UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 11th January 2016 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs D Watts, M Falkner, T Bennett, B Goodwin, D Dunbar, Ms A Snell, Mrs C Berry, Mrs M Piper, D Murray, D Shing, S Shing, R Shing, S Dobson, Mrs W Alexander (left before the commencement of the meeting due to ill health)
14)
Not Present: - Cllr E Board (1)

2 members of the public

Minute	Subject/Resolution
11609	**Opportunity for public comment** *Standing orders suspended* A resident gave his opinion on how the budget should be set and reserves.*(statement attached for reference)* *Standing order reinstated*
11610	**Apologies for absence** Cllr E Board, Cllr Mrs Alexander attended but left prior to the commencement of the meeting due to ill health.
11611	**Declarations of interest in any items on the agenda** None
11612	**Financial Update - Approval of accounts for payment** **a. Resolution required for approval of submitted accounts** **It was resolved to approve the payments as presented to the value of £8879.07 VOTE All in favour Cllrs D Watts, M Falkner, T Bennett, B Goodwin, D Dunbar, Ms A Snell, Mrs C Berry, Mrs M Piper, D Murray, D Shing, S Shing, R Shing, S Dobson**
11613	**Budget and precept setting** **It was resolved to set the budget as figures below**

	Year 2016/17 Budget 2016 / 17 £
EMPLOYEE COSTS	
Town Clerk	**35,441**
Administrative Assistant	**9,578**
Handyperson / Groundsman	**8,949**
Litter-Picker	**7,761**
Cleaner / Keyholder	**2,814**
Overtime	**200**
NI (ER's)	**4,500**
Pension Conts (ER's)	**2,150**
Finance Officer	**900**
Internal Auditor	**600**
Administrative Assistant 2	**9,356**
Travelling Expenses	**1,000**
Training Expenses	**1,000**

		Professional Fees	
		SSP Recovery	
		TOTAL EMPLOYEE COSTS	84,249
			£
		ADMINISTRATION	
		Postage	**300**
		Stationery	**1,000**
		Photocopier Charges	**1,500**
		Computer Consumables	**200**
		Office IT Equipment	**500**
		Website	**500**
		Legal Fees	**2,500**
		Audit Fees	**800**
		Insurance Premiums	**6,000**
		Insurance Tree Inspection	**300**
		Subscriptions	**2,700**
		Publications	**120**
		Advertising	**100**
		Tree Works Brightling Road	**0**
		Town Council Elections	**5,500**
		NEW EAR MARKED RESERVE FOR BY REFERENDUM/ELECTIONS/POLLS	**16,657**
		Refreshments	**150**
		Bank/Barclaycard Charges	**75**
		First Aid	**75**
		Newsletter Printing	**0**
		Newsletter Production	**500**
		Hire of Halls	**570**
		Telephone / Fax	**1,600**
		Broadband / Internet Charges	**430**
		IT services (maintenance of software and equipment)	**500**
		TOTAL ADMINISTRATION COSTS	42,577
		TOWN COUNCILLORS	
		Councillors Allowances	**6,300**
		Councillors Expenses	**600**
		Councillors Training	**1,000**
		Mayors Allowance	**2,000**
		Poppy wreath remembrance day	**0**
		TOTAL TOWN COUNCILLORS	9,900
		GENERAL ADMINISTRATION	
		Grants To Other Organisations	**2,000**
		Finance Software	**1,000**
		Photocopies/Postage recharge	**(16)**
		Investment Income	**(50)**
		Polegate Town Map	
		TOTAL GENERAL ADMINISTRATION	2,934
		COUNCIL OFFICES	
		Council Tax	**6,500**
		Electricity	**2,000**
		Water Charges	**200**
		Sewerage Charges	**220**
		office alterations >EMR	**13,165**

	Photocopier Lease	**800**
	Window Cleaning	**100**
	Alarm Maintenance	**350**
	Fire Precautions	**500**
	Other maintenance	**500**
	Other Office Equipment	**300**
	Housekeeping	**120**
	Refuse Collection (Commercial)	**1,200**
	PWLB Loans - Capital	**3,000**
	PWLB Loans - Interest	**2,590**
	Hire of Chamber / Offices	**(500)**
	TOTAL COUNCIL OFFICES	31,045
		£
	51 HIGH STREET - RENTED OFFICES	
	Income	**(1,000)**
	Recharged Services	**0**
	Expenditure	**0**
	TOTAL 51 HIGH STREET	(1,000)
	THE PAVILION, WANNOCK ROAD	
	Electricity	**2,400**
	Water	**250**
	Sewerage	**880**
	Maintenance	**0**
	Fire Precautions	**100**
	Pavilion replacement	**0**
	council tax	**0**
	Rental Income	**(1,200)**
	TOTAL THE PAVILION, WANNOCK ROAD	2,430
	WANNOCK OFFICE, WANNOCK ROAD	
	Electricity	**500**
	Sewerage	**0**
	Council tax	**3,380**
	Maintenance	**50**
	Fire precautions	**60**
	Income	**(200)**
	TOTAL WANNOCK OFFICE, WANNOCK ROAD	3,790
	HIGH STREET TOILETS	
	Cleaning/opening contract	**7,500**
	Maintenance	**300**
	Electricity	**500**
	Water	**550**
	Sewerage	**800**
	Legal costs	**1,020**
	Sanitary units	
	Council Tax	
	Refurbishment	**0**
	Purchase Costs	**0**
	Income from Toilet Scheme	**(1,200)**
	TOTAL HIGH STREET TOILETS	9,470
		£

	TOWN CENTRE & COMMUNITY SAFETY	
	CCTV Costs	**3,000**
	Crossing Patrol	
	TOWN CENTRE & COMMUNITY SAFETY	3,000
		£
	RECREATION GROUNDS / FACILITIES	
	Grounds Maintenance	**7,500**
	Water	**336**
	Gen Maintenance	**6,200**
	Travelling	**800**
	Skate Park Facilities	**6,000**
	Toilets Provision	**6,400**
	Lease Charges	**150**
	Dog Bins	**3,800**
	Playground Equipment	**1,800**
	Safety Inspections - (All Equip)	**500**
	Brightling road lease charges (income)	**(120)**
	Hire Fees	
	Drainage Ear Marked Reserve	
	TOTAL RECREATION GROUNDS	33,366
		£
	HIGHWAYS	
	Bus Shelters	**0**
	Street Signs	**0**
	Noticeboards	**0**
	Urban Grasscutting	**25,000**
	Seat Provision	**0**
	Flower Beds & Displays (Summer & Winter Plants + Maintenance)	**6,000**
	Council Office Garden/Crossroads/Wannock	**650**
	Town Focal Enhancement on A2270/A27	**0**
	TWO WEED KILLINGS PER YEAR	**0**
	Guardian Court Crossing > EMR	**11,500**
	ESCC Grass Cutting contribution	**(8,100)**
	TOTAL HIGHWAYS	35,050
	ALLOTMENTS COPHALL	
	Maintenance	**500**
	Improvements	**200**
	Water Charges	**600**
	Allotment Fees	**(1,150)**
	TOTAL Cophall ALLOTMENTS	150
	ALLOTMENTS GOSFORD	
	Rent of Land	**100**
	Allotment fees Gosford	**(100)**
	Total Gosford Allotments	0
		£
	STREET LIGHTING	
	Energy Charges	**9,500**
	Maintenance Charges	**10,000**
	New Work /	**40,000**

Improvements/repairs	
Xmas Decorations	**10,000**
Additional Christmas Decorations	**0**
TOTAL STREET LIGHTING	69,500
PRIZES & PRIZEGIVING	**£**
Poppy Wreath Rembrance day	**50**
Civic Award	**250**
Best Allotments	**50**
Best Gardens	**50**
best back garden	**50**
Best Dressed Houses	**20**
Best Dressed Shops	**20**
Prize Party	**200**
TOTAL PRIZES & PRIZEGIVING	690
THE POLEGATE PARTNERSHIP	
Administration	**0**
Replacement planting in flower beds/reserves if not required this year	**510**
sponsorship crossroads	**(500)**
crossroads flowers/tub summer winter	**500**
Maintenance and watering of beds	**490**
Flower Beds -Hailsham (A27) Road	**(1,000)**
TOTAL THE POLEGATE PARTNERSHIP	0
	£
PLANNING COMMITTEE	
Hire of Halls	**200**
TOTAL PLANNING COSTS	200
THE RETIRED	**500**
TOTAL RETIRED	500
	£
TOTAL EMPLOYEE COSTS	**84,249**
TOTAL ADMINISTRATION COSTS	**42,577**
TOTAL TOWN COUNCILLORS	**9,900**
TOTAL GENERAL ADMINISTRATION	**2,934**
TOTAL COUNCIL OFFICES	**31,045**
TOTAL 51 HIGH STREET now included above	**(1,000)**
TOTAL THE PAVILION	**2,430**
TOTAL WANNOCK OFFICE	**3,790**
TOTAL HIGH STREET TOILETS	**9,470**
TOTAL TOWN CENTRE & COMM. SAFETY	**3,000**
TOTAL RECREATION GROUNDS	**33,366**
TOTAL HIGHWAYS	**35,050**
TOTAL ALLOTMENTS	**150**
TOTAL ALLOTMENTS GOSFORD	**0**
TOTAL STREET LIGHTING	**69,500**
TOTAL PRIZES AND PRIZEGIVING	**690**

	TOTAL POLEGATE PARTNERSHIP	**0**
	TOTAL PLANNING COSTS	**200**
	TOTAL THE RETIRED	**500**
	TOTAL EXTRAS	**0**
	BUDGET TOTALS	**327,851**
	Less Grant from WDC re tax base changes	**(16,657)**
	PRECEPT	(311,194)
	OPERATING (SURPLUS)/DEFICIT	**0**
	Last years band D 96.98 TAX BASE 2015/16 2992.2	
	Band D £104.00 which equates to less than 2 pence per day	
11614	**Proposed dates of next cycle of meetings** **Full Council precept setting 11th January 2016** **Full council 25th January 2016** **Full Council 29th February 2016** **Full Council 21st March 2016** **Full Council 25th April 2016**	

The meeting closed at 7.50 pm

Signed Mayor of Polegate ___________________________________

Date ________________________________