



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

Town Clerk – Jo Ognjanovic - e-mail [admin@polegate-tc.co.uk](mailto:admin@polegate-tc.co.uk)

Town Mayor – Cllr D Watts – email [cldr.david.watts@polegate-tc.co.uk](mailto:cldr.david.watts@polegate-tc.co.uk)

22<sup>nd</sup> February 2016

Notice is hereby given of a meeting of the Town Council to be held on **Monday 29<sup>th</sup> February 2016** 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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**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) Mayors report – verbal**
- 5) Clerks Report**
- 6) Full Council minutes 11<sup>th</sup> January 2016**
- 7) Full Council minutes of 25<sup>th</sup> January 2016**
- 8) Adoption of minutes and recommendations of committees**
  - a) Finance & Policy Minutes of 12<sup>th</sup> February 2016**
  - b) Personnel Minutes of 12<sup>th</sup> February 2016**

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.

## **9) Financial Update**

### **a) Approval of payments as presented**

### **b) Approval of accounts as presented adjustments**

Including trial balance showing general reserves and ear marked reserves; income and expenditure reports showing cost codes and amount spent/received in each cost centre.

### **c) Motion to transfer any under spent budget for street lighting (cost centre 305) to the ear marked reserve for street lights**

### **d) Barclaycard Statement – already authorised for noting £4.00**

### **e) To authorise on a monthly basis payments to the grass cutting contractor, prior to the meetings, to ensure the council meet the contract requirement and to report back to council on the next schedule of payments the amount expended**

### **f) To authorise the purchase from general reserves of a dedicated roll of honour book cost estimate**

## **10) Motion to allow NatWest Mobile banking to use the council car park for their mobile banking van for a pilot scheme- verbal report Cllr D Watts**

## **11) Correspondence for action**

### **a) Motion to allow the Dickensian Group to use the council car park and offices at 49/51 High Street, Polegate for the Dickensian Christmas Event on Saturday 3<sup>rd</sup> December 2016 and each following year (as required) until resolved otherwise**

### **b) Request from Stone Cross Royals to make a concrete base under the "garage" for storage of the equipment on the field at Brightling road – Verbal E Board**

## **12) Motion to mark the Queens 90<sup>th</sup> birthday in summer – verbal report from Cllr Mrs M Piper**

## **13) Proposed dates of next cycle of meetings**

**Full Council 21<sup>st</sup> March 2016**

**Full Council 25<sup>th</sup> April 2016**

**Annual Town Assembly (United Reformed Church Hall) 9<sup>th</sup> May 2016**

**Annual Meeting (election of Mayor) 23<sup>rd</sup> May 2016**

**Full Council 27<sup>th</sup> June 2016**

**Full Council 25<sup>th</sup> July 2016**

**Full Council 26<sup>th</sup> September 2016**

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