

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 8th January 2018 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing (12)

Not Present: Cllrs Mrs W Alexander, R Shing, T Bennett (3)
No members of the public

Minute No.	Subject/Resolution
12258	Opportunity for public comment None
12259	Apologies for absence Cllrs Mrs W Alexander, T Bennett, R Shing(work) D Shing (will be late)
12260	Declarations of interest in any items on the agenda (dispensation for some items on the budget incl councillors' allowances & remuneration)
12261	To approve and adopt the minutes of full council of 27th November 2017 and 11th December 2017. It was resolved to adopt the minutes of full council of 27th November 2017 and 11th December 2017.VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing
12262	Financial Update a) Approval of payments as presented It was resolved to approve the accounts for payments as presented to the value of £33,841.79 VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing b) Motion to transfer £15,000 from general reserves to an ear marked reserve for Neighbourhood Plan It was resolved to transfer £15,000 from general reserves to an ear marked reserve for Neighbourhood Plan VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing c) To adopt the new councillor remuneration package as presented by Wealden Remuneration panel It was resolved to adopt the new councillor remuneration package as presented by Wealden Remuneration panel VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner,

12263

2018/19 Precept and budget

The Mayor commented that at present costs were not known but it was likely that the town council would need to pay for some work on the general data protection new regulations. Some advice from NALC and SSALC had indicated between £1000-11,200 and so it would not be possible to add this to the budget until the final figures were known and this had not been notified by NALC yet. It was therefore not in the budget but should be expected to be paid from general reserves during 2018/19 possibly before.

Comments were made on the number of services being devolved without notice and it should be noted that the library had not been included in the budget and the provision for a neighbourhood plan (full cost) has been omitted. £15,000 had been put in an ear marked reserve as minute 12262 above to provide for the initial costs whilst determining whether the public were in favour of going ahead with a plan.

Cllr D Shing arrived at 7.52pm

The draft budgets were noted as presented and selected as below:

It was resolved to set the budget at £333,754 and the precept at £326,183 taking the band D from £105.63 to £107.30 an increase overall of £1.67 per YEAR, approximately 3 pence per week.

Year 2018/19
Budget
2018 / 19

£

EMPLOYEE COSTS

Town Clerk	39,000
Administrative Assistant	10,000
Handyperson / Groundsman	9,800
Litter-Picker	8,700
Cleaner / Keyholder	3,200
Overtime/ apprentice	5,400
NI (ER's)	4,800
Pension Conts (ER's)	2,200
Finance Officer	1,000
Internal Auditor	750
Administrative Assistant 2	9,800
Travelling Expenses	2,000
Training Expenses	1,600
Professional Fees	
SSP Recovery	
Finance Assistant	10,000

	new post apprentice	0
	consultancy/locum	2,000
	Sponsorship of litter picker	(1,038)
	EMPLOYEE COSTS	109,212
	TOTAL EMPLOYEE COSTS	109,212
	ADMINISTRATION	
	Postage	300
	Stationery	1,300
	Photocopy Charges	1500
	Computer Consumables	200
	Office IT Equipment	700
	Website	1,050
	Legal Fees	2,500
	Audit Fees	1,100
	Insurance Premiums	5,500
	Insurance Tree Inspection	300
	Subscriptions	2,900
	Publications	120
	Advertising	100
	Tree Works Brightling Road	0
	Town Council Elections	5,500
	Poll referendum/by election costs	0
	Neighbourhood Plan	0
	Refreshments	250
	Bank/Barclaycard Charges	1,100
	First Aid	50
	Newsletter/Mailshot Printing	0
	Newsletter/Mailshot Production	500
	Hire of Halls	300
	Telephone / Fax	1,600
	Broadband / Internet Charges	500
	IT services (maintenance of software and equipment)	500
	TOTAL ADMINISTRATION COSTS	27,870
	TOWN COUNCILLORS	
	Councillors Allowances	6,500
	Councillors Expenses	600
	Councillors Training	800
	Mayors Allowance	2000
	TOTAL TOWN COUNCILLORS	9,900
	GENERAL ADMINISTRATION	
	Grants To Other Organisations	1,000
	Public Information Event(s)	1,000
	Finance Software	1,000
	Photocopies/Postage recharge	0
	Investment Income	(50)
	TOTAL GENERAL ADMINISTRATION	2,950
	COUNCIL OFFICES	
	Council Tax	6,500

	Electricity	2,000
	Water Charges	200
	Sewerage Charges	250
	office alterations >EMR	0
	Photocopier Lease	810
	Window Cleaning	240
	Alarm Maintenance	350
	Fire Precautions	300
	Other maintenance	500
	Other Office Equipment	600
	Housekeeping	120
	Refuse Collection (Commercial)	1,300
	PWLB Loans - Capital	3,730
	PWLB Loans - Interest	1,846
	Hire of Chamber / Offices	(500)
	TOTAL COUNCIL OFFICES	18,246
		£
	51 HIGH STREET - RENTED OFFICES	
	Income	(1,000)
	Recharged Services	0
	Expenditure	500
	TOTAL 51 HIGH STREET	(500)
	THE PAVILION, WANNOCK ROAD	
	Electricity	2,300
	Water	250
	Sewerage	880
	Maintenance	0
	Fire Precautions	220
	Pavilion refuse	500
	Pavilion replacement	0
	Rental Income	(1,600)
	TOTAL THE PAVILION, WANNOCK ROAD	2,550
	WANNOCK OFFICE, WANNOCK ROAD	
	Electricity	450
	Sewerage	220
	Council tax	3,700
	Maintenance	50
	Fire precautions	100
	Income	(50)
	TOTAL WANNOCK OFFICE, WANNOCK ROAD	4,470
	HIGH STREET TOILETS	
	Cleaning/opening contract	8,800
	Maintenance	650
	Electricity	600
	Water	450
	Sewerage	350
	Legal costs	0

	Sanitary units	500
	Council Tax	1,050
	Refurbishment	0
	Purchase Costs	0
	Income from Toilet Scheme	(1,200)
	TOTAL HIGH STREET TOILETS	11,200
	TOWN CENTRE & COMMUNITY SAFETY	
	CCTV Costs	3,000
	TOWN CENTRE & COMMUNITY SAFETY	3,000
	RECREATION GROUNDS / FACILITIES	
	Gen Maintenance	6200
	Grounds Maintenance	8000
	Water	336
	Travelling re park checks	800
	Skate Park Facilities	6000
	Toilets Provision	10,000
	bin emptying	2500
	Lease Charges	150
	Dog Bins	2500
	Playground Equipment	2,800
	Safety Inspections - (All Equip)	700
	Brightling road lease charges (income)	(120)
	TOTAL RECREATION GROUNDS	39,866
		£
	HIGHWAYS	
	Urban Grasscutting	25,000
	ESCC Grass Cutting contribution	(8,600)
	flowers	6000
	Council Office	
	Garden/Crossroads/Wannock	650
	Guardian Court Crossing > EMR	0
	bus shelters	3000
	TOTAL HIGHWAYS	26,050
	ALLOTMENTS COPHALL	
	Maintenance	800
	Improvements	200
	Water Charges	400
	Allotment Fees	(1,400)
	TOTAL Cophall ALLOTMENTS	0
	ALLOTMENTS GOSFORD	
	Rent of Land	150
	Allotment fees Gosford	(150)
	Total Gosford Allotments	0

STREET LIGHTING

Energy Charges	7,350
Maintenance Charges	9,100
New Work / Improvements/repairs	50,000
Xmas Decorations	11,000
Additional Christmas Decorations	0
TOTAL STREET LIGHTING	77,450

PRIZES & PRIZEGIVING

£

Poppy Wreath Remembrance day	30
Mayor's cup	250
Best Allotments	50
Best Gardens	50
best back garden	50
Best Dressed Houses	30
Best Dressed Shops	30
Prize Party	200
TOTAL PRIZES & PRIZEGIVING	690

THE POLEGATE PARTNERSHIP

sponsorship crossroads	0
crossroads flowers/tub summer winter	0
Replacement planting in flower beds/reserves if not required this year	510
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 Mayors Tea Party

TOTAL RETIRED	600
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YOUTH CLUB SUPPORT

Total Youth	0
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EXTRAS NEIGHBOURHOOD PLAN

	0
	0
TOTAL EXTRAS	0

SUMMARY

Year 2018/19

Annual
Budget

£

TOTAL EMPLOYEE COSTS**109,212**

	TOTAL ADMINISTRATION COSTS 27,870 TOTAL TOWN COUNCILLORS 9,900 TOTAL GENERAL ADMINISTRATION 2,950 TOTAL COUNCIL OFFICES 18,246 TOTAL 51 HIGH STREET now included above (500) TOTAL THE PAVILION 2,550 TOTAL WANNOCK OFFICE 4,470 TOTAL HIGH STREET TOILETS 11,200 TOTAL TOWN CENTRE & COMM. SAFETY 3,000 TOTAL RECREATION GROUNDS 39,866 TOTAL HIGHWAYS 26,050 TOTAL ALLOTMENTS 0 TOTAL ALLOTMENTS GOSFORD 0 TOTAL STREET LIGHTING 77,450 TOTAL PRIZES AND PRIZEGIVING 690 TOTAL POLEGATE PARTNERSHIP 0 TOTAL PLANNING COSTS 200 TOTAL THE RETIRED 600 TOTAL YOUTH 0 TOTAL EXTRAS 0
	PERIOD TOTALS <u>333,754</u>
	£ Less Grant from WDC re tax base changes (7,571) PRECEPT (326,183)
	OPERATING (SURPLUS)/DEFICIT <u>0</u>
	VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing
12264	Dates of the next scheduled meetings Full Council 29th January 2018 Full Council 26th February 2018 Full Council 26th March 2018 Annual Town Assembly 16th April 2018 Full Council 30th April 2018 Annual Statutory Meeting 21st May 2019 (Election of Mayor) Full Council 25th June 2018 Full Council 30th July 2018 Full Council 24th September 2018 Full Council 29th October 2018 Full Council 26th November 2018 Full Council 10th December 2018

The meeting closed at 7.55 pm

Signed Mayor of Polegate _____

Date _____