



**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

18th October 2019

Notice is hereby given of a meeting of the Town Council to be held on **Monday 28th October 2019** 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 verbal**
- 5) To approve and adopt the minutes of the Full Council meeting of 30th September 2019**
- 6) To adopt the minutes and recommendations of standing committees**
 - a) Finance & Policy committee meeting minutes of 18th October 2019 if available**
 - b) Personnel committee meeting minutes of 4th October 2019 (some items may only be discussed in confidential session.)**

In order to comply with the Data Protection Act 2018, 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) **Financial Update**
 - a) Approval of payments as presented**
 - b) Barclaycard Statements – already authorised for noting**
 - c) Bank reconciliations, income and expenditure accounts, trial balances, ear marked reserves, journals (end Sept)**
- 8) **Internal Audit report**
- 9) **External Audit report**
- 10) **Dates of the next scheduled meetings**
 - Full Council 25th November 2019**
 - Full Council 9th December 2019**
 - Full Council 13th January 2020 (precept and budget setting)**
 - Full Council 27th January 2020**
 - Full Council 24th February 2020**
 - Full Council 30th March 2020**
 - Full Council 27th April 2020**
 - Full Council 1st June 2020**
 - Full Council 29th June 2020**
 - Full Council 27th July 2020**
 - Full council 28th September 2020**

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