

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 8<sup>th</sup> January 2018 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

**Present:** Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing (12)

**Not Present:** Cllrs Mrs W Alexander, R Shing, T Bennett (3)  
No members of the public

<b>Minute No.</b>	<b>Subject/Resolution</b>
<b>12258</b>	<b>Opportunity for public comment</b> None
<b>12259</b>	<b>Apologies for absence</b> Cllrs Mrs W Alexander, T Bennett, R Shing(work) D Shing (will be late)
<b>12260</b>	<b>Declarations of interest in any items on the agenda</b> (dispensation for some items on the budget incl councillors' allowances & remuneration)
<b>12261</b>	<b>To approve and adopt the minutes of full council of 27<sup>th</sup> November 2017 and 11<sup>th</sup> December 2017.</b>  <b>It was resolved to adopt the minutes of full council of 27<sup>th</sup> November 2017 and 11<sup>th</sup> December 2017.VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing</b>
<b>12262</b>	<b>Financial Update</b> <b>a) Approval of payments as presented</b> <b>It was resolved to approve the accounts for payments as presented to the value of £33,841.79</b> <b>VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing</b>  <b>b) Motion to transfer £15,000 from general reserves to an ear marked reserve for Neighbourhood Plan</b>  <b>It was resolved to transfer £15,000 from general reserves to an ear marked reserve for Neighbourhood Plan</b> <b>VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing</b>  <b>c) To adopt the new councillor remuneration package as presented by Wealden Remuneration panel</b> <b>It was resolved to adopt the new councillor remuneration package as presented by Wealden Remuneration panel</b> <b>VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner,</b>

**12263**

**2018/19 Precept and budget**

The Mayor commented that at present costs were not known but it was likely that the town council would need to pay for some work on the general data protection new regulations. Some advice from NALC and SSALC had indicated between £1000-11,200 and so it would not be possible to add this to the budget until the final figures were known and this had not been notified by NALC yet. It was therefore not in the budget but should be expected to be paid from general reserves during 2018/19 possibly before.

Comments were made on the number of services being devolved without notice and it should be noted that the library had not been included in the budget and the provision for a neighbourhood plan (full cost) has been omitted. £15,000 had been put in an ear marked reserve as minute 12262 above to provide for the initial costs whilst determining whether the public were in favour of going ahead with a plan.

*Cllr D Shing arrived at 7.52pm*

The draft budgets were noted as presented and selected as below:

**It was resolved to set the budget at £333,754 and the precept at £326,183 taking the band D from £105.63 to £107.30 an increase overall of £1.67 per YEAR, approximately 3 pence per week.**

Year 2018/19
Budget
2018 / 19

**£**

**EMPLOYEE COSTS**

<b>Town Clerk</b>	<b>39,000</b>
<b>Administrative Assistant</b>	<b>10,000</b>
<b>Handyperson / Groundsman</b>	<b>9,800</b>
<b>Litter-Picker</b>	<b>8,700</b>
<b>Cleaner / Keyholder</b>	<b>3,200</b>
<b>Overtime/ apprentice</b>	<b>5,400</b>
<b>NI (ER's)</b>	<b>4,800</b>
<b>Pension Conts (ER's)</b>	<b>2,200</b>
<b>Finance Officer</b>	<b>1,000</b>
<b>Internal Auditor</b>	<b>750</b>
<b>Administrative Assistant 2</b>	<b>9,800</b>
<b>Travelling Expenses</b>	<b>2,000</b>
<b>Training Expenses</b>	<b>1,600</b>
<b>Professional Fees</b>	
<b>SSP Recovery</b>	
<b>Finance Assistant</b>	<b>10,000</b>

new post apprentice	0
consultancy/locum	2,000
Sponsorship of litter picker	(1,038)
<b>EMPLOYEE COSTS</b>	<b>109,212</b>
<b>TOTAL EMPLOYEE COSTS</b>	<b>109,212</b>
<b>ADMINISTRATION</b>	
Postage	300
Stationery	1,300
Photocopy Charges	1500
Computer Comsumables	200
Office IT Equipment	700
Website	1,050
Legal Fees	2,500
Audit Fees	1,100
Insurance Premiums	5,500
Insurance Tree Inspection	300
Subscriptions	2,900
Publications	120
Advertising	100
Tree Works Brightling Road	0
Town Council Elections	5,500
Poll referendum/by election costs	0
<b>Neighbourhood Plan</b>	<b>0</b>
Refreshments	250
Bank/Barclaycard Charges	1,100
First Aid	50
Newsletter/Mailshot Printing	0
Newsletter/Mailshot Production	500
Hire of Halls	300
Telephone / Fax	1,600
Broadband / Internet Charges	500
IT services (maintenance of software and equipment)	500
<b>TOTAL ADMINISTRATION COSTS</b>	<b>27,870</b>
<b>TOWN COUNCILLORS</b>	
Councillors Allowances	6,500
Councillors Expenses	600
Councillors Training	800
Mayors Allowance	2000
<b>TOTAL TOWN COUNCILLORS</b>	<b>9,900</b>
<b>GENERAL ADMINISTRATION</b>	
Grants To Other Organisations	1,000
Public Information Event(s)	1,000
Finance Software	1,000
Photocopies/Postage recharge	0
Investment Income	(50)
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>2,950</b>
<b>COUNCIL OFFICES</b>	
Council Tax	6,500

<b>Electricity</b>	<b>2,000</b>
<b>Water Charges</b>	<b>200</b>
<b>Sewerage Charges</b>	<b>250</b>
<b>office alterations &gt;EMR</b>	<b>0</b>
<b>Photocopier Lease</b>	<b>810</b>
<b>Window Cleaning</b>	<b>240</b>
<b>Alarm Maintenance</b>	<b>350</b>
<b>Fire Precautions</b>	<b>300</b>
<b>Other maintenance</b>	<b>500</b>
<b>Other Office Equipment</b>	<b>600</b>
<b>Housekeeping</b>	<b>120</b>
<b>Refuse Collection (Commercial)</b>	<b>1,300</b>
<b>PWLB Loans - Capital</b>	<b>3,730</b>
<b>PWLB Loans - Interest</b>	<b>1,846</b>
<b>Hire of Chamber / Offices</b>	<b>(500)</b>
<b>TOTAL COUNCIL OFFICES</b>	<b>18,246</b>
	<b>£</b>
<b>51 HIGH STREET - RENTED OFFICES</b>	
<b>Income</b>	<b>(1,000)</b>
<b>Recharged Services</b>	<b>0</b>
<b>Expenditure</b>	<b>500</b>
<b>TOTAL 51 HIGH STREET</b>	<b>(500)</b>
<b>THE PAVILION, WANNOCK ROAD</b>	
<b>Electricity</b>	<b>2,300</b>
<b>Water</b>	<b>250</b>
<b>Sewerage</b>	<b>880</b>
<b>Maintenance</b>	<b>0</b>
<b>Fire Precautions</b>	<b>220</b>
<b>Pavilion refuse</b>	<b>500</b>
<b>Pavilion replacement</b>	<b>0</b>
<b>Rental Income</b>	<b>(1,600)</b>
<b>TOTAL THE PAVILION, WANNOCK ROAD</b>	<b>2,550</b>
<b>WANNOCK OFFICE, WANNOCK ROAD</b>	
<b>Electricity</b>	<b>450</b>
<b>Sewerage</b>	<b>220</b>
<b>Council tax</b>	<b>3,700</b>
<b>Maintenance</b>	<b>50</b>
<b>Fire precautions</b>	<b>100</b>
<b>Income</b>	<b>(50)</b>
<b>TOTAL WANNOCK OFFICE, WANNOCK ROAD</b>	<b>4,470</b>
<b>HIGH STREET TOILETS</b>	
<b>Cleaning/opening contract</b>	<b>8,800</b>
<b>Maintenance</b>	<b>650</b>
<b>Electricity</b>	<b>600</b>
<b>Water</b>	<b>450</b>
<b>Sewerage</b>	<b>350</b>
<b>Legal costs</b>	<b>0</b>

<b>Sanitary units</b>	<b>500</b>
<b>Council Tax</b>	<b>1,050</b>
<b>Refurbishment</b>	<b>0</b>
<b>Purchase Costs</b>	<b>0</b>
<b>Income from Toilet Scheme</b>	<b>(1,200)</b>
<b>TOTAL HIGH STREET TOILETS</b>	<b>11,200</b>
<b>TOWN CENTRE &amp; COMMUNITY SAFETY</b>	
<b>CCTV Costs</b>	<b>3,000</b>
<b>TOWN CENTRE &amp; COMMUNITY SAFETY</b>	<b>3,000</b>
<b>RECREATION GROUNDS / FACILITIES</b>	
<b>Gen Maintenance</b>	<b>6200</b>
<b>Grounds Maintenance</b>	<b>8000</b>
<b>Water</b>	<b>336</b>
<b>Travelling re park checks</b>	<b>800</b>
<b>Skate Park Facilities</b>	<b>6000</b>
<b>Toilets Provision</b>	<b>10,000</b>
<b>bin emptying</b>	<b>2500</b>
<b>Lease Charges</b>	<b>150</b>
<b>Dog Bins</b>	<b>2500</b>
<b>Playground Equipment</b>	<b>2,800</b>
<b>Safety Inspections - (All Equip)</b>	<b>700</b>
<b>Brightling road lease charges (income)</b>	<b>(120)</b>
<b>TOTAL RECREATION GROUNDS</b>	<b>39,866</b>
	<b>£</b>
<b>HIGHWAYS</b>	
<b>Urban Grasscutting</b>	<b>25,000</b>
<b>ESCC Grass Cutting contribution</b>	<b>(8,600)</b>
<b>flowers</b>	<b>6000</b>
<b>Council Office</b>	
<b>Garden/Crossroads/Wannock</b>	<b>650</b>
<b>Guardian Court Crossing &gt; EMR</b>	<b>0</b>
<b>bus shelters</b>	<b>3000</b>
<b>TOTAL HIGHWAYS</b>	<b>26,050</b>
<b>ALLOTMENTS COPHALL</b>	
<b>Maintenance</b>	<b>800</b>
<b>Improvements</b>	<b>200</b>
<b>Water Charges</b>	<b>400</b>
<b>Allotment Fees</b>	<b>(1,400)</b>
<b>TOTAL Cophall ALLOTMENTS</b>	<b>0</b>
<b>ALLOTMENTS GOSFORD</b>	
<b>Rent of Land</b>	<b>150</b>
<b>Allotment fees Gosford</b>	<b>(150)</b>
<b>Total Gosford Allotments</b>	<b>0</b>

<b>STREET LIGHTING</b>	
Energy Charges	7,350
Maintenance Charges	9,100
<b>New Work / Improvements/repairs</b>	<b>50,000</b>
Xmas Decorations	11,000
Additional Christmas Decorations	0
<b>TOTAL STREET LIGHTING</b>	<b>77,450</b>

<b>PRIZES &amp; PRIZEGIVING</b>	
	£
Poppy Wreath Remembrance day	30
Mayor's cup	250
Best Allotments	50
Best Gardens	50
best back garden	50
Best Dressed Houses	30
Best Dressed Shops	30
Prize Party	200
<b>TOTAL PRIZES &amp; PRIZEGIVING</b>	<b>690</b>

<b>THE POLEGATE PARTNERSHIP</b>	
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)
<b>TOTAL THE POLEGATE PARTNERSHIP</b>	<b>0</b>

<b>PLANNING COMMITTEE</b>	
Hire of Halls	200
<b>TOTAL PLANNING COSTS</b>	<b>200</b>

<b>THE RETIRED Mayors Tea Party</b>	<b>600</b>
<b>TOTAL RETIRED</b>	<b>600</b>

<b>YOUTH CLUB SUPPORT</b>	<b>0</b>
Total Youth	0

<b>EXTRAS NEIGHBOURHOOD PLAN</b>	<b>0</b>
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	0
	0
<b>TOTAL EXTRAS</b>	<b>0</b>

<b>SUMMARY</b>	<b>Year 2018/19</b>
	<b>Annual Budget</b>
	£
<b>TOTAL EMPLOYEE COSTS</b>	<b>109,212</b>

	<p><b>TOTAL ADMINISTRATION COSTS</b> 27,870</p> <p><b>TOTAL TOWN COUNCILLORS</b> 9,900</p> <p><b>TOTAL GENERAL ADMINISTRATION</b> 2,950</p> <p><b>TOTAL COUNCIL OFFICES</b> 18,246</p> <p><b>TOTAL 51 HIGH STREET now included above</b> (500)</p> <p><b>TOTAL THE PAVILION</b> 2,550</p> <p><b>TOTAL WANNOCK OFFICE</b> 4,470</p> <p><b>TOTAL HIGH STREET TOILETS</b> 11,200</p> <p><b>TOTAL TOWN CENTRE &amp; COMM. SAFETY</b> 3,000</p> <p><b>TOTAL RECREATION GROUNDS</b> 39,866</p> <p><b>TOTAL HIGHWAYS</b> 26,050</p> <p><b>TOTAL ALLOTMENTS</b> 0</p> <p><b>TOTAL ALLOTMENTS GOSFORD</b> 0</p> <p><b>TOTAL STREET LIGHTING</b> 77,450</p> <p><b>TOTAL PRIZES AND PRIZEGIVING</b> 690</p> <p><b>TOTAL POLEGATE PARTNERSHIP</b> 0</p> <p><b>TOTAL PLANNING COSTS</b> 200</p> <p><b>TOTAL THE RETIRED</b> 600</p> <p><b>TOTAL YOUTH</b> 0</p> <p><b>TOTAL EXTRAS</b> 0</p>
	<p><b>PERIOD TOTALS</b> <u>333,754</u></p> <p style="text-align: right;"><b>£</b></p> <p><b>Less Grant from WDC re tax base changes</b> (7,571)</p> <p><b>PRECEPT</b> (326,183)</p> <p><b>OPERATING (SURPLUS)/DEFICIT</b> <u>0</u></p>
	<p><b>VOTE All in favour Cllrs Ms A Snell, D Watts, M Falkner, Mrs C Berry, Mrs M Phillips, B goodwin, D Dunbar, Mrs S Dobson, D Murray, Mrs M Piper, S Shing, D Shing</b></p>
<b>12264</b>	<p><b>Dates of the next scheduled meetings</b></p> <p><b>Full Council 29<sup>th</sup> January 2018</b></p> <p><b>Full Council 26<sup>th</sup> February 2018</b></p> <p><b>Full Council 26<sup>th</sup> March 2018</b></p> <p><b>Annual Town Assembly 16<sup>th</sup> April 2018</b></p> <p><b>Full Council 30<sup>th</sup> April 2018</b></p> <p><b>Annual Statutory Meeting 21<sup>st</sup> May 2019 (Election of Mayor)</b></p> <p><b>Full Council 25<sup>th</sup> June 2018</b></p> <p><b>Full Council 30<sup>th</sup> July 2018</b></p> <p><b>Full Council 24<sup>th</sup> September 2018</b></p> <p><b>Full Council 29<sup>th</sup> October 2018</b></p> <p><b>Full Council 26<sup>th</sup> November 2018</b></p> <p><b>Full Council 10<sup>th</sup> December 2018</b></p>

The meeting closed at 7.55 pm

Signed Mayor of Polegate \_\_\_\_\_

Date \_\_\_\_\_