



Polgate 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

15th April 2014

Notice is hereby given of the Full Council meeting of the Town Council to be held on **Monday 28th April 2014** in Council Chambers, 49 High Street, Polegate BN26 6AL at **7.45 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

Council to hear a short presentation from Tim Fellows regarding the Ambulance Make ready centre prior to the commencement of the meeting

- 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 31st March 2014**
- 5. Adoption of minutes from Committees and Standing Committees**
 - a. Planning Committee Minutes of 31st March 2014**
 - b. Business Plan & Buildings and Land Committee Minutes of 31st March 2014**
- 6. Polegate Town Mayors Report – verbal**
- 7. Financial Update**
 - a. Resolution required for approval of submitted accounts attached payments to the value of £25411.98**
 - b. Barclaycard statements for information only**

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. Bank Reconciliation, VAT return and accounts for information

d. To approve the audited accounts and annual return (*accounts close down 17th April, internal audit 23rd April and annual return*) papers to be available before the meeting.

8. High Street Toilets

- a. To delegate to Cllrs M Clewett, J O’Riordan to sign the licence on behalf of the Town Council**
- b. To delegate to Cllrs S Shing, M Clewett, J O’Riordan and D Broadbent to set the specification for the High Street Toilet refurbishment to be carried out as soon as possible after the date of completion of the sale of the toilets from Wealden District Council to Polegate Town Council**
- c. For the clerk to obtain at least 3 contractor quotations to carry out the specified works**
- d. To delegate to S Shing, M Clewett, J O’Riordan and D Broadbent to select a contractor(s) to carry out the works from those quotations and for that quotation to be around the budget of £8000 as previously resolved to be met from general reserves**
- e. To delegate to the clerk, S Shing, M Clewett, J O’Riordan and D Broadbent to oversee the refurbishment and authorise any subsequent arising related matters**

9. Proposed dates of next cycle of meetings

Annual Statutory Meeting (Election of Mayor) 19th May 2014

Full Council 30th June 2014

Business Plan, Buildings & land Joint Committee 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

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

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