



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

Town Clerk – Jo Ognjanovic - e-mail townclerk@polegate-tc.co.uk
Town Mayor – Cllr D Watts – email cldr.david.watts@polegate-tc.co.uk

14th October 2015

Notice is hereby given of a meeting of the Town Council to be held on **Monday 26th October 2015** in Council Chambers, 49 High Street, Polegate BN26 6AL at **7.30 p.m.**

J. Ognjanović

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 and sign the minutes of the Full Council Meeting held on 28th September 2015**
- 5) Adoption of minutes and recommendations of Standing Committees**
 - a) Adopt the minutes of the Finance & Policy committee meeting of 16th November 2015 (if available)**
- 6) Polegate Town Mayors Report –verbal**
- 7) Town Clerk Report**
- 8) Reports from Representatives of outside bodies**
- 9) Financial Update**

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) Approval of accounts for payment
 - b) Resolution required for approval of submitted accounts including bank reconciliation (approval of over and under spends for accounts as resolved and presented in the income and expenditure reports) for September 2015
 - c) Approval of Barclaycard statement and payments
 - d) Copy of the VAT return (for information only)
 - e) Motion to approve an appropriate online payment system in accordance with good audit practice and to setup the councillor signatories as authorised online users to approve electronic payments. NB the payments will still need to be signed off by two councillors at a meeting, the payments will be made online instead of by cheque and the full audit trail will still be in place.
 - f) Motion to investigate and install appropriate online payments for the payroll in accordance with good audit practice and to set up online councillor signatories as required. The payment sheets will still need to be signed and the online payments will be authorised by a signatory online, who will approve the payments.
- 10) To approve the purchase of the additional (replacement) Christmas lights in the Jubilee Tree (already budgeted for in the 2015/16) £3000
- 11) Correspondence for Action
- a) PADMEC – Motion to plant trees in the leased area on Brightling Road Leisure Ground
 - b) Stone Cross Royals – motion to erect a large garden shed instead of the container as the ground is now too wet to access the area (where container would be similar size)
 - c) Appointment of SSALC representative
 - d) Appointment of Airs representative
- 12) (South Downs National Park) SDNP – Motion to include Diplocks Wood/Wannock Coppice in the SDNP Local Plan
- 13) Motion that The Mayor and Deputy Mayor be added as signatories to the deed to register as much of the Council land at Brightling Road Leisure ground into the Fields in Trust Scheme in relation to minute 11393
- 14) Motion to write to Lloyds Bank Polegate asking them to review their opening times.
- 15) Boundary review consultation
- 16) Proposed dates of next cycle of meetings

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Full Council 26th October 2015
Additional budget meetings to be announced
Planning 9th November; Personnel 9th November ; Finance
November 2015
Full Council 30th November 2015
Full Council 14th December 2015
Full Council precept setting 11th January 2016
Full council 25th January 2016
Full Council 29th February 2016
Full Council 21st March 2016
Full Council 25th April 2016

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