

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 12th January 2015
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present:

Cllrs M Clewett **MCI** (Mayor), Mrs M Piper **MP**, J Harmer **JH**, M Cunningham **MC**, D Shing **DS**, Mrs C Berry **CB**, H Parker **HP**, S Shing **SS**, D Broadbent **DB (9)**

Not Present:

Cllrs T Voyce **TV**, J O’Riordan **JOR**, Mrs J Voyce **JV**, M Pybus **MPy**, G Gibbs MBE **GG**, E Board **EB**, (6)

2 members of the public

Minute No.	Subject/Resolution	Action
11220	Apologies for absence Cllrs J O’Riordan (personal), G Gibbs (personal), T Voyce (personal), J Voyce (personal), E Board (work), G Gibbs MBE (personal)	
11221	Declarations of interest <i>The clerk mentioned that Cllrs had a dispensation for discussing the budgets (councillor allowances training etc)</i>	
11222	Opportunity for public comment <i>None</i>	
11223	Minutes of the Full Council meeting of 24th November 2014 and 8th December 2014 It was resolved to sign the minutes of the Full Council meeting of 24th November 2014 and 8th December 2014 as a true records of the meetings. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham , D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent	
11224	Adoption of Minutes from Committees and Standing Committees a) Minutes of the Internal Audit Review and Internal Control Committee Meeting held on 14th November 2014, 21st November 2014 and 5th December 2014 It was resolved to adopt the minutes and recommendations of the Internal Audit Review and Internal Control Committee Meeting held on 14th November 2014, 21st November 2014 and 5th December 2014 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham , D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent b) Finance & Policy Committee Meeting held on 21st November 2014 It was resolved to adopt the minutes and recommendations of the Finance & Policy Committee held on 21st November 2014 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham , D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent c) Risk Management Committee held on 21st November 2014 It was resolved to adopt the minutes and	

	<p>recommendations of the Risk Management Committee held on 21st November 2014 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham, D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p> <p>d) The Planning Meeting held on 8th December 2014 It was resolved to adopt the minutes and recommendations of the Planning Committee held on 8th December 2014 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham , D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p> <p>e) The Deed of Dedication Committee Meeting held on 8th December 2014</p> <p>It was resolved to adopt the minutes and recommendations of the Deed of Dedication Committee held on 8th December 2014 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham, D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p> <p>f) The Age Gym Advisory Committee Meeting held on 8th December 2014</p> <p>It was resolved to adopt the minutes and recommendations of the Age Gym Advisory Committee held on 8th December 2014 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham, D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p> <p>g) The Buildings & Land and Business Plan Joint Committee Meeting held on 8th December 2014</p> <p>It was resolved to adopt the minutes and recommendations of the Buildings & Land and Business Plan Committee held on 8th December 2014 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham, D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p> <p><i>(the vote was taken en bloc as no cllr has any queries)</i></p>	
<p>11225</p>	<p>Mayor's Report</p> <p>Monday 15th. Mayor's Party. Seemingly very successful. Good feedback. Many thanks to all who helped.</p> <p>Wednesday 17th. Youth concert at All Saints. Wonderful Run by our own ECS director of music so I pretty well knew what to expect. Various people from WDC also in attendance.</p> <p>Thursday 18th. Invited to WDC staff awards. All other mayors in the district invited but just me and Patrick, Heathfield. Charlie Lant and Brian Redman said our attendance much appreciated.</p> <p>Tuesday 23rd. Maggie and I presented best shop window award to the card shop by the signal box (On the go). They were delighted to have won for a second time. Thanks to those who did the judging.</p>	

	Finally the wind farm application was allowed but the group are likely to take the matter further.																																					
11226	<p>Financial Update</p> <p>a. Accounts for payment Resolution required for approval of submitted accounts attached payments to the value of £ 18,233.46 plus staff salaries totalling £4561.32</p> <p>It was resolved to approve the accounts for payment to the value of £18,233.46 plus staff salaries totalling £4561.32 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham, D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p> <p>b. Barclaycard statement for noting/approval of expenditure of £38.98</p> <p>It was resolved to approve the Barclaycard expenditure of £38.98 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham, D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p> <p>c. Bank Reconciliation, statement and accounts (<i>Trial Balances, Reserves and Income & Expenditure Accounts</i>) for information The bank reconciliation was noted by all present</p> <p>d. Changes to the asset register – none The asset register changes were noted by all present</p> <p>e. VAT Return The VAT return was not available.</p> <p>f. Motion to authorise virement of £500 (under spend) from the tree works budget to the Street Lighting Reserve for expected works</p> <p>It was resolved to authorise virement of £500 (under spend) from the tree works budget to the Street Lighting Reserve for expected works VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham, D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p>																																					
11227	<p>2. Budgets – to set the budget and precept following all previous budget meetings recommendations Central Government Capping details were not available The budgets were set as below:</p> <p>a. Employee costs – figures only to be discussed as per confidential revised proposals from Personnel Committee (contractual)</p> <table data-bbox="379 1765 1244 2150"> <thead> <tr> <th colspan="3">EMPLOYEE COSTS</th> </tr> </thead> <tbody> <tr> <td>4000</td> <td>Town Clerk</td> <td>33,857</td> </tr> <tr> <td>4001</td> <td>Administrative Assistant</td> <td>9,173</td> </tr> <tr> <td>4002</td> <td>Handyperson / Groundsman</td> <td>8,617</td> </tr> <tr> <td>4003</td> <td>Litter-Picker</td> <td>7,498</td> </tr> <tr> <td>4004</td> <td>Cleaner / Keyholder</td> <td>2,814</td> </tr> <tr> <td>4005</td> <td>Overtime</td> <td>200</td> </tr> <tr> <td>4007</td> <td>NI (ER's)</td> <td>4,500</td> </tr> <tr> <td>4009</td> <td>Finance Officer</td> <td>800</td> </tr> <tr> <td>4010</td> <td>Internal Auditor</td> <td>550</td> </tr> <tr> <td>4011</td> <td>Administrative Assistant 2</td> <td>8,958</td> </tr> <tr> <td>4015</td> <td>Travelling Expenses</td> <td>1,700</td> </tr> </tbody> </table>	EMPLOYEE COSTS			4000	Town Clerk	33,857	4001	Administrative Assistant	9,173	4002	Handyperson / Groundsman	8,617	4003	Litter-Picker	7,498	4004	Cleaner / Keyholder	2,814	4005	Overtime	200	4007	NI (ER's)	4,500	4009	Finance Officer	800	4010	Internal Auditor	550	4011	Administrative Assistant 2	8,958	4015	Travelling Expenses	1,700	
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4016	Training Expenses	1,000
4020	Professional Fees	0
4006	SSP Recovery	0
4008	Pension Conts (ER's)	2,100
	EMPLOYEE COSTS	81,767
	TOTAL EMPLOYEE COSTS	81,767

b. Administration Costs (some contracts – includes elections reserve)

	ADMINISTRATION	
4030	Postage	300
4031	Stationery	1,000
4032	Photocopier Charges	1,500
4035	Computer Consumables	150
4036	Office IT Equipment	500
4037	Website	300
4039	Legal Fees	2,000
4040	Audit Fees	650
4043	Insurance Premiums	5,000
4044	Insurance Tree Inspection	300
4045	Subscriptions TO LIST	2650
4046	Publications	100
4047	Advertising	50
4049	Tree Works Brightling Road	0
	(to be funded from reserves when identified)	
4050	Town Council Elections	5,370
4053	Refreshments	150
4056	Bank/Barclaycard Charges	70
4059	First Aid	70
4061	Newsletter Printing (3 PER YEAR)	900
4062	Newsletter Production (3 PER YEAR)	900
4063	Hire of Halls	550
4069	Telephone / Fax	1,600
4070	Broadband / Internet Charges (SEE ABOVE)	400
	TOTAL ADMINISTRATION COSTS	24,510

c. Town Councillor costs (general dispensation allowed to discuss – consideration for new councillors the following term 2015-2019)

	TOWN COUNCILLORS	
4090	Councillors Allowances	6,215
4091	Councillors Expenses	500
4092	Councillors Training	1,500
4093	Mayors Allowance	2,000
	TOTAL TOWN COUNCILLORS	10,215

d. General Administration (mainly discretionary)

	GENERAL ADMINISTRATION	
1004	Photocopies/Postage recharge	(15)
1010	Investment Income	(50)
4100	Grants To Other Organisations	2,000
4101	Polegate Town Map	0
4105	Finance Software	1,000
	TOTAL GENERAL ADMINISTRATION	2,935

e. Council Offices (mainly contractual)

	COUNCIL OFFICES	
1000	Hire of Chamber / Offices	(800)

4130	Council Tax	6,500
4131	Electricity	2,000
4132	Water Charges	200
4133	Sewerage Charges	220
4136	Photocopier Lease	800
4139	Window Cleaning	100
4140	Alarm Maintenance	200
4141	Fire Precautions	350
4142	Other maintenance	500
4146	Other Office Equipment	300
4154	Housekeeping	120
4155	Refuse Collection (Commercial)	1,000
4162	PWLB Loans - Capital	3,029
4163	PWLB Loans - Interest	2,547
	TOTAL COUNCIL OFFICES	17,066

f. 51 High street Office (minor contractual)

		£
	51 HIGH STREET - RENTED OFFICES	
1005	Income	
1008	Recharged Services	
4170	Expenditure	0
	TOTAL 51 HIGH STREET	0

g. High Street Toilets (contractual)

	HIGH STREET TOILETS	
4500	Cleaning/opening contract	7,500
	Electricity	500
	Water	250
	Sewerage	250
	Council Tax	800
	Maintenance	100
	Refurbishment	0
	Purchase Costs	0
	Legal costs/Insurance	120
4504	Sanitary units	220
	TOTAL HIGH STREET TOILETS	9,740

h. Wannock Office (contractual)

	WANNOCK OFFICE, WANNOCK ROAD	£
4190	Electricity	500
4192	Sewerage	0
4193	Council tax	3300
4195	Maintenance	0
4196	Fire precautions	60
	Total Wannock Office	3860

i. The Pavilion (contractual)

	THE PAVILION, WANNOCK ROAD	
1020	Rental Income	(1,000)
4180	Electricity	2,400
4181	Water	250
4182	Sewerage	650
4185	Maintenance	0
4186	Fire Precautions	170
4189	Pavilion replacement	0

	council tax		
	THE PAVILION, WANNOCK ROAD	2,470	
	j. Town Centre/Community Safety (contractual)		
	TOWN CENTRE & COMMUNITY SAFETY		
4201	CCTV Costs	3,000	
4202	Crossing Patrol	0	
	TOWN CENTRE & COMMUNITY SAFETY	3,000	
	k. Recreation ground (some contractual, some variable)		
	RECREATION GROUNDS / FACILITIES		
1030	Hire Fees		
4220	Grounds Maintenance	7,200	
4223	General Maintenance	6,000	
4221	Water	336	
4235	Toilets Provision	6,200	
4240	Lease Charges	150	
4241	Dog Bins	3,700	
4242	Playground Equipment	1,500	
4243	Safety Inspections - (All Equip)	275	
	l. Brightling Road (some contractual but variable, some variable – includes £7000 for drainage reserve)		
	BRIGHTLING ROAD		
1022	Brightling road lease charges (income) (120)		
4230	Skate Park Facilities	6,000	
	Drainage Ear Marked Reserve	0	
	TOTAL RECREATION GROUNDS	31,241	
	m. Highways (grass cuts contractual, weed killing & Flowers variable contracts)		
	HIGHWAYS		
1051	ESCC Grass Cutting contribution	(8,100)	
4250	Bus Shelters		
4251	Street Signs		
4252	Notice boards		
4256	Urban Grass cutting	20,500	
4257	Seat Provision	0	
4258	Flower Beds & Displays	5,800	
4259	Council Office Garden/Crossroads/Wannock	650	
4261	Town Focal Enhancement on A2270/A27	0	
4262	TWO WEED KILLINGS PER YEAR	0	
	TOTAL HIGHWAYS	18,850	
	n. Allotments Cophall (variable)		
	ALLOTMENTS COPHALL		
1070	Allotment Fees	(1,150)	
4270	Maintenance	500	
4271	Improvements	200	
4272	Water Charges	400	

	TOTAL Cophall ALLOTMENTS	(50)
	o. Allotments Gosford (no cost WDC rented)	
	ALLOTMENTS GOSFORD	
1072	Allotment fees Gosford	(98)
4273	Rent of Land	98
	Total Gosford Allotments	0
	p. Street Lighting (contractual and some essential maintenance)	
	STREET LIGHTING	
4280	Energy Charges	9,000
4281	Maintenance Charges	9,000
4282	New Work / Improvements/repairs	40,000
4286	Xmas Decorations	10,000
4287	Additional Christmas Decorations	3,000
	TOTAL STREET LIGHTING	71,000
	q. Prize & Prize Giving (variable)	
	PRIZES & PRIZE GIVING	£
4096	Poppy wreath remembrance day	50
4294	Civic Award	250
4295	Best Allotments	50
4296	Best Gardens	50
4297	Best Dressed Houses	20
4298	Best Dressed Shops	20
4299	Prize Party	100
	TOTAL PRIZES & PRIZE GIVING	540
	r. Polegate Partnership ("no cost" – sponsored – includes reserve)	
	THE POLEGATE PARTNERSHIP	
1040	Flower Beds -Hailsham (A27) Road 3 beds currently charged out	(750)
4305	Administration	0
4306	Replacement planting in flower beds/reserves if not required this year	260
	Sponsorship Crossroads	(500)
	Crossroads Flowers and tub	500
	Maintenance and watering of beds	490
	TOTAL THE POLEGATE PARTNERSHIP	0
	s. Planning (variable)	
	PLANNING COMMITTEE	
4320	Hire of Halls	200
	TOTAL PLANNING COSTS	200
	t. The retired (nil at present)	
	It was agreed to reinstate £500 for the elderly tea party	
7001	THE RETIRED	500
	TOTAL RETIRED	500
	u. Youth (nil at present)	

	<p>v. EXTRAS</p> <p>Ear Marked reserve Office Alterations 15,000 Ear Marked Reserve for potential Crossing at Guardian Court 10,621</p> <p>TOTAL EXTRAS 25,621</p> <p>TOTAL EMPLOYEE COSTS 81,767 TOTAL ADMINISTRATION COSTS 24,510 TOTAL TOWN COUNCILLORS 10,215 TOTAL GENERAL ADMINISTRATION 2,935 TOTAL COUNCIL OFFICES 17,066 TOTAL 51 HIGH STREET now incld above 0 TOTAL WANNOCK OFFICE 3,860 TOTAL THE PAVILION 2,470 TOTAL TOWN CENTRE & COMM. SAFETY 3,000 TOTAL RECREATION GROUNDS 31,241 TOTAL HIGHWAYS 18,850 TOTAL ALLOTMENTS (50) TOTAL STREET LIGHTING 71,000 TOTAL PRIZES AND PRIZEGIVING 540 TOTAL POLEGATE PARTNERSHIP 0 TOTAL PLANNING COSTS 200 TOTAL THE RETIRED 500 TOTAL EXTRAS 25,621</p> <p>TOTAL BUDGET 2015/16 293,725 GRANT FROM WEALDEN DISTRICT COUNCIL (21,200) TOTAL PRECEPT 272,525</p> <p>TAX BASE 2818.70</p> <p>BAND D 2015/16 £96.68 BAND D 2014/15 £96.68</p> <p>DIFFERENCE NIL</p> <p>IT WAS RESOLVED TO SET THE BUDGET TO £293,725 AS PER THE FIGURES SHOWN IN THE BUDGETS TO SET THE PRECEPT AT £272,525 AS SHOWN ABOVE, RESULTING IN A NIL INCREASE DUE TO THE CHANGES IN THE TAX BASE. VOTE ALL IN FAVOUR FOR Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham , D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p>	
11228	<p>Community Dividend Formal resolution required to approve the replacement of the windows at the Pavilion and Wannock office, as already agreed in principle, up to the sum of £2100 plus the shower room window (at council cost/part cost under normal maintenance)</p> <p>It was resolved to approve the replacement of the windows at the Pavilion and Wannock office, as already agreed in principle, up to the sum of £2100 plus the shower room window (at council cost/part cost under normal maintenance) VOTE ALL IN FAVOUR FOR Cllrs M Clewett (Mayor), Mrs M Piper , J Harmer , M Cunningham , D Shing, Mrs C Berry, H Parker, S Shing, D Broadbent</p>	
11229	<p>Non confidential Staff matters – Admin Assistant The clerk would like to congratulate Sue Godfrey who has now successfully completed the Working With Your</p>	

	<p>Council training course and has received a Certificate of Achievement from SLCC</p> <p>A councillor asked if this meant that Sue would be able to do additional clerk work. The clerk stated that Sue already did, but that the information Sue had studied was very close to CiLCA and therefore she had learnt a lot about council legislation and council procedures</p>	
<p>11230</p>	<p>Proposed dates of next cycle of meetings</p> <p>Finance & Policy Committee 23rd February 2015 Full Council 23rd February 2015 ANNUAL TOWN ASSEMBLY 2ND MARCH 2015 Business Plan & Buildings & Land Joint Committee 30th March 2015 Full Council 30th March 2015 ANNUAL STATUTORY MEETING (NEW COUNCIL FROM ELECTIONS AND ELECTION OF MAYOR) 18th MAY 2015 Full Council 29th June 2015 Full Council 27th July 2015 No meetings in August Full Council 28th September 2015 Full Council 26th October 2015 Additional budget meetings to be announced Planning; Personnel; Finance November 2015 Full Council 30th November 2015 Full Council 14th December 2015</p>	

The meeting closed at 7.45 pm