

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 24<sup>th</sup> November 2014  
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 J Voyce **JV**, E Board **EB**, S Shing **SS (8)**

**Not Present:**

Cllrs Mrs C Berry **CB**, H Parker **HP**, T Voyce **TV**, J O’Riordan **JOR**, M Pybus **MPy**, G Gibbs MBE **GG** D Broadbent **DB**, **(7)**

6 members of the public

<b>Minute No.</b>	<b>Subject/Resolution</b>	<b>Action</b>
<b>11165</b>	<b>Apologies for absence</b> Cllrs Mrs C Berry (long term illness), J O’Riordan (personal), G Gibbs (personal), T Voyce (illness), D Broadbent (personal), H Parker (personal)	
<b>11166</b>	<b>Declarations of interest</b> Minute 11171 S Shing, D Shing, Non prejudicial <i>The clerk mentioned that Cllrs had a dispensation for discussing the budgets (councillor allowances training etc)</i>	
<b>11167</b>	<b>Opportunity for public comment</b> <i>Standing orders suspended</i> A resident requested that the council do not raise the council tax and that a three year budget was considered. <sup>1</sup> <i>Standing orders reinstated</i>	
<b>11168</b>	<b>Minutes of the Full Council meeting of 27<sup>th</sup> October 2014</b> <b>It was resolved to sign the minutes of the Full Council meeting of 27<sup>th</sup> October 2014 as a true record of the meeting. VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing</b>	
<b>11169</b>	<b>Adoption of Minutes from Committees and Standing Committees</b> <b>a) Finance &amp; Policy committee minutes of the 7<sup>th</sup> November 2014</b>  <b>It was resolved to adopt the minutes and recommendations of the Finance &amp; Policy Committee meeting held on 7<sup>th</sup> November 2014 VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing</b>  <b>b) High Street Toilet Refurbishment Committee Minutes of 29<sup>th</sup> October 2014</b>  <b>It was resolved to adopt the minutes and recommendations of the High Street toilet Refurbishment Committee Meeting of 29<sup>th</sup> October 2014 VOTE All in favour Cllrs M Clewett, Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing</b>	
<b>11170</b>	<b>Mayor’s Report</b> The Mayor updated the council on the events he had attended. ( <i>copy attached to minutes</i> ). The Mayor also spoke about a budget item, the money set aside for the drainage at Brightling Road, he felt the money would be better spent providing a crossing near Guardian court if that were possible.	

<p><b>11171</b></p>	<p><b>Decision whether to accept offer of community dividend to replace a number of windows at the pavilion/Wannock Office</b></p> <p>A discussion took place on the benefits of having the windows replaced. It was understood that the money would be enough to do the pavilion windows only at present. A councillor stated that she felt it would be a good opportunity and felt that council should go ahead and accept the offer.</p> <p><b>It was resolved to accept the offer of the community dividend monies (to pay for the windows in the pavilion). VOTE 5 FOR 2 abstentions FOR Cllrs M Clewett , Mrs M Piper, J Harmer, M Cunningham, Mrs J Voyce, Abstentions D Shing, S Shing</b></p>	
<p><b>11172</b></p>	<p><b>Financial Update</b></p> <p>a. Accounts for payment Resolution required for approval of submitted accounts attached payments to the value of £ 775.85</p> <p><b>It was resolved to approve the accounts for payment to the value of £775.85 VOTE All in favour Cllrs M Clewett , Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing</b></p> <p>b. Barclaycard statement for noting and resolution required for approval of expenditure of £76.04</p> <p><b>It was resolved to approve the Barclaycard expenditure of £76.05 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing</b></p> <p>c. Bank Reconciliation, statement and accounts<sup>2</sup> 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. Internal Audit report The internal audit report was noted by all present and agreed to be satisfactory.</p> <p>f. Reserves Journal The reserves journals were noted by all present</p> <p>g. To approve an additional amount (up to £10,000) to be spent on the improvements to the street lighting (new estimates indicate a shortfall of around £9226.48) to be funded from general reserves.</p> <p><b>It was resolved to fund the additional payments for street lighting from general reserves (as above) to a value up to £10,000. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing</b></p>	
<p><b>11173</b></p>	<p><b>Budgets – to consider which items should be added to the budget by nature of contracts; other budget items from a zero budget start point</b></p> <p>a. <b>Employee costs – figures only to be discussed as per confidential revised proposals from Personnel</b></p>	

**Committee (contractual)**

**It was resolved not to include the £15,000 for a new member of staff but accept all other costs as presented**

<b>EMPLOYEE COSTS</b>		
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
4016	Training Expenses	1,000
4020	Professional Fees	0
4006	SSP Recovery	0
4008	Pension Conts (ER's)	2,100
<b>EMPLOYEE COSTS</b>		<b>81,767</b>
<b>TOTAL EMPLOYEE COSTS</b>		<b>81,767</b>

**VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing**

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

<b>ADMINISTRATION</b>		
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	4,500
4046	Publications	100
4047	Advertising	50
4049	Tree Works Brightling Road (FUND FROM RESERVES WHEN IT HAPPENS)	0
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 (THE CLERK WAS ASKED TO CANCEL THE FAX LINE AS IT WAS CONSIDERED TO BE NO LONGER USEFUL AND TO INVESTIGATE THE POSSIBILITY OF GETTING A BETTER PHONE PACKAGE INCLUDING BROADBAND)	1,500
4070	Broadband / Internet Charges (SEE ABOVE)	400
<b>TOTAL ADMINISTRATION COSTS</b>		<b>26,260</b>

**E Board arrived at 8.10pm**

**The above figures were agreed, excluding the newsletter, which was reduced from a potential 1200**

to 900 and only three per year to be produced. It was agreed that a consultation slip would be put into the next newsletter asking residents how useful they found the newsletter (paper copy versus e-copy). It was agreed to cancel the fax line.

The clerk was asked to investigate the possible cost reduction for a phone package.

It was agreed that the tree works would be funded from general reserves in the years that they were identified.

**VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

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

<b>TOWN COUNCILLORS</b>		
4090	Councillors Allowances	5,645
4091	Councillors Expenses	500
4092	Councillors Training	1,500
4093	Mayors Allowance	2,000
	<b>TOTAL TOWN COUNCILLORS</b>	<b>9,645</b>

**It was agreed that because there could be a new council next year the figures should be kept as a full councillor budget. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**d. General Administration (mainly discretionary)**

<b>GENERAL ADMINISTRATION</b>		
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
	<b>TOTAL GENERAL ADMINISTRATION</b>	<b>2,935</b>

**It was agreed that the grants budget would be reduced from £4000 to £2000 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**e. Council Offices (mainly contractual)**

<b>COUNCIL OFFICES</b>		
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	2,800
4163	PWLB Loans - Interest	2,800
	<b>TOTAL COUNCIL OFFICES</b>	<b>17,090</b>

**It was agreed to reduce the other office equipment budget from £500 to £300 VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**f. 51 High street Office (minor contractual)**

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

**It was agreed that the budget for 51 High Street would be set to NIL at present. (No tenants and no major expenditure as the accounts are now linked) VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**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
	<b>TOTAL HIGH STREET TOILETS</b>	<b>9,740</b>

**It was agreed to set the budget figures for the High Street Toilets as above VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**h. Wannock Office (contractual)**

	<b>WANNOCK OFFICE, WANNOCK ROAD</b>	£
4190	Electricity	500
4192	Sewerage	0
4193	Council tax	3500
4195	Maintenance	0
4196	Fire precautions	60
	<b>Total Wannock Office</b>	<b>4060</b>

**It was agreed to set the budget figures for Wannock Office as above VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**i. The Pavilion (contractual)**

<b>THE PAVILION, WANNOCK ROAD</b>		
<b>1020</b>	<b>Rental Income</b>	<b>(1,000)</b>
<b>4180</b>	<b>Electricity</b>	<b>2,400</b>
<b>4181</b>	<b>Water</b>	<b>250</b>
<b>4182</b>	<b>Sewerage</b>	<b>650</b>
<b>4185</b>	<b>Maintenance</b>	<b>0</b>
<b>4186</b>	<b>Fire Precautions</b>	<b>170</b>
<b>4189</b>	<b>Pavilion replacement council tax</b>	<b>0</b>
	<b>THE PAVILION, WANNOCK ROAD</b>	<b>2,470</b>

A councillor asked if an increase in rents could be investigated to counteract the increases in the costs of running the pavilion. A councillor stated that this was a huge drain on the community for the use of a small number of people some of whom did not live locally.

**It was agreed to set the budget figures for the Pavilion as above VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**j. Town Centre/Community Safety (contractual)**

<b>TOWN CENTRE &amp; COMMUNITY SAFETY</b>		
<b>4201</b>	<b>CCTV Costs</b>	<b>3,000</b>
<b>4202</b>	<b>Crossing Patrol</b>	<b>0</b>
	<b>TOWN CENTRE &amp; COMMUNITY SAFETY</b>	<b>3,000</b>

**It was agreed to set the budget figures for town centre/ community safety as above VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**k. Recreation ground (some contractual, some variable)**

<b>RECREATION GROUNDS / FACILITIES</b>		
<b>1030</b>	<b>Hire Fees</b>	
<b>4220</b>	<b>General Maintenance (incl Grds maint)</b>	<b>13,200</b>
<b>4221</b>	<b>Water</b>	<b>336</b>
<b>4235</b>	<b>Toilets Provision</b>	<b>6,000</b>
<b>4240</b>	<b>Lease Charges</b>	<b>150</b>
<b>4241</b>	<b>Dog Bins</b>	<b>3,700</b>
<b>4242</b>	<b>Playground Equipment</b>	<b>1,500</b>
<b>4243</b>	<b>Safety Inspections - (All Equip)</b>	<b>275</b>

The clerk stated that in the next financial year the cost codes for grounds maintenance and general maintenance would be split.

Dog bins and the possibility of swapping them for dual purpose bins were discussed. The clerk stated that she was waiting for a response from the District Council at the present time.

The clerk stated that the budget for the playground equipment was not large enough to cover the likely future costs. In particular for Oakleaf play area, but that she was investigating funding from other areas.

**It was agreed to set the budget figures for recreation grounds as above VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**i. Brightling Road (some contractual but variable, some variable – includes £7000 for drainage reserve)**

	<b>BRIGHTLING ROAD</b>	
<b>1022</b>	<b>Brightling road lease charges (income)</b>	<b>(120)</b>
<b>4230</b>	<b>Skate Park Facilities</b>	<b>6,000</b>
	<b>Drainage Ear Marked Reserve</b>	<b>0</b>
	<b>TOTAL RECREATION GROUNDS</b>	<b>31,041</b>

A councillor asked the costs for the removal of the skate park. The clerk stated around £3000. a councillor commented that a discussion and decision had been already taken in previous years (at length) and it was decided not to remove the skate park. A discussion took place on the merits of having a pedestrian crossing and the type of crossing that was preferred.

**It was agreed that a motion to reallocate the budget for drainage (current set to accumulate in an ear marked reserve to build for a larger cost) would be dropped to NIL and a new budget put in place to potentially install a crossing along Hailsham Road near Guardian Court for the equivalent amount for discussion on 8<sup>th</sup> December meeting.**

**m. Highways (grass cuts contractual, weed killing & Flowers variable contracts)**

A councillor asked when the contract for the grass cutting expires. The clerk stated that it was in 2017.

A councillor asked about the flower contract. The clerk stated that it was now annual and expired in 2015. The clerk clarified that some of the beds were now sponsored and some already had the permanent planting in them. The beds would still require maintenance and further planting until the beds and troughs were completed. The winter pansies would be staying in this year. Over time the budget would be coming down as there was less to plant each year; the hanging baskets being the exception. A councillor suggested removing some of the planters on the outskirts of the town. Another councillor commented that this would be too heavy and costly to remove.

It was agreed that as ESCC Highways were cutting their weed killing budget to only one spray the Town Council would no longer support this and both weed sprays would cease.

	<b>HIGHWAYS</b>	
<b>1051</b>	<b>ESCC Grass Cutting contribution</b>	<b>(8,100)</b>

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
	<b>TOTAL HIGHWAYS</b>	<b>18,850</b>

**It was agreed that the budget figures for Highways would be as above. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**n. Allotments Cophall (variable)**

It was agreed as these generally paid for themselves the budget would remain as follows:

	<b>ALLOTMENTS COPHALL</b>	
1070	Allotment Fees	(1,150)
4270	Maintenance	500
4271	Improvements	200
4272	Water Charges	400
	<b>TOTAL Cophall ALLOTMENTS</b>	<b>(50)</b>

**It was agreed that the budget figures for Cophall Allotments would be as above. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**o. Allotments Gosford (no cost WDC rented)**

	<b>ALLOTMENTS GOSFORD</b>	
1072	Allotment fees Gosford	(98)
4273	Rent of Land	98
	<b>Total Gosford Allotments</b>	<b>0</b>

**It was agreed that the budget figures for Gosford Allotments would be as above. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**p. Street Lighting (contractual and some essential maintenance)**

	<b>STREET LIGHTING</b>	
4280	Energy Charges	9,000
4281	Maintenance Charges	9,000
4282	New Work / Improvements/repairs	29,000
4286	Xmas Decorations	10,000
4287	Additional Christmas Decorations	1,000
	<b>TOTAL STREET LIGHTING</b>	<b>58,000</b>

**It was agreed that the budget figures for Street Lighting would be as above. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**q. Prize & Prize Giving (variable)**



A councillor suggested that the civic award and the Remembrance day wreath should stay but the awards and awards evening (particularly considering the experience this year) should not go ahead. Another councillor seconded this motion.

A vote was taken

2 FOR Cllrs Mrs J Voyce, E Board 5 against Cllrs M Clewett, M Cunningham, Mrs M Piper, J Harmer, S Shing 1 abstention D Shing MOTION LOST Therefore the budget figures proposed will remain in place as follows:

	<b>PRIZES &amp; PRIZE GIVING</b>	<b>£</b>
<b>4096</b>	<b>Poppy wreath remembrance day</b>	<b>50</b>
<b>4294</b>	<b>Civic Award</b>	<b>250</b>
<b>4295</b>	<b>Best Allotments</b>	<b>50</b>
<b>4296</b>	<b>Best Gardens</b>	<b>50</b>
<b>4297</b>	<b>Best Dressed Houses</b>	<b>20</b>
<b>4298</b>	<b>Best Dressed Shops</b>	<b>20</b>
<b>4299</b>	<b>Prize Party</b>	<b>100</b>
	<b>TOTAL PRIZES &amp; PRIZE GIVING</b>	<b>540</b>

**r. Polegate Partnership ("no cost" – sponsored – includes reserve)**

<b>THE POLEGATE PARTNERSHIP</b>		
<b>1040</b>	<b>Flower Beds -Hailsham (A27) Road (750)</b>	
	<b>3 beds currently charged out</b>	
<b>4305</b>	<b>Administration</b>	<b>0</b>
<b>4306</b>	<b>Replacement planting in flower beds/reserves if not required this year</b>	<b>260</b>
	<b>Maintenance and watering of beds</b>	<b>490</b>
	<b>TOTAL THE POLEGATE PARTNERSHIP</b>	<b>0</b>

**It was agreed that the budget figures for Polegate Partnership would be as above. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**s. Planning (variable)**

<b>PLANNING COMMITTEE</b>		
<b>4320</b>	<b>Hire of Halls</b>	<b>200</b>
	<b>TOTAL PLANNING COSTS</b>	<b>200</b>

**It was agreed that the budget figures for Planning would be as above. VOTE All in favour Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, E Board**

**t. The retired (nil at present)**

**It was agreed to reinstate £500 for the elderly tea party**

<b>7001</b>	<b>THE RETIRED</b>	<b>500</b>
	<b>TOTAL RETIRED</b>	<b>500</b>

**It was agreed that the budget figures for The Retired would be as above. VOTE 7 FOR Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, 1 Against E Board**

	<p><b>u. Youth (nil at present)</b></p> <p><b>v. Office Alterations reserves (variable)</b>  <b>EXTRAS</b>  <b>Ear Marked reserve Office Alterations 15,000</b>  <b>15,000</b></p> <p><b>It was agreed to leave the £15000 to accumulate in an ear marked reserve for the alterations to 49/51 High Street. VOTE 7 FOR Cllrs M Clewett (Mayor), Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, S Shing, 1 Against E Board</b></p>	
<p><b>11131</b></p>	<p><b>Proposed dates of next cycle of meetings</b>  Personnel budget 24<sup>th</sup> November 2014  Full Council 24<sup>th</sup> November 2014  Business Plan, Buildings &amp; land Joint Committee 8<sup>th</sup> December 2014  Full Council precept 12<sup>th</sup> January 2015  Finance &amp; Policy Committee 23<sup>rd</sup> February 2015  Full Council 23<sup>rd</sup> February 2015  Business Plan &amp; Buildings &amp; Land Joint Committee 30<sup>th</sup> March 2015  Full Council 30<sup>th</sup> March 2015</p>	

The meeting closed at 9.28 pm



<sup>1</sup> A five year forecast is being considered

<sup>2</sup> Trial Balances, Reserves and Income & Expenditure Accounts