

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 8th December 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**, Mrs C Berry **CB**, H Parker **HP**, T Voyce **TV**, M Pybus **MPy**, G Gibbs MBE **GG**, D Broadbent **DB (12)**

Not Present: Cllrs J O’Riordan **JOR**, S Shing **SS**, E Board **EB (3)**

6 members of the public

Minute No.	Subject/Resolution	Action																																																						
11211	Apologies for absence Cllr E Board, S Shing																																																							
11212	Declarations of interest Minute 11216 Cllr D Shing declared a non prejudicial interest (ESCC County Councillor)																																																							
11213	Opportunity for public comment None																																																							
11214	<p>Budget update and amendments if required</p> <p>Tax Base – the figures for the tax base were now in and this would mean that the council would be able to choose a 0% budget should they wish. (2818.70)</p> <p>Council Tax Support Grant – This had been notified as £21,200</p> <p>Capping limits from Central Government – no further information although it was not expected to apply to Town Councils at this stage.</p> <p>The following budgets were suggested to be put forward for final approval on 12th January when setting the precept:</p> <p style="padding-left: 40px;">a. Employee costs – figures only to be discussed as per confidential revised proposals from Personnel Committee (contractual)</p> <p style="padding-left: 40px;">It was resolved not to include the £15,000 for a new member of staff but accept all other costs as presented</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">EMPLOYEE COSTS</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">4000</td> <td style="width: 80%;">Town Clerk</td> <td style="width: 10%; text-align: right;">33,857</td> </tr> <tr> <td>4001</td> <td>Administrative Assistant</td> <td style="text-align: right;">9,173</td> </tr> <tr> <td>4002</td> <td>Handyperson / Groundsman</td> <td style="text-align: right;">8,617</td> </tr> <tr> <td>4003</td> <td>Litter-Picker</td> <td style="text-align: right;">7,498</td> </tr> <tr> <td>4004</td> <td>Cleaner / Keyholder</td> <td style="text-align: right;">2,814</td> </tr> <tr> <td>4005</td> <td>Overtime</td> <td style="text-align: right;">200</td> </tr> <tr> <td>4007</td> <td>NI (ER's)</td> <td style="text-align: right;">4,500</td> </tr> <tr> <td>4009</td> <td>Finance Officer</td> <td style="text-align: right;">800</td> </tr> <tr> <td>4010</td> <td>Internal Auditor</td> <td style="text-align: right;">550</td> </tr> <tr> <td>4011</td> <td>Administrative Assistant 2</td> <td style="text-align: right;">8,958</td> </tr> <tr> <td>4015</td> <td>Travelling Expenses</td> <td style="text-align: right;">1,700</td> </tr> <tr> <td>4016</td> <td>Training Expenses</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>4020</td> <td>Professional Fees</td> <td style="text-align: right;">0</td> </tr> <tr> <td>4006</td> <td>SSP Recovery</td> <td style="text-align: right;">0</td> </tr> <tr> <td>4008</td> <td>Pension Conts (ER's)</td> <td style="text-align: right;">2,100</td> </tr> <tr> <td></td> <td style="text-align: right;">EMPLOYEE COSTS</td> <td style="text-align: right;">81,767</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL EMPLOYEE COSTS</td> <td style="text-align: right;">81,767</td> </tr> </tbody> </table> <p style="padding-left: 40px;">b. Town Councillor costs (general dispensation allowed to discuss – consideration for new councillors the following term 2015-2019)</p>	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	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	
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	TOWN COUNCILLORS	
4090	Councillors Allowances	6215
4091	Councillors Expenses	500
4092	Councillors Training	1,500
4093	Mayors Allowance	2,000
	TOTAL TOWN COUNCILLORS	10,215

4090 increased to reflect that all new councillors may claim the allowances.

c. 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	2650
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)	1,600
4070	Broadband / Internet Charges (SEE ABOVE)	400
	TOTAL ADMINISTRATION COSTS	24,510

Subscriptions reduced to the level for one year.

Insurance premiums were queried the clerk stated that the high street toilets insurance was coded separately.

The clerk had investigated the telephone and broadband accounts. The council are registered under the local government scheme and therefore has the benefit of a large discount that cannot be matched by other providers. The fax line is the line for the broadband and therefore without ceasing the service the line is required to stay (this may be able to be removed if the council have infinity installed)

It was agreed to keep the subscriptions as they were with the addition of £50 to be paid to Fields in Trust. VOTE 9 FOR Cllrs Mrs M Piper, J Voyce, M Clewett, M Cunningham, H Parker, M Pybus, G Gibbs MBE, D Broadbent, Mrs C Berry 2 against Cllr J Harmer, T Voyce 1 abstention D Shing

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	3,028
4163	PWLB Loans - Interest	2,546
	TOTAL COUNCIL OFFICES	17,064

The clerk stated that the actual figures for 4162 and 4163 had arrived that day and the final figure was slightly less and would be reflected in the budget for 12th January 2015 meeting.

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	General Maintenance (incl Grds maint)	13,200
	(7200 + 6000)	
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

4235 increased slightly.

l. Brightling Road

	<u>BRIGHTLING ROAD</u>	
1022	Brightling road lease charges (income)	(120)
4230	Skate Park Facilities	6,000
	Drainage Ear Marked Reserve	0
	TOTAL RECREATION GROUNDS	31,241
	£7000 to be set aside for crossing at Guardian court instead of drainage.	

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

The flower beds would be discussed further in January with a view to keeping them but minimising the cost. (There should be fewer flowers now permanent planting is being introduced). May be £5375

A councillor commented on the reserve being set aside for a crossing at Guardian Court.(£7000) He stated that he felt it was unlikely to go ahead because of the costs involved. Another councillor stated that if that happened it could be reallocated.

It was agreed that ceasing the drainage at Brightling and putting the funding aside for a crossing was a better option.

n. Allotments Cophall (variable)

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

	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

4282 was amended to reflect the increased costs expected for the repairs and replacements.

4287 was increased to £3000 to reflect the need for new lights on the Jubilee Tree next year

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

	<p>4297 Best Dressed Houses 20</p> <p>4298 Best Dressed Shops 20</p> <p>4299 Prize Party 100</p> <p>TOTAL PRIZES & PRIZE GIVING 540</p> <p>r. Polegate Partnership ("no cost" – sponsored – includes reserve)</p> <p>THE POLEGATE PARTNERSHIP</p> <p>1040 Flower Beds -Hailsham (A27) Road (750) 3 beds currently charged out</p> <p>4305 Administration 0</p> <p>4306 Replacement planting in flower beds/reserves if not required this year 260</p> <p>Maintenance and watering of beds 490</p> <p>TOTAL THE POLEGATE PARTNERSHIP 0</p> <p>s. Planning (variable)</p> <p>PLANNING COMMITTEE</p> <p>4320 Hire of Halls 200</p> <p>TOTAL PLANNING COSTS 200</p> <p>t. The retired (nil at present)</p> <p>It was agreed to reinstate £500 for the elderly tea party</p> <p>7001 THE RETIRED 500</p> <p>TOTAL RETIRED 500</p> <p>u. Youth (nil at present)</p> <p>v. Office Alterations reserves (variable)</p> <p>EXTRAS</p> <p>Ear Marked reserve Office Alterations 15,000</p> <p>TOTAL EXTRAS 15,000</p>	
11215	<p>Payments of Accounts</p> <p>It was resolved to approve the accounts for payment to the value of £20,913.69 plus the Barclaycard to the value of £128.98 VOTE All in favour Cllrs M Clewett , Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, Mrs C Berry, H Parker, T Voyce, M Pybus, G Gibbs MBE, D Broadbent</p>	
11216	<p>Letter from ESCC Highways regarding Flower bed licence Windsor Way Polegate</p> <p>Cllr D Shing declared a non prejudicial interest</p> <p>It was resolved to submit no objections to the licence request. VOTE 11 for a abstention FOR Cllrs M Clewett , Mrs M Piper, J Harmer, M Cunningham, Mrs J Voyce, Mrs C Berry, H Parker, T Voyce, M Pybus, G Gibbs MBE, D Broadbent 1 abstention Cllr D Shing,</p>	
11217	<p>Best Christmas Lights Competition</p> <p>Motion for Cllrs M Cunningham, Mrs M Piper, H Parker & M Clewett to judge the Christmas shop fronts and Best Dressed Christmas Lights (houses). Judging is expected to take place on Wednesday 10th December 2014</p>	

	<p>It was resolved that Cllrs M Cunningham, Mrs M Piper, H Parker & M Clewett to judge the Christmas shop fronts and Best Dressed Christmas Lights (houses). Judging is expected to take place on <u>Wednesday 17th December</u> or thereabouts. VOTE All in favour</p> <p>Motion to award prizes of Best Dressed Shop (cup and certificate) and Best Dressed House (cup and certificate) by the Mayor and Deputy Mayor following the selection of the award winners (within budget)</p> <p>It was resolved to award prizes of Best Dressed Shop (cup and certificate) and Best Dressed House (cup and certificate) by the Mayor and Deputy Mayor following the selection of the award winners (within budget) VOTE All in favour Cllrs M Clewett , Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, Mrs C Berry, H Parker, T Voyce, M Pybus, G Gibbs MBE, D Broadbent</p>	
<p>11218</p>	<p>Motion to add Cllr M Cunningham to the deed of dedication Committee in order to form a quorum and complete further business of the committee</p> <p>It was resolved to add Cllr M Cunningham to the deed of dedication Committee in order to form a quorum and complete further business of the committee VOTE All in favour Cllrs M Clewett , Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, Mrs C Berry, H Parker, T Voyce, M Pybus, G Gibbs MBE, D Broadbent</p>	
<p>11219</p>	<p>Motion for the Annual Town Assembly to take place on Monday 2nd March 2015 at the United reformed Church Hall at 7.30 pm</p> <p>It was resolved to hold the Annual Town Assembly on Monday 2nd March 2015 at the United reformed Church Hall at 7.30 pm VOTE All in favour Cllrs M Clewett , Mrs M Piper, J Harmer, M Cunningham, D Shing, Mrs J Voyce, Mrs C Berry, H Parker, T Voyce, M Pybus, G Gibbs MBE, D Broadbent</p>	

The meeting closed at 7.58 pm