



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

Town Clerk – Jo Ognjanovic - e-mail [admin@polegatetownouncil.gov.uk](mailto:admin@polegatetownouncil.gov.uk)  
Town Mayor – Cllr Ms A Snell – email [cldr.a.snell@polegatetownouncil.gov.uk](mailto:cldr.a.snell@polegatetownouncil.gov.uk)

21<sup>st</sup> January 2019

Notice is hereby given of a meeting of the Town Council to be held on **Monday 28<sup>th</sup> January 2019** in Council Chambers, 49 High Street, Polegate BN26 6AL at **7.30 p.m.**

*J. Ognjanovic*

Town Clerk

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*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.*

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**AGENDA**

- 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 verbal**
- 5) To approve and adopt the minutes of full council minutes of the meeting on 26<sup>th</sup> November 2018, 10<sup>th</sup> December 2018 and 14<sup>th</sup> January 2019**
- 6) To adopt the minutes and recommendations of committees**
  - a) Planning Committee minutes of 3<sup>rd</sup> January 2019**
  - b) Finance & Policy Committee Minutes 11<sup>th</sup> January 2019**

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.

- 7) **Buildings and Land Working group minutes/paperwork - 3 recommendations 11<sup>th</sup> January 2019**
- 8) **Financial Update**
  - a) **Approval of payments as presented**
  - b) **Barclaycard Statements – already authorised for noting £1021.01 (Nov) £801.62 (Dec)**
  - c) **Nov & Dec Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, VAT return, Journals**
- 9) **Request for memorial bench and associated licence required**
- 10) **Complaints procedure (revised re personnel recommendation)**
- 11) **Annual corporate risk assessment review**
- 12) **Motion to allow EASTBOURNE responders to do defibrillator Training to registered participants and the use of council chambers as the venue for this training to be booked via the town council Offices in the normal manner.  
The registration of participants etc will be handled by EASTBOURNE responders.**
- 13) **Correspondence for action**
  - a) **Letter from the organisers of Polegate Scarecrows**
- 14) **Dates of the next scheduled meetings**
  - Full Council 25<sup>th</sup> February 2019**
  - Full Council 25<sup>th</sup> March 2019**
  - Full Council 29<sup>th</sup> April 2019**
  - Full Council 20<sup>th</sup> May 2019**
  - Full Council 24<sup>th</sup> June 2019**
  - Full Council 29<sup>th</sup> July 2019**
  - Full Council 30<sup>th</sup> September 2019**
  - Full Council 28<sup>th</sup> October 2019**
  - Full Council 25<sup>th</sup> November 2019**
  - Full Council 9<sup>th</sup> December 2019**
  - Full Council 13<sup>th</sup> January 2020 (precept and budget setting)**

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