



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

22nd September 2014

Notice is hereby given of the Full Council meeting of the Town Council to be held on **Monday 29th September 2014** in Council Chambers, 49 High Street, Polegate BN26 6AL at **8.00 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 of 28th July 2014 and minutes of the Special Full Council meeting of 18th August 2014**
- 5. Adoption of minutes from Committees and Standing Committees**
 - a. Planning Committee Minutes of 18th August 2014**
- 6. Polegate Town Mayors Report – verbal**
- 7. Town Clerk Report**
- 8. Reports from Representatives of outside bodies**
 - a. WDALC - Cllr M Clewett**
- 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. **Resolution required for approval of submitted accounts attached payments to the value of £ 94,244.75 plus Petty Cash Payments of £65.52**
 - b. **Barclaycard statements for noting and resolution required for approval of expenditure of £203.38 and £309.73 for July and August respectively.**
 - c. **Bank Reconciliation, statement and accounts¹ for information**
 - d. **Changes to the asset register – none**
 - e. **Noting of the comments from the external auditor and action being taken - Review of systems of internal control are being prepared for a future meeting along with amendments to Financial Regulations and Standing Orders from the new models.**
- 10. Grant Requests**
- a. **Cuckmere Community Buses**
- 11. Subscription renewal to Polegate Community Association and to select a representative as a delegate**
- 12. Motion to invite Lawrence Stringer to come and speak to Council regarding the PMAS2 study and the potential for alterations at the crossroads junction.**
- 13. Correspondence for information only**
- a. **Letters of thanks from the Lord Lieutenant and Deputy Lieutenant in relation to the WW1 Commemorations. (The great war)**
- 14. Proposed dates of next cycle of meetings**
- 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
- 15. Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be**

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prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. – Employment matters

16. Staff Matters

a. Staff Salaries – Minimum wage 1st October 2014

¹ Trial Balances, Reserves and Income & Expenditure Accounts

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