

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 9th January 2017 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present:

Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, D Murray, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, D Shing, M Falkner (13)

Not Present: -Cllrs E Board, T Bennett (2)

1 member of the public

Minute	Subject/Resolution
11940	Opportunity for public comment No one wished to speak
11941	Apologies for absence Cllr T Bennett, E Board
11942	Declarations of interest in any items on the agenda None
11943	Approval of payments as presented It was resolved to approve the payments for the total of £21,588.86 as presented. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, D Shing, M Falkner
11944	Budget and precept setting 2017/18 <i>Cllr Murray arrived at 7.37pm</i> The council discussed the various elements of the budget as presented. Whilst wishing to support the youth club, the youth club had still not provided accounts. It was agreed therefore to select the non youth club budget but to consider the request if they should bring forward the accounts from general reserves or to part fund the request. Two councillors commented that they had also sent through to the youth service ways to generate funding themselves as there were a number of grants available. A councillor asked about the bus shelters, the clerk explained that it was a provision towards an ear marked reserve as the replacement shelter at Wannock and general reserves would exhaust the reserve and it was expected to need to replace one shelter and the council may need to pay toward the costs of tarmac for a new funded shelter, but this would need to come back to the buildings and land group and then council in the near future. A councillor confirmed that the planning £200 was for the hire of halls for larger applications (majors). The clerk confirmed that this was the case. The chair of finance explained the need to be very prudent with the likelihood of capping in future years and the need to fund the projects already set before council and the visioning projects already underway. He stated that the street lighting would be one of the next projects that would require substantial additional sums and some may come before council before the end of this financial year. He stated that the council had supported personnel and the additional staffing required to complete

the projects and move the council forward. He laid out the various increases and decreases in the budgets and explained why these were changing including the elimination of some of the funds set aside to top up ear marked reserves which at present were considered to be surplus to requirements. (These were mainly capital items).
 He urged the council to think strategically in that the minimum wages would be increasing and this would result in increases in many of the lower paid contracts. He stated that in the future, it may be that residents would need to decide.
 The Mayor stated that residents may need to say what services they did NOT want council to do in the future. Council was also looking into ways to generate more income, as the local council tax support grant goes down each year substantially.
 A councillor commented that the police and the county council were considering a £5 block increase and that the town council was very prudent in its £1.63 per year increase.

It was resolved to increase the precept to £317,543 and the budget set at £329,657 as shown in the figures below:

	Budget 2017 / 18
	£
EMPLOYEE COSTS	
Town Clerk	36,500
Administrative Assistant	9,800
Handyperson / Groundsman	9,500
Litter-Picker	8,500
Cleaner / Keyholder	3,000
Overtime	200
NI (ER's)	4,600
Pension Conts (ER's)	2,200
Finance Officer	950
Internal Auditor	700
Administrative Assistant 2	9,600
Travelling Expenses	1,900
Training Expenses	1,100
Professional Fees	
SSP Recovery	
RFO new post	9,800
new post apprentice	5200
consultancy/locum	2,000
Sponsorship of litter picker	(1,038)
EMPLOYEE COSTS	104,512
TOTAL EMPLOYEE COSTS	104,512
	£
ADMINISTRATION	
Postage	300
Stationery	1,600
Photocopy Charges	1500

Computer Comsumables	200
Office IT Equipment	500
Website	1,050
Legal Fees	2,500
Audit Fees	800
Insurance Premiums	5,500
Insurance Tree Inspection	300
Subscriptions	2800
Publications	120
Advertising	100
Tree Works Brightling Road	0
Town Council Elections	5,500
Poll referendum/by election costs	0
Refreshments	150
Bank/Barclaycard Charges	1,536
First Aid	70
Newsletter Printing	0
Newsletter Production	500
Hire of Halls	570
Telephone / Fax	1,600
Broadband / Internet Charges	300
IT services (maintenance of software and equipment)	0
TOTAL ADMINISTRATION COSTS	27,496
TOWN COUNCILLORS	
Councillors Allowances	6,300
Councillors Expenses	600
Councillors Training	1,000
Mayors Allowance	2000
TOTAL TOWN COUNCILLORS	9,900
GENERAL ADMINISTRATION	
Grants to Other Organisations	1000
Public Information Event(s)	1000
Finance Software	1,000
Photocopies/Postage recharge	0
Investment Income	(50)
TOTAL GENERAL ADMINISTRATION	2,950
COUNCIL OFFICES	
Council Tax	6,500
Electricity	2,000
Water Charges	200
Sewerage Charges	220
office alterations >EMR	0
Photocopier Lease	800
Window Cleaning	240
Alarm Maintenance	350
Fire Precautions	500
Other maintenance	500
Other Office Equipment	350
Housekeeping	120
Refuse Collection (Commercial)	1,350

PWLB Loans - Capital	3,527
PWLB Loans - Interest	2,046
Hire of Chamber / Offices	(500)
TOTAL COUNCIL OFFICES	<u>18,203</u>

£

51 HIGH STREET - RENTED OFFICES

Income	(1,000)
Recharged Services	0
Expenditure	0
TOTAL 51 HIGH STREET	<u>(1,000)</u>

THE PAVILION, WANNOCK ROAD

Electricity	2,400
Water	250
Sewerage	880
Maintenance	0
Fire Precautions	170
Pavilion replacement	0
Rental Income	(1,600)
TOTAL THE PAVILION, WANNOCK ROAD	<u>2,100</u>

WANNOCK OFFICE, WANNOCK ROAD

Electricity	500
Sewerage	0
Council tax	3,380
Maintenance	50
Fire precautions	60
Income	(300)
TOTAL WANNOCK OFFICE, WANNOCK ROAD	<u>3,690</u>

HIGH STREET TOILETS

Cleaning/opening contract	8,000
Maintenance	1,000
Electricity	400
Water	550
Sewerage	800
Legal costs	0
Sanitary units	500
Council Tax	1,500
Refurbishment	0
Purchase Costs	0
Income from Toilet Scheme	(1,000)
TOTAL HIGH STREET TOILETS	<u>11,750</u>

TOWN CENTRE & COMMUNITY SAFETY

CCTV Costs	6,500
TOWN CENTRE & COMMUNITY SAFETY	<u>6,500</u>

RECREATION GROUNDS / FACILITIES

Grounds Maintenance	15000
Water	336
Gen Maintenance	6200

Travelling re park checks	800
Skate Park Facilities	6000
Toilets Provision	6,400
Lease Charges	150
Dog Bins	3800
Playground Equipment	2,800
Safety Inspections - (All Equip)	500
Brightling road lease charges (income)	(120)
TOTAL RECREATION GROUNDS	<u>41,866</u>
	£
HIGHWAYS	
Urban Grasscutting	25,000
ESCC Grass Cutting contribution	(8,600)
flowers	6000
Council Office Garden/Crossroads/Wannock	650
Guardian Court Crossing > EMR	0
bus shelters	3000
TOTAL HIGHWAYS	<u>26,050</u>
ALLOTMENTS COPHALL	
Maintenance	800
Improvements	200
Water Charges	400
Allotment Fees	(1,150)
TOTAL Cophall ALLOTMENTS	<u>250</u>
ALLOTMENTS GOSFORD	
Rent of Land	150
Allotment fees Gosford	(150)
Total Gosford Allotments	<u>0</u>
STREET LIGHTING	
Energy Charges	7000
Maintenance Charges	10000
New Work / Improvements/repairs	40000
Xmas Decorations	10000
Additional Christmas Decorations	7000
TOTAL STREET LIGHTING	<u>74,000</u>
PRIZES & PRIZEGIVING	£
Poppy Wreath Remembrance day	50
Mayor's cup	250
Best Allotments	50
Best Gardens	50
best back garden	50
Best Dressed Houses	20
Best Dressed Shops	20
Prize Party	200
TOTAL PRIZES & PRIZEGIVING	<u>690</u>
THE POLEGATE PARTNERSHIP	
sponsorship crossroads	0
crossroads flowers/tub summer winter	0
Replacement planting in flower beds/reserves if not required this year	510

Maintenance and watering of beds	490
Flower Beds -Hailsham (A27) Road	(1,000)
TOTAL THE POLEGATE PARTNERSHIP	0
PLANNING COMMITTEE	
Hire of Halls	200
TOTAL PLANNING COSTS	200
THE RETIRED Mayors Tea Party	
	500
TOTAL RETIRED	500
YOUTH CLUB SUPPORT	
	0
Total Youth	0
EXTRAS	
High St Toilets	
Ear Marked reserve Office Alterations	0
Potential for crossing at Guardian court EMR	0
TOTAL EXTRAS	0

SUMMARY	Year 2017/18
	Annual Budget

	£
TOTAL EMPLOYEE COSTS	104,512
TOTAL ADMINISTRATION COSTS	27,496
TOTAL TOWN COUNCILLORS	9,900
TOTAL GENERAL ADMINISTRATION	2,950
TOTAL COUNCIL OFFICES	18,203
TOTAL 51 HIGH STREET now included above	(1,000)
TOTAL THE PAVILION	2,100
TOTAL WANNOCK OFFICE	3,690
TOTAL HIGH STREET TOILETS	11,750
TOTAL TOWN CENTRE & COMM. SAFETY	6,500
TOTAL RECREATION GROUNDS	41,866
TOTAL HIGHWAYS	26,050
TOTAL ALLOTMENTS	250
TOTAL ALLOTMENTS GOSFORD	0
TOTAL STREET LIGHTING	74,000
TOTAL PRIZES AND PRIZEGIVING	690
TOTAL POLEGATE PARTNERSHIP	0
TOTAL PLANNING COSTS	200
TOTAL THE RETIRED	500
TOTAL YOUTH	0
TOTAL EXTRAS	0
PERIOD TOTALS	329,657

	<p>£</p> <p>Less Grant from WDC re tax base changes (12,114)</p> <p>PRECEPT (317,543)</p> <hr/> <p>OPERATING (SURPLUS)/DEFICIT 0</p> <hr/>
	<p>(Tax base 3006.1)</p> <p>This would result in a band D of £105.63 which is £1.63 pence per year more than 2016/17.</p> <p>The Mayor read out the draft press release to council. VOTE All in favour Cllrs D Watts, Mrs M Piper, Ms A Snell, D Dunbar, Mrs C Berry, S Shing, B Goodwin, Mrs S Dobson, Mrs W Alexander, R Shing, D Shing, M Falkner, D Murray</p>
	<p>Proposed dates of next cycle of meetings (for approval and noting)</p> <p>Full Council 30th January 2017</p> <p>Full Council 27th February 2017</p> <p>Annual Town Assembly 6th March 2017 (7.30pm)</p> <p>Full Council 27th March 2017</p> <p>Full Council 24th April 2017</p> <p>Annual Statutory Meeting 22nd May 2016 (Election of Mayor)</p> <p>Full Council 26th June 2017</p> <p>Full Council 31st July 2017</p> <p>Full Council 25th September 2017</p> <p>Preliminary budget meetings October TBA</p> <p>Full Council 30th October 2017</p> <p>Full Council 27th November 2017 (initial budgets)</p> <p>Full council 11th December 2017 Budget and precept agreements</p> <p>Full Council 8th January 2018 precept and budget 2018/19 final</p>

The meeting closed at 8.25 pm

Signed Mayor of Polegate _____

Date _____