

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 12th December 2016
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present:

Cllrs 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 (11)

Not Present: -Cllrs Mrs M Piper, D Watts, T Bennett E Board (4)

2 members of the public

Minute	Subject/Resolution
11930	<p>The Mayor and Deputy Mayor were not available for the meeting due to personal circumstances. Cllr Ms A Snell volunteered to chair the meeting.</p> <p>It was resolved that Councillor Ms A Snell chair the meeting VOTE All in favour Cllrs Ms A Snell, D Dunbar, Mrs C Berry, D Murray, B Goodwin, Mrs S Dobson Mrs W Alexander, M Falkner</p> <p>Opportunity for public comment A resident commented about the youth club provision (copy attached to minutes) A resident commented on the budget (copy attached to minutes)</p>
11931	<p>Apologies for absence Cllrs D Watts (personal), Mrs M Piper (personal) M Falkner (medical), E Board (work)</p>
11932	<p>Declarations of interest in any items on the agenda 11935 Cllr S Shing declared a non-prejudicial interest as he is a county councillor.</p>
11933	<p>Minutes of full council meeting 28th November 2016 and Special full council of 24th October 2016. It was resolved to adopt the minutes of the full council meeting of 28th November 2016 with the addition of Cllr S Shing on the last minute before dates of next meetings and to adopt the minutes of the special full council meeting of 24th October as a true record of the meeting. VOTE All in favour Cllrs Ms A Snell, D Dunbar, Mrs C Berry, D Murray, B Goodwin, Mrs S Dobson Mrs W Alexander, M Falkner, S Shing, D Shing, R Shing</p>
11934	<p>Financial update a) Approval of accounts for payment as presented</p> <p>It was resolved to approve the accounts presented to the value of £6243.78 VOTE All in favour Cllrs Ms A Snell, D Dunbar, Mrs C Berry, D Murray, B Goodwin, Mrs S Dobson Mrs W Alexander, M Falkner, S Shing, D Shing, R Shing</p>
11935	<p>Budget 2017/18 preliminary discussions The budget figures were discussed. Most items were acceptable to the council. There were a number of questions raised for clarification: Subscriptions These are NALC (National Assn of Local Councils) – representation at</p>

DCLG/Govt level, SSALC (Sussex & Surrey Assn Local Councils) Representation at Sussex Level and Training, WDALC (Wealden District Assn Local Councils) – Wealden District representation, SLCC (Society of Local Council clerks, Parish Online (mapping system), CPRE (clerk explained that this may need to be ceased, Fields in Trust (following two fields being placed in trust), Polegate Community Association (affiliation fee). Employee handbook (part of personnel policy) There were no magazine subscriptions.

1	01/04/2016	297	Journal	Employment handbook prepaid	125.00
1	01/04/2016	297	Journal	ESALC/NALC subs prepaid	2,090.68
2	05/05/2016	107761	Cashbook	Subscription 2016/17	36.00
3	02/06/2016	107783	Cashbook	Annual Subscription	50.00
3	02/06/2016	107784	Cashbook	Subscription	235.00
6	21/09/2016	107942	Cashbook	subscription 2016/17	38.00
8	17/11/2016	108042	Cashbook	Parish Online Subscription	134.40
9	09/12/2016	108066	Cashbook	Affiliation fee	30.00

Account	Subscriptions	Account Totals	2,739.08	0.00
Centre	Administration	Net Balance Month 9	2,739.08	

Newsletter delivery – it was explained that formerly a sum had been set aside from the newsletter production and delivery in order that if one document needed to be delivered during the year this could be done and was budgeted for. *NB Option to council - This sum could be removed and following any resolution to do so the one-off charge could be paid from general reserves.*

Stationery – this included paperwork and items such as the toilets rolls/paper towels etc. *A Cllr commented that he had tried to encourage no paper except agendas but his motion had not been seconded. The clerk reminded councillors they could opt for email only for background papers.*

Increase in bank charges – the clerk explained that she had negotiated a year's extra free banking and was actively looking at alternatives. However, the budget had been increased to reflect the actual charges now being levied x twelve months.

Publications – the clerk stated that this was for replacement and updated manuals and publications. She stated that this could be reduced, but if it was required to purchase them she would need to put a motion to full council before being able to do so if there were no budget for it.

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
3	06/06/2016	107793	Cashbook	Allotment Law Book new ED	27.00	
4	25/07/2016	107856	Cashbook	Clerks manual inserts	35.50	
				Account Totals	62.50	0.00
				Net Balance Month 9	62.50	

Photocopy charges – the clerk stated that the copier lease was under review the following year but that was the contract sum and until the new contract was renewed the budget sum reflected the current contract and approximate usage.

Code 41236 £800 per year was for the photo copier lease and code 4032 £1500 was for the copy charges. (*numbers of photocopies made-generally for meetings background papers*).

Refreshments – the clerk stated this was for basic teas and coffees at events or meetings with external people.

Telephone/fax – the clerk confirmed that the new fibre broadband was in and the fax line/broadband line would cease on 2/1/17. The amount the budget would reduce was likely to be small due to increase in the other phone increases, therefore the figure had been left static until the full difference was known.

Council tax for the High Street Toilets. The clerk clarified that this was non-domestic rates.

Grass cutting – the clerk explained that contracts were being done year by year at present until a new contract was signed with the new joint venture (ESCC Highways) as although the joint venture contract was for 7 years it was not yet clear whether they would continue to allow the parishes to carry out their own cutting and reimburse.

The public works loan was queried as to whether it could be obtained at a lower cost. The clerk stated that due to council rules this was not possible under the current circumstances, but may be possible. A councillor commented that there would probably be redemption fees. The clerk agreed that this was likely to be the case. The clerk was asked to investigate whether information on the possibility could be obtained for the 2018/19 budget.

A number of comments were passed on the consultation with the public for the police increases.

Comments were passed on keeping the precept increase low and both the youth club and more recently the county councillors had been asked if

there was finding for the youth club in next years' budget.

A number of questions were raised on the capital items and reserves as commented upon by the resident. The clerk explained that all councillors had had their ear marked reserves and these were included in each month's paperwork either through the trial balance reports or the new Ear Marked Reserve report. She also explained that buildings and land were methodically going through each reserve to complete projects or to assess and dismiss projects. Any funds that go back to general reserves were looked at to fund other projects new and old.

The chair of buildings and land working group asked the clerk to update the council on the premises at Wannock Road as he knew that the council had concerns about the amount of contribution that the sports clubs contributed to the upkeep of the building and the ongoing council tax issue.

The clerk stated that with regards to council tax, she monitored this each year and at present there were items in the building in order to get a reduced rate on the rates paid. She then advised council that a volunteer group had come forward asking to run sporty play sessions for adults and children and were liaising with the sports clubs with the view to form an umbrella body for the premises. They would also potentially be running a tuck shop serving the users of the field. This would generate income, it would also allow the clubs to claim funding (major) and potentially eliminate the non-domestic rates on the office area. Meanwhile the sports clubs were looking at how the premises may be altered in order to comply with all the new regulations. Unfortunately, the volunteer group had not yet come forward and the sports clubs were discussing the changes with an architect on their team, to give the council an idea of what they would like to see there. Both groups were being chased in order to progress this further, but nothing had yet been received in writing in order to be discussed by the working group or council. She also advised council that most of the discussions/updates were through buildings and land at present, so it was important to look at the buildings and land reports to keep updated on what was happening.

The chair of finance commented on the capital items and recapped saying that he was in discussion with the clerk on how this could be changed slightly to fit in with the accounting systems and procedures. He also remarked upon the need to set aside funding (in ear marked reserves) for assets which had a "shelf life", which deteriorated either over time or had a life expectancy. He referred to Oakleaf park, which was approaching time for replacement and the outdoor gym, which although new would need to be replaced in a number of years' time. The clerk comments that street lighting had had this issue some years ago, where there had been nothing set aside for the replacement/repair of the bulk columns and last two years the council had spent around £100,000 (which it had built up over a relatively short period of time) to replace those columns which had been "condemned". Whilst the columns were now all done, the council was looking at a schedule of replacement or the benefits of handing over these columns to East Sussex County Council if that would be cheaper for the council in the longer term. The clerk also explained that the accounts were shown so that the councillors knew how much they would need to

	<p>raise in a precept, and what the council tax would be to band D properties and those who pay. She commented that councillors had had their 5 years forecasts from the previous budget meetings, which were as accurate as they could be until the final budget figures were considered, the new report would reflect changes from the meeting.</p> <p>The chair of finance explained how the potential investment in upgrading and handing back the street lights to ESCC, could potentially reduce the budget significantly over time, and have a good return on that investment and this was one of the things that the delegated group was considering at present and drafting costs for areas to compare.</p> <p>A councillor agreed that the contract cost was likely to increase and the handover if possible should be done as soon as possible.</p>
11936	<p>Request to hold an older people's day in the New Year. Expected cost of £1000 to be funded form the general reserve. The event expected to take place in March/April 2017 and to be delegated to Cllrs Ms A Snell and D Dunbar to organise and publicise the event in liaison with the clerk</p> <p>A long discussion took place on the amount and the funding available along with comparisons of the cost versus the precept costs. Cllrs explained that funding was being sought but that if the event were to take place in this year it would need to be funded from general reserves and if in the following year it could be funded from 2017/18 budget. The amount of the sum was reduced to £750 and it was hoped that funding from other sources would mean that little would be funded directly by the council. It was explained that this was not a tea party but an information event as previously held. The funding would cover the refreshments, the community chef and hall hire and some sundry items as part of the organisation. It was requested that if the figures from the previous event could be obtained that would be useful for council. It was agreed to hold the event after April next year. It was agreed that the grants budget would be reduced from £2000 to £1000 and a sum put in for the event £1000, but for the title to be changed to public information event for this and future events.</p> <p>It was resolved that the council hold an older people's information day in or after April 2017 with a budget of £750 (maximum) arrangements to be delegated to Cllrs D Dunbar and Ms A Snell in liaison with the clerk. It was also resolved to make a new code for public information event(s) with a budget of £1000 and to reduce the grants budget to £1000. VOTE 9 For Cllrs Ms A Snell, D Dunbar, Mrs C Berry, B Goodwin, Mrs S Dobson Mrs W Alexander, R Shing, D Shing, M Falkner 2 abstentions Cllrs S Shing, D Murray</p>
11937	<p>Corporate response re capping of Town and Parish Councils</p> <p>It was resolved to submit a corporate response to Marcus Jones MP regarding the council's concerns on the suggestion that town and parishes would be subject to referendum principles VOTE All in favour Cllrs Ms A Snell, D Dunbar, Mrs C Berry, D Murray, B Goodwin, Mrs S Dobson Mrs W Alexander, M Falkner, S Shing, D Shing, R Shing</p>
11938	<p>Correspondence for action</p> <p>a) PADMEC request to amend licence</p>

	Withdrawn
11929	Proposed dates of next cycle of meetings (for approval and noting) Full Council precept and budget 2017/18 setting 9th January 2017 Full Council 30th January 2017 Full Council 27th February 2017 Annual Town Assembly 6th March 2017 (7.30pm) Full Council 27th March 2017 Full Council 24th April 2017 Annual Statutory Meeting 22nd May 2016 (Election of Mayor) Full Council 26th June 2017 Full Council 31st July 2017 Full Council 25th September 2017 Preliminary budget meetings October TBA Full Council 30th October 2017 Full Council 27th November 2017 (initial budgets) Full council 11th December 2017 Budget and precept agreements Full Council 8th January 2018 precept and budget 2018/19 final

The meeting closed at 9.22 pm

Signed Mayor of Polegate _____

Date _____