



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

Town Clerk – Jo Ogrjanovic - 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)

19<sup>th</sup> April 2018

Notice is hereby given of a meeting of the Town Council to be held on **Monday 30<sup>th</sup> April 2018** in Council Chambers, 49 High Street, Polegate BN26 6AL at **7.30 p.m.**

*J. Ogrjanovic*

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.*

---

**\*\*\* There will be a presentation/update to councillors by Rhiannon Roderick, Secamb (on behalf of James Pavey) \*\*\***

**\*\*\* FROM 7PM-7.30PM \*\*\***

**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**
- 5) To approve and adopt the minutes of full council of 26<sup>th</sup> March 2018**
- 6) To adopt the minutes and recommendations of committees and working groups**
  - a) Planning Committee minutes of 3<sup>rd</sup> April 2018**
  - b) Finance & Policy Committee Minutes of 13<sup>th</sup> April 2018**

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.

- c) **Buildings & Land minutes 13<sup>th</sup> April 2018 with recommendations (some confidential items redacted)**
  - d) **Parking Working group including motion to suspend the Parking working group see attached report**
- 7) **Reports from representatives of outside bodies**
  - a) **Polegate Community Association Minutes**
  - b) **WDALC minutes**
- 8) **Financial Update**
  - a) **Approval of payments as presented plus additional sheets**
  - b) **Barclaycard Statements – already authorised for noting 0.00**
  - c) **Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, journals**
- 9) **Correspondence for action**
  - a) **Motion regarding email from ESCC to accept the proposal to cease the old lease for Oakleaf play area and a new lease to be completed at the same time. The new lease to be signed by two councillors and sealed in accordance with standing orders (see background papers)**
- 10) **Motion to cease the Art Competition see attached report**
- 11) **Committees/representative of outside bodies - Motion to add Cllr J Portway to the Buildings and land working group and to add Cllr J Portway as a joint representative for sports representative**
- 12) **Motion to hold a dementia awareness course in the chambers (no charge) for local business owners and residents and to hold a separate staff one in the day (see background papers for details)**
- 13) **Motion to allow the Rhymetime music sessions to continue at the Wannock Office area, Wannock Road free of charge – see background papers for full details.**
- 14) **Motion to appoint a new DPO following updated advice from NALC see background papers for recommendation)**
- 15) **Dates of the next scheduled meetings**

**Annual Statutory Meeting 21<sup>st</sup> May 2018 (Election of Mayor)**

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.

**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**

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.