



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

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

15<sup>th</sup> January 2018

Notice is hereby given of a meeting of the Town Council to be held on **Monday 29<sup>th</sup> January 2018** 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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**Emma Brice and Jon Gross from Sussex Police will be attending for full council only to answer questions at 7 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 and adopt the minutes of full council of 8<sup>th</sup> January 2018**
- 5) To adopt the minutes and recommendations of committees and working groups**
  - a) Neighbourhood Plan working group (delegated) notes/minutes**

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.

- b) Internal audit review and internal control working group notes and recommendations**
  - c) Flower working group - Flower contract working group (delegated)– to set aside £960 into a new ear marked reserve, “flowers and bulb planting” from the remaining budget of 2017/18 for noting**
- 6) Financial Update**
- a) Approval of payments as presented plus additional sheets**
  - b) Barclaycard Statements – already authorised for noting £248.13 (Nov) & £148.26 (Dec) please note the maintenance person card is now cancelled**
  - c) Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, journals, VAT return**
  - d) Bus shelters - To set aside an ear marked reserve in code 332 of £3000 transferring from the budget code 4250 this year. To also move £9500 from the under spent code for grounds maintenance to the same ear marked reserve 332 giving a total of £12,500.**
  - e) Toilet Cleaning contract Wannock and High Street – review contractor**
  - f) CCTV contract – installation cost of the new digital cameras at £570 (Chroma) as recommended to be paid from general reserves**
  - g) Grant Application**
    - i) Eastbourne Area Community First responders**
- 7) To appoint a new council representative(s) for**
- a) Cuckmere Community Buses**
  - b) Bus group**
  - c) Eastbourne Area Transport Forum**
- 8) Motion for council to consider sending a letter to the relevant authority expressing concern about the ambulance service response times, regarding their 999 telephone answering response time and the actual times for an ambulance to attend an incident, following some Polegate residents experiencing recent negative experiences regarding these**

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matters, with some serious outcome and a possible ongoing risk for our residents who find themselves in urgent need of this service in future.

- 9) Correspondence for noting
- a) Response from Network rail re closure time and incident letter
- 10) Correspondence for action
- a) Play park Oakleaf Drive
  - b) Scarecrow festival
    - i) to allow the organisers of the Polegate Scarecrow Festival to use the office as a drop off point for entry forms and money, which will be sealed in envelopes. These will then be collected regularly.
    - ii) For three councillors including the Mayor to assist with judging the final selection of scarecrows (end of July date TBC)
- 11) Dates of the next scheduled meetings
- Full Council 26<sup>th</sup> February 2018
  - Full Council 26<sup>th</sup> March 2018
  - NB "Your Community" Public Information Event (previously Senior moments) Saturday 7<sup>th</sup> April 2018*
  - Annual Town Assembly 16<sup>th</sup> April 2018
  - Full Council 30<sup>th</sup> April 2018
  - Annual Statutory Meeting 21<sup>st</sup> May 2019 (Election of Mayor)
  - Full Council 25<sup>th</sup> June 2018
  - Full Council 30<sup>th</sup> July 2018
  - Full Council 24<sup>th</sup> September 2018
  - Full Council 29<sup>th</sup> October 2018
  - Full Council 26<sup>th</sup> November 2018
  - Full Council 10<sup>th</sup> December 2018

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