



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

Town Clerk – Jo Ognjanovic - e-mail admin@polegate-tc.co.uk

Town Mayor – Cllr D Watts – email cllr.david.watts@polegate-tc.co.uk

16th February 2017

Notice is hereby given of a meeting of the Town Council to be held on **Monday 27th February 2017** 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) To approve the minutes of full council 30th January 2017**
- 5) Minutes and Recommendations of Committees and Standing Committees**
 - a) Planning Committee 6th February 2017**
 - b) Finance & Policy Committee 10th February 2017**
- 6) Working group notes and recommendations**
 - a) Buildings & Land Working group 10th February 2017**
 - b) Parking Working Group 8th February 2017**

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) Website working group – to delegate to the group to make the final arrangements for the website and to sign off the contract when satisfactory**
- 7) Reports from outside organisations**
 - a) Changes to representatives and new appointment to sports**
 - b) Polegate Community Association**
- 8) Mayors report – verbal**
- 9) Financial Update**
 - a) Approval of payments as presented**
 - b) Barclaycard Statements – already authorised for noting £135.95**
 - c) Income & expenditure accounts, bank reconciliations, Ear Marked Reserves, journals**
To agree / note overspends in some areas not already approved
 - d) To agree to set aside an ear marked reserve for play equipment on any remaining budget from code 4242 Playground equipment**
 - e) To agree to set aside the returned funds for the signal box pending the new claim as advised £1000**
- 10) Appointment of Internal auditor Mark Mulberry**
- 11) Minor amendment to the Best garden competition rules**
- 12) Correspondence for action**
 - a) Letter requesting to erect sign on amenity lighting in Aberdale road to warn off cyclist using the private area as a short cut for cycling.**
- 13) Dates of the next scheduled meetings**
 - Clean up day 4th March 2017 1pm at Council Offices*
 - Annual Town Assembly 6th March 2017 (7.30 pm)**
United Reformed Church Hall, Victoria Road
 - Town Centre Steering Working Group 15th March 2017 Polegate Free Church (public)*
 - Full Council 27th March 2017**
 - Senior Moments - Older People's Day St Johns Church Hall 8th April 2017 (public)*
 - Full Council 24th April 2017**

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Annual Statutory Meeting 22nd May 2016 (Election of Mayor)
Full Council 26th June 2017
Full Council 31st July 2017
Full Council 25th September 2017
Preliminary budget meetings October TBA
Full Council 30th October 2017
Full Council 27th November 2017 (initial budgets)
Full council 11th December 2017 Budget and precept agreements
Full Council 8th January 2018 precept and budget 2018/19 final

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