



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

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

17th November 2014

Notice is hereby given of the Full Council meeting of the Town Council to be held on **Monday 24th November 2014** 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.

AGENDA

- 1. To receive any apologies for absence**
- 2. Declarations of interest in any items on the agenda**
- 3. Opportunity for public comment**
- 4. Minutes of the Full Council meeting of 27th October 2014**
- 5. Adoption of minutes from Committees and Standing Committees**
 - a. Finance & Policy Committee Minutes of 7th November 2014**
 - b. High Street Toilet Refurbishment Committee minutes of 29th October 2014**
- 6. Polegate Town Mayors Report – verbal**
- 7. Financial Update**
 - a. Resolution required for approval of submitted accounts attached payments to the value of £ 775.85**
 - b. Barclaycard statement for noting and resolution required for approval of expenditure of £76.04**
 - c. Bank Reconciliation, statement and accounts¹ for information**
 - d. Changes to the asset register – none**

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.

e. Internal Audit report

f. Reserves Journal

8. Budgets – to consider which items should be added to the budget by nature of contracts; other budget items from a zero budget start point

a. Employee costs – figures only to be discussed as per confidential revised proposals from Personnel Committee (contractual)

b. Administration Costs (some contracts – includes elections reserve)

c. Town Councillor costs (general dispensation allowed to discuss – consideration for new councillors the following term 2015-2019)

d. General Administration (mainly discretionary)

e. Council Offices (mainly contractual)

f. 51 High street Office (minor contractual)

g. High Street Toilets (contractual)

h. Wannock Office (contractual)

i. The Pavilion (contractual)

j. Town Centre/Community Safety (contractual)

k. Recreation ground (some contractual, some variable)

l. Brightling Road (some contractual but variable, some variable – includes £7000 for drainage reserve)

m. Highways (grass cuts contractual, weed killing & Flowers variable contracts)

n. Allotments Cophall (variable)

o. Allotments Gosford (no cost WDC rented)

p. Street Lighting (contractual and some essential maintenance)

q. Prize & Prize Giving (variable)

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r. Polegate Partnership ("no cost" – sponsored – includes reserve)

s. Planning (variable)

t. The retired (nil at present)

u. Youth (nil at present)

v. Office Alterations reserves (variable)

9. Proposed dates of next cycle of meetings

Business Plan, Buildings & Land Joint Committee 8th December 2014

Possible follow up budget meeting 8th December 2014

Age Gym Committee meeting 8th December 2014

Full Council precept 12th January 2015

Finance & Policy Committee 23rd February 2015

Full Council 23rd February 2015

Business Plan & Buildings & Land Joint Committee 30th March 2015

Full Council 30th March 2015

Annual Town Assembly (1st March – 1st June inclusive date to be announced)

Annual Statutory Meeting (election of Mayor and new term councillors) 18th May 2015

¹ Trial Balances, Reserves and Income & Expenditure Accounts