

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 11<sup>th</sup> January 2016  
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

**Present:** Cllrs D Watts, M Falkner, T Bennett, B Goodwin, D Dunbar, Ms A Snell, Mrs C Berry, Mrs M Piper, D Murray, D Shing, S Shing, R Shing, S Dobson, Mrs W Alexander (left before the commencement of the meeting due to ill health)

14)

**Not Present:** - Cllr E Board (1)

2 members of the public

<b>Minute</b>	<b>Subject/Resolution</b>																												
<b>11609</b>	<p><b>Opportunity for public comment</b> <i>Standing orders suspended</i> A resident gave his opinion on how the budget should be set and reserves.(statement attached for reference) <i>Standing order reinstated</i></p>																												
<b>11610</b>	<p><b>Apologies for absence</b> Cllr E Board, Cllr Mrs Alexander attended but left prior to the commencement of the meeting due to ill health.</p>																												
<b>11611</b>	<p><b>Declarations of interest in any items on the agenda</b> None</p>																												
<b>11612</b>	<p><b>Financial Update - Approval of accounts for payment</b> <b>a. Resolution required for approval of submitted accounts</b> <b>It was resolved to approve the payments as presented to the value of £8879.07 VOTE All in favour Cllrs D Watts, M Falkner, T Bennett, B Goodwin, D Dunbar, Ms A Snell, Mrs C Berry, Mrs M Piper, D Murray, D Shing, S Shing, R Shing, S Dobson</b></p>																												
<b>11613</b>	<p><b>Budget and precept setting</b></p> <p><b>It was resolved to set the budget as figures below</b></p> <p style="text-align: right;"><b>Year 2016/17</b></p> <p style="text-align: right;"><b>Budget</b></p> <p style="text-align: right;"><b>2016 / 17</b></p> <p style="text-align: right;"><b>£</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>EMPLOYEE COSTS</td> <td></td> </tr> <tr> <td><b>Town Clerk</b></td> <td style="text-align: right;"><b>35,441</b></td> </tr> <tr> <td><b>Administrative Assistant</b></td> <td style="text-align: right;"><b>9,578</b></td> </tr> <tr> <td><b>Handyperson / Groundsman</b></td> <td style="text-align: right;"><b>8,949</b></td> </tr> <tr> <td><b>Litter-Picker</b></td> <td style="text-align: right;"><b>7,761</b></td> </tr> <tr> <td><b>Cleaner / Keyholder</b></td> <td style="text-align: right;"><b>2,814</b></td> </tr> <tr> <td><b>Overtime</b></td> <td style="text-align: right;"><b>200</b></td> </tr> <tr> <td><b>NI (ER's)</b></td> <td style="text-align: right;"><b>4,500</b></td> </tr> <tr> <td><b>Pension Conts (ER's)</b></td> <td style="text-align: right;"><b>2,150</b></td> </tr> <tr> <td><b>Finance Officer</b></td> <td style="text-align: right;"><b>900</b></td> </tr> <tr> <td><b>Internal Auditor</b></td> <td style="text-align: right;"><b>600</b></td> </tr> <tr> <td><b>Administrative Assistant 2</b></td> <td style="text-align: right;"><b>9,356</b></td> </tr> <tr> <td><b>Travelling Expenses</b></td> <td style="text-align: right;"><b>1,000</b></td> </tr> <tr> <td><b>Training Expenses</b></td> <td style="text-align: right;"><b>1,000</b></td> </tr> </table>	EMPLOYEE COSTS		<b>Town Clerk</b>	<b>35,441</b>	<b>Administrative Assistant</b>	<b>9,578</b>	<b>Handyperson / Groundsman</b>	<b>8,949</b>	<b>Litter-Picker</b>	<b>7,761</b>	<b>Cleaner / Keyholder</b>	<b>2,814</b>	<b>Overtime</b>	<b>200</b>	<b>NI (ER's)</b>	<b>4,500</b>	<b>Pension Conts (ER's)</b>	<b>2,150</b>	<b>Finance Officer</b>	<b>900</b>	<b>Internal Auditor</b>	<b>600</b>	<b>Administrative Assistant 2</b>	<b>9,356</b>	<b>Travelling Expenses</b>	<b>1,000</b>	<b>Training Expenses</b>	<b>1,000</b>
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**Professional Fees  
SSP Recovery**

TOTAL EMPLOYEE COSTS	84,249
	<b>£</b>
ADMINISTRATION	
<b>Postage</b>	<b>300</b>
<b>Stationery</b>	<b>1,000</b>
<b>Photocopier Charges</b>	<b>1,500</b>
<b>Computer Consumables</b>	<b>200</b>
<b>Office IT Equipment</b>	<b>500</b>
<b>Website</b>	<b>500</b>
<b>Legal Fees</b>	<b>2,500</b>
<b>Audit Fees</b>	<b>800</b>
<b>Insurance Premiums</b>	<b>6,000</b>
<b>Insurance Tree Inspection</b>	<b>300</b>
<b>Subscriptions</b>	<b>2,700</b>
<b>Publications</b>	<b>120</b>
<b>Advertising</b>	<b>100</b>
<b>Tree Works Brightling Road</b>	<b>0</b>
<b>Town Council Elections</b>	<b>5,500</b>
<i>NEW EAR MARKED RESERVE FOR BY REFERENDUM/ELECTIONS/POLLS</i>	<b>16,657</b>
<b>Refreshments</b>	<b>150</b>
<b>Bank/Barclaycard Charges</b>	<b>75</b>
<b>First Aid</b>	<b>75</b>
<b>Newsletter Printing</b>	<b>0</b>
<b>Newsletter Production</b>	<b>500</b>
<b>Hire of Halls</b>	<b>570</b>
<b>Telephone / Fax</b>	<b>1,600</b>
<b>Broadband / Internet Charges</b>	<b>430</b>
<b>IT services (maintenance of software and equipment)</b>	<b>500</b>
TOTAL ADMINISTRATION COSTS	42,577
TOWN COUNCILLORS	
<b>Councillors Allowances</b>	<b>6,300</b>
<b>Councillors Expenses</b>	<b>600</b>
<b>Councillors Training</b>	<b>1,000</b>
<b>Mayors Allowance</b>	<b>2,000</b>
<b>Poppy wreath remembrance day</b>	<b>0</b>
TOTAL TOWN COUNCILLORS	9,900
GENERAL ADMINISTRATION	
<b>Grants To Other Organisations</b>	<b>2,000</b>
<b>Finance Software</b>	<b>1,000</b>
<b>Photocopies/Postage recharge</b>	<b>(16)</b>
<b>Investment Income</b>	<b>(50)</b>
<b>Polegate Town Map</b>	
TOTAL GENERAL ADMINISTRATION	2,934
COUNCIL OFFICES	
<b>Council Tax</b>	<b>6,500</b>
<b>Electricity</b>	<b>2,000</b>
<b>Water Charges</b>	<b>200</b>
<b>Sewerage Charges</b>	<b>220</b>
<b>office alterations &gt;EMR</b>	<b>13,165</b>

<b>Photocopier Lease</b>	<b>800</b>
<b>Window Cleaning</b>	<b>100</b>
<b>Alarm Maintenance</b>	<b>350</b>
<b>Fire Precautions</b>	<b>500</b>
<b>Other maintenance</b>	<b>500</b>
<b>Other Office Equipment</b>	<b>300</b>
<b>Housekeeping</b>	<b>120</b>
<b>Refuse Collection (Commercial)</b>	<b>1,200</b>
<b>PWLB Loans - Capital</b>	<b>3,000</b>
<b>PWLB Loans - Interest</b>	<b>2,590</b>
<b>Hire of Chamber / Offices</b>	<b>(500)</b>
TOTAL COUNCIL OFFICES	31,045

£

51 HIGH STREET - RENTED OFFICES

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

THE PAVILION, WANNOCK ROAD

<b>Electricity</b>	<b>2,400</b>
<b>Water</b>	<b>250</b>
<b>Sewerage</b>	<b>880</b>
<b>Maintenance</b>	<b>0</b>
<b>Fire Precautions</b>	<b>100</b>
<b>Pavilion replacement</b>	<b>0</b>
<b>council tax</b>	<b>0</b>
<b>Rental Income</b>	<b>(1,200)</b>
TOTAL THE PAVILION, WANNOCK ROAD	2,430

WANNOCK OFFICE, WANNOCK ROAD

<b>Electricity</b>	<b>500</b>
<b>Sewerage</b>	<b>0</b>
<b>Council tax</b>	<b>3,380</b>
<b>Maintenance</b>	<b>50</b>
<b>Fire precautions</b>	<b>60</b>
<b>Income</b>	<b>(200)</b>
TOTAL WANNOCK OFFICE, WANNOCK ROAD	3,790

HIGH STREET TOILETS

<b>Cleaning/opening contract</b>	<b>7,500</b>
<b>Maintenance</b>	<b>300</b>
<b>Electricity</b>	<b>500</b>
<b>Water</b>	<b>550</b>
<b>Sewerage</b>	<b>800</b>
<b>Legal costs</b>	<b>1,020</b>
<b>Sanitary units</b>	
<b>Council Tax</b>	
<b>Refurbishment</b>	<b>0</b>
<b>Purchase Costs</b>	<b>0</b>
<b>Income from Toilet Scheme</b>	<b>(1,200)</b>
TOTAL HIGH STREET TOILETS	9,470

£

TOWN CENTRE & COMMUNITY SAFETY	
<b>CCTV Costs</b>	<b>3,000</b>
<b>Crossing Patrol</b>	
TOWN CENTRE & COMMUNITY SAFETY	3,000
	£
RECREATION GROUNDS / FACILITIES	
<b>Grounds Maintenance</b>	<b>7,500</b>
<b>Water</b>	<b>336</b>
<b>Gen Maintenance</b>	<b>6,200</b>
<b>Travelling</b>	<b>800</b>
<b>Skate Park Facilities</b>	<b>6,000</b>
<b>Toilets Provision</b>	<b>6,400</b>
<b>Lease Charges</b>	<b>150</b>
<b>Dog Bins</b>	<b>3,800</b>
<b>Playground Equipment</b>	<b>1,800</b>
<b>Safety Inspections - (All Equip)</b>	<b>500</b>
<b>Brightling road lease charges (income)</b>	<b>(120)</b>
<b>Hire Fees</b>	
<b>Drainage Ear Marked Reserve</b>	
TOTAL RECREATION GROUNDS	33,366
	£
HIGHWAYS	
<b>Bus Shelters</b>	<b>0</b>
<b>Street Signs</b>	<b>0</b>
<b>Noticeboards</b>	<b>0</b>
<b>Urban Grasscutting</b>	<b>25,000</b>
<b>Seat Provision</b>	<b>0</b>
<b>Flower Beds &amp; Displays (Summer &amp; Winter Plants + Maintenance)</b>	<b>6,000</b>
<b>Council Office</b>	
<b>Garden/Crossroads/Wannock</b>	<b>650</b>
<b>Town Focal Enhancement on A2270/A27</b>	<b>0</b>
<b>TWO WEED KILLINGS PER YEAR</b>	<b>0</b>
Guardian Court Crossing > EMR	<b>11,500</b>
<b>ESCC Grass Cutting contribution</b>	<b>(8,100)</b>
TOTAL HIGHWAYS	35,050
ALLOTMENTS COPHALL	
<b>Maintenance</b>	<b>500</b>
<b>Improvements</b>	<b>200</b>
<b>Water Charges</b>	<b>600</b>
<b>Allotment Fees</b>	<b>(1,150)</b>
TOTAL Cophall ALLOTMENTS	150
ALLOTMENTS GOSFORD	
<b>Rent of Land</b>	<b>100</b>
<b>Allotment fees Gosford</b>	<b>(100)</b>
Total Gosford Allotments	0
	£
STREET LIGHTING	
<b>Energy Charges</b>	<b>9,500</b>
<b>Maintenance Charges</b>	<b>10,000</b>
<b>New Work /</b>	<b>40,000</b>

<b>Improvements/repairs</b>	
<b>Xmas Decorations</b>	<b>10,000</b>
<b>Additional Christmas Decorations</b>	<b>0</b>
TOTAL STREET LIGHTING	69,500
PRIZES & PRIZEGIVING	£
<b>Poppy Wreath Remembrance day</b>	<b>50</b>
<b>Civic Award</b>	<b>250</b>
<b>Best Allotments</b>	<b>50</b>
<b>Best Gardens</b>	<b>50</b>
<b>best back garden</b>	<b>50</b>
<b>Best Dressed Houses</b>	<b>20</b>
<b>Best Dressed Shops</b>	<b>20</b>
<b>Prize Party</b>	<b>200</b>
TOTAL PRIZES & PRIZEGIVING	690
THE POLEGATE PARTNERSHIP	
<b>Administration</b>	<b>0</b>
<b>Replacement planting in flower beds/reserves if not required this year</b>	<b>510</b>
<b>sponsorship crossroads</b>	<b>(500)</b>
<b>crossroads flowers/tub summer winter</b>	<b>500</b>
<b>Maintenance and watering of beds</b>	<b>490</b>
<b>Flower Beds -Hailsham (A27) Road</b>	<b>(1,000)</b>
TOTAL THE POLEGATE PARTNERSHIP	0
	£
PLANNING COMMITTEE	
<b>Hire of Halls</b>	<b>200</b>
TOTAL PLANNING COSTS	200
THE RETIRED	<b>500</b>
TOTAL RETIRED	500
	£
<b>TOTAL EMPLOYEE COSTS</b>	<b>84,249</b>
<b>TOTAL ADMINISTRATION COSTS</b>	<b>42,577</b>
<b>TOTAL TOWN COUNCILLORS</b>	<b>9,900</b>
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>2,934</b>
<b>TOTAL COUNCIL OFFICES</b>	<b>31,045</b>
<b>TOTAL 51 HIGH STREET now included above</b>	<b>(1,000)</b>
<b>TOTAL THE PAVILION</b>	<b>2,430</b>
<b>TOTAL WANNOCK OFFICE</b>	<b>3,790</b>
<b>TOTAL HIGH STREET TOILETS</b>	<b>9,470</b>
<b>TOTAL TOWN CENTRE &amp; COMM. SAFETY</b>	<b>3,000</b>
<b>TOTAL RECREATION GROUNDS</b>	<b>33,366</b>
<b>TOTAL HIGHWAYS</b>	<b>35,050</b>
<b>TOTAL ALLOTMENTS</b>	<b>150</b>
<b>TOTAL ALLOTMENTS GOSFORD</b>	<b>0</b>
<b>TOTAL STREET LIGHTING</b>	<b>69,500</b>
<b>TOTAL PRIZES AND PRIZEGIVING</b>	<b>690</b>

	<b>TOTAL POLEGATE PARTNERSHIP</b>	<b>0</b>
	<b>TOTAL PLANNING COSTS</b>	<b>200</b>
	<b>TOTAL THE RETIRED</b>	<b>500</b>
	<b>TOTAL EXTRAS</b>	<b>0</b>
	<b>BUDGET TOTALS</b>	<b>327,851</b>
	<b>Less Grant from WDC re tax base changes</b>	<b>(16,657)</b>
	<b>PRECEPT</b>	<b>(311,194)</b>
	<b>OPERATING (SURPLUS)/DEFICIT</b>	<b>0</b>
	<b>Last years band D 96.98 TAX BASE 2015/16 2992.2</b>	
	<b>Band D £104.00 which equates to less than 2 pence per day</b>	
<b>11614</b>	<b>Proposed dates of next cycle of meetings</b>	
	<b>Full Council precept setting 11<sup>th</sup> January 2016</b>	
	<b>Full council 25<sup>th</sup> January 2016</b>	
	<b>Full Council 29<sup>th</sup> February 2016</b>	
	<b>Full Council 21<sup>st</sup> March 2016</b>	
	<b>Full Council 25<sup>th</sup> April 2016</b>	

The meeting closed at 7.50 pm

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

Date \_\_\_\_\_