

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 31st July 2023 7pm at Council chambers 49 High Street, Polegate BN26 6AL

Present: Cllrs D Dunbar, J Heward, J Keen, D Watts, S Shing, D Shing, M Piper, C Berry, A O’Kane, N Dunbar, W Alexander, A Wood, D Murray, M Cunningham, J Holles (15)

Not Present: -

1 member of public

Minute No.	Subject/Resolution
13359	Opportunity for public comment for items on the agenda None
13360	Apologies for absence None
13361	Declarations of interest in any items on the agenda None
13362	Mayors verbal report The Mayor updated council on his civic events including Children with Cancer fund 25 th Anniversary; East Sussex County Council chairman’s reception; Bernhard Baron summer fete; Deputy Mayor attended and opened the school fete; Chichester Cathedral where community leaders were thanked for their services; the opening if the outdoor gym at Brightling Road Leisure Ground; Scarecrow festival winners and the Brightling Road fun day. He also added some future dates Twinning were welcoming the German visitors on 7 th September in the council chambers from 4pm all councillors were welcome to attend. The Mayor reminded everyone of the blanket testing in the United Reform Church Hall on 12 th October in Polegate, which he was part funding through his allowance. The Mayor announced the switch on this year would be on Friday 24 th November in the afternoon/evening and that his mayor’s tea party would be 15 th December this year, once again all councillor welcome to attend.
13363	To approve and adopt the minutes of the meeting on 26th June <u>It was resolved to approve and adopt the minutes of the meeting 26th June 2023.</u> <u>VOTE All in favour</u>
13364	To adopt the minutes and recommendations of committees and standing committees a) Finance committee minutes of 9 th June 2023 and 14 th July 2023 b) Planning Committee minutes of 26 th May 2023 <u>It was resolved to adopt the minutes and recommendations of the Finance meetings of 9th June 2023 and 14th July 2023 and Planning minutes of 26th May 2023. VOTE All in favour.</u>
13365	Financials a) Payments of accounts as presented. <u>It was resolved to authorise the payments as presented £84,083.83 VOTE All in favour.</u> b) Barclaycard statements for noting (delegated) Noted by all present. c) Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves. For approval of variances as shown <u>The background papers were noted by all present and it was resolved to accept the variances as shown. VOTE all in favour.</u>
13366	To consider an additional waste bin in Pevensey Road, Polegate <u>It was resolved to purchase an additional waste bin in Pevensey Road, Polegate and add</u>

	<u>the annual emptying costs to the budget (est £1264.82 and £300 pa emptying). Costs to come from general reserves VOTE All in favour</u>
13367	To consider not reinstalling the bench at Shepham lane after vandalism and anti-social behaviour (request from resident and supporting request from Sussex Police) – to be relocated in Brightling Road Leisure Ground <u>It was resolved to replace the repaired bench in its original position. VOTE 11 for 4 against</u>
13368	Correspondence for action a. Request from Wealden District Council for the suggestions of names for five roads on the new Little Shepham development The names were discussed at length. Two non-opposing motions were put and seconded 1. King Charles Way (Close, Avenue, walk) – as a main suggestion. 2. Cuckoo Valley Drive; Sparrowhawk Grove; Dove Lane; Lakeside Drive; Wadman Way <u>It was resolved to submit the following suggestions for the street names of the new development and variations on Drive/Grove, Lane, Close, Crescent or Way which all have local connections or Royal as follows:</u> King Charles Way (Close, Avenue, walk) – as a main suggestion. Then: Cuckoo Valley Drive Sparrowhawk Grove Dove Lane Lakeside Drive Wadman Way VOTE All in favour <i>Cllr M Piper left at 19:52</i> <i>Cllr M Piper returned at 19:52</i>
13369	Correspondence for noting only a. Response from Wealden District Council refusing TPO on Harvester Tree – refusal of application Noted by all present
13370	Dates of next meetings Full Council 25th September 2023 (7pm) Full Council 30th October 2023 (7pm) October budgets (personnel, planning and other committees) Full Council 27th November 2023 (7pm) provisional draft budget Full Council 8th January 2024 (7pm) BUDGET AND PRECEPT SETTING Full Council 29th January 2023 (7pm) <i>Noted by all present.</i>
13371	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land matters) <u>It was resolved to exclude the press and public by reasons of the confidential nature of the business to be transacted (contract and land matters) VOTE All in favour.</u>

13372	Contract Matters High Street CCTV changes costs and decisions about options available <u>It was resolved to accept the offer for the new system at the lowered cost of Approx £986pa (budgeted) and the one-off cost of approx. £3706 from ear marked reserve, CIL and general reserves.</u> <u>It was resolved to obtain additional CCTV through Sussex Police as per the confidential papers costs to be paid from general reserves and CIL and to use the already resolved power supplies currently in progress. VOTE 14 for 1 against</u>
13373	Land matters – update -

The meeting closed at 20:12

Signed Mayor of Polegate _____ Date _____

DRAFT

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Special Full Council meeting held on Monday 31st July 2023 6.30pm at Council chambers 49 High Street, Polegate BN26 6AL

Present: Cllrs D Dunbar, J Heward, J Keen, D Watts, S Shing, D Shing, M Piper, C Berry, A O’Kane, N Dunbar, W Alexander, A Wood, D Murray, M Cunningham, J Holles (15)

Not Present: -

1 member of public

Minute No.	Subject/Resolution
13355	Opportunity for public comment for items on the agenda None
13356	Apologies for absence None
13357	Declarations of interest in any items on the agenda Cllrs S Shing, D Shing non prejudicial
13358	Motion to consider under provisions of Section 249(5) of the Local Government Act 1972 (as amended by the Local Government Planning & land Act 1980 (part XIX) and Local democracy, Economic development and Construction Act 2009) to that the title of Honorary Freeman be conferred upon Councillor Mr Stephen Shing in recognition of the long, distinguished and eminent service that he has rendered to the Town of Polegate as a councillor and to delegated to the town clerk in liaison with the mayor and Cllr Stephen Shing for a small commemorative event to be held for the presentation of the citation, honorary freeman badge/jewel and signing of the honours book, in accordance with council policy. Costs to come from general reserves. <u>It was resolved to consider under provisions of Section 249(5) of the Local Government Act 1972 (as amended by the Local Government Planning & land Act 1980 (part XIX) and Local democracy, Economic development and Construction Act 2009) to that the title of Honorary Freeman be conferred upon Councillor Mr Stephen Shing in recognition of the long, distinguished and eminent service that he has rendered to the Town of Polegate as a councillor and to delegated to the town clerk in liaison with the mayor and Cllr Stephen Shing for a small commemorative event to be held for the presentation of the citation, honorary freeman badge/jewel and signing of the honours book, in accordance with council policy. Costs to come from general reserves. VOTE All in favour</u>

The meeting closed at 6:45pm

Signed Mayor of Polegate _____ Date _____

UNADOPTED
POLEGATE TOWN COUNCIL



PLANNING COMMITTEE

Minutes of the Planning meeting held on Monday 23rd June 2023 at 10:00am Council chambers, 49 High Street, Polegate BN26 6AL

Present: Cllrs D Watts, J Heward, Mrs C Berry, D Dunbar, Mrs M Piper, D Murray (6)

Not present: - Cllrs M Cunningham, Mrs W Alexander, J Keen (3)

No public present

Minute No.	Subject/Resolution
13327	Opportunity for public comment None
13328	Apologies for absence Cllrs M Cunningham (medical), J Holles, W Alexander (illness), J Keen (work)
13329	Declarations of interest in any items on the agenda None
13330	Minutes of the Planning Committee Meetings 20th February 2023 and 13th March 2023 <u>It was resolved to accept the minutes of the planning committee meeting of 20th February 2023 & 13th March 2023 and these were signed by the chair. VOTE All in favour</u>
13331	Planning Applications <u>WD/2023/1428/F 2 NORTHERN AVENUE, POLEGATE, BN26 6HQ</u> <u>PROPOSED SINGLE STOREY REAR EXTENSION</u> <u>It was resolved to submit no objections to the above application VOTE all in favour.</u> <u>67 BRIGHTLING ROAD, POLEGATE, BN26 5AX</u> <u>SINGLE STOREY REAR EXTENSION</u> <u>It was resolved to submit no objections to the above application VOTE All in favour.</u>
13332	Any other plans received prior to the meeting 9post agenda) – notified to the public <u>WD/2023/1494 2 Willow Drive Polegate BN26 5DN</u> <u>FORM ROOMS IN ROOF WITH DORMER AT THGARAGE AT SIDE WITH HARDSTANDING</u> The application was discussed at length. The width of the road and obstruction/inconvenience to others was mentioned. The sloping ground and how it may be overbearing to other properties nearby. Flooding was mentioned. <u>It was resolved to submit the following objections:</u> <u>Objections on grounds of overbearing, overdevelopment, overlooking and loss of privacy for neighbour's home. Also comments on the fact that it is a very tight road, any construction vehicles will need to be carefully managed through a management plan to avoid inconveniencing the residents who live in the street. VOTE 3 for 1 against 2 abstentions motion was carried.</u>
13333	Delegated Applications already submitted - for info only None
13334	To determine delegated group for urgent decisions/minor applications (D Watts, M Piper, Vacant) It was resolved to appoint Cllrs D Watts, M Piper, J Heward as the delegated group VOTE All in favour
13335	Decisions by Wealden District Council <u>Application No. WD/2023/0933/F</u> <u>SINGLE STOREY EXTENSION TO SIDE AND REAR, ADDITION OF SIDE PORCH, ALTERATIONS</u>

	<u>TO FENESTRATION AND ASSOCIATED WORKS 29 GLYNLEIGH DRIVE, POLEGATE, BN26 6LU</u> was approved by Wealden District Council on 24th May 2023. <u>Application No. WD/2023/0990/F SINGLE STOREY SIDE EXTENSION TO DETACHED BUNGALOW 24 BRIGHTLING ROAD, POLEGATE, BN26 5DB</u> was approved by Wealden District Council on 25 May 2023.
13336	Other planning matters The costs decision for the appeal application APP/C1435/W/22/3310505 Little Shepham, Shepham Lane, Polegate BN26 6NB was read out to all present.

The meeting ended at 10:51am

Chair of Planning Committee _____ Date

UNADOPTED
POLEGATE TOWN COUNCIL



PLANNING COMMITTEE

Minutes of the Planning meeting held on Friday 4th August 2023 at 10:00am Council chambers, 49 High Street, Polegate BN26 6AL

Present: Cllrs D Watts, M Cunningham, Mrs C Berry, D Dunbar, Mrs M Piper (5)

Not present: - Cllrs Mrs W Alexander, J Keen, D Murray, J Heward (4)

No public present

Minute No.	Subject/Resolution
13346	Opportunity for public comment None
13347	Apologies for absence Cllrs W Alexander, J Holles, D Murray, J Keen
13348	Declarations of interest in any items on the agenda None
13349	Minutes of the Planning Committee Meeting 26th May 2023 <u>It was resolved to accept the minutes of the planning committee meeting of 26th May 2023, and these were signed by the chair. VOTE All in favour</u>
13350	Planning Applications <u>WD/2023/1835/F 51a Westfield Close, Polegate BN26 6EF</u> <u>First Floor extension to rear elevation and associated works</u> <u>Polegate Town Council object on grounds of overdevelopment, overbearing and out of character with the direct neighbours' properties. VOTE 4 agreed to submit objections to the application 2 against objections.</u>
13351	Any other plans received prior to meeting (post agenda) notified to00 public None
13352	Delegated Applications – already submitted <u>for information only</u> <u>WD/2023/1667/F</u> <u>1 THE CENTRE, HIGH STREET, POLEGATE, BN26 6AQ</u> <u>THE INSTALLATION OF AN EXTRACTION SYSTEM</u> Polegate Town Council submitted no objections to Wealden District Council <u>WD/2023/1550/AI</u> <u>56 HIGH STREET, POLEGATE, BN26 6AD</u> <u>APPLICATION FOR A NEW EXTERNAL SIGNAGE: 1 ILLUMINATED FASCIA, 1 PROJECTOR SIGN, 3 CAR PARK SIGNS</u> Polegate Town Council submitted no objections to Wealden District Council However, reservations were expressed over noise as it was not possible to determine from the documents the running decibel levels at both the turbine and the exhaust exit.
13353	Decisions by Wealden District Council None
13354	Other planning matters A discussion took place on the appeal of Jubilee Drive/High grove crescent 78 houses and the fact that the inspector had referred to Pevensey instead of Polegate. The committee asked the Town

	Clerk to query this. The committee discussed that funding under CIL/S106 for libraries was never delivered in Polegate and used elsewhere.
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The meeting ended at 10:22am

Chair of Planning Committee _____ Date

SUMMARY FOR POLEGATE TOWN COUNCIL

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Company reference:
Statement date:
Page number:
Monthly spend limit:

20 July 2023
1 of 3

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Date of previous statement: 20 June 2023
Previous balance: £285.74
Payment received: £285.74 CR
Total of charges and adjustments: £0.00
Total of new spending: £1,016.17
New balance: £1,016.17
Payment due by: 27 July 2023

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 27 July 2023."

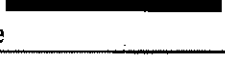
Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash. The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	285.74
27 Jun 2023	DIRECT DEBIT PAYMENT THANK YOU	285.74 CR
	Total of payment, charges and adjustments	£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
		1,000	996.18
		250	19.99
	Total cardholder expenditure		£1,016.17
	New balance		£1,016.17

—Barclays Bank PLC. Registered in England No. 1026167.
Registered Office: 1 Churchill Place, London, E14 5HP, United Kingdom

G 000790 BBA1280A 95569

POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL



STATEMENT FOR J P WEBBER

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

20 July 2023
3 of 3

Date	Description	Amount
17 Jul 2023	WWW.SCREWFIX.COM YEOVIL	19.99 ✓
180785481473	LUMBER AND BUILDING MATERIALS STORES	
1 new purchases / cash advances. Total of spending.		£19.99

G 000790 BBA1280A 95569

POLEGATE TOWN COUNCIL
COUNCIL OFFICE
49 HIGH STREET
POLEGATE
BN26 6AL

STATEMENT FOR J OGNJANOVIC

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

20 July 2023

2 of 3

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
26 Jun 2023	SP RBL POPPY APPEAL LONDON ENG <i>Lamp pappies</i>	200.00 ✓
270685383903	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
28 Jun 2023	AMZNMktplace amazon.co.uk GBR	33.03 ✓
290652718713	MISCELLANEOUS AND RETAIL STORES <i>WALKIE TALKIES</i>	
28 Jun 2023	WWW.WEALDEN.GOV.UK HAILSHAM	21.00 ✓
290655541963	GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	
10 Jul 2023	AMZNMktplace amazon.co.uk GBR	5.58 ✓
110752718713	MISCELLANEOUS AND RETAIL STORES	
10 Jul 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	22.99 ✓
110785389243	MISCELLANEOUS AND RETAIL STORES	
10 Jul 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	16.48 ✓
110785389243	MISCELLANEOUS AND RETAIL STORES	
10 Jul 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	45.98 ✓
110785389243	MISCELLANEOUS AND RETAIL STORES	
10 Jul 2023	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK GBR	5.56 ✓
110785389243	MISCELLANEOUS AND RETAIL STORES	
17 Jul 2023	SLCC ENTERPRISES LTD TAUNTON GBR <i>Training (staff)</i>	458.00 ✓
180755184223	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
18 Jul 2023	WORKWEAR EXPRESS DURHAM ENG <i>Hi vis vests</i>	187.56
190715122623	MEN'S, WOMEN'S AND CHILDREN'S UNIFORMS AN	
10 new purchases / cash advances. Total of spending.		£996.18

NET	VAT	GROSS
166.6	3.33	19.99
166.67	33.33	200
27.53	5.50	33.03
		21.00
4.64	94P	5.58
19.16	3.83	22.99
13.73	2.75	16.48
38.32	7.66	45.98
4.64	92P	5.56

G 000790 BBA1280A

95569156.30

31.26

458 -
187.56

447.65 89.62 1,016.17 ✓

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Current/Business Premium**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/07/2023	1	50,000.00
Business Premium Account	31/07/2023	1	736,779.30
			<u>786,779.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
05/07/2023 23/07/009 BROXAP		11,287.20	
12/07/2023 23/07/029 BROXAP		2,936.40	
			<u>14,223.60</u>
			772,555.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			772,555.70
		Balance per Cash Book is :-	772,555.70
		Difference is :-	0.00

Date: 24/08/2023

Polegate Town Council

Page 1

Time: 10:03

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 2 - Tracker Account**

User: LS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker Account	31/07/2023	1	128,715.09
			<u>128,715.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			128,715.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			128,715.09
		Balance per Cash Book is :-	128,715.09
		Difference is :-	0.00

Date: 24/08/2023

Polegate Town Council

Page 1

Time: 10:08

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 3 - Petty Cash**

User: LS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash Account	31/07/2023	0	200.00
			<u>200.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Date: 24/08/2023

Polegate Town Council

Page 1

Time: 10:11

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 4 - Staff Salaries Cash Book**

User: LS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Salaries Control	31/07/2023	0	0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Date: 24/08/2023

Polegate Town Council

Page 1

Time: 10:12

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 5 - Current/Business Premium HSBC**

User: LS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC deposit Account	31/07/2023	1	85,861.83
			<u>85,861.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,861.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,861.83
		Balance per Cash Book is :-	85,861.83
		Difference is :-	0.00

Date: 24/08/2023

Polegate Town Council

Page 1

Time: 10:31

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 6 - NatWest deposit A/C**

User: LS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Reserve Account	31/07/2023	1	85,796.27
			<u>85,796.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,796.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,796.27
		Balance per Cash Book is :-	85,796.27
		Difference is :-	0.00

Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee costs	Income	0	30	0	(30)			0.0%
	Expenditure	14,968	35,981	179,520	143,539	1,434	142,105	20.8%
	Net Income over Expenditure	<u>(14,968)</u>	<u>(35,951)</u>	<u>(179,520)</u>	<u>(143,569)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(14,968)</u>	<u>(35,951)</u>					
	Grand Totals:- Income	0	30	0	(30)			0.0%
	Expenditure	14,968	35,981	179,520	143,539	1,434	142,105	20.8%
	Net Income over Expenditure	<u>(14,968)</u>	<u>(35,951)</u>	<u>(179,520)</u>	<u>(143,569)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(14,968)</u>	<u>(35,951)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Administration								
1009 Bank Loyalty Discount	10	56	370	314			15.0%	
1060 Miscellaneous Income	0	4,939	0	(4,939)			0.0%	
Administration :- Income	10	4,995	370	(4,625)			1349.9%	0
4010 Internal Auditor	0	(222)	500	722		722	(44.3%)	
4030 Postage	0	0	300	300		300	0.0%	
4031 Stationery	319	818	1,500	682	58	624	58.4%	
4032 Photocopier copy charges	0	119	1,500	1,381		1,381	7.9%	
4035 Computer consumables	0	0	300	300	221	79	73.7%	
4036 Office IT equip't inc antiviru	0	0	700	700		700	0.0%	
4037 Website	0	82	350	268		268	23.4%	
4039 Legal fees	231	1,774	5,000	3,227	2,500	727	85.5%	
4040 Audit Fees (external audit)	0	0	1,600	1,600		1,600	0.0%	
4043 Insurance Premiums	112	11,571	5,200	(6,371)		(6,371)	222.5%	
4044 Insurance Tree Survey	0	0	500	500		500	0.0%	
4045 Subscriptions	458	2,937	3,200	263		263	91.8%	
4046 Publications	0	0	200	200		200	0.0%	
4047 Advertising	0	0	100	100		100	0.0%	
4049 Tree Works	0	0	1,500	1,500		1,500	0.0%	
4050 Town Council Elections	0	0	5,500	5,500		5,500	0.0%	
4053 Refreshments	0	0	250	250		250	0.0%	
4056 Bank/Barclaycard charges	137	198	1,000	802		802	19.8%	
4059 First Aid	0	47	150	103	62	41	72.9%	
4062 Newsletter Production	0	0	500	500		500	0.0%	
4063 Hire of Halls	0	44	300	256		256	14.7%	
4069 Office telephones	210	168	1,000	832		832	16.8%	
4070 Broadband/Internet	0	102	500	398		398	20.5%	
4071 IT Services incl backups	0	262	3,300	3,038		3,038	8.0%	
4072 IT costs office 365	0	181	1,950	1,769		1,769	9.3%	
4073 IT reserve for new machines	20	65	700	635		635	9.3%	
8060 Misc Resolved Gen Reserves & c	0	260	0	(260)	24	(284)	0.0%	
Administration :- Indirect Expenditure	1,487	18,406	37,600	19,194	2,866	16,328	56.6%	0
Net Income over Expenditure	(1,477)	(13,412)	(37,230)	(23,818)				
103 Town Councillors								
1006 Mayor's Charity Fund	0	200	0	(200)			0.0%	
Town Councillors :- Income	0	200	0	(200)				0
4090 Councillors' allowances	0	0	7,000	7,000		7,000	0.0%	
4091 Councillors' expenses	0	74	500	426		426	14.8%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4092 Councillors' training	823	823	1,000	178	598	(420)	142.0%	
4093 Mayor's allowance Civic Duties	0	(734)	2,000	2,734	2	2,732	(36.6%)	
Town Councillors :- Indirect Expenditure	823	163	10,500	10,337	600	9,738	7.3%	0
Net Income over Expenditure	(823)	37	(10,500)	(10,537)				
104 General Administration								
1010 Investment Income	206	2,520	500	(2,020)			504.0%	
1063 CIL funds from developers	0	34,834	0	(34,834)			0.0%	
1076 Precept	0	182,923	365,846	182,923			50.0%	
General Administration :- Income	206	220,277	366,346	146,069			60.1%	0
4100 Grants to other Organisations	0	0	1,000	1,000		1,000	0.0%	
4103 Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4104 Events	344	604	1,000	396	280	116	88.4%	
4105 Finance Software	755	802	1,200	398		398	66.8%	
8060 Misc Resolved Gen Reserves & c	0	0	0	0	323	(323)	0.0%	
General Administration :- Indirect Expenditure	1,099	1,406	4,200	2,794	603	2,192	47.8%	0
Net Income over Expenditure	(893)	218,871	362,146	143,275				
201 Council Offices								
4004 Cleaning contract ex staff	0	180	2,000	1,820		1,820	9.0%	
4130 Council Tax	707	2,831	8,500	5,669		5,669	33.3%	
4131 Electricity	1,140	1,458	3,000	1,542		1,542	48.6%	
4132 Water charges	83	1,088	300	(788)		(788)	362.6%	
4133 Sewerage	0	35	550	516		516	6.3%	
4136 Photocopier - lease	0	0	810	810		810	0.0%	
4139 Window Cleaning	0	0	300	300		300	0.0%	
4140 Alarm Maintenance	0	0	1,800	1,800		1,800	0.0%	
4141 Fire Precautions	0	0	440	440		440	0.0%	
4142 Other Maintenance	0	0	600	600	18,685	(18,085)	3114.2%	
4146 Other Office Equipment	70	259	1,250	991	783	209	83.3%	
4154 Housekeeping San bins 49 & gar	25	50	380	330		330	13.2%	
4155 Refuse Collecting	0	61	1,300	1,239		1,239	4.7%	
4162 PWLB - Capital	0	2,426	4,919	2,493		2,493	49.3%	
4163 PWLB- Interest	0	361	654	293		293	55.2%	
Council Offices :- Indirect Expenditure	2,025	8,748	26,803	18,055	19,468	(1,413)	105.3%	0
Net Expenditure	(2,025)	(8,748)	(26,803)	(18,055)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202 51 High Street								
4170 51 High Street - expenditure	0	0	800	800		800	0.0%	
51 High Street :- Indirect Expenditure	0	0	800	800	0	800	0.0%	0
Net Expenditure	0	0	(800)	(800)				
204 Wannock Office								
4198 PWRMG CIC Grant (Interim)	0	26,124	26,124	0		0	100.0%	
Wannock Office :- Indirect Expenditure	0	26,124	26,124	0	0	0	100.0%	0
Net Expenditure	0	(26,124)	(26,124)	0				
205 High Street Toilets								
1035 High St Toilets Community Sche	309	617	1,234	617			50.0%	
High Street Toilets :- Income	309	617	1,234	617			50.0%	0
4500 Toilets High St - Cleaning	890	2,650	11,000	8,350	7,019	1,331	87.9%	
4501 Toilets High St - Maintenance	0	0	250	250		250	0.0%	
4504 Toilets High St - Other	0	0	310	310		310	0.0%	
High Street Toilets :- Indirect Expenditure	890	2,650	11,560	8,910	7,019	1,891	83.6%	0
Net Income over Expenditure	(581)	(2,033)	(10,326)	(8,293)				
301 Town Centre and Community Safe								
4201 CCTV costs	0	(2,956)	3,500	6,456		6,456	(84.5%)	
8060 Misc Resolved Gen Reserves & c	1,928	1,928	0	(1,928)		(1,928)	0.0%	
Town Centre and Community Safe :- Indirect Expenditure	1,928	(1,028)	3,500	4,528	0	4,528	(29.4%)	0
Net Expenditure	(1,928)	1,028	(3,500)	(4,528)				
302 Recreation Grounds								
1022 Brightling Road lease	0	0	120	120			0.0%	
Recreation Grounds :- Income	0	0	120	120			0.0%	0
4199 Changing Places Toilet	0	0	0	0	70,500	(70,500)	0.0%	
4220 General Maintenance	875	5,019	9,000	3,981	2,671	1,310	85.4%	
4221 Recreation ground - water	0	0	390	390		390	0.0%	
4223 Grounds Maintenance	1,143	2,001	3,500	1,499		1,499	57.2%	
4230 Skate Park	0	0	3,000	3,000		3,000	0.0%	
4238 Litter Bins	820	764	6,100	5,336	4,338	999	83.6%	
4240 Oakleaf Lease Charges	0	150	150	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4241 Dog Bins	650	0	2,860	2,860	2,600	260	90.9%	
4242 Playground Equipment	22,334	34,110	2,000	(32,110)	923	(33,033)	1751.7%	33,812
4243 Safety Inspections	0	486	1,500	1,014	360	654	56.4%	
8002 CIL Expenditure	0	23,960	0	(23,960)		(23,960)	0.0%	23,960
8060 Misc Resolved Gen Reserves & c	350	2,668	0	(2,668)	5,486	(8,154)	0.0%	
Recreation Grounds :- Indirect Expenditure	26,172	69,158	28,500	(40,658)	86,878	(127,536)	547.5%	57,772
Net Income over Expenditure	(26,172)	(69,158)	(28,380)	40,778				
6000 plus Transfer from EMR	22,036	57,772						
Movement to/(from) Gen Reserve	(4,136)	(11,386)						
303 Highways								
1051 Urban Grasscutting Income	0	(0)	3,135	3,135			0.0%	
Highways :- Income	0	(0)	3,135	3,135			0.0%	0
4256 Urban grasscutting	3,589	11,739	25,000	13,261		13,261	47.0%	
4258 Flower Beds	913	3,954	6,600	2,646	452	2,194	66.8%	
4259 Council Gardens - office	0	0	0	0	1,037	(1,037)	0.0%	
4263 Bulb Planting	0	0	1,000	1,000	999	1	99.9%	
8060 Misc Resolved Gen Reserves & c	0	245	0	(245)	815	(1,060)	0.0%	
Highways :- Indirect Expenditure	4,502	15,939	32,600	16,661	3,302	13,359	59.0%	0
Net Income over Expenditure	(4,502)	(15,939)	(29,465)	(13,526)				
304 Allotments								
1070 Allotment Fees	10	72	2,500	2,428			2.9%	
1072 Gosford Way Allotments	0	0	175	175			0.0%	
Allotments :- Income	10	72	2,675	2,603			2.7%	0
4270 Allotments - maintenance	0	525	700	175		175	75.0%	
4271 Allotments - improvements	0	0	350	350		350	0.0%	
4272 Allotments - water	0	0	800	800		800	0.0%	
4273 Allotment - rent of land Gosfo	0	(324)	175	499		499	(184.9%)	
4274 Allotment Grounds maintenance	0	0	650	650		650	0.0%	
8060 Misc Resolved Gen Reserves & c	0	0	0	0	360	(360)	0.0%	
Allotments :- Indirect Expenditure	0	202	2,675	2,474	360	2,114	21.0%	0
Net Income over Expenditure	10	(130)	0	130				
305 Street Lighting								
4280 Street Light - energy	0	(18,700)	9,600	28,300		28,300	(194.8%)	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4281 Street Light - Maintenance	0	0	10,400	10,400		10,400	0.0%	
4282 Street Light - new works/impro	20,821	29,050	8,500	(20,550)	27,128	(47,678)	660.9%	20,650
4286 Christmas decorations	0	0	13,000	13,000		13,000	0.0%	
4287 Additional Christmas Decoratio	0	0	2,000	2,000		2,000	0.0%	
8060 Misc Resolved Gen Reserves & c	0	2,156	0	(2,156)	0	(2,156)	0.0%	
Street Lighting :- Indirect Expenditure	20,821	12,506	43,500	30,994	27,128	3,866	91.1%	20,650
Net Expenditure	(20,821)	(12,506)	(43,500)	(30,994)				
6000 plus Transfer from EMR	20,650	20,650						
Movement to/(from) Gen Reserve	(171)	8,144						
<u>306 Prize and Prize Giving</u>								
4096 Remembrance Wreath	0	0	60	60		60	0.0%	
8060 Misc Resolved Gen Reserves & c	0	0	0	0	193	(193)	0.0%	
Prize and Prize Giving :- Indirect Expenditure	0	0	60	60	193	(133)	322.3%	0
Net Expenditure	0	0	(60)	(60)				
<u>307 The Polegate Partnership</u>								
1040 SponsorFlower Beds Hallsham Rd	0	50	1,000	950			5.0%	
The Polegate Partnership :- Income	0	50	1,000	950			5.0%	0
4306 Replace Hallsham Rd Beds	0	0	450	450		450	0.0%	
4307 Hallsham Flowers Maintenance	0	536	550	14		14	97.4%	
The Polegate Partnership :- Indirect Expenditure	0	536	1,000	464	0	464	53.6%	0
Net Income over Expenditure	0	(486)	0	486				
<u>401 The Planning Committee</u>								
4320 Planning Committee - Halls	0	0	200	200		200	0.0%	
The Planning Committee :- Indirect Expenditure	0	0	200	200	0	200	0.0%	0
Net Expenditure	0	0	(200)	(200)				
<u>701 The Retired</u>								
7001 The Retired	0	0	800	800		800	0.0%	
The Retired :- Indirect Expenditure	0	0	800	800	0	800	0.0%	0
Net Expenditure	0	0	(800)	(800)				

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Polegate Town Council

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud.	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	534	226,210	374,880	148,670			60.3%	
Expenditure	59,746	154,809	230,422	75,613	148,416	(72,803)	131.6%	
Net Income over Expenditure	(59,212)	71,401	144,458	73,057				
plus Transfer from EMR	42,686	78,422						
Movement to/(from) Gen Reserve	(16,526)	149,823						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Council Office Mntce Fund	22,115.00		22,115.00
321 Recreation Fund	0.00		0.00
322 Town Election/Poll/Referendum	16,657.00		16,657.00
323 Polegate Town Map Fund	0.00		0.00
324 Elections Fund	34,337.00		34,337.00
325 Pavilion Refurbishment Fund	0.00		0.00
326 Youth Shelter Reserve	0.00		0.00
328 Office IT Equipment Reserve	897.00		897.00
329 Other Office Equipment	0.00		0.00
330 Crossing Patrol Reserve	0.00		0.00
331 Brightling Reserve	8,514.21		8,514.21
332 Bus shelter reserve	0.00		0.00
333 Diamond Jubilee Reserve	0.00		0.00
334 Town Focal Enhancemt Reserve	592.20		592.20
335 Street Lights Reserve	141,884.31	-20,650.00	121,234.31
336 Legals/fencing re s/water	0.00		0.00
337 High Street Toilets Reserve	0.00		0.00
338 Hailsham Beds Reserve	1,398.54		1,398.54
339 Office Alterations Reserve	26,165.00		26,165.00
340 Guardian Court Crossing	0.00		0.00
341 Staff - Consultant/Temporary	2,025.55		2,025.55
342 S106 funds	266,183.25	-22,036.00	244,147.25
343 Tree Audit	0.00		0.00
344 Play Equipment	12,000.00		12,000.00
345 Flower Bulbs EMR	0.05		0.05
346 Neighbourhood Plan	15,000.00		15,000.00
347 CCTV reserve	3,344.00		3,344.00
348 Consultation/Newsletter	1,003.00		1,003.00
349 CIL funds	190,771.23	-35,735.60	155,035.63
350 Picnic Benches	788.00		788.00
351 Skate Park	9,675.00		9,675.00
352 Overtime	2,275.27		2,275.27
353 Polegate Community Library	51,000.00		51,000.00
354 New air con unit	1,220.00		1,220.00
355 Christmas Lights (new)	1,750.00		1,750.00
356 Bins	5,250.00		5,250.00
358 VAS (SID)	11,000.00		11,000.00
359 Land purchase car park	100.00		100.00
360 Land Purchase open space	100.00		100.00
361 Allotment unreturned deposits	525.00		525.00
362 emr training courses	2,476.00		2,476.00
	829,046.61	-78,421.60	750,625.01

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			11,864.17	
200	Current/Business Premium			772,555.70	
201	Tracker Account			128,715.09	
203	HSBC Deposit A/C			85,861.83	
204	NatWest deposit A/C			85,796.27	
210	Petty Cash			200.00	
310	General reserves				207,502.23
320	Council Office Mntce Fund				22,115.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				34,337.00
328	Office IT Equipment Reserve				897.00
331	Brightling Reserve				8,514.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				121,234.31
338	Hailsham Beds Reserve				1,398.54
339	Office Alterations Reserve				26,165.00
341	Staff - Consultant/Temporary				2,025.55
342	S106 funds				244,147.25
344	Play Equipment				12,000.00
345	Flower Bulbs EMR				0.05
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				3,344.00
348	Consultation/Newsletter				1,003.00
349	CIL funds				155,035.63
350	Picnic Benches				788.00
351	Skate Park				9,675.00
352	Overtime				2,275.27
353	Polegate Community Library				51,000.00
354	New air con unit				1,220.00
355	Christmas Lights (new)				1,750.00
356	Bins				5,250.00
358	VAS (SID)				11,000.00
359	Land purchase car park				100.00
360	Land Purchase open space				100.00
361	Allotment unreturned deposits				525.00
362	emr training courses				2,476.00
500	Creditors				9,372.24
501	Sundry Other creditors			488.45	
560	Deposits Held				4,110.00
1006	Mayor's Charity Fund	103	Town Councillors		200.00
1009	Bank Loyalty Discount	102	Administration		55.60
1010	Investment Income	104	General Administration		2,519.94

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1035	High St Toilets Community Sche	205	High Street Toilets		617.00
1040	SponsorFlower Beds Hailsham Rd	307	The Polegate Partnership		50.00
1051	Urban Grasscutting Income	303	Highways	0.01	
1060	Miscellaneous Income	101	Employee costs		30.00
1060	Miscellaneous Income	102	Administration		4,939.11
1063	CIL funds from developers	104	General Administration		34,834.00
1070	Allotment Fees	304	Allotments		71.60
1076	Precept	104	General Administration		182,923.00
4000		101	Employee costs	14,858.47	
4002		101	Employee costs	4,649.95	
4004	Cleaning contract ex staff	201	Council Offices	180.00	
4007	NI (ER's)	101	Employee costs	1,744.70	
4008	Pension ER's contributions	101	Employee costs	725.71	
4009	Payroll	101	Employee costs		713.00
4010	Internal Auditor	102	Administration		221.50
4011		101	Employee costs	239.76	
4014	Consultancy/Locum Clerk	101	Employee costs	277.40	
4015	Travelling expenses (parks)	101	Employee costs	120.00	
4019		101	Employee costs	347.94	
4022		101	Employee costs	3,805.65	
4023		101	Employee costs	849.43	
4024	HR Contract	101	Employee costs	1,250.00	
4031	Stationery	102	Administration	817.96	
4032	Photocopier copy charges	102	Administration	118.57	
4037	Website	102	Administration	81.92	
4039	Legal fees	102	Administration	1,773.50	
4043	Insurance Premiums	102	Administration	11,570.82	
4045	Subscriptions	102	Administration	2,936.73	
4056	Bank/Barclaycard charges	102	Administration	198.39	
4059	First Aid	102	Administration	47.28	
4063	Hire of Halls	102	Administration	44.00	
4069	Office telephones	102	Administration	168.07	
4070	Broadband/Internet	102	Administration	102.47	
4071	IT Services incl backups	102	Administration	262.37	
4072	IT costs office 365	102	Administration	180.90	
4073	IT reserve for new machines	102	Administration	64.99	
4091	Councillors' expenses	103	Town Councillors	74.20	
4092	Councillors' training	103	Town Councillors	822.50	
4093	Mayor's allowance Civic Duties	103	Town Councillors		734.00
4104	Events	104	General Administration	603.97	
4105	Finance Software	104	General Administration	801.76	
4130	Council Tax	201	Council Offices	2,831.32	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4131	Electricity	201	Council Offices	1,458.15	
4132	Water charges	201	Council Offices	1,087.76	
4133	Sewerage	201	Council Offices	34.50	
4146	Other Office Equipment	201	Council Offices	258.63	
4154	Housekeeping San bins 49 & gar	201	Council Offices	50.22	
4155	Refuse Collecting	201	Council Offices	60.75	
4162	PWLB - Capital	201	Council Offices	2,425.75	
4163	PWLB- Interest	201	Council Offices	360.85	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	26,124.00	
4201	CCTV costs	301	Town Centre and Community Safe		2,956.00
4220	General Maintenance	302	Recreation Grounds	5,018.92	
4223	Grounds Maintenance	302	Recreation Grounds	2,001.17	
4238	Litter Bins	302	Recreation Grounds	763.75	
4240	Oakleaf Lease Charges	302	Recreation Grounds	150.00	
4242	Playground Equipment	302	Recreation Grounds	34,109.98	
4243	Safety Inspections	302	Recreation Grounds	486.25	
4256	Urban grasscutting	303	Highways	11,739.12	
4258	Flower Beds	303	Highways	3,954.42	
4270	Allotments - maintenance	304	Allotments	525.00	
4273	Allotment - rent of land Gosfo	304	Allotments		323.50
4280	Street Light - energy	305	Street Lighting		18,700.00
4282	Street Light - new works/impro	305	Street Lighting	29,050.13	
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	535.52	
4500	Toilets High St - Cleaning	205	High Street Toilets	2,650.21	
6000	Transfer from EMR	302	Recreation Grounds		57,771.60
6000	Transfer from EMR	305	Street Lighting		20,650.00
8002	CIL Expenditure	302	Recreation Grounds	23,960.00	
8060	Misc Resolved Gen Reserves & c	101	Employee costs	7,825.00	
8060	Misc Resolved Gen Reserves & c	102	Administration	260.00	
8060	Misc Resolved Gen Reserves & c	301	Town Centre and Community Safe	1,928.00	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	2,668.00	
8060	Misc Resolved Gen Reserves & c	303	Highways	245.00	
8060	Misc Resolved Gen Reserves & c	305	Street Lighting	2,156.00	
Trial Balance Totals :				1,299,919.33	1,299,919.33
Difference				0.00	

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **Polegate Town Council - ES0078**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

02/09/2023

Pursuant to a local planning application by a residential developer to construct some 700 dwellings on the land at Morning Mill Farm (Eastbourne Road, Lower Willingdon, BN20 9NY), Vine No.2 level crossing (the Crossing) will be permanently closed. In turn, the public footpath No. 6 which is currently superimposed over the Crossing will be dedicated over a new footbridge in the same locality to aid access to the land on both sides of the railway. The details of the planning application can be found via this link [Planning and Building Control - Wealden District Council](#).

I am writing to your organisation as I have been informed by East Sussex Council of your status as a statutory consultee in light of the above proposal.

At present, we are considering the construction of a stepped modular footbridge design to aid access which is consistent with the current usage profile of the Crossing and the legal status of public footpath superimposed over it. As such, I am keen to understand your organisation's position in relation to the following:

1. Whether you are opposed to the permanent closure of the Crossing?
2. Is the proposed diversion over a stepped modular footbridge suitable for your members?
3. Are there any concerns in relation to the proposal?

To illustrate the above proposal, I have attached the following documents:

- VDM1 – This is an aerial map which illustrates the existing footpath No.6 marked with the broken blue line from points A to D. The location of the stepped modular footbridge is marked with the broken red line between points B and C.
- VDM2 – This is an aerial map of the proposed development with some annotations which describe some of the amenities

I look forward to receiving your comments shortly.

Town Clerk

From: [REDACTED]
Sent: 12 September 2023 09:18
To: [REDACTED]
Subject: New Year's Day service 50

Good morning,

It's the time of year again to consider whether or not you are able to support our service 50 running between Hailsham, Polegate, Eastbourne and Langney on 1st January 2024, which falls on a Monday.

I have asked the question as to whether or not Stagecoach will be running that day, because if they do, there is no point in us running as well. However, they have not run for many years now, so unless I hear to the contrary, please could you confirm whether or not you would be able to support our service with the same £350 as last year?

[REDACTED]

Managing Director,
Cuckmere Community Bus Ltd,
The Old Rectory,
Litlington,
POLEGATE,
East Sussex,
BN26 5RB.

[REDACTED]

[REDACTED]

Website: <https://www.cuckmerebuses.org.uk>

Everyone in our organisation is a Volunteer!

