



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

Town Clerk – Jo Ognjanovic - e-mail admin@polegatetowncouncil.gov.uk
Town Mayor – Cllr D Watts – email cldr.d.watts@polegatetowncouncil.gov.uk

7th April 2017

Notice is hereby given of a meeting of the Town Council to be held on **Monday 24th April 2017** 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.

******PLEASE NOTE******

THERE WILL BE A PRESENTATION FOR COUNCIL ON SCAMS

AT 7-7.30 PM

A G E N D A

- 1) Opportunity for public comment**
- 2) To receive any apologies for absence**
- 3) Declarations of interest in any items on the agenda**
- 4) To approve the minutes of full council 27th March 2017**
- 5) Minutes and Recommendations of Committees and Standing Committees and working groups**

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.

- a) Finance & Policy 7th April 2017
 - b) Town Centre Steering Group Notes & recommendations 15th March 2017
 - c) Building & Lands working group 7th April 2017 (notes if available)
 - (i) Recommendation to install a timer switch for the water heater/tank as per report
 - (ii) Recommendation to add a "free" clear channel bus shelter at Gainsborough Lane and to pay the cost £1800 for the tarmac installation as requested.
- 6) Reports from outside organisations
- a) Polegate Community Association
- 7) Mayors report – verbal
- 8) Financial Update
- a) Approval of payments as presented
 - b) Barclaycard Statements – already authorised for noting £432.00
 - c) Income & expenditure accounts, bank reconciliations, Ear Marked Reserves (interim pending final accounts presentation on 15th May 2017) To agree / note overspends in some areas not already approved
 - d) To accept the new bus shelter contract and to delegate to Cllrs D Watts and Mrs M Piper to sign and use the council seal on the new deed of variation, which extends our free (advertising) bus shelters to 2020.
- 9) Motion for the town council to hold "Meet your councillor" coffee mornings at Polegate Community Centre on Sat 24th June 2017, Sat 27th January 2018, Saturday 7th July 2018
- The morning will run from 10 am to 12 noon and will include a raffle. Money raised will go towards the costs of hire and provisions and any profit made will be donated to the Mayor's charity. The organisation of the events to be delegated to Cllrs Ms A Snell & Mrs C Berry and to delegate to the clerk in liaison with the above Cllrs for any unforeseen issues.
- 10) Neighbourhood development Plan
- a) Principles of development working group (Neighbourhood Plan) Motion to change the chair of the working group
 - b) Motion to submit the statement (to accompany the designation letter and map)
 - c) Preview of the plan document in early draft format

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11) Dates of the next scheduled meetings

Special Full Council (approval of end of year accounts) 15th May 2017

Annual Statutory Meeting 22nd May 2016 (Election of Mayor)

Full Council 26th June 2017

Full Council 31st July 2017

Full Council 25th September 2017

Preliminary budget meetings October TBA

Full Council 30th October 2017

Full Council 27th November 2017 (initial budgets)

Full council 11th December 2017 Budget and precept agreements

Full Council 8th January 2018 precept and budget 2018/19 final

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