

**Polegate Town Council, Council Office, 49 High Street,
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Minutes of Meeting of the **FULL COUNCIL** held on **24th November 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 19:00.**

PRESENT: Councillors D Dunbar, S Shing, D Watts, J Heward, W Heasman O'Neill, M Caira, A O'Kane, G Archer **(8)**

NOT PRESENT: Cllrs M Piper, C Berry, D Murray, M Cunningham, A Wood, J Keen, D Shing **(7)**

13964 Item 1: Opportunity for Public Comment for items on the agenda

None

13965 Item 2: Apologies for absence

Apologies from Cllrs M Piper, C Berry, D Murray, M Cunningham, A Wood, J Keen, D Shing.

No other apologies received

13966 Item 3: Declarations of interest

No Declarations of interest were received

13967 Item 4: Mayors Update

The Mayor reported that he had hosted a Civic Reception at Polegate Community Centre, bringing together local charities and dignitaries. The event included a performance of 'A Night at the Musicals' by the Polegate Drama Group.

The Mayor attended the 80th anniversary celebrations of the Bernard Barron Cottage Homes, which included the official opening of a new activity centre. He was joined by a Deputy Lord-Lieutenant and noted the significance of the occasion in recognising the history and ongoing importance of the care home.

The Mayor reported that he had taken part in the Remembrance Sunday parade and services and had laid a wreath on Armistice Day in remembrance of those who have served.

The Mayor also reported that he had supported Polegate School in their involvement with the Eastbourne Youth Radio broadcasts. He had been interviewed alongside Trevor Weeks of East Sussex Wildlife Rescue and later attended the radio station again to mark its 25th anniversary.

In addition, the Mayor advised that he had attended the *Magic of Christmas* fundraising event hosted by Rick Bonner.

The Mayor concluded by advising that he would be hosting a Civic Carol Service on Monday 15 December at 7.00pm at St George's Church.

It was noted by all those present.

13968 Item 5: Clerks Update

It was noted by all those present.

13969 Item 6: Minutes of Full Council 28th September 2025 and 27th October 2025

To approve the minutes and recommendations of the last meeting as circulated on the agenda be confirmed as a correct record and signed by the chair.

It was resolved to adopt the minutes and recommendations of the Full Council Meeting 28th September 2025 and Full Council Meeting 27th October 2025. VOTE all in favour.

13970 Item 7: Minutes of the Committees and Standing Committees

To approve the minutes and recommendations of Committees and Standing Committees:

- Buildings and Land Committee Meeting 17th October 2025

It was resolved to adopt the minutes and recommendations of the Buildings and Land Committee Meeting 17th October 2025. VOTE all in favour.

13971 Item 7: Finances

- a. To note by all present Barclay Card Statements July and August 2025
It was noted by everyone present the Barclay Card Statements for July and August 2025.
- b. To resolve and accept the variances of Bank Reconciliations, income and expenditure reports, trial balances, ear marked reserves (July and August 2025) including VAT return. Financial Report for Full Council for income and expenditure variances. For approval of variances as shown.

It was resolved to accept the variances of Bank Reconciliations, income and expenditure reports, trial balances, ear marked reserves including VAT return for July and August 2025.

13972 Item 9: Reports from Outside bodies

- a. Report from the MP's Office

It was noted by all those present.

13973 Item 10: Motion for Cllr Graeme Archer to become a bank signatory for Polegate Town Council

It was resolved for Cllr Graeme Archer to become a bank signatory for Polegate Town Council. It was also resolved to amend the motion to also add Cllr James Heward as a bank signatory for Polegate Town Council. VOTE all in favour.

13974 Item 11: To appoint Cllr M Caira to the following Standing Committees:

- Communities and Tourism Committee
- Finance and Policy Committee

It was resolved to appoint Cllr M Caira to Communities and Tourism Committee and Finance and Policy Committee. It was also resolved to amend the motion to appoint Cllr M Cunningham to the Devolution Working Group. VOTE all in favour.

13975 Item 12: Motion to adopt the revised Standing Orders based on the NALC model

This item was deferred to a future meeting as the required quorum for adopting the Standing Orders was not met. Adoption requires the attendance of two-thirds of councillors; however, only 8 of the 15 councillors were present, 10 required to vote.

13976 Item 13: Preliminary Budget for 2026-27

To look at and comment on the Preliminary budget for 2026/27 £639,260 (First Draft)

The Finance Committee have looked at this and have taken it away to make comments on it.

(Based on last year's tax base which will change)

There was discussion regarding the potential to secure sponsorship for lampposts within Polegate that are owned by the Council. Members also considered an increase in allotment fees, noting that these have not been reviewed for several years. In addition, the introduction of a water charge for allotments was discussed, with options including a fixed annual fee or charges based on actual usage.

Members further explored the possibility of encouraging allotment holders to participate in a water butt scheme or joining an existing scheme to promote water conservation.

It was noted by all present.

13977 Item 14: Date of the Next Meeting

To note the dates of the next Meetings:

- Full Council Meeting 5th January 2026 (Budget and Precept Setting 2026/27)
- Full Council Meeting 26th January 2026 (May not be required)
- Full Council Meeting 23rd February 2026
- Full Council Meeting 30th March 2026

It was noted by all present.

The meeting closed at 19:32

Signed Chair of Meeting _____ Date _____