481	1,175			66.3%
Expenditure		15,493	161,875	206,552	44,677	1,118	43,559	78.9%
Net Income over Expenditure		<u>(15,472)</u>	<u>(159,569)</u>	<u>(203,071)</u>	<u>(43,502)</u>			
plus Transfer from EMR		698	5,064	0	(5,064)			
less Transfer to EMR		0	0	0	0			
Movement to/(from) Gen Reserve		<u>(14,773)</u>	<u>(154,505)</u>	<u>(203,071)</u>	<u>(48,566)</u>			

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102</u>	<u>Administration</u>								
1009	Bank Loyalty Discount	0	86	170	84			50.9%	
1060	Miscellaneous Income	1	8,017	0	(8,017)			0.0%	7,997
	Administration :- Income	1	8,103	170	(7,933)			4766.7%	7,997
4010	Internal Auditor	0	(57)	500	557		557	(11.3%)	
4030	Postage	0	41	300	259		259	13.6%	
4031	Stationery	196	1,318	1,500	182		182	87.8%	
4032	Photocopier copy charges	0	740	1,500	760		760	49.3%	
4035	Computer consumables	0	148	300	152		152	49.3%	
4036	Office IT equip't inc antiviru	25	272	700	428		428	38.8%	
4037	Website	14	276	350	74		74	78.9%	
4039	Legal fees	400	2,035	5,000	2,965		2,965	40.7%	
4040	Audit Fees (external audit)	0	1,365	1,600	235		235	85.3%	
4043	Insurance Premiums	0	12,885	6,000	(6,885)		(6,885)	214.8%	
4044	Insurance Tree Survey	0	655	1,000	345		345	65.5%	
4045	Subscriptions	0	3,121	3,600	479		479	86.7%	
4046	Publications	0	219	300	81		81	72.9%	
4047	Advertising	0	0	150	150		150	0.0%	
4049	Tree Works	0	0	1,500	1,500		1,500	0.0%	
4050	Town Council Elections	0	5,711	4,000	(1,711)		(1,711)	142.8%	5,711
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	46	554	1,000	446		446	55.4%	
4059	First Aid	0	0	150	150		150	0.0%	
4062	Newsletter Production	0	200	500	300		300	40.0%	555
4063	Hire of Halls	0	32	300	268		268	10.8%	
4069	Office telephones	70	776	1,000	224		224	77.6%	
4070	Broadband/Internet	37	382	500	118		118	76.4%	
4071	IT Services incl backups	294	3,343	3,500	157		157	95.5%	
4072	IT costs office 365	198	2,137	2,200	63		63	97.1%	
4073	IT reserve for new machines	40	1,298	700	(598)	160	(758)	208.3%	
8060	Misc Resolved Gen Reserves & c	0	1,500	0	(1,500)		(1,500)	0.0%	
	Administration :- Indirect Expenditure	1,319	38,952	38,400	(552)	160	(712)	101.9%	6,266
	Net Income over Expenditure	(1,318)	(30,848)	(38,230)	(7,382)				
6000	plus Transfer from EMR	0	6,266	0	(6,266)				
6001	less Transfer to EMR	0	7,997	0	(7,997)				
	Movement to/(from) Gen Reserve	(1,318)	(32,580)	(38,230)	(5,650)				

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Town Councillors								
1060 Miscellaneous Income	0	1,026	0	(1,026)			0.0%	
Town Councillors :- Income	0	1,026	0	(1,026)				0
4090 Councillors' allowances	0	2,005	7,300	5,295		5,295	27.5%	
4091 Councillors' expenses	0	298	600	302		302	49.7%	
4092 Councillors' training	0	95	1,000	905		905	9.5%	
4093 Mayor's allowance Civic Duties	108	2,528	2,000	(528)		(528)	126.4%	624
4095 Mayor's Fund Raising Charity	0	676	0	(676)		(676)	0.0%	
4097 Civic Event	0	1,000	1,000	0		0	100.0%	
Town Councillors :- Indirect Expenditure	108	6,602	11,900	5,298	0	5,298	55.5%	624
Net Income over Expenditure	(108)	(5,576)	(11,900)	(6,324)				
6000 plus Transfer from EMR	0	624	0	(624)				
Movement to/(from) Gen Reserve	(108)	(4,953)	(11,900)	(6,947)				
104 General Administration								
1010 Investment Income	221	11,567	3,500	(8,067)			330.5%	
1076 Precept	0	452,896	452,896	0			100.0%	
General Administration :- Income	221	464,463	456,396	(8,067)			101.8%	0
4100 Grants to other Organisations	0	1,000	1,000	0		0	100.0%	
4103 Public Info event(s)	0	114	1,000	886		886	11.4%	
4104 Events	0	971	1,500	529		529	64.7%	
4105 Finance Software	0	1,143	1,800	657		657	63.5%	
8060 Misc Resolved Gen Reserves & c	549	2,738	0	(2,738)		(2,738)	0.0%	
General Administration :- Indirect Expenditure	549	5,964	5,300	(664)	0	(664)	112.5%	0
Net Income over Expenditure	(328)	458,499	451,096	(7,403)				
201 Council Offices								
1060 Miscellaneous Income	0	176	0	(176)			0.0%	
Council Offices :- Income	0	176	0	(176)				0
4004 Cleaning contract ex staff	75	950	1,500	550		550	63.3%	
4130 Council Tax	0	7,485	9,000	1,515		1,515	83.2%	
4131 Electricity	558	3,409	4,000	591		591	85.2%	
4132 Water charges	41	518	400	(118)		(118)	129.6%	
4133 Sewerage	0	55	550	495		495	10.1%	
4136 Photocopier - lease	0	747	1,500	753		753	49.8%	
4139 Window Cleaning	25	250	360	110		110	69.4%	

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Alarm Maintenance	125	454	500	46		46	90.8%	
4141 Fire Precautions	0	440	440	0		0	100.0%	
4142 Other Maintenance	0	341	1,000	659	461	198	80.2%	
4146 Other Office Equipment	0	265	1,400	1,135		1,135	18.9%	
4154 Housekeeping San bins 49 & gar	242	271	380	109		109	71.3%	
4155 Refuse Collecting	87	918	1,300	382		382	70.6%	
4162 PWLB - Capital	0	5,200	5,202	2		2	100.0%	
4163 PWLB- Interest	0	373	375	2		2	99.4%	
8060 Misc Resolved Gen Reserves & c	0	253	0	(253)	5,488	(5,741)	0.0%	
Council Offices :- Indirect Expenditure	1,153	21,929	27,907	5,978	5,949	29	99.9%	0
Net Income over Expenditure	(1,153)	(21,753)	(27,907)	(6,154)				
<u>202 51 High Street</u>								
4170 51 High Street - expenditure	27	571	800	229		229	71.3%	
51 High Street :- Indirect Expenditure	27	571	800	229	0	229	71.3%	0
Net Expenditure	(27)	(571)	(800)	(229)				
<u>203 The Pavilion</u>								
1030 Rental Income-Pavilion	0	2,734	1,200	(1,534)			227.9%	
The Pavilion :- Income	0	2,734	1,200	(1,534)			227.9%	0
Net Income	0	2,734	1,200	(1,534)				
<u>204 Wannock Office</u>								
4198 PWMRG CIC Grant (Interim)	0	33,950	33,950	0		0	100.0%	
Wannock Office :- Indirect Expenditure	0	33,950	33,950	0	0	0	100.0%	0
Net Expenditure	0	(33,950)	(33,950)	0				
<u>205 High Street Toilets</u>								
1035 High St Toilets Community Sche	338	1,353	1,234	(119)			109.6%	
High Street Toilets :- Income	338	1,353	1,234	(119)			109.6%	0
4500 Toilets High St - Cleaning	683	5,508	11,500	5,992		5,992	47.9%	
4501 Toilets High St - Maintenance	0	2,000	2,000	0		0	100.0%	
4504 Toilets High St - Other	80	80	450	370	60	310	31.1%	
4506 Toilets High St - Vandalism	41	41	350	309		309	11.6%	
High Street Toilets :- Indirect Expenditure	803	7,629	14,300	6,671	60	6,611	53.8%	0
Net Income over Expenditure	(465)	(6,276)	(13,066)	(6,790)				

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Town Centre and Community Safe								
1060 Miscellaneous Income	0	519	0	(519)			0.0%	519
Town Centre and Community Safe :- Income	0	519	0	(519)				519
4201 CCTV costs	0	1,039	5,500	4,461	2,078	2,383	56.7%	
4202 Defibrillators	531	596	1,500	904	353	551	63.3%	
4203 Defib replace savings	0	0	2,000	2,000		2,000	0.0%	
Town Centre and Community Safe :- Indirect Expenditure	531	1,635	9,000	7,365	2,431	4,934	45.2%	0
Net Income over Expenditure	(531)	(1,115)	(9,000)	(7,885)				
6001 less Transfer to EMR	0	519	0	(519)				
Movement to/(from) Gen Reserve	(531)	(1,635)	(9,000)	(7,365)				
302 Recreation Grounds								
1020 Hire Fees-Recreation Ground	0	(1,200)	0	1,200			0.0%	
1022 Brightling Road lease	120	120	120	0			100.0%	
Recreation Grounds :- Income	120	(1,080)	120	1,200			(900.0%)	0
4199 Changing Places Toilet	0	2,184	0	(2,184)	140	(2,324)	0.0%	2,184
4220 General Maintenance	2,677	21,414	13,000	(8,414)	1,994	(10,408)	180.1%	8,519
4223 Grounds Maintenance	0	4,126	4,500	374		374	91.7%	
4230 Skate Park	0	0	3,000	3,000		3,000	0.0%	
4238 Litter Bins	0	5,398	7,300	1,902		1,902	73.9%	
4239 Speed Indicator Device	0	6,823	0	(6,823)	550	(7,373)	0.0%	6,030
4240 Oakleaf Lease Charges	0	170	170	0		0	100.0%	
4241 Dog Bins	0	1,950	2,860	910		910	68.2%	
4242 Playground Equipment	0	3,535	2,000	(1,535)	512	(2,047)	202.3%	1,535
4243 Safety Inspections	45	1,165	1,500	335	90	245	83.7%	
8060 Misc Resolved Gen Reserves & c	2,331	89,518	0	(89,518)	265	(89,783)	0.0%	59,635
Recreation Grounds :- Indirect Expenditure	5,054	136,283	34,330	(101,953)	3,551	(105,504)	407.3%	77,904
Net Income over Expenditure	(4,934)	(137,363)	(34,210)	103,153				
6000 plus Transfer from EMR	719	77,904	0	(77,904)				
Movement to/(from) Gen Reserve	(4,214)	(59,459)	(34,210)	25,249				
303 Highways								
1051 Urban Grasscutting Income	0	4,048	4,048	0			100.0%	
Highways :- Income	0	4,048	4,048	0			100.0%	0
4256 Urban grasscutting	0	18,377	27,500	9,123		9,123	66.8%	(7,255)

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4258 Flower Beds	294	7,354	7,500	146		146	98.1%	
4259 Council Gardens - office	0	252	1,000	748		748	25.2%	
4263 Bulb Planting	0	999	1,000	1		1	99.9%	
4264 SID/VAS maintenance moving	0	0	1,100	1,100		1,100	0.0%	
Highways :- Indirect Expenditure	294	26,982	38,100	11,118	0	11,118	70.8%	(7,255)
Net Income over Expenditure	(294)	(22,934)	(34,052)	(11,118)				
6000 plus Transfer from EMR	0	(7,255)	0	7,255				
Movement to/(from) Gen Reserve	(294)	(30,189)	(34,052)	(3,863)				
<u>304 Allotments</u>								
1070 Allotment Fees	0	2,802	2,500	(302)			112.1%	
1072 Gosford Way Allotments	0	200	175	(25)			114.3%	
1073 Allotment Deposit Retained	0	600	0	(600)			0.0%	600
Allotments :- Income	0	3,602	2,675	(927)			134.7%	600
4270 Allotments - maintenance	0	250	700	450		450	35.7%	
4271 Allotments - improvements	0	0	700	700		700	0.0%	
4272 Allotments - water	10	434	1,000	566		566	43.4%	
4273 Allotment - rent of land Gosfo	0	180	175	(5)		(5)	102.9%	
4274 Allotment Grounds maintenance	0	0	700	700		700	0.0%	
8060 Misc Resolved Gen Reserves & c	0	1,364	0	(1,364)		(1,364)	0.0%	
Allotments :- Indirect Expenditure	10	2,228	3,275	1,047	0	1,047	68.0%	0
Net Income over Expenditure	(10)	1,374	(600)	(1,974)				
6001 less Transfer to EMR	0	600	0	(600)				
Movement to/(from) Gen Reserve	(10)	774	(600)	(1,374)				
<u>305 Street Lighting</u>								
1060 Miscellaneous Income	0	5,788	0	(5,788)			0.0%	
Street Lighting :- Income	0	5,788	0	(5,788)				0
4280 Street Light - energy	0	12,870	9,600	(3,270)		(3,270)	134.1%	11,740
4281 Street Light - Maint contract	0	12,061	10,400	(1,661)		(1,661)	116.0%	
4282 St Light - works/impro/maint	0	9,597	9,000	(597)		(597)	106.6%	
4286 Christmas decorations	0	11,918	14,000	2,082		2,082	85.1%	
Street Lighting :- Indirect Expenditure	0	46,446	43,000	(3,446)	0	(3,446)	108.0%	11,740
Net Income over Expenditure	0	(40,658)	(43,000)	(2,342)				
6000 plus Transfer from EMR	0	11,740	0	(11,740)				
Movement to/(from) Gen Reserve	0	(28,918)	(43,000)	(14,082)				

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Prize and Prize Giving								
4096 Remembrance Wreath	0	46	60	14		14	76.4%	
Prize and Prize Giving :- Indirect Expenditure	<u>0</u>	<u>46</u>	<u>60</u>	<u>14</u>	<u>0</u>	<u>14</u>	<u>76.4%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(46)</u>	<u>(60)</u>	<u>(14)</u>				
307 The Polegate Partnership								
1040 SponsorFlower Beds Hailsham Rd	1,100	1,350	1,000	(350)			135.0%	
The Polegate Partnership :- Income	<u>1,100</u>	<u>1,350</u>	<u>1,000</u>	<u>(350)</u>			<u>135.0%</u>	<u>0</u>
4306 Replace Hailsham Rd Beds	0	0	450	450		450	0.0%	
4307 Hailsham Flowers Maintenance	0	102	550	448		448	18.5%	
The Polegate Partnership :- Indirect Expenditure	<u>0</u>	<u>102</u>	<u>1,000</u>	<u>898</u>	<u>0</u>	<u>898</u>	<u>10.2%</u>	<u>0</u>
Net Income over Expenditure	<u>1,100</u>	<u>1,248</u>	<u>0</u>	<u>(1,248)</u>				
401 The Planning Committee								
4320 Planning Committee - Halls	0	0	250	250		250	0.0%	
The Planning Committee :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(250)</u>	<u>(250)</u>				
701 The Retired								
7001 The Retired	0	967	1,000	33		33	96.7%	
The Retired :- Indirect Expenditure	<u>0</u>	<u>967</u>	<u>1,000</u>	<u>33</u>	<u>0</u>	<u>33</u>	<u>96.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(967)</u>	<u>(1,000)</u>	<u>(33)</u>				
Grand Totals:- Income	1,780	492,082	466,843	(25,239)			105.4%	
Expenditure	9,848	330,284	262,572	(67,712)	12,151	(79,863)	130.4%	
Net Income over Expenditure	<u>(8,068)</u>	<u>161,798</u>	<u>204,271</u>	<u>42,473</u>				
plus Transfer from EMR	719	89,279	0	(89,279)				
less Transfer to EMR	0	9,117	0	(9,117)				
Movement to/(from) Gen Reserve	<u>(7,349)</u>	<u>241,960</u>	<u>204,271</u>	<u>(37,689)</u>				

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/02/2025	Business Stream	DIRECT DEB	10.26			4272	304	10.26	Cophall Water
03/02/2025	Business Stream	DIRECT DEB	41.07			4132	201	41.07	49/51 High St Water
03/02/2025	Barclays Bank	DIRECT DEB	45.91			4056	102	45.91	Bank Commission Charge
05/02/2025	Streetlights	BX687297	117.30	117.30		500			Col J Dover Road
05/02/2025	PJC Consultancy Ltd	BX687592	714.00	714.00		500			Tree Report
05/02/2025	Kent County Council KCS	BX688167	259.50	259.50		500			Photocopier Charges
05/02/2025	Streetlights	BX689419	438.00	438.00		500			Co A Levett Ave replaced lante
05/02/2025	Zurich Municipal	BX689548	6,584.91	6,584.91		500			Insurance Premiun for PTC
05/02/2025	██████████	BX690059	10.80	10.80		500			Travel Expenses
05/02/2025	Booker & Best	BX691783	240.00	240.00		500			Fixed & Cleared Guttering
05/02/2025	South East Landbased Training	BX692267	198.00	198.00		500			1 Day LANTRA Basic Course
05/02/2025	MULTICARE MEDICAL	BX693651	424.86	424.86		500			Service & Inspection of Equip
05/02/2025	IDVerde	BX791094	1,214.40	1,214.40		500			Playground Inspections
05/02/2025	Prime Signs	BX791420	78.00	78.00		500			Defib Stickers
15/02/2025	Staff Salaries Cash Book	FEB SALS	9,521.00			202		9,521.00	Feb Salary
18/02/2025	Prime Signs	BX200437	204.00	204.00		500			Xmas Plunger stickers
18/02/2025	Surrey Hills Solicitors	BX200872	480.00	480.00		500			Professional Charges
18/02/2025	Europlants Ltd	BX200927	57.58	57.58		500			Flower Bed maintenance
18/02/2025	Denma Cleaning Services Ltd	BX203281	819.00	819.00		500			Cleaning Services
18/02/2025	Echo Cleaning	BX205269	120.00	120.00		500			Office & Window Cleaning
18/02/2025	██████████	BX205317	9.00	9.00		500			Travel Expenses
18/02/2025	Mulberry Local AurhORITY Servi	BX205344	1,248.00	1,248.00		500			Professional Services
18/02/2025	██████████	BX205771	7.65	7.65		500			Travel Expenses
18/02/2025	SME IT Solutions Ltd	BX206631	13.50	13.50		500			Web Support
18/02/2025	SME IT Solutions Ltd	BX206933	176.60	176.60		500			IT - Telephone Costs
18/02/2025	SME IT Solutions Ltd	BX207074	27.00	27.00		500			Web Support
18/02/2025	Prime Signs	BX207421	357.60	357.60		500			Home & Castle Sign
18/02/2025	SME IT Solutions Ltd	BX207961	636.55	636.55		500			IT Office Costs
18/02/2025	Countrymans Contractors Ltd	BX208190	295.78	295.78		500			Saturday Bins
18/02/2025	Haven Security Ltd	BX208887	150.00	150.00		500			Fire Aarm Maintenance
18/02/2025	Recorra Sout East Ltd	BX208913	5.70	5.70		500			Duty of Care
Subtotal Carried Forward:			24,505.97	14,887.73	0.00			9,618.24	

Current/Business Premium

Payments made between 01/02/2025 and 28/02/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
18/02/2025	Recorra Sout East Ltd	BX209866	99.07	99.07		500			Refuse Collection
18/02/2025		BX211033	30.00	30.00		500			Travel Expenses
18/02/2025	PHS Group	BX211062	207.50	207.50		500			Hygiene Bins - Annual Charge
18/02/2025	PHS Group	BX211084	83.27	83.27		500			Duty of Care Certiifcate
18/02/2025	Glasdon UK Ltd	BX211781	823.67	823.67		500			Brown Enviropol Bench
18/02/2025	Booker & Best	BX212485	180.00	180.00		500			Replace damaged bench
18/02/2025	Bright HR	BX213034	89.70	89.70		500			Provision of HR Services
18/02/2025	Prime Signs	BX433964	357.60	357.60		500			PJ Skips Sponsorship Sign
18/02/2025	Lewes District Council	BX435433	54.00	54.00		500			Play Area Inspections
18/02/2025	EDF Energy	DIRECT DEB	28.09		1.34	4170	202	26.75	51 High St Electric
18/02/2025	Advo Group	DIRECT DEB	154.99		25.83	4009	101	129.16	Payroll
20/02/2025	Inland Revenue	BACS	3,760.22			4000	101	1,511.02	Tax & NI January Salaries
						4002	101	280.08	Tax & NI January Salaries
						4003	101	233.71	Tax & NI January Salaries
						4011	101	570.54	Tax & NI January Salaries
						4023	101	35.77	Tax & NI January Salaries
						4007	101	1,129.10	Tax & NI January Salaries
20/02/2025	Nest Pension Scheme	BACS	488.94			4000	101	146.76	Nest Pension for February 25
						4011	101	46.90	Nest Pension for February 25
						4003	101	24.57	Nest Pension for February 25
						4002	101	61.16	Nest Pension for February 25
						4008	101	209.55	Nest Pension for February 25
21/02/2025	EDF Energy	DIRECT DEB	669.04		111.51	4131	201	557.53	Electric 49 High Street
27/02/2025	BarclayCard	BARCLAYCA	324.59		54.10	4504	205	79.99	Air Freshners for Toilet
						4016	101	140.00	SLCC MS Excel course
						4031	102	25.51	Stationery

Subtotal Carried Forward:

31,856.65

16,812.54

192.78

14,826.34

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4220	302	24.99	4lit Photocell LED Bulkhead
Total Payments:			31,856.65	16,812.54	192.78			14,851.33	

A/c Code	4091 Councillors' expenses				Annual Budget	600
Centre	103 Town Councillors				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	01/04/2024	685	Journal	D Dunbar expenses		60.00
1	01/04/2024	686	Journal	Year end HMRC outstanding		248.15
1	01/04/2024	705	Journal	Year End HMRC outstanding	248.15	
1	04/04/2024	MRDWATTS	Purchase Ledger	Travel Expenses	26.10	
1	09/04/2024	BX0735575	Cashbook	Tax & NI	248.15	
1	09/04/2024	704	Journal	BX0735575 Tax & NI		248.15
2	01/04/2024	DDUNBAR	Purchase Ledger	HORAM MEETING/596/Mr Dan Dunba	7.65	
2	01/04/2024	DDUNBAR	Purchase Ledger	WDCPARISHCONF/597/Mr Dan Dunba	3.15	
2	01/04/2024	DDUNBAR	Purchase Ledger	SUSSEXMAYORS/598/Mr Dan Dunbar	20.70	
2	23/04/2024	DDUNBAR	Purchase Ledger	Royal Society of St George	9.90	
2	03/05/2024	DDUNBAR	Purchase Ledger	Polegate Beavers at Bushy Wood	2.70	
2	09/05/2024	DDUNBAR	Purchase Ledger	Eastbourne Town Hall	4.50	
2	17/05/2024	DDUNBAR	Purchase Ledger	Thank you celebration	4.50	
4	03/06/2024	DDUNBAR	Purchase Ledger	DDay event with RSSG	6.30	
4	03/06/2024	DDUNBAR	Purchase Ledger	Meeting with Lord Lieutenant	14.30	
4	03/06/2024	DDUNBAR	Purchase Ledger	WDC code of Conduct meeting	3.15	
5	29/07/2024	DDUNBAR	Purchase Ledger	Opening new play area	3.15	
5	29/07/2024	DDUNBAR	Purchase Ledger	Scout Camp	3.15	
5	29/07/2024	DDUNBAR	Purchase Ledger	Sussex Mayors Assoc	9.00	
5	29/07/2024	DDUNBAR	Purchase Ledger	Civic Reception	9.00	
6	13/08/2024	DDUNBAR	Purchase Ledger	Knockhatch - Lemur enclosure	3.15	
6	24/08/2024	DDUNBAR	Purchase Ledger	Ukraine Independence Day event	5.85	
7	29/09/2024	DDUNBAR	Purchase Ledger	Waverley at Eastbourne Pier	11.75	
7	29/09/2024	DDUNBAR	Purchase Ledger	Battle of Britain Dinner	9.00	
7	29/09/2024	DDUNBAR	Purchase Ledger	ESCC Chairmans reception	16.20	
7	10/10/2024	721	Journal	Miscode of Cllr allownaces		588.00
7	22/10/2024	BACS	Cashbook	Tax & NI Payments Sept 24	588.00	
8	01/11/2024	DDUNBAR	Purchase Ledger	Travel to Hastings College	21.00	
8	01/11/2024	DDUNBAR	Purchase Ledger	Choir Concert in Hailsham	3.60	
8	01/11/2024	DDUNBAR	Purchase Ledger	Hailsham Bonfire Society	3.60	
8	01/11/2024	DDUNBAR	Purchase Ledger	Trafalgar Day Event - Travel	6.30	
8	01/11/2024	DDUNBAR	Purchase Ledger	Cuckmere buses meeting	5.40	
8	01/11/2024	DDUNBAR	Purchase Ledger	Lord Lieutenants awards	28.00	
8	04/11/2024	MRDWATTS	Purchase Ledger	NALC Conference expenses	13.73	
9	13/11/2024	DDUNBAR	Purchase Ledger	Family Support Netork AGM	4.50	
9	13/11/2024	DDUNBAR	Purchase Ledger	E'bourne Youth Radio	3.60	
9	17/11/2024	DDUNBAR	Purchase Ledger	Church Service in Pevensey	4.50	
9	23/11/2024	DDUNBAR	Purchase Ledger	East Sussex Prayer Breakfast	9.65	
9	23/11/2024	SHING	Purchase Ledger	Prayer Breakfast	15.00	
10	01/12/2024	DDUNBAR	Purchase Ledger	Brighton Civic Carol Service	20.70	
10	03/12/2024	DDUNBAR	Purchase Ledger	Newhaven Carol Service	13.50	
10	04/12/2024	DDUNBAR	Purchase Ledger	Sussex Mayors Assco	9.00	
10	11/12/2024	DDUNBAR	Purchase Ledger	Seaford Carol Service	9.00	
10	14/12/2024	DDUNBAR	Purchase Ledger	Eastbourne Carol Service	4.50	

A/c Code	4091 Councillors' expenses					
Centre	103 Town Councillors					
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
10	18/12/2024	DDUNBAR	Purchase Ledger	Judging Christmas Lights	9.45	
12	01/03/2025	NDUNBAR	Purchase Ledger	NALC Awards Expenses	17.15	
12	03/03/2025	NDUNBAR	Purchase Ledger	NALC Awards - Travel Costs	30.95	
		Account	Councillors' expenses		Account Totals	1,490.63
		Centre	Town Councillors		Net Balance Month 12	346.33

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	Council Office Mntce Fund	22,115.00	-3,864.00	18,251.00
322	Town Election/Poll/Referendum	16,657.00		16,657.00
324	Elections Fund	26,683.87	-5,710.90	20,972.97
328	Office IT Equipment Reserve	897.00		897.00
331	Brightling Reserve	8,514.21		8,514.21
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	96,914.31	-11,740.25	85,174.06
338	Hailsham Beds Reserve	1,398.54		1,398.54
339	Office Alterations Reserve	19,899.75		19,899.75
341	Staff - Consultant/Temporary	8,325.55	-4,335.00	3,990.55
342	S106 funds	244,147.25		244,147.25
344	Play Equipment	12,000.00	-9,335.00	2,665.00
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	0.00	519.44	519.44
348	Consultation/Newsletter	1,003.00	-555.00	448.00
349	CIL funds	139,029.22	-51,637.97	87,391.25
350	Picnic Benches	788.00	-719.49	68.51
351	Skate Park	9,346.00		9,346.00
352	Overtime	2,275.27	-729.04	1,546.23
353	Polegate Community Library	51,000.00		51,000.00
354	New air con unit	1,220.00		1,220.00
355	Christmas Lights (new)	1,750.00		1,750.00
356	Bins	5,250.00		5,250.00
358	VAS (SID)	10,299.60	-6,030.00	4,269.60
359	Land purchase car park	100.00		100.00
360	Land Purchase open space	40,100.00		40,100.00
361	Allotment unreturned deposits	875.00	600.00	1,475.00
362	emr training courses	2,476.00		2,476.00
364	Changing Places Toilet Maint	3,884.35	-2,184.05	1,700.30
365	Mayors residual fund	623.68	-623.68	0.00
366	Allotment major works	0.00	7,255.00	7,255.00
		743,164.80	-89,089.94	654,074.86

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control			3,883.15	
200	Current/Business Premium			638,474.38	
201	Tracker Account			131,457.60	
203	HSBC Deposit A/C			88,509.53	
204	NatWest deposit A/C			87,743.43	
210	Petty Cash			200.00	
310	General reserves				195,560.04
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				20,972.97
328	Office IT Equipment Reserve				897.00
331	Brightling Reserve				8,514.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				85,174.06
338	Hailsham Beds Reserve				1,398.54
339	Office Alterations Reserve				19,899.75
341	Staff - Consultant/Temporary				3,990.55
342	S106 funds				244,147.25
344	Play Equipment				2,665.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				519.44
348	Consultation/Newsletter				448.00
349	CIL funds				87,391.25
350	Picnic Benches				68.51
351	Skate Park				9,346.00
352	Overtime				1,546.23
353	Polegate Community Library				51,000.00
354	New air con unit				1,220.00
355	Christmas Lights (new)				1,750.00
356	Bins				5,250.00
358	VAS (SID)				4,269.60
359	Land purchase car park				100.00
360	Land Purchase open space				40,100.00
361	Allotment unreturned deposits				1,475.00
362	emr training courses				2,476.00
364	Changing Places Toilet Maint				1,700.30
366	Allotment major works				7,255.00
500	Creditors				5,942.61
501	Sundry Other creditors			488.45	
560	Deposits Held				3,860.00
1009	Bank Loyalty Discount	102	Administration		86.49
1010	Investment Income	104	General Administration		11,567.07

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1020	Hire Fees-Recreation Ground	302	Recreation Grounds	1,200.00	
1022	Brightling Road lease	302	Recreation Grounds		120.00
1030	Rental Income-Pavilion	203	The Pavilion		2,734.40
1035	High St Toilets Community Sche	205	High Street Toilets		1,352.71
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		1,350.00
1042	Sponsorship Litter Picker	101	Employee costs		2,306.27
1051	Urban Grasscutting Income	303	Highways		4,048.00
1060	Miscellaneous Income	101	Employee costs		0.01
1060	Miscellaneous Income	102	Administration		8,016.86
1060	Miscellaneous Income	103	Town Councillors		1,025.60
1060	Miscellaneous Income	201	Council Offices		175.70
1060	Miscellaneous Income	301	Town Centre and Community Safe		519.44
1060	Miscellaneous Income	305	Street Lighting		5,787.50
1070	Allotment Fees	304	Allotments		2,802.11
1072	Gosford Way Allotments	304	Allotments		200.00
1073	Allotment Deposit Retained	304	Allotments		600.00
1076	Precept	104	General Administration		452,896.00
4000		101	Employee costs		
4002		101	Employee costs		
4003		101	Employee costs		
4004	Cleaning contract ex staff	201	Council Offices	950.00	
4005		101	Employee costs		
4007	NI (ER's)	101	Employee costs	10,622.99	
4008	Pension ER's contributions	101	Employee costs	2,892.42	
4009	Payroll	101	Employee costs	1,555.35	
4010	Internal Auditor	102	Administration		56.55
4011		101	Employee costs		
4012		101	Employee costs		
4013		101	Employee costs		
4014		101	Employee costs		
4015	Travelling expenses (parks)	101	Employee costs	629.81	
4016	Training Exps inc course fees	101	Employee costs	3,166.59	
4019		101	Employee costs		
4022		101	Employee costs		
4023		101	Employee costs		
4024	HR Contract	101	Employee costs	1,250.00	
4030	Postage	102	Administration	40.80	
4031	Stationery	102	Administration	1,317.60	
4032	Photocopier copy charges	102	Administration	740.10	
4035	Computer consumables	102	Administration	147.95	
4036	Office IT equip't inc antiviru	102	Administration	271.70	
4037	Website	102	Administration	276.28	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4039	Legal fees	102	Administration	2,035.00	
4040	Audit Fees (external audit)	102	Administration	1,365.00	
4043	Insurance Premiums	102	Administration	12,885.27	
4044	Insurance Tree Survey	102	Administration	655.00	
4045	Subscriptions	102	Administration	3,121.49	
4046	Publications	102	Administration	218.62	
4050	Town Council Elections	102	Administration	5,710.90	
4056	Bank/Barclaycard charges	102	Administration	554.47	
4062	Newsletter Production	102	Administration	200.00	
4063	Hire of Halls	102	Administration	32.25	
4069	Office telephones	102	Administration	776.35	
4070	Broadband/Internet	102	Administration	382.07	
4071	IT Services incl backups	102	Administration	3,343.47	
4072	IT costs office 365	102	Administration	2,136.51	
4073	IT reserve for new machines	102	Administration	1,297.54	
4090	Councillors' allowances	103	Town Councillors	2,005.00	
4091	Councillors' expenses	103	Town Councillors	298.23	
4092	Councillors' training	103	Town Councillors	95.00	
4093	Mayor's allowance Civic Duties	103	Town Councillors	2,528.15	
4095	Mayor's Fund Raising Charity	103	Town Councillors	675.60	
4096	Remembrance Wreath	306	Prize and Prize Giving	45.83	
4097	Civic Event	103	Town Councillors	1,000.00	
4100	Grants to other Organisations	104	General Administration	1,000.00	
4103	Public Info event(s)	104	General Administration	113.57	
4104	Events	104	General Administration	970.57	
4105	Finance Software	104	General Administration	1,142.70	
4130	Council Tax	201	Council Offices	7,485.00	
4131	Electricity	201	Council Offices	3,408.97	
4132	Water charges	201	Council Offices	518.26	
4133	Sewerage	201	Council Offices	55.31	
4136	Photocopier - lease	201	Council Offices	746.76	
4139	Window Cleaning	201	Council Offices	250.00	
4140	Alarm Maintenance	201	Council Offices	454.00	
4141	Fire Precautions	201	Council Offices	440.00	
4142	Other Maintenance	201	Council Offices	340.77	
4146	Other Office Equipment	201	Council Offices	264.68	
4154	Housekeeping San bins 49 & gar	201	Council Offices	271.11	
4155	Refuse Collecting	201	Council Offices	917.71	
4162	PWLB - Capital	201	Council Offices	5,200.34	
4163	PWLB- Interest	201	Council Offices	372.86	
4170	51 High Street - expenditure	202	51 High Street	570.63	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	33,950.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4199	Changing Places Toilet	302	Recreation Grounds	2,184.05	
4201	CCTV costs	301	Town Centre and Community Safe	1,038.88	
4202	Defibrillators	301	Town Centre and Community Safe	596.00	
4220	General Maintenance	302	Recreation Grounds	21,413.72	
4223	Grounds Maintenance	302	Recreation Grounds	4,125.70	
4238	Litter Bins	302	Recreation Grounds	5,397.60	
4239	Speed Indicator Device	302	Recreation Grounds	6,823.24	
4240	Oakleaf Lease Charges	302	Recreation Grounds	170.00	
4241	Dog Bins	302	Recreation Grounds	1,950.00	
4242	Playground Equipment	302	Recreation Grounds	3,534.95	
4243	Safety Inspections	302	Recreation Grounds	1,165.25	
4256	Urban grasscutting	303	Highways	18,376.78	
4258	Flower Beds	303	Highways	7,354.27	
4259	Council Gardens - office	303	Highways	252.00	
4263	Bulb Planting	303	Highways	999.00	
4270	Allotments - maintenance	304	Allotments	250.00	
4272	Allotments - water	304	Allotments	433.75	
4273	Allotment - rent of land Gosfo	304	Allotments	180.00	
4280	Street Light - energy	305	Street Lighting	12,870.04	
4281	Street Light - Maint contract	305	Street Lighting	12,060.51	
4282	St Light - works/impro/maint	305	Street Lighting	9,597.00	
4286	Christmas decorations	305	Street Lighting	11,918.00	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	101.84	
4500	Toilets High St - Cleaning	205	High Street Toilets	5,508.00	
4501	Toilets High St - Maintenance	205	High Street Toilets	2,000.00	
4504	Toilets High St - Other	205	High Street Toilets	79.99	
4506	Toilets High St - Vandalism	205	High Street Toilets	40.59	
6000	Transfer from EMR	101	Employee costs		5,064.04
6000	Transfer from EMR	102	Administration		6,265.90
6000	Transfer from EMR	103	Town Councillors		623.68
6000	Transfer from EMR	302	Recreation Grounds		77,903.77
6000	Transfer from EMR	303	Highways	7,255.00	
6000	Transfer from EMR	305	Street Lighting		11,740.25
6001	Transfer to EMR	102	Administration	7,997.26	
6001	Transfer to EMR	301	Town Centre and Community Safe	519.44	
6001	Transfer to EMR	304	Allotments	600.00	
7001	The Retired	701	The Retired	967.25	
8060	Misc Resolved Gen Reserves & c	101	Employee costs	9,235.84	
8060	Misc Resolved Gen Reserves & c	102	Administration	1,500.00	
8060	Misc Resolved Gen Reserves & c	104	General Administration	2,737.53	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	252.93	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	89,518.05	

Date : 12/03/2025

Polegate Town Council

Page 5

Time: 08:49

Trial Balance for Month No: 11

User : LS

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
8060	Misc Resolved Gen Reserves & c	304	Allotments	1,364.18	
Trial Balance Totals :				1,460,543.86	1,460,543.86
Difference				0.00	

Item 7c: Grant Request for Citizens Advice:

Polegate Town Council has received a grant request from Citizens Advice to support their ongoing operations. Given that the Council's general reserves are currently low, careful consideration must be given to any financial commitments. The Council will discuss whether it is feasible to award a grant at this time and whether such funding should be contingent on Citizens Advice reinstating its outreach services within the community. A decision will be made based on the available budget and the potential benefits to local residents.

Currently, the Council's general reserves stand at £181,091. With an average of £30,000 expenditure per month, the minimum acceptable balance for general reserves (according to JPAG and audit) is £180,000 (6 x monthly spend), while the ideal range is between £180,000 and £360,000 (for a town council it should be between 6-12 x the monthly spend). Given this, it is recommended that no further funding be taken from general reserves at this time.

Polegate Town Council



GRANTS TO ORGANISATIONS POLICY

Policy Number 09		
Issue No.	Date completed	Details of amendments
1	17.02.16	Final draft to Town Clerk
2	29.02.16	Minor emendations made by Town Clerk
3	11.03.16	Amendments suggested by Finance Committee
4	23.05.16	Adopted at Annual Stat meeting
5	21.05.18	Adopted at Annual Stat meeting
6	20.05.19	For review and adoption at Annual Stat meeting
7	05.05.21	Adopted at Annual Stat meeting
8	16.05.22	Adopted at Annual Stat meeting
9	11.01.23	Amendments to payee details from 'cheque payee' to bank details
10	22.05.23	Adopted at Annual Stat meeting
11	20.05.24	Adopted at Annual Stat Meeting

1. General principles and conditions

Polegate Town Council is funded by the residents of Polegate who pay Council Tax, and has, therefore, only limited funds available for the assistance of organisations that work to the benefit of Polegate residents.

Subject to Grant Aid being available, Council will consider assisting or supporting local voluntary or community groups and charities which are there to enhance or benefit the lives of Polegate residents. A decision to grant funding to any such organisation is dependent both on need and on the fulfilment of the following general conditions:

- The Organisation must be a 'not for profit' organisation and have clearly stated aims and objectives.
- The Organisation must be based in Polegate, and/or benefit, a significant proportion of Polegate residents, or a particular group of Polegate residents.
- Grant Aid will only be awarded for specific projects, and not merely to increase an organisation's reserves.
- The activities of the organisation, and in particular the project being considered for Grant Aid, must be readily available to the community of Polegate in general.
- The need for Grant Aid must be shown by reference to the published accounts and/or business projections certified by an Accountant or Banker. All applications must be accompanied by a copy of the last available certified accounts and a projection of income and expenditure for the current period.
- Applications should state why the support is sought and how the Grant Aid will be used. They must also identify the group of residents who will benefit from the Grant Aid, and how many benefit.
- The organisation is required to send a report to the council (after the money has been spent) on how the money has been spent and a copy of the final accounts for year of expenditure. If the funding has not been spent the organisation will be required to repay the grant to the Council on demand.
- The organisation must acknowledge Polegate Town Council's contribution in all marketing material, the phrasing of the acknowledgement to be notified by the Council on award of the Grant Aid.

2. Eligibility

The following projects will be considered for Grant Aid from Polegate Town Council:

- Youth clubs and other facilities or projects for young people
- Cultural and artistic schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings
- Community transport
- Elderly and disabled
- Sustainable community environmental projects

(This list is a guide but is not exhaustive)

The following are **not** eligible for Grant Aid:

- National or international charities
- Individuals
- Political parties or organisations with political affiliations
- Companies aiming to make a profit
- Statutory bodies
- Religious groups

Polegate Town Council can only provide Grant Aid to organisations within its own financial constraints. Grant Aid will, therefore, not be able to be given to every applicant, however worthy the need, and no appeal will be allowed against refusal. The decision of the Council is final.

3. How to apply for Grant Aid

Application should be made by printing off and completing the application form at the end of this policy document.

The applicant must also attach the following to the completed application form:

- The organisation's aims and objectives
- The organisation's constitution or set of rules and annual report if applicable.
- The most recent copy of the organisation's approved accounts.
- A copy of the organisation's current public liability cover.
- An explanation of any reserves held by the organisation and whether these are earmarked for specific expenditure.
- Accurate costings for the project for which funding is being sought.

The completed application should be submitted to:

**Polegate Town Council
Council Offices
49 High Street
Polegate BN26 6AL**

4. Council's action on receipt of a completed application

The Town Clerk will check the application form and the attached documents to ensure that it has been properly completed. If it is not complete the Town Clerk will approach the applicant to obtain the additional information.

Once the Town Clerk is satisfied that the applicant has supplied all necessary information in support of the Grant Aid request, they will pass the application to Council to assess using the following:

- The correct completion of the application form

-
- Whether the organisation has previously received a grant
- How the organisation is set up and managed
- Whether the organisation has a financial need for funding
- What need or demand there is for the project for which funding is sought
- How the funding will support the Polegate community
- Whether the project represents value for money for the Polegate community
- Whether the organisation has made applications for funding elsewhere

All applications that meet the criteria will be considered.

If the Council is satisfied that Grant Aid is appropriate, it will resolve that a grant be given to the organisation, and how much. An accompanying letter will specify the terms and conditions under which the grant is offered, and the organisation will be required to sign and return the letter accepting the Council's terms and conditions. These will include:

- A reminder that the grant must only be used for the purpose applied for
- The requirement for the organisation to keep the Council updated on the progress of the project
- A reminder that the organisation should in its literature acknowledge the Council's grant.
- A warning that failure to comply with any condition attached to a grant might result in the organisation being required to repay the grant, and/or affect future Grant Aid.

Acceptance of the grant funds (by cashing the payment) will be taken as acceptance of the conditions.

The money must be spent within the time period specified by the Council at the time of awarding the Grant Aid.

After the Grant Aid has been spent, the recipient is required to send a report to the Council, detailing the expenditure and the subsequent annual report and accounts.

Statement prepared for adoption by Polegate Town Council at its meeting on 20.05.24

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO



Polegate Town Council - Grant Aid Application

About the applicant	
Name and address of organisation	
Daytime telephone number	
Email address	
Total membership of organisation	
Estimated percentage of Polegate residents within membership	
Purpose of organisation	
Are you a registered charity?	Yes/No Charity Number (if applicable) _____
Individual authorised to make this application	
Name of individual	
Address	

Daytime telephone number	
Email address	
Position held in organisation	
Details of application	
Amount applied for	£
Description of project for which Grant Aid is sought (continue on a separate sheet if necessary)	
Estimated cost breakdown (e.g., labour, materials, etc.) (continue on a separate sheet if necessary)	
Describe the anticipated benefits to the organisation and to the Polegate Community if this project is to go ahead (continue on a separate sheet if necessary)	
Have applications been made to any other funding bodies in respect of this project?	Yes/No
If yes, please detail	

Details of any previous assistance received in the last five years from funding bodies, including Polegate Town Council	
---	--

If your application is successful, the Council will make payment by BACS transfer. Please supply the following bank account details

Account Name	
Sort Code	
Account Number	

Checklist for applicants (please tick those that apply)

Organisation's budget for the current year	
Annual accounts for last complete year	
Constitution/set of rules	
Project estimates	
Other supporting information	

Declaration

I have read and accept the terms and conditions under which any grant award will be made.

Signed: Position Date

Signed: Position Date

Please return your completed application form to:

Polegate Town Council
Council offices
49 High Street
Polegate
East Sussex
BN26 6AL

Report Item 9: Motion to restart the Annual Civic Award and to award it to Polegate Drama Group. To be funded through the mayor's allowance for the 2025 award.

Report: Reinstatement of the Annual Civic Award

Purpose

The purpose of this report is to propose the reinstatement of the Annual Civic Award, which was previously awarded before the COVID-19 pandemic, and to recommend Polegate Drama Group as the recipient for the 2025 award.

Recommendation

That the Council approves the reinstatement of the Annual Civic Award and presents the 2025 award to Polegate Drama Group, as nominated by the mayor. The Clerk, in liaison with the mayor, will arrange the presentation and an accompanying gift featuring the Polegate Town Council (PTC) logo. The award will be funded through the mayor's allowance.

Background

Polegate Community Association Drama Group was established in 1967 and has grown to include over 40 active members, ranging in age from 16 to 80+. The group is a vital part of the community, producing four major productions each year, including:

- A family pantomime with a live band, attracting audiences of over 1,300 people across 10 performances, with expenses exceeding £13,000.
- Two theatrical plays in May and October, with 2024's first production being *Calendar Girls*, expected to draw a large audience.
- A Night at the Musicals, a recent addition that has become a sell-out success, introducing new audiences to the group's work.

Beyond their performances, the group meets three times a week and actively contributes to community engagement by organising five annual coffee mornings at the community centre.

In recognition of their achievements, the group's 2024 pantomime, *Robinson Crusoe*, was awarded an Accolade of Excellence by the National Operatic and Dramatic Association (NODA) and was nominated for Best Pantomime in the Southeast.

Financial Implications

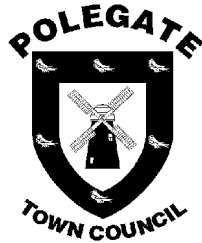
The costs associated with the award and presentation will be covered through the mayor's allowance for 2025.

Conclusion

Reinstating the Annual Civic Award will allow the Council to formally recognize outstanding community contributions. Polegate Drama Group has demonstrated exceptional dedication to the arts and local engagement, making them a deserving recipient for 2025.

It is recommended that the Council approves this motion.

Polegate Town Council



SCHEME OF DELEGATION

This Scheme of Delegation was adopted by the council May 2025

1. Introduction

- 1.1 The council scheme of delegation is designed to enable the council to function efficiently and effectively. Without a scheme of delegation, every decision would have to be taken at a council meeting. The scheme of delegation gives decision-making powers to committees and officers to enable the council to react to circumstances and operate effectively.
- 1.2 Powers cannot be legally delegated to individual councillors or working groups.
- 1.3 Working groups are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or council with its findings which may include recommendations.

2. Matters reserved for council

2.1 The following matters are dealt with by council only:

- Approval of budget and setting the precept
- Approval of the Annual Governance and Accountability Return (AGAR) and internal and external audit of accounts
- Authorisation of borrowing
- Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
- Making of Orders under any statutory powers
- Making, amending or revoking by-laws
- Appointment of standing committees
- Appointing council representatives to outside bodies
- All other matters which must, by law, be reserved to the council
- All employment matters regarding the Town Clerk
- Civic and ceremonial activities
- All electoral matters
- Highway and traffic matters
- Community events
- Website
- Parking

3. Delegation to committees generally

- 3.1 Committees are delegated authority to make decisions in respect of matters consistent with the terms of reference for each committee. All decisions must be exercised in accordance with the law, the council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- 3.2 For each committee, these delegated decision-making powers include:
- Creation of working groups
 - Appointment of working group members, who may include non-councillors where they bring expertise or knowledge, subject to confidentiality arrangements consistent with those required of councillors
- 3.3 Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the council.

3.4 The council may at any time, following resolution, revoke any delegated authority.

4. Delegation to specific committees

Finance and Policy Committee

4.1 In accordance with the committee terms and reference, the following matters are delegated to the Finance and Policy committee:

- Review of budget position
- Consideration of annual budget request of all standing committees for recommendation to council
- Approval and award of grants and donations
- Approval of risk management strategy
- Financial Administration issues, including banking, contracts and insurance
- Leases and licences, budget variances, amendments and virements
- Policy review and making recommendations to council
- Legal and professional services
- Land matters
- Reviewing Financial Regulations.

Planning Committee

4.2 In accordance with the committee terms and reference, the following matters are delegated to the Planning committee:

- Commenting on:
- - Planning applications
 - Tree Preservation Order applications
 - Local and regional plans
 - Justice Licences
 - Conservation Areas and Listed Buildings
 - Appeal Notices
 - Polegate Master Plan
 - All other planning or highway matters the council is consulted on

Personnel Committee

4.3 In accordance with the committee terms and reference, the following matters are

4.4 Delegated to the Personnel committee:

- All staffing matters not delegated to the Town Clerk
- Consider reports on staffing matters produced by the Town Clerk
- Amending staff structure to reflect the Council's future resourcing needs, making recommendations to Council
- Compliance with Health and Safety legislation
- Consider and resolve all staff grievances in accordance with Grievance Policy
- Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy
- Consider and resolve all staff appeals concerning grievance or disciplinary matters

- Consider and resolve appeals to decisions relating to a complaint

5. Delegation to the Town Clerk

5.1 To allow the council to operate efficiently and effectively, many matters are delegated to the Town Clerk including day-to-day management of the council's facilities and administration.

5.2 The Town Clerk may decide not to exercise delegated responsibilities and may instead make a recommendation to a committee or the council. Similarly, for matters where the Town Clerk has no delegated power, these matters will be referred to a committee or the council for a decision.

5.3 The council may at any time, following resolution, revoke any delegated authority.

As Proper Officer

5.4 As Proper Officer of the council, the Town Clerk has delegated authority to:

- Issue all statutory notifications
- Receive Declarations of Acceptance of Office from councillors
- Receive and record Register of Members' Interest forms
- Receive and retain documents and plans
- Hold the council's seal and apply it to documents as approved by council
- Sign notices or other documents on behalf of the council
- Receive copies of by-laws made by principal authority
- Certify copies of by-laws made by the council
- Sign summons to attend meetings
- Advise on compliance with Standing Orders
- Manage all council staff
- Manage the provision of council services, buildings, land and resources
- Incur expenditure in an emergency up to £2,000 whether budgeted or not
- Act on behalf of the council in an urgent situation and report back to the council as soon as practical
- Deal with dispensation requests from Members under the Code of Conduct
- Deal with matters specifically delegated by council or committee
- Take all decisions relating to the training of councillors and staff
- Appoint all employees in accordance with the council's staff structure
- Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the council
- Appoint casual / temporary members of staff as needed to meet the business needs of the council and within existing budgets
- Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the council
- Deal with all disciplinary matters and hearings in accordance with the council's Disciplinary Policy
- Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the council
- All other staffing matters
- Responsible for the overall management of all budgets in accordance with council policies, including virements between budgets and earmarked reserves as required
- Authorised to issue press releases on any council activity exercised in accordance

with council policy

- Overall responsibility for Health and Safety across all council owned sites
- Day to day management of land, buildings and other resources
- Project development for consideration by council
- Management of maintenance contracts
- Co-ordinate civic functions
- Co-ordinate the council's website, social media and press relations, in consultation with the appropriate councillors as required
- Ensure the council adheres to the Local Government Transparency Code
- Decisions over responses to police regarding community resolutions
- Approval of payments for the Mayor to be paid prior to approval at a full council meeting for expediency
- Appoint consultants as and when required

As Responsible Financial Officer (RFO)

5.5 As Responsible Financial Officer of the council, the Town Clerk has delegated authority to:

- Ensure compliance with Financial Regulations
- Ensure compliance with all financial procedures
- Determine accounting policies, records and control systems
- Manage risk management of the council
- Oversee the financial management of the council
- Report to the Finance and Policy Committee on the financial performance of the council
- Oversee the management of the budget process
- Prepare a budget for presentation to the council
- Complete the annual shut-down of the accounts system and completion of the Annual Governance and Accountability Return (AGAR)
- Report to internal and external auditor matters under Local Government Finance Act 1988 s114
- Arrange and manage the council's insurance arrangements
- Management of council salaries in accordance with contracts of employment.

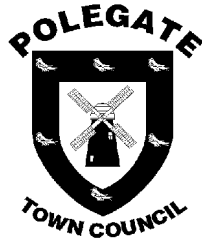
Statement prepared for adoption by Polegate Town Council at its meeting on 19.05.25

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Polegate Town Council



PLANNING COMMITTEE TERMS OF REFERENCE

These Terms of Reference were adopted by the council May 2025

1. Committee structure

- 1.1 The committee will be constituted at the Annual Council meeting in May each year.
- 1.2 The committee will meet as often as required to observe consultee response timescales set by Wealden District Council, South Downs National Park Authority or East Sussex County Council.
- 1.3 The committee will consist of a maximum of 6 councillors plus the Mayor and Deputy Mayor who hold ex-officio seats on all committees.
- 1.4 The committee will elect its own Chair and Vice-Chair.

2. Specific responsibilities

- 2.1 The committee will consider and make recommendations to Wealden District Council, South Downs National Park Authority or East Sussex County Council on all plans within the Polegate boundary and those outside the boundary which have an impact on the town.
- 2.2 A nominated member of the committee will represent the views of the committee at any Wealden District Council, South Downs National Park or East Sussex County Council Planning Committee meeting as shall be required.
- 2.3 When necessary, applications may be considered by the Chair, Vice-Chair and one other councillor, by way of the delegated process. If the Chair or Vice-Chair are unavailable or have an interest the Mayor or Deputy Mayor may consider the applications.
- 2.4 The committee have delegated authority to agree recommendations on the following:
 - Planning applications
 - Major planning applications
 - Enforcement notices
 - Appeal notices
 - Justice licences
 - Tree Preservation Orders
 - Conservation areas and listed buildings
 - Local Development Framework/ Local Plan
 - Polegate Master Plan and reviews
 - Street naming requests
 - Other Planning related matters

3. Town Clerk responsibilities

- 3.1 The Town Clerk shall record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose.
- 3.2 The Town Clerk shall refer a planning application received by the council to the Chair of the Planning Committee or in their absence the Vice-Chair or in their absence the Chairman of the Council within 2 working days of receipt to facilitate a briefing meeting if the nature of a planning application requires consideration before the next ordinary meeting of the

Planning Committee.

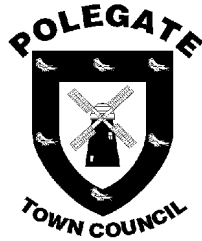
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Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Polegate Town Council



PERSONNEL COMMITTEE TERMS OF REFERENCE

These Terms of Reference were adopted by the council May 2025

1. Committee structure

1.1 The committee will be constituted at the Annual Council meeting in May each year.

1.2 The committee will meet as often as required to make recommendations to council for resolution.

1.3 The committee will consist of a maximum of 6 councillors plus the Mayor and Deputy Mayor who hold ex-officio seats on all committees.

2. Specific responsibilities

2.1 The committee have delegated authority to agree recommendations on the following:

- To recommend major changes to the Personnel budget
- To discuss requests from the Town Clerk on personnel matters (note – day-to-day staffing matters are delegated to the Town Clerk)
- To consider the implications of reports from the Town Clerk in respect of changes in employment law and report to council accordingly where required.
- To make recommendations that require a council decision on any staffing matters or staff policies not already under delegated authority of the Town Clerk, including
 - Maintaining good relationships with council staff
 - Organisational and staff reviews
 - Service and salary levels
 - To consider and resolve all staff disciplinary /grievance matters
- Other matters delegated to the committee

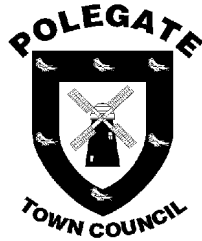
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Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Polegate Town Council



LIBRARY WORKING GROUP TERMS OF REFERENCE

These Terms of Reference were adopted by the council May 2025

1. Working group structure

1.1 The working group will be constituted at the Annual Council meeting in May each year.

1.2 The working group will meet as often as required. The working group has no delegated decision-making powers and will make recommendations to council for resolution other than through the Town Clerks delegated authority.

1.3 The working group will consist of 4 councillors. The County Councillors may be invited to attend meetings but will not be able to vote.

2. Specific responsibilities

2.1 The working group will discuss and make recommendations on all items relating to Polegate library.

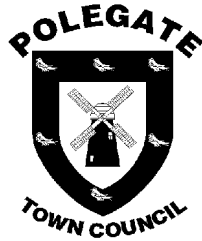
Statement prepared for adoption by Polegate Town Council at its meeting on 19.05.25

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Polegate Town Council



INTERNAL AUDIT REVIEW AND INTERNAL CONTROL WORKING GROUP TERMS OF REFERENCE

These Terms of Reference were adopted by the council May 2025

1. Working group structure

1.1 The working group will be constituted at the Annual Council meeting in May each year.

- 1.2 The working group will meet as often as required. The working group has no delegated decision-making powers and will make recommendations to council for resolution.
- 1.3 The working group will consist of 2 councillors plus the Chair and Vice-Chair of the Finance and Policy Committee.

2. Specific responsibilities

- 2.1 The working group will discuss, review and make recommendations for a full council review on the internal audit and internal systems of control and to carry out reviews as and when required.

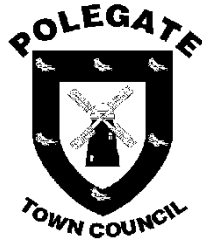
Statement prepared for adoption by Polegate Town Council at its meeting on 19.05.25

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Polegate Town Council



FINANCE AND POLICY COMMITTEE TERMS OF REFERENCE

These Terms of Reference were adopted by the council May 2025

1. Committee structure

- 1.1 The committee will be constituted at the Annual Council meeting in May each year along with its chair and vice chair.
- 1.2 The committee will meet at least once a year prior to the budget being set by council.
- 1.3 The committee will consist of a maximum of 7 councillors plus the Mayor and Deputy Mayor who hold ex-officio seats on all committees.

2. Specific responsibilities

- 2.1 In accordance with the council's Scheme of Delegation and Financial Regulations 1.13 and 1.14, the committee has delegated authority agree recommendations to council on the following:

- Setting the budget and precept

- 2.2 The committee has delegated authority to make decisions on the following:

- Payments
- Budget monitoring and virements not already delegated to the town clerk
- Reviews of policies
- Banking
- Investments
- Grants
- Contracts
- Licences and leases
- Insurance policies
- Fees and charges
- Legal and professional services
- Land matters
- S106 funding (including use)
- CIL (Community Infrastructure Levy) funding (including use)
- Other financial matters

3. Responsibilities and accordance with Financial Regulations

- 3.1 The Committee shall consider and recommend to council Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - the accounting records and systems of internal control
 - the assessment and management of financial risks faced by the council
 - the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually
 - the inspection and copying by Councillors and local electors of the Council's
 - Procurement policies (subject to Financial Regulation 11 including the setting of values for different procedures where the contract has an estimated value of less than £60,000.¹

¹ To match financial regs

3.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 ²shall be procured on the basis of a formal tender as summarised in Financial Regulation 11.

3.3 Any formal tender ³process shall comprise the following steps:

- a specification of the goods, materials, services and the execution of works shall be drawn up
- tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time
- tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council
- tenders are then to be assessed and reported to the appropriate meeting of council or committee.

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

3.5 The full requirements of The Public Contracts (Amendments) Regulations 2012, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU.

3.6 All councillors, without exception, will go through the Chair of Finance & Policy when bringing up any financial matter, who will then contact the Clerk with those details if appropriate. (amended 17/1/2011)

Statement prepared for adoption by Polegate Town Council at its meeting on 19.05.25

Signed by

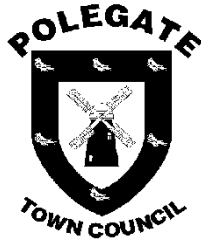
Mayor of Polegate

Town Clerk/Proper Office/RFO

² To match financial regs

³ Contracts over £60,000

Polegate Town Council



COMMUNITIES AND TOURISM COMMITTEE TERMS OF REFERENCE

These Terms of Reference were adopted by the council May 2025

1. Committee structure

- 1.1 The committee will be constituted at the Annual Council meeting in May each year.
- 1.2 The committee will meet as often as required. The committee has no delegated decision-making powers and will make decisions and recommendations, or to the Finance and Policy Committee if funding is required.
- 1.3 The committee will consist of 8 councillors (and other invited parties with an interest in the town including shop keepers and residents if required)
- 1.4 The committee will elect its own Chair and Vice-Chair.

2. Specific responsibilities

2.1 The committee will discuss and make recommendations to council on the following:

- High Street appearance
- Dropped Kerbs
- Finger posts
- Additional bins and report to Buildings and Land or full council as required
- General street scene including weeds and other issues
- Parking issues
- Accessibility (Via the Wealden District Council accessibility report)
- Neighbourhood Development Plan
- Tourism in the community
- Community development
- Links to the South Downs National Park

This committee has delegated responsibility.

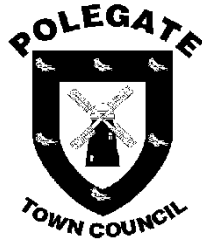
Statement prepared for adoption by Polegate Town Council at its meeting on 19.05.25

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Polegate Town Council



BUILDING AND LAND COMMITTEE TERMS OF REFERENCE

These Terms of Reference were adopted by the council May 2025

1. Committee structure

- 1.1 The Committee will be constituted at the Annual Council meeting in May each year along with a chair and vice chair.
- 1.2 The Committee will meet as often as required. The Committee has no delegated powers
- 1.3 The Committee will consist of 9 councillors plus the Mayor and Deputy Mayor who hold ex-officio seats.

2. Specific responsibilities

- 2.1 The Committee will discuss and make decisions on all council land and assets including but not exclusive to the following:

- **Brightling Road Leisure Ground area including - BMX Track land, Meadow land, Mini Railway enclosure land, Land at William Daly Gates**
- **Oakleaf Play Area (leased)**
- **Polegate War Memorial Recreation Ground**
- **High Street offices (49 & 51)**
- **Gosford Way Allotments (leased)**
- **Cophall Allotments**
- **Street lighting**
- **High Street Toilets and council garden**
- **Proposed library**

Statement prepared for adoption by Polegate Town Council at its meeting on 19.05.25

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO

Report to Polegate Town Council
Subject: VE Day 80 Beacon Lighting Event

1. Event Overview

The VE Day 80 Beacon Lighting Event is scheduled for Thursday, 8th May 2025, at 9:30 PM at Brightling Recreation Ground, Polegate. This event is part of the nationwide commemoration of the 80th anniversary of VE Day. The beacon will be lit as a symbolic act of remembrance and unity, with an official tribute to be read during the lighting ceremony.

2. Costs for Approval

The following estimated costs for the event require approval:

Item	Cost (Net)
Beacon	£549.00
Gas Cylinder	£110.00
Anchors/Sandbags (to secure beacon)	£17.36
Fire Extinguisher (general purpose)	£19.99
Additional Lighting for Pathway	£49.99
Total	£746.34

3. Considerations for Agreement

The Committee is requested to consider and agree on the following aspects:

- **Guest Invitations:**
 - Who should be invited to attend? Suggested invitees include local dignitaries, town councillors, veterans, and community leaders. Are there any other key figures or organisations to be considered?
- **Tribute Reading & Lighting of the Beacon:**
 - Who will be responsible for reading the official tribute during the event?
 - Who will have the honour of lighting the beacon?
- **Logistics & Safety:**
 - Ensure the pathway is well-lit for public safety and to provide a welcoming atmosphere for attendees.
 - Fire safety measures, including the provision of a general-purpose fire extinguisher, will be in place.
 - Secure placement of the beacon to prevent any accidents or safety hazards. Ensure that anchors and sandbags are properly used to secure the beacon in place.

- **Additional Activities (Suggestions from Councillors):**

- Singing of "I Vow to Thee, My Country" at 21:30:
 - Councillors have suggested organising a community sing-along of this national anthem of remembrance at 9:30 PM. This could serve as a unifying moment for attendees.
- **Poppy Display on High Street:**
 - Councillors have also proposed placing poppies down the High Street in Polegate as a visual tribute to VE Day. This could enhance the commemorative atmosphere across the town.
- **Other Commemorative Items:**
 - Councillors may also wish to review the possibility of adding additional commemorative items, such as lamp post signs or other visual displays. For more ideas on how to commemorate VE Day, councillors can explore various items available at <https://rbli.shop/collections/ve-day-80>.

4. Decision Required

The Committee is requested to:

- Approve the total budget of £746.34.
- Confirm the list of invitees for the event.
- Decide who will light the beacon and read the official tribute during the ceremony.
- Consider the suggestions from councillors regarding the singing of "*I Vow to Thee, My Country*" at 9:30 PM and the poppy display along the High Street. If agreed, approval will be sought for any additional costs associated with these activities.
- Delegate authority to the Town Clerk to ensure timely planning and execution of the event. Without this delegation, there will not be sufficient time to organise all aspects of the event and schedule another meeting to ratify the Committee's decisions.