



**Polegate Town Council, Council Office,
49 High Street, Polegate BN26 6AL**

Town Clerk – Jo Ognjanovic - e-mail admin@polegatetowncouncil.gov.uk
Town Mayor – Cllr Ms A Snell – email cldr.a.snell@polegatetowncouncil.gov.uk

28th November 2018

Notice is hereby given of a meeting of the Town Council to be held on **Monday 10th December 2018** in Council Chambers, 49 High Street, Polegate BN26 6AL at **7.30 p.m.**

J. Ognjanovic

Town Clerk

The press and public have a right to and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press and public has been proposed and voted upon before withdrawing.

AGENDA

- 1) Opportunity for public comment**
- 2) To receive any apologies for absence**
- 3) Declarations of interest in any items on the agenda**
- 4) Financial**
 - a) Accounts for payment as presented**
 - b) Allotment rents proposed increase or cessation of annual skip**
 - c) Motion to increase budget code 4220 as per report by £1000 from general reserves.**
 - d) Journal**
 - e) Preliminary budget figures for 2019/20**
- 5) Internal audit report**
- 6) Written confirmation of bank signatories from Barclays Bank**
- 7) Motion to accept gift of commonwealth trees**

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that the meeting will be recorded. The purpose of this is that recordings act as an aide-memoire to assist the Clerk in the compilation of the minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.