



**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

14th September 2018

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

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) Mayor's Report – written and verbal re civic matters**
- 5) To approve and adopt the minutes of full council minutes of the meeting on 30th July 2018**
- 6) To adopt the minutes and recommendations of committees**
 - a) Planning Committee minutes of 6th August 2018 and 30th August 2018 and 20th September if available**
 - b) Finance & Policy Committee Minutes of 3rd August 2018 and 7th September 2018**
 - c) Personnel committee minutes of 13th August and 17th September 2018 if available (items may need to be discussed in confidential)**
- 7) Buildings and Land Working group minutes of 14th September 2018 if available with recommendations**

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.

- 8) Business Plan working group minutes of 7th September 2018 if available**
- 9) Financial Update**
- a) Approval of payments as presented**
 - b) Barclaycard Statements – already authorised for noting July £242.38 and August £572.90**
 - c) Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, journals**
 - d) ICO (Information Commissioner) direct debit**
 - e) To approve extra £437.20 (£380 + £57.20) to be taken from General Reserves for two bus shelter licences**
- 10) Correspondence for action**
- a) Request from Polegate Neighbourhood Watch Association to use the office as a “Letter Box” system**
 - b) Request for an ecological survey to be carried out on behalf of the A27 East of Lewes improvement scheme.**
- 11) Correspondence for noting**
- a) FSN New Community Garden**
- 12) Dates of the next scheduled meetings**

Full Council 29th October 2018

Budget meetings TBA Oct - Nov

Full Council 26th November 2018

Full Council 10th December 2018

Full Council 7th/14th TBA January 2019 precept and budget setting

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