

ADOPTED  
POLEGATE TOWN COUNCIL

Minutes of the Full Council meeting held on Monday 28<sup>th</sup> November 2011 in the Council Chamber, 49 High Street Polegate at 7.30 p.m.

Present: Cllrs T Voyce (chair), M Cunningham, G Carter, J O'Riordan, J Harmer, G Gibbs, E Board, R Martin, S Shing, Mrs M Piper, Mrs J Voyce, Mrs C Berry (12)

Not Present: Cllrs M Pybus, M Clewett, D Shing, (3)

No members of the public

**9989** Apologies for absence  
Cllrs D Shing (work), M Clewett (health)

**It was resolved to accept the above reasons for absence VOTE All in favour**

**9990** Declarations of interest  
None

**9991** Minutes of the Council Meeting held on 24<sup>th</sup> October 2011

**It was resolved that the minutes of the Meeting held on 24<sup>th</sup> October 2011 were signed by the chairman as a true and accurate record of the meeting  
VOTE All in favour**

**9992** Items to be dealt with as urgent  
None

**9993** Opportunity for public comment  
None

**9994** Mayor's Report  
The mayor stated he had attended many events recently including Bernhard Barons Christmas Coffee morning, Neighbourhood watch coffee morning and the lights of love service at St Georges.  
The Mayor stated that the Dickensian event had been amazing and asked the clerk to send a letter of thanks from the Council to the chairman of the Dickensian group. He asked that the clerk send letters of thanks to all stall holders and participating group (Carols singers, Bands and Morris dancers etc), plus a letter of thanks to Jeff Rowe the Town Crier, PCSOs, the civic award winners for switching on the lights, PJ Skips for donating such a wonderful tree plus of course Santa. The Mayor reminded those present that help was needed for the tea party on Monday 5<sup>th</sup> December.

**9995** PCSO report  
The report had been circulated prior to the event and noted by all present.  
An additional vandalism report had been circulated to all councillors and noted by those present.

**9996** District/County Councillors' Reports  
Written reports had been received from all councillors prior to the meeting and circulated to all members. No comments were made. A brief verbal report was given by District Councillor R Martin stating that the up coming meeting was likely to have some interesting items to report.

**9997** Reports from Representatives

**It was resolved that these reports would be requested quarterly unless a representative had a specific item to bring to the attention of the Council.  
VOTE All in favour**

a) Citizens Advice Bureau – Cllr Harmer stated that the move from Crowborough to Crowham Lodge had taken place. The first month was rent free and the overall costs were expected to be £25,000. Friends of Crowborough had given a generous donation of £15,840. Hailsham CAB had replaced the entrance roof.  
Cllr S Shing arrived at 8.10pm

- b) Civil Protection – No report.
- c) Cuckmere Community Bus – No report
- d) Neighbourhood Watch – No report (Mayor had commented on the coffee morning)
- e) Eastbourne Area Transport Forum No report
- f) Polegate Windmill - No report
- g) Press Liaison – press releases had been sent about the Dickensian event.

#### 9998 Town clerk report

The clerk gave a brief verbal report on the workload in the office.

#### 9999 Adoption of minutes and recommendations for committees and standing committees

- a) Personnel Committee 7<sup>th</sup> November 2011

**It was resolved to adopt the minutes of the Personnel Committee meeting of 7<sup>th</sup> November 2011 and the recommendations would be discussed under minute 10000 VOTE All in favour**

- b) Environment & Leisure Budget 14<sup>th</sup> November 2011

**It was resolved to adopt the minutes of the Environment & Leisure Committee of 14<sup>th</sup> November 2011 and the recommendations would be discussed under minute 10000. VOTE All in favour**

- c) Planning Committee Minutes 115<sup>th</sup> November 2011.

**It was resolved to adopt the minutes of the Planning Committee of 10<sup>th</sup> October 2011 and the recommendations to be discussed under minute 10000. VOTE All in favour**

- d) Finance & Policy Committee Minutes 21<sup>st</sup> November 2011

**It was resolved to adopt the minutes of the Finance & Policy Committee of 21<sup>st</sup> November 2011 and to discuss the recommendations under minute 10000. VOTE All in favour.**

#### 10000 Budget Proposals

##### EMPLOYEE COSTS

|                             | Budget<br>2012/13 |
|-----------------------------|-------------------|
|                             | £                 |
| Town Clerk                  | 29,236            |
| Administrative Assistant    | 8,851             |
| additional admin            | 8,677             |
| Handyperson / Groundsman    | 7,956             |
| Litter-Picker               | 5,012             |
| Cleaner / Keyholder         | 2,415             |
| Receptionist                | 0                 |
| overtime                    | 1,000             |
| Finance Officer             | 500               |
| Internal Auditor            | 540               |
| Travelling Expenses         | 1,000             |
| Training Expenses           | 1,000             |
| Professional Fees           | 0                 |
| SSP Recovery                | 0                 |
| NI (ER's)                   | 4,646             |
| Pension Conts (ER's)        | 0                 |
| Course fees                 | 0                 |
| <b>TOTAL EMPLOYEE COSTS</b> | <b>70,834</b>     |

##### Personnel Budget

##### Additional notes:

The proposed Receptionist post was removed and will be looked at 6 months after the new administrative posts has been filled.

Travel expenses were reduced from £1500 to £1000. The overtime was increased from £500 to £500 following the removal of the receptionist post.

|                                   |               |
|-----------------------------------|---------------|
| <b>ADMINISTRATION</b>             |               |
| Postage                           | 450           |
| Stationery                        | 2,300         |
| Photocopier Copy Charges          | 2,900         |
| 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 Brightling rd          | 1,000         |
| Subscriptions                     | 3,200         |
| Publications                      | 200           |
| Advertising                       | 1,000         |
| Town Council Elections            | 5,000         |
| Refreshments                      | 500           |
| Bank/Barclaycard Charges          | 120           |
| First Aid                         | 100           |
| Newsletter Delivery               | 1,000         |
| Newsletter Copies                 | 1,600         |
| Hire of Halls                     | 200           |
| CAB - Telephone Charges           | 0             |
| Telephone / Fax                   | 1,300         |
| Broadband / Internet Charges      | 400           |
| <b>TOTAL ADMINISTRATION COSTS</b> | <b>33,270</b> |

**Administration Budget**  
**Additional Notes:**  
Office IT equipment Remaining budget from 11/12 would be ear marked reserve and carried forward to 12/13.  
Website had been reduced from £1000 to £500 and no longer included money to update the website.  
The clerk and Chair of Finance were looking into the possibilities of reducing photocopy charges and possibly outsourcing the printing of the newsletters to further reduce costs.  
Town council elections had been increased as advised by WDC £15,000 likely charge over the coming years, to be placed in the earmarked reserve.  
Advertising increased for potential "appropriation" of Wannock costs.

|                               |              |
|-------------------------------|--------------|
| <b>TOWN COUNCILLORS</b>       |              |
| Councillors Allowances        | 5,000        |
| Councillors Expenses          | 100          |
| Councillors Training          | 1,000        |
| Mayors Allowance              | 2,000        |
| <b>TOTAL TOWN COUNCILLORS</b> | <b>8,100</b> |

**Town Councillors Budget**  
**Additional Notes:**  
Reduction in budget from 11/12 due to less Cllrs claiming allowance.  
Mayors allowance to remain to same to cover special expenses including Diamond jubilee celebrations.

|                                       |              |
|---------------------------------------|--------------|
| <b>GENERAL ADMINISTRATION</b>         |              |
| Investment Income                     | (50)         |
| Grants To Other Organisations         | 4,000        |
| Licence Fees - 18 Spurway Park        | 0            |
| Polegate Town Map                     | 0            |
| New Accountancy/Financial Information | 1,000        |
| Photocopies/Postage recharge          | (15)         |
| <b>TOTAL GENERAL ADMINISTRATION</b>   | <b>4,935</b> |

**General administration Budget**  
**Additional Notes:**  
Reduction in the amount of income generated from photocopies.

|                           |       |
|---------------------------|-------|
| <b>COUNCIL OFFICES</b>    |       |
| Council Tax               | 4,500 |
| Electricity               | 1,700 |
| Water Charges             | 250   |
| Sewerage Charges          | 240   |
| Photocopier               | 1,000 |
| Window Cleaning           | 108   |
| Alarm Maintenance         | 225   |
| Other Office Equipment    | 500   |
| Fire Precautions          | 300   |
| Other maintenance         | 500   |
| Hire of Chamber / Offices | (200) |

**Council Offices Budget**  
**Additional Notes:**  
Slight increase due to increase in charges  
Other office equipment reserve from previous year of £1017 to carry forward in addition to the £500 allocated.  
Other maintenance reduced any overspend could come from the earmarked reserve.

|                                |               |
|--------------------------------|---------------|
| Housekeeping                   | 120           |
| Refuse Collection (Commercial) | 1,800         |
| PWLB Loans - Capital           | 2,500         |
| PWLB Loans - Interest          | 3,100         |
| <b>TOTAL COUNCIL OFFICES</b>   | <b>16,643</b> |

#### 51 HIGH STREET - RENTED OFFICES

|                                |                |
|--------------------------------|----------------|
| Expenditure                    | 0              |
| Fresh water -? To be recharged |                |
| Sewage - ? To be recharged     |                |
| Council Tax paid by tenant     |                |
| maintenance - ? O be recharged |                |
| Income                         | (5,000)        |
| Refurbishment                  | 0              |
| <b>TOTAL 51 HIGH STREET</b>    | <b>(5,000)</b> |

51 High Street Budget  
Additional Notes:  
No real change. Clerk  
looking into new  
lease options.

#### 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                       | 0            |
| Fire Precautions                  | 200          |
| Rental (Health Centre)            | 0            |
| Utilities contribution            | 0            |
| Pavilion replacement              | 0            |
| <b>THE PAVILION, WANNOCK ROAD</b> | <b>8,045</b> |

Pavilion Budget  
Additional Notes:  
Increased £3500 due to new  
council tax.  
Reduced maintenance £4000, due  
to reserve account to fund  
any maintenance.  
Increase in electricity charges.

#### TOWN CENTRE & COMMUNITY SAFETY

|                                           |              |
|-------------------------------------------|--------------|
| CCTV Costs                                | 3,000        |
| Crossing Patrol                           | 1,000        |
| PCSO funding for parking charges          | 0            |
| <b>TOWN CENTRE &amp; COMMUNITY SAFETY</b> | <b>4,000</b> |

Town Centre & CS Budget  
Additional Notes:  
Slight reduction in overall budget.  
Slight increase for CCTV costs (High  
Street)  
School Crossing Patrol, monies  
remaining from 11/12 budget to  
carry forward to cover this years  
due to no patrol for mths in

#### RECREATION GROUNDS / FACILITIES

|                                        |               |
|----------------------------------------|---------------|
| General Maintenance                    | 13,200        |
| Water                                  | 0             |
| Seat Provision                         | 0             |
| Toilets Provision                      | 5,900         |
| Litterbins                             | 0             |
| Lease Charges - Oakleaf                | 150           |
| Hire Fees                              | (1,236)       |
| Dog Bins                               | 3,950         |
| Playground Equipment                   | 3,000         |
| Safety Inspections - (All Equip)       | 250           |
| <b>BRIGHTLING ROAD</b>                 |               |
| Skate Park Facilities                  | 6,000         |
| Brightling road lease charges (income) | (120)         |
| <b>TOTAL RECREATION GROUNDS</b>        | <b>31,094</b> |

Recreation grounds Budget  
Additional Notes:  
Slight increase in overall budget due to  
increased charges.  
Increase in two additional dog bin  
provision.  
Playground equipment reduced and  
remaining budget in 11/12 to be  
considered for alternative use in  
11/12.  
Skate Park increased due to new  
contract and increase in  
maintenance costs of equipment.  
Increase for safety inspection as no  
longer part of insurance contract.

|                                    |               |
|------------------------------------|---------------|
| <b>HIGHWAYS</b>                    |               |
| Bus Shelters                       | 0             |
| Street Signs                       | 0             |
| Noticeboards                       | 0             |
| Urban Grasscutting                 | 15,000        |
|                                    |               |
| Seat Provision                     | 0             |
| Flower Beds & Displays             | 5,800         |
| Council Office Garden              | 630           |
| TownFocal enhancement on A2270/A27 | 0             |
| <b>TOTAL HIGHWAYS</b>              | <b>21,430</b> |
|                                    |               |
| <b>ALLOTMENTS</b>                  |               |
| Maintenance                        | 500           |
| Improvements                       | 200           |
| Water Charges                      | 525           |
| Rent of Land                       | 100           |
| Allotment Fees                     | (965)         |
| <b>TOTAL ALLOTMENTS</b>            | <b>360</b>    |

Allotments Budget Additional Notes:  
Increase in charges but increase in income overall reduction of costs. Remainder budgets to go to general reserves.

#### Highways Budget

##### Additional Notes:

The remaining budget 11/12 for bus shelters to be placed in a reserve for us and the budget was therefore set to nil.

Notice boards are being well maintained and therefore set to nil.

Urban Grass cutting – contract is currently being reviewed but a decision at full council not to reduce the amount of cuts was discussed. The budget has raised slightly to £15,000.

Slight Increase due to increased charges for flower beds, covers summer planting.

Slight increase in charges for council beds.

Town focal is currently being used to fund refurbishment of beds as per budget 11/12 any remainder to remain in the earmarked reserve.

|                                  |               |
|----------------------------------|---------------|
| <b>STREET LIGHTING</b>           |               |
| Energy Charges                   | 13,440        |
| Maintenance Charges              | 16,538        |
| New Work / Improvements/repairs  | 15,000        |
| Xmas Decorations                 | 12,000        |
| Additional Christmas Decorations | 0             |
| <b>TOTAL STREET LIGHTING</b>     | <b>56,978</b> |

#### Street Lighting Budget

##### Additional Notes:

Increase in energy charges. Clerk investigating lower charges.

Maintenance charges as per contract increase.

New works to cover aging equipment.

Xmas lights contracts slight increase, new contractors.

Overall small increase.

|                                            |            |
|--------------------------------------------|------------|
| <b>PRIZES &amp; PRIZEGIVING</b>            | <b>£</b>   |
| Best Allotments                            | 50         |
| Best Gardens                               | 50         |
| Best Dressed Houses                        | 20         |
| Best Dressed Shops                         | 20         |
| Prize Party                                | 100        |
| civic award                                | 250        |
| Mayors fund - poppy wreath remembrance day | 50         |
| <b>TOTAL PRIZES &amp; PRIZEGIVING</b>      | <b>540</b> |

#### Prizes & Prize giving budget

##### Additional Notes:

To remain the same 12/13.  
(Discussions on possibility of taking "luxuries" from budget.)

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

#### Polegate Partnership Budget

##### Additional Notes:

Beds about to be re-advertised. Should fund itself. Beds being refurbished under 11/12 budget. Charges £250 +VAT plus signage costs.

YOUTH WORKER POLEGATE PROJECT  
Expenditure  
Income  
Other Youth Activities  
TOTAL YOUTH WORKER POLEGATE

9,500  
0  
0  
9,500

Youth worker budget  
Additional Notes:  
To remain the same but to check going ahead as per agreement.  
Active Sports summer programme to be eliminated. Budget reduced overall

PLANNING COMMITTEE  
Hire of Halls  
Legal fees  
Eplanning Equipment  
TOTAL PLANNING COSTS

500  
0  
0  
500

Planning budget  
Additional Notes:  
Reduction in budget. No legal fees.  
(Cannot budget for the level of costs involved without earmarked reserve.)  
E Planning nil equipment provided

THE RETIRED

1,000  
1,000

Retired Budget  
Additional Notes:  
To cover cost of Summer Tea party and Xmas Tea Party each year.

TOTAL EMPLOYEE COSTS  
TOTAL ADMINISTRATION COSTS  
TOTAL COUNCIL OFFICES  
TOTAL TOWN COUNCILLORS  
TOTAL TOWN CENTRE & COMM.  
SAFETY  
TOTAL 51 HIGH STREET  
TOTAL GENERAL ADMINISTRATION  
TOTAL ALLOTMENTS  
TOTAL STREET LIGHTING  
TOTAL THE PAVILION  
TOTAL RECREATION GROUNDS  
TOTAL HIGHWAYS  
TOTAL POLEGATE PARTNERSHIP  
TOTAL YOUTH WORKER  
TOTAL PRIZES AND PRIZE GIVING  
TOTAL PLANNING COSTS  
TOTAL THE RETIRED  
PERIOD TOTALS

70,834  
33,270  
16,643  
8,100  
4,000  
(5,000)  
4,935  
360  
56,978  
8,045  
31,094  
21,430  
(416)  
9,500  
540  
500  
1,000  
261,813

Total Costs Additional Notes:  
Total Budget 2012/13 set to £261,813  
  
Precept to increase from £241,020 to £245,816  
  
Increase of 1.99%  
(Tax Base 12/13 2951.1 WDC notification.)  
  
Real costs:  
Polegate Town Council element of council tax  
**2011/12 £82.45** per Band D Household  
**2012/13 £83.30** per band D Household  
  
85 pence increase per YEAR on a band D property  
**1.6 PENCE per week** on a band D property.

PRECEPT

(245,816)

Amount from reserves £15,966

OPERATING (SURPLUS)/DEFICIT

15,996

A discussion took place on savings that could be made, less grass cuts per year, no tea parties for the retired, all luxury services cut. It was agreed that a restructure of the committees would save on time, and administration costs and it was agreed to add this to the next full council agenda in January. (30<sup>th</sup> January 2012). Finance meetings could be quarterly and called when required in between if necessary. Delegated authority could be given to the committees to reduce discussions twice .

**It was resolved to set the budget to £261,813 for the year 2012/13 as presented by Finance & Policy committee and to set the precept figure for 2012/13 at £245,816. VOTE 10 for 2 against (T Voyce, Mrs J Voyce)**

It was agreed that the clerk would issue a statement of the increase detailing the amount of increase per year and per week for a band D property explaining that essential services had not been cut and to show the comparison of the budgets of ESCC and Wealden to that of Polegate Town Council, demonstrating the limits of the council to reduce budgets further without reducing services. Based on last years tax base the increase would have been less than £3.32 per year on a band D.

(Late NOTE not discussed at budget meeting - tax base now 2951.1 price per band D 85 pence per year 1.6 pence per week)

The statement to include that the council had worked hard to keep the budget as low as possible whilst retaining services, but with regret despite reductions and prudence on budget allocations the only other option left to have a 0% increase would be to cut services which the council considered a backwards step.

**10001a) Accounts for payment**

**It was resolved to approve the accounts submitted for payment. VOTE All in favour (copy attached)**

**b) Barclaycard statement**

The statement had been circulated to all councillors prior to the meeting and noted by all present.

**c) Bank Reconciliation**

The Bank reconciliation papers had been circulated to all councillors prior to the meeting and noted by all present.

**10002 Best Dressed Shop (Xmas) & House judging dates**

**It was resolved that two cups be purchased within the budget with "Polegate Town Council Best Dressed House Christmas 2011" and "Polegate Town Council Best Dressed Shop Christmas 2011" VOTE All in favour**

**It was resolved that each councillor would be supplied with a list of streets and submit ONLY 2 houses for consideration, these should be with the office by the evening of 14<sup>th</sup> December 2011. VOTE All in favour**

**It was resolved that Cllrs M Cunningham, J O'Riordan, Mrs M Piper and Mrs C Berry would be the judges. The office would supply the judges with the addresses of the houses to be judged. The judges would go out on 15<sup>th</sup> December to make their decision and inform the office by 16<sup>th</sup> December 2011. The office would make arrangements for Deputy Mayor Cllr Mrs M Piper to make the presentation with Cllr J O'Riordan on 19<sup>th</sup> December 2011 and would supply the office with names and photos for morning of 20<sup>th</sup> December and for a press release to be made on 20<sup>th</sup> December 2011. VOTE All in favour**

**10003 Diamond Jubilee update**

Cllr O'Riordan had been elected chairman of the newly formed resident group Diamond Jubilee Celebrations committee (DJCC) and is also chair of the Diamond Jubilee Advisory Committee (Polegate Town Council- DJAC). He stated that to avoid clashing with the fireworks in Willingdon the drama group were planning a morning event on the Saturday and an evening music hall event at the community centre. The school were doing a big lunch on the Sunday as were the DJCC who were organising a roast dinner for 60- guests (60 for each year of the jubilee). Elizabeth Court were planning a community barbeque and local shops had offered to get involved. The Tuesday the PRA were organising a coffee morning and something afterwards. An attempt had been made to get 12-15 1952 cars. Bunting was planned for the whole high street and various groups were getting involved in making their own for a section. Dan Dunbar was planning to produce a magazine after the event as a commemorative magazine for years to come. To be sold, advertising the Diamond Jubilee in Polegate. A group of people born in 1952 was being sought (the Mayor stated that his year of birth was 1952). Gifts were being considered and discussions were taking place regarding the funding.

**10004**Correspondence

i. For Action

|                                                                                      |
|--------------------------------------------------------------------------------------|
| <b>It was resolved to join the free Consumer Support Network. VOTE All in favour</b> |
|--------------------------------------------------------------------------------------|

ii. For information

A letter of thanks had been received from Citizens advice Bureau for the grant donation and was noted by all present.

A letter of thanks had been received from Age Concern for the grant donation and was noted by all present.

**10005**Proposed dates of next cycle of meetings

Full Council 12<sup>th</sup> December 2011

Finance & Policy 23<sup>rd</sup> January 2012

Full Council 30<sup>th</sup> January 2012

Environment & Leisure 13<sup>th</sup> February 2012

Full Council 27<sup>th</sup> February 2012

Finance & Policy 12<sup>th</sup> March 2012

Full Council 26<sup>th</sup> March 2012

The meeting closed at 9.47pm