

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 14<sup>th</sup> January 2013 in the Council Chamber, 49 High Street Polegate at 7.30pm**

**Present:** Cllrs M Cunningham **MC**(Chair), J Harmer **JH**, G Gibbs MBE **GG** D Broadbent **DB**, M Pybus **MP**, S Shing **SS (late arrival)**, H Parker **HP (15)**

**Not Present:** Mrs M Piper **MP**, D Shing **DS**, Mrs J Voyce **JV**, M Clewett **MCI**, T Voyce **TV**, Mrs C Berry **CB**, E Board **EB**, J O’Riordan **JOR**, (0)  
No members of the public

| <b>Minute No.</b> | <b>Subject/Resolution</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Action</b> |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>10459</b>      | <b>Apologies for absence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | -             |
| <b>10460</b>      | <b>Declarations of Interest in any items on the agenda</b><br>None – All councillors had previously resolved a dispensation to discuss the budget including councillor’s allowances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |
| <b>10461</b>      | <b>Opportunity for Public comment</b><br>None present                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |
| <b>10462</b>      | <b>Setting of the Budget and Precept for 2013/14</b><br>Cllr Shing arrived at 7.51pm<br><b>Following detailed discussion on the budget, the new tax base and associated changes in the precept it was resolved to accept the budget as presented with changes to the school crossing patrol. Half to be paid by the school and to move an under spend for the tree works this year of £1000 into an earmarked reserve to pay for the part of the crossing patrol 2013/14.</b><br><br><b>It was resolved to set the budget at £246156 and that the precept request to be £215530 the remainder to be supported by the grant from Wealden of £30,286 and a small amount from general reserves £340. VOTE All in Favour</b><br><br>The band D rate will therefore remain at 83.30<br><br>The Breakdown of the accounts is listed on the following pages. | -             |

The meeting closed at 7.52 pm

**EMPLOYEE COSTS**

|                          |        |
|--------------------------|--------|
| Town Clerk               | 30,851 |
| Administrative Assistant | 8,851  |
| Handyperson / Groundsman | 7,956  |
| Litter-Picker            | 6,683  |
| Cleaner / Keyholder      | 2,463  |
| overtime                 | 1,000  |
| NI (ER's)                | 5,005  |
| Finance Officer          | 600    |
| Internal Auditor         | 550    |
| additional admin         | 8,677  |
| travel expenses          | 1,125  |
| Training Expenses        | 1,000  |
| Professional Fees        | 0      |
| SSP Recovery             | 0      |
| Pension Conts (ER's)     | 0      |

**EMPLOYEE COSTS 74,761****TOTAL EMPLOYEE COSTS 74,761****ADMINISTRATION**

|                          |       |
|--------------------------|-------|
| Postage                  | 450   |
| Stationery               | 2,000 |
| Photocopier Copy Charges | 2,200 |
| Computer Consumables     | 500   |

|                           |       |
|---------------------------|-------|
| Office IT Equipment       | 0     |
| Legal Fees                | 3,000 |
| Audit Fees                | 2,100 |
| Website Charges           | 500   |
| Insurance Premiums        | 5,500 |
| Insurance Tree Inspection | 400   |
| Tree works bnrightling rd | 500   |
| Subscriptions             | 3,000 |
| Publications              | 200   |
| Advertising               | 800   |
| Town Council Elections    | 5,370 |
| Refreshments              | 150   |
| Bank/Barclaycard Charges  | 50    |
| First Aid                 | 100   |
| Newsletter Delivery       | 1,550 |
| Newsletter Copies         | 1,500 |
| Hire of Halls             | 200   |

|                              |       |
|------------------------------|-------|
| Telephone / Fax              | 1,500 |
| Broadband / Internet Charges | 400   |

**TOTAL ADMINISTRATION COSTS 31,970**

**TOWN COUNCILLORS**

|                        |       |
|------------------------|-------|
| Councillors Allowances | 5,960 |
|------------------------|-------|

|                      |     |
|----------------------|-----|
| Councillors Expenses | 200 |
|----------------------|-----|

|                      |     |
|----------------------|-----|
| Councillors Training | 450 |
|----------------------|-----|

|                  |       |
|------------------|-------|
| Mayors Allowance | 2,000 |
|------------------|-------|

|                               |              |
|-------------------------------|--------------|
| <b>TOTAL TOWN COUNCILLORS</b> | <b>8,610</b> |
|-------------------------------|--------------|

**GENERAL ADMINISTRATION**

|                   |      |
|-------------------|------|
| Investment Income | (50) |
|-------------------|------|

|                               |       |
|-------------------------------|-------|
| Grants To Other Organisations | 4,000 |
|-------------------------------|-------|

|                   |   |
|-------------------|---|
| Polegate Town Map | 0 |
|-------------------|---|

|                                       |       |
|---------------------------------------|-------|
| New Accountancy/Financial Information | 1,000 |
|---------------------------------------|-------|

|                              |      |
|------------------------------|------|
| Photocopies/Postage recharge | (15) |
|------------------------------|------|

|                                     |              |
|-------------------------------------|--------------|
| <b>TOTAL GENERAL ADMINISTRATION</b> | <b>4,935</b> |
|-------------------------------------|--------------|

**COUNCIL OFFICES**

|             |       |
|-------------|-------|
| Council Tax | 4,725 |
|-------------|-------|

|             |       |
|-------------|-------|
| Electricity | 2,000 |
|-------------|-------|

|               |     |
|---------------|-----|
| Water Charges | 200 |
|---------------|-----|

|                  |     |
|------------------|-----|
| Sewerage Charges | 150 |
|------------------|-----|

|             |       |
|-------------|-------|
| Photocopier | 1,000 |
|-------------|-------|

|                 |     |
|-----------------|-----|
| Window Cleaning | 108 |
|-----------------|-----|

|                   |     |
|-------------------|-----|
| Alarm Maintenance | 225 |
|-------------------|-----|

|                        |     |
|------------------------|-----|
| Other Office Equipment | 500 |
|------------------------|-----|

|                  |     |
|------------------|-----|
| Fire Precautions | 300 |
|------------------|-----|

|                   |     |
|-------------------|-----|
| Other maintenance | 500 |
|-------------------|-----|

|                           |       |
|---------------------------|-------|
| Hire of Chamber / Offices | (800) |
|---------------------------|-------|

|              |     |
|--------------|-----|
| Housekeeping | 120 |
|--------------|-----|

|                                |       |
|--------------------------------|-------|
| Refuse Collection (Commercial) | 1,800 |
|--------------------------------|-------|

|                      |       |
|----------------------|-------|
| PWLB Loans - Capital | 2,634 |
|----------------------|-------|

|                       |       |
|-----------------------|-------|
| PWLB Loans - Interest | 2,938 |
|-----------------------|-------|

|                              |               |
|------------------------------|---------------|
| <b>TOTAL COUNCIL OFFICES</b> | <b>16,400</b> |
|------------------------------|---------------|

**51 HIGH STREET - RENTED OFFICES**

|             |   |
|-------------|---|
| Expenditure | 0 |
|-------------|---|

|                                |   |
|--------------------------------|---|
| Fresh water -? To be recharged | 0 |
|--------------------------------|---|

|                            |   |
|----------------------------|---|
| Sewage - ? To be recharged | 0 |
|----------------------------|---|

|                            |   |
|----------------------------|---|
| Council Tax paid by tenant | 0 |
|----------------------------|---|

|                                |   |
|--------------------------------|---|
| maintenance - ? O be recharged | 0 |
|--------------------------------|---|

|        |         |
|--------|---------|
| Income | (5,000) |
|--------|---------|

|               |   |
|---------------|---|
| Refurbishment | 0 |
|---------------|---|

|                             |                |
|-----------------------------|----------------|
| <b>TOTAL 51 HIGH STREET</b> | <b>(5,000)</b> |
|-----------------------------|----------------|

**THE PAVILION, WANNOCK ROAD**

|                         |         |
|-------------------------|---------|
| council tax             | 3,500   |
| Electricity             | 2,900   |
| Electricity Office area |         |
| Water                   | 945     |
| Water Office area       |         |
| Sewerage                | 500     |
| Sewerage Office area    |         |
| Maintenance             | (5,500) |
| Fire Precautions        | 200     |
| Rental (Health Centre)  | 0       |
| Utilities contribution  | 0       |
| Pavilion replacement    | 0       |

**THE PAVILION, WANNOCK ROAD**

2,545

**TOWN CENTRE & COMMUNITY SAFETY**

|            |       |
|------------|-------|
| CCTV Costs | 3,000 |
|------------|-------|

|                 |   |
|-----------------|---|
| Crossing Patrol | 0 |
|-----------------|---|

**TOWN CENTRE & COMMUNITY SAFETY**

3,000

**RECREATION GROUNDS / FACILITIES**

|                                       |        |
|---------------------------------------|--------|
| General Maintenance (incl Grds maint) | 13,200 |
|---------------------------------------|--------|

|                   |       |
|-------------------|-------|
| Water             | 0     |
| Seat Provision    | 0     |
| Toilets Provision | 6,000 |

|                                  |         |
|----------------------------------|---------|
| Lease Charges - Oakleaf          | 150     |
| Hire Fees                        | (1,300) |
| Dog Bins                         | 3,700   |
| Playground Equipment             | 3,000   |
| Safety Inspections - (All Equip) | 175     |

BRIGHTLING ROAD

|                                        |       |
|----------------------------------------|-------|
| Skate Park Facilities                  | 6,000 |
| Brightling road lease charges (income) | (120) |

**TOTAL RECREATION GROUNDS**

30,805

**HIGHWAYS**

|                     |        |
|---------------------|--------|
| Bus Shelters        | 0      |
| Street Signs        | 0      |
| Notice boards       | 0      |
| Urban Grass cutting | 19,440 |

|                                     |               |
|-------------------------------------|---------------|
| ESCC Grass Cutting contribution     | (8,100)       |
| Seat Provision                      | 0             |
| Flower Beds & Displays              | 5,800         |
| Council Office Garden               | 650           |
| Town Focal enhancement on A2270/A27 | 0             |
| TWO WEED KILLINGS PER YEAR          | 1,850         |
| <b>TOTAL HIGHWAYS</b>               | <b>19,640</b> |

School Crossing £2100 to be half funded by school £1050, half PTC £1050, £1000 to be transferred to earmarked reserve from tree works budget 2012/13 under spend. The half to be paid from the earmarked reserve.

£1850 new budget for weed spraying, to supplement the 1 spray per year from ESCC.

**ALLOTMENTS**

|                         |             |
|-------------------------|-------------|
| Maintenance             | 500         |
| Improvements            | 200         |
| Water Charges           | 500         |
| Rent of Land            | 115         |
| Allotment Fees          | (1,365)     |
| <b>TOTAL ALLOTMENTS</b> | <b>(50)</b> |

**STREET LIGHTING**

|                                  |               |
|----------------------------------|---------------|
| Energy Charges                   | 9,000         |
| Maintenance Charges              | 9,000         |
| New Work / Improvements/repairs  | 29,000        |
| Xmas Decorations                 | 10,000        |
| Reserve for Handover             |               |
| Additional Christmas Decorations | 0             |
| <b>TOTAL STREET LIGHTING</b>     | <b>57,000</b> |

**PRIZES & PRIZE GIVING**

£

|                                        |            |
|----------------------------------------|------------|
| Best Allotments                        | 50         |
| Best Gardens                           | 50         |
| Best Dressed Houses                    | 20         |
| Best Dressed Shops                     | 20         |
| Prize Party                            | 100        |
| civic award                            | 250        |
| Poppy wreath remembrance day           | 50         |
| <b>TOTAL PRIZES &amp; PRIZE GIVING</b> | <b>540</b> |

**THE POLEGATE PARTNERSHIP**

|                                       |          |
|---------------------------------------|----------|
| Administration                        | 0        |
| Replacement planting in flower beds   | 0        |
| Flower Beds -Hailsham (A27) Road      | (416)    |
| to reserves                           | 416      |
| <b>TOTAL THE POLEGATE PARTNERSHIP</b> | <b>0</b> |

**YOUTH WORKER POLEGATE PROJECT**

|                                    |          |
|------------------------------------|----------|
| Expenditure                        | 0        |
| Other Youth Activities             |          |
| <b>TOTAL YOUTH WORKER POLEGATE</b> | <b>0</b> |

**PLANNING COMMITTEE**

|               |     |
|---------------|-----|
| Hire of Halls | 500 |
|---------------|-----|

**TOTAL PLANNING COSTS**

500

**THE RETIRED**

500

**TOTAL RETIRED COSTS**

500

|                                              |
|----------------------------------------------|
| One xmas tea party only, no summer tea party |
|----------------------------------------------|

|                                         |                  |
|-----------------------------------------|------------------|
| TOTAL EMPLOYEE COSTS                    | 74,761           |
| TOTAL ADMINISTRATION COSTS              | 31,970           |
| TOTAL TOWN COUNCILLORS                  | 8,610            |
| TOTAL GENERAL ADMINISTRATION            | 4,935            |
| TOTAL COUNCIL OFFICES                   | 16,400           |
| TOTAL 51 HIGH STREET                    | (5,000)          |
| TOTAL THE PAVILION                      | 2,545            |
| TOTAL TOWN CENTRE & COMM. SAFETY        | 3,000            |
| TOTAL RECREATION GROUNDS                | 30,805           |
| TOTAL HIGHWAYS                          | 19,640           |
| TOTAL ALLOTMENTS                        | (50)             |
| TOTAL STREET LIGHTING                   | 57,000           |
| TOTAL PRIZES AND PRIZEGIVING            | 540              |
| TOTAL POLEGATE PARTNERSHIP              |                  |
| TOTAL YOUTH WORKER                      | 0                |
| TOTAL PLANNING COSTS                    | 500              |
| TOTAL THE RETIRED                       | 500              |
| <b>PERIOD TOTALS</b>                    | <b>246,156</b>   |
|                                         | <b>£</b>         |
| Less Grant from WDC re tax base changes | (30,286)         |
| <b>PRECEPT</b>                          | <b>(215,530)</b> |
| <b>OPERATING (SURPLUS)/DEFICIT</b>      | <b>340</b>       |

TAX BASE 2013/14      2587.4

BAND D 2013/14 WITHOUT GRANT      95.14

**83.30**

**BAND D Based on the new precept with grant to offset tax base changes by central Government**