

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 14th January 2013 in the Council Chamber, 49 High Street Polegate at 7.30pm

Present: Cllrs M Cunningham **MC**(Chair), J Harmer **JH**, G Gibbs MBE **GG** D Broadbent **DB**, M Pybus **MP**, S Shing **SS (late arrival)**, H Parker **HP (15)**

Not Present: Mrs M Piper **MP**, D Shing **DS**, Mrs J Voyce **JV**, M Clewett **MCI**, T Voyce **TV**, Mrs C Berry **CB**, E Board **EB**, J O’Riordan **JOR**, (0)
No members of the public

Minute No.	Subject/Resolution	Action
10459	Apologies for absence	-
10460	Declarations of Interest in any items on the agenda None – All councillors had previously resolved a dispensation to discuss the budget including councillor’s allowances.	
10461	Opportunity for Public comment None present	
10462	Setting of the Budget and Precept for 2013/14 Cllr Shing arrived at 7.51pm Following detailed discussion on the budget, the new tax base and associated changes in the precept it was resolved to accept the budget as presented with changes to the school crossing patrol. Half to be paid by the school and to move an under spend for the tree works this year of £1000 into an earmarked reserve to pay for the part of the crossing patrol 2013/14. It was resolved to set the budget at £246156 and that the precept request to be £215530 the remainder to be supported by the grant from Wealden of £30,286 and a small amount from general reserves £340. VOTE All in Favour The band D rate will therefore remain at 83.30 The Breakdown of the accounts is listed on the following pages.	-

The meeting closed at 7.52 pm

EMPLOYEE COSTS

Town Clerk	30,851
Administrative Assistant	8,851
Handyperson / Groundsman	7,956
Litter-Picker	6,683
Cleaner / Keyholder	2,463
overtime	1,000
NI (ER's)	5,005
Finance Officer	600
Internal Auditor	550
additional admin	8,677
travel expenses	1,125
Training Expenses	1,000
Professional Fees	0
SSP Recovery	0
Pension Conts (ER's)	0

EMPLOYEE COSTS **74,761****TOTAL EMPLOYEE COSTS** 74,761**ADMINISTRATION**

Postage	450
Stationery	2,000
Photocopier Copy Charges	2,200
Computer Consumables	500

Office IT Equipment	0
Legal Fees	3,000
Audit Fees	2,100
Website Charges	500
Insurance Premiums	5,500
Insurance Tree Inspection	400
Tree works bnrightling rd	500
Subscriptions	3,000
Publications	200
Advertising	800
Town Council Elections	5,370
Refreshments	150
Bank/Barclaycard Charges	50
First Aid	100
Newsletter Delivery	1,550
Newsletter Copies	1,500
Hire of Halls	200
Telephone / Fax	1,500
Broadband / Internet Charges	400
TOTAL ADMINISTRATION COSTS	31,970

TOWN COUNCILLORSCouncillors Allowances **5,960**Councillors Expenses **200**Councillors Training **450**Mayors Allowance **2,000****TOTAL TOWN COUNCILLORS 8,610****GENERAL ADMINISTRATION**Investment Income **(50)**Grants To Other Organisations **4,000**Polegate Town Map **0**New Accountancy/Financial Information **1,000**Photocopies/Postage recharge **(15)****TOTAL GENERAL ADMINISTRATION 4,935****COUNCIL OFFICES**Council Tax **4,725**Electricity **2,000**Water Charges **200**Sewerage Charges **150**Photocopier **1,000**Window Cleaning **108**Alarm Maintenance **225**Other Office Equipment **500**Fire Precautions **300**Other maintenance **500**Hire of Chamber / Offices **(800)**Housekeeping **120**Refuse Collection (Commercial) **1,800**PWLB Loans - Capital **2,634**PWLB Loans - Interest **2,938****TOTAL COUNCIL OFFICES 16,400****51 HIGH STREET - RENTED OFFICES**Expenditure **0**Fresh water -? To be recharged **0**Sewage - ? To be recharged **0**Council Tax paid by tenant **0**maintenance - ? O be recharged **0**Income **(5,000)**Refurbishment **0****TOTAL 51 HIGH STREET (5,000)**

THE PAVILION, WANNOCK ROAD

council tax	3,500
Electricity	2,900
Electricity Office area	
Water	945
Water Office area	
Sewerage	500
Sewerage Office area	
Maintenance	(5,500)
Fire Precautions	200
Rental (Health Centre)	0
Utilities contribution	0
Pavilion replacement	0
THE PAVILION, WANNOCK ROAD	2,545

TOWN CENTRE & COMMUNITY SAFETY

CCTV Costs	3,000
Crossing Patrol	0
TOWN CENTRE & COMMUNITY SAFETY	3,000

RECREATION GROUNDS / FACILITIES

General Maintenance (incl Grds maint)	13,200
Water	0
Seat Provision	0
Toilets Provision	6,000
Lease Charges - Oakleaf	150
Hire Fees	(1,300)
Dog Bins	3,700
Playground Equipment	3,000
Safety Inspections - (All Equip)	175
<u>BRIGHTLING ROAD</u>	
Skate Park Facilities	6,000
Brightling road lease charges (income)	(120)
TOTAL RECREATION GROUNDS	30,805

HIGHWAYS

Bus Shelters	0
Street Signs	0
Notice boards	0
Urban Grass cutting	19,440

ESCC Grass Cutting contribution	(8,100)
Seat Provision	0
Flower Beds & Displays	5,800
Council Office Garden	650
Town Focal enhancement on A2270/A27	0
TWO WEED KILLINGS PER YEAR	1,850
TOTAL HIGHWAYS	19,640

School Crossing £2100 to be half funded by school £1050, half PTC £1050, £1000 to be transferred to earmarked reserve from tree works budget 2012/13 under spend. The half to be paid from the earmarked reserve.

£1850 new budget for weed spraying, to supplement the 1 spray per year from ESCC.

ALLOTMENTS	
Maintenance	500
Improvements	200
Water Charges	500
Rent of Land	115
Allotment Fees	(1,365)
TOTAL ALLOTMENTS	(50)

STREET LIGHTING	
Energy Charges	9,000
Maintenance Charges	9,000
New Work / Improvements/repairs	29,000
Xmas Decorations	10,000
Reserve for Handover	
Additional Christmas Decorations	0
TOTAL STREET LIGHTING	57,000

PRIZES & PRIZE GIVING	£
Best Allotments	50
Best Gardens	50
Best Dressed Houses	20
Best Dressed Shops	20
Prize Party	100
civic award	250
Poppy wreath remembrance day	50
TOTAL PRIZES & PRIZE GIVING	540

THE POLEGATE PARTNERSHIP	
Administration	0
Replacement planting in flower beds	0
Flower Beds -Hailsham (A27) Road	(416)
to reserves	416
TOTAL THE POLEGATE PARTNERSHIP	0

YOUTH WORKER POLEGATE PROJECT	
Expenditure	0
Other Youth Activities	
TOTAL YOUTH WORKER POLEGATE	0

PLANNING COMMITTEE	
Hire of Halls	500

TOTAL PLANNING COSTS	500
-----------------------------	------------

THE RETIRED	500
--------------------	------------

TOTAL RETIRED COSTS	500
----------------------------	------------

One xmas tea party only, no summer tea party
--

TOTAL EMPLOYEE COSTS	74,761
TOTAL ADMINISTRATION COSTS	31,970
TOTAL TOWN COUNCILLORS	8,610
TOTAL GENERAL ADMINISTRATION	4,935
TOTAL COUNCIL OFFICES	16,400
TOTAL 51 HIGH STREET	(5,000)
TOTAL THE PAVILION	2,545
TOTAL TOWN CENTRE & COMM. SAFETY	3,000
TOTAL RECREATION GROUNDS	30,805
TOTAL HIGHWAYS	19,640
TOTAL ALLOTMENTS	(50)
TOTAL STREET LIGHTING	57,000
TOTAL PRIZES AND PRIZEGIVING	540
TOTAL POLEGATE PARTNERSHIP	
TOTAL YOUTH WORKER	0
TOTAL PLANNING COSTS	500
TOTAL THE RETIRED	500
PERIOD TOTALS	246,156
	£
Less Grant from WDC re tax base changes	(30,286)
PRECEPT	(215,530)
OPERATING (SURPLUS)/DEFICIT	340

TAX BASE 2013/14 2587.4

BAND D 2013/14 WITHOUT GRANT 95.14

83.30

BAND D Based on the new precept with grant to offset tax base changes by central Government