



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

**Telephone: 01323 488114 Fax: 01323 487517**

Town Clerk – Jo Ognjanovic - e-mail townclerk@polegate-tc.co.uk  
Town Mayor – Mr Michael Clewett e-mail - clewettmichael@gmail.com

2<sup>nd</sup> January 2015

Notice is hereby given of the Full Council meeting of the Town Council to be held on **Monday 12<sup>th</sup> January 2015** 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. To receive any apologies for absence**
- 2. Declarations of interest in any items on the agenda**
- 3. Opportunity for public comment**
- 4. To approve and sign the minutes of the Full Council Meeting held on 24<sup>th</sup> November 2014 and the minutes of 8<sup>th</sup> December 2014**
- 5. To adopt the minutes and recommendations of**
  - a. The Internal Audit Review and Internal Control Committee Meeting held on 14<sup>th</sup> November 2014, the 21<sup>st</sup> November 2014 and the minutes of 5<sup>th</sup> December 2014**
  - b. The Finance and Policy Committee Meeting held on 21<sup>st</sup> November 2014**
  - c. The Risk Management Sub Committee Meeting held on 5<sup>th</sup> December 2014**
  - d. The Planning Meeting held on 8<sup>th</sup> December 2014**
  - e. The Deed of Dedication Committee Meeting held on 8<sup>th</sup> December 2014**
  - f. The Age Gym Advisory Committee Meeting held on 8<sup>th</sup> December 2014**
  - g. The Buildings & Land and Business Plan Joint Committee Meeting held on 8<sup>th</sup> December 2014**
- 6. Polegate Town Mayors Report – verbal**

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. Financial Update**

Approval of accounts for payment

- a. Resolution required for approval of submitted accounts attached payments to the value of £18,233.46 plus staff salaries total (to be advised once payroll received)**
- b. Barclaycard statements for information only**
- c. Bank Reconciliation and accounts**
- d. Asset register no changes at present**
- e. VAT return (if available prior to the meeting)**
- f. Motion to authorise virement of £500 (under spend) from the tree works budget to the Street Lighting Reserve for expected works**

## **8. Budgets – to set the budgets and precept following all previous budget meetings recommendations (0% increase)**

- a. Central Government Capping details if available**

## **9. The Community Dividend has now been received.**

- a) Formal resolution required to approve the replacement of the windows at the Pavilion and Wannock office, as already agreed in principle, up to the sum of £2100 plus the shower room window (at council cost/part cost under normal maintenance)**

## **10. Non confidential Staff matters – Admin Assistant**

- a. The clerk would like to congratulate Sue Godfrey who has now successfully completed the Working With Your Council training course and has received a Certificate of Achievement from SLCC**

## **11. Proposed dates of next cycle of meetings**

Finance & Policy Committee 23<sup>rd</sup> February 2015

Full Council 23<sup>rd</sup> February 2015

Annual Town Assembly 2<sup>nd</sup> March 2015 United Reformed Church Hall Business

Plan & Buildings & Land Joint Committee 30<sup>th</sup> March 2015

Full Council 30<sup>th</sup> March 2015

Full Council 27<sup>th</sup> April 2015

Annual Statutory Meeting 18<sup>th</sup> May 2015

Full Council 29<sup>th</sup> June 2015 (provisional)

Full Council 27<sup>th</sup> July 2015 (provisional)

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