



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 – Cllr M Cunningham – e-mail cllr.mcunningham@polegate-tc.co.uk

18th November 2013

Notice is hereby given of the Full Council meeting of the Town Council to be held on **Monday 25th November 2013** in St George's Church Hall, 110 Eastbourne Road, Polegate 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. 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 held on 28th October 2013**
- 5. Polegate Town Mayors Report – verbal**
- 6) Adoption of Minutes and recommendations from Committees and Standing Committees**
 - a) Planning Committee (Budget) minutes of 11th November 2013**
 - b) Personnel Committee (Budget) minutes of 11th November 2013**
 - c) Finance & Policy committee minutes of 11th November 2013**
 - d) Town Well Being committee minutes of 11th November 2013**
- 7. Financial Update**

Approval of accounts for payment Nov (part)

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.

- a. Resolution required for approval of submitted accounts attached accounts to the value of £33596.47**
- b. Copy of Barclaycard statement *For information only no resolution required***
- c. Copy of bank reconciliation (including trial balance and income and expenditure reports) *For information only no resolution required***

8. Best Dressed Christmas Shop and House Competition

9. Asset Of Community Value

a. Nomination for the Signal Box

Resolution required for whether to submit the nomination to WDC as present or with amendments.

- b. Update on the assets of community value already submitted**

10. Motion to support the Dogs Trust's microchipping event by offering a venue in Polegate to carry out the service

11. Approval of Terms of reference Business Plan, Buildings & Land Joint committee

12. Policies and Procedures

- i. Bullying/Harassment Policy**
- ii. Stress Policy**
- iii. Complaints Procedure**

13. Proposed dates of next cycle of meetings

Business Plan and Buildings & Land Joint Committee 9th December 2013

Full Council 9th December 2013

Full Council Precept Setting (latest) 13th January 2014

Full Council 24th February 2014

Full Council 31st March 2014

Annual Town Assembly 7th April 2014

Full Council April 28th 2014

Annual Statutory Meeting (Election of Mayor) 26th May 2014

Business Plan, Buildings & land Joint Committee 30th June 2014

Full Council 30th June 2014

Full Council 28th July 2014

Business Plan, Buildings & land Joint Committee 16th September 2014

Full Council 29th September 2014

Full Council 27th October 2014

Personnel budget 24th November 2014

Planning budget 24th November 2014

Full Council 24th November 2014

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

Full Council precept 12th January 2015

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.