

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee meeting held on Friday 12th January 2024 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murray, D Watts, S Shing, M Piper, D Dunbar, M Cunningham, J Keen, (7)

Not Present:, Cllr J Heward (1)

No member of the public present

Minute Number	Resolution
13462	Opportunity for Public None
13463	Apologies for absence Cllr J Heward
13464	Declarations of interest in any items on the agenda None
13465	Minutes of the Finance & Policy committee meeting on 20th October 2023 <u>It was resolved to accept the minutes of the Finance & Policy committee meeting on 20th October 2023 as an accurate record of the meeting and these were signed by the chair.</u> <u>VOTE All in favour</u>
13466	Payments of accounts <u>It was resolved to accept the payments £174,683.59 as presented. VOTE All in favour.</u>
13467	Grant Request It was resolved to grant £750 to Polegate Drama Group. £500 to come from the grant budget and £250 to come from general reserves. The vote was taken in sections £500 All in favour the additional £250 6 for 1 abstention

The meeting closed at 10:13 am

Signed by _____ Chair of Finance & Policy _____ Dated _____

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/01/2024	Streetlights	72.30	72.30	72.30		500			Col C High Street
09/01/2024	Mulberry & Co	BX577556	135.00	135.00		500			Provision of Payroll Services
09/01/2024	Denma Cleaning Services Ltd	BX577859	1,056.32	1,056.32		500			Cleaning Services for Dec 23
09/01/2024	SME IT Solutions Ltd	BX578083	129.70	129.70		500			Telephone Costs
09/01/2024	Pyrotec Fire Protection Ltd	BX578965	182.01	182.01		500			Annual Inspection
09/01/2024	Lewes District Council	BX578996	54.00	54.00		500			Play Area Inspection
09/01/2024	SME IT Solutions Ltd	BX579027	77.96	77.96		500			Dual Monitor Stand
09/01/2024	Initial Washroom Hygiene	BX579052	33.15	33.15		500			Hygiene Bins
09/01/2024	Streetlights	BX579092	117.30	117.30		500			Col L Gosford Way
09/01/2024	SME IT Solutions Ltd	BX579400	542.96	542.96		500			IT Provider
09/01/2024	Ultralite Ltd	BX579473	12,874.80	12,874.80		500			Christmas Lights 2023
09/01/2024		BX580856	30.00	30.00		500			Travel for Jan 2024
09/01/2024	RAM Construction	BX580880	7,302.30	7,302.30		500			Buildings works at 49 High St
09/01/2024	Mr Dan Dunbar	BX581318	87.00	87.00		500			Flowers & Christmas Cards
09/01/2024	RISE Adaptations Ltd	BX582518	8,460.00	8,460.00		500			10% of total contract value
09/01/2024		BX582526	160.00	160.00		500			Mayors Tea Party - Singer
09/01/2024	Marco's Magic	BX583329	185.00	185.00		500			Mayors Christmas Tea Party
09/01/2024	PJ Skips	BX674543	300.00	300.00		500			Cophall Allotments
09/01/2024	Barclays Bank	DIRECT DEB	66.09			4056	102	66.09	Commission Charges
09/01/2024	Barclays Bank	DIRECT DEB	66.09			4056	102	66.09	Commission Charge
09/01/2024	Barclays Bank	DIRECT DEB	-66.09			4056	102	-66.09	Commission Charges
10/01/2024	Inland revenue	BX894522	4,963.70			4000	101	1,640.47	Tax
						4000	101	427.53	NI
						4002	101	269.60	Tax
						4002	101	161.81	NI
						4013	101	106.00	Tax
						4013	101	90.19	NI
						4003	101	270.20	Tax
						4003	101	36.38	NI
						4022	101	94.99	NI
						4011	101	294.00	Tax
						4011	101	50.64	NI
						4008	101	1,521.89	Tax & NI
Subtotal Carried Forward:			36,829.59	31,799.80	0.00			5,029.79	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/01/2024	Nest pension scheme	DD	1,090.34			4000	101	268.78	Pensions
						4002	101	95.86	Pensions
						4013	101	71.98	Pensions
						4003	101	54.05	Pensions
						4022	101	73.58	Pensions
						4011	101	58.80	Pensions
						4008	101	467.29	Pensions
						10/01/2024	Nest pension scheme	DIRECT DEB	823.86
4002	101	59.80	Nest Pensions						
4013	101	28.60	Nest Pensions						
4003	101	42.33	Nest Pensions						
4022	101	54.44	Nest Pensions						
4011	101	63.70	Nest Pensions						
4008	101	353.09	Nest Pensions						
10/01/2024	Nest pension scheme	DIRECT DEB	-1,090.34						
						4002	101	-95.86	Pensions
						4003	101	-54.05	Pensions
						4008	101	-467.29	Pensions
						4011	101	-58.80	Pensions
						4013	101	-71.98	Pensions
						4022	101	-73.58	Pensions
						15/01/2024	Wealden District Council	90049948	1,482.00
15/01/2024	Toolstation UK	BARCLAYCA	32.76		5.46	4220	302	27.30	Misc maintenance item
15/01/2024	Staff Salaries Cash Book	diff sals	0.08			202		0.08	template jan salaries differen
15/01/2024	Wealden District Council	DIRECT DEB	707.00			4130	201	707.00	NNDR
15/01/2024	Staff Salaries Cash Book	jan sals	5,860.30			202		5,860.30	Jan Salaries
15/01/2024	Staff Salaries Cash Book	Jan sals	3,234.40			202		3,234.40	Jan Salaries
16/01/2024	Castle Water Ltd	DIRECT DEB	106.28			4132	201	106.28	Water Supply
17/01/2024	SLCC Enterprises Ltd	BARCLAYCA	144.00		24.00	4016	101	120.00	FILCA training
18/01/2024	Inland revenue	BX978021	4,963.70			4000	101	1,640.47	Tax
						4000	101	427.53	NI
						4002	101	269.60	Tax
						4002	101	161.81	NI
						4013	101	106.00	Tax
						4013	101	90.19	NI
						4003	101	270.20	Tax
						4003	101	36.38	NI
						4022	101	94.99	NI
						Subtotal Carried Forward:			54,183.97

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4011	101	294.00	Tax
						4011	101	50.64	NI
						4008	101	1,521.89	Tax & NI
22/01/2024	Castle Water Ltd	DIRECT DEB	17.39			4132	201	17.39	Water Supply
23/01/2024	Business Stream	DIRECT DEB	52.61			4133	201	52.61	Waste Water
26/01/2024	Lewes District Council	6254362	54.00	54.00		500			Play Area Inspections
26/01/2024	Haven Security Ltd	BX390350	443.45	443.45		500			50% Deposit for Alarm Alterati
26/01/2024	Mulberry & Co	BX390365	60.00	60.00		500			Planning Training
26/01/2024	Initial Washroom Hygiene	BX391148	30.13	30.13		500			Hygiene Bins
26/01/2024	Recorra formerly REEF	BX391724	87.80	87.80		500			Waste Collection
26/01/2024	Eastbourne Electrical LLP	BX391790	180.00	180.00		500			Minor electrical works
26/01/2024	Recorra formerly REEF	BX392512	5.70	5.70		500			Compliance Charge
26/01/2024	BROXAP	BX392563	651.48	651.48		500			Litter Bins
26/01/2024	kent councty Council KCS	BX393222	237.10	237.10		500			Photocopy Charges
26/01/2024	Recorra formerly REEF	BX393283	72.90	72.90		500			Empty Waste Bins
26/01/2024	Recorra formerly REEF	BX393293	72.88	72.88		500			Empty Waste Bins
26/01/2024	Mulberry & Co	BX393701	180.00	180.00		500			Professional Services
26/01/2024	Mr Dan Dunbar	BX394777	156.00	156.00		500			Polegate Panto for Mayors
26/01/2024	Mr Dan Dunbar	BX395958	17.10	17.10		500			ESCC Christmas Reception
26/01/2024	Mr Dan Dunbar	BX395984	41.40	41.40		500			Mayors Assoc Langshott Manor
26/01/2024	Mr Dan Dunbar	BX397043	35.10	35.10		500			E'bourne Cathedral service
26/01/2024	Mr Dan Dunbar	BX397260	12.60	12.60		500			E'bourne Newhaven Carol Servic
26/01/2024	██████████	BX399266	7.65	7.65		500			Postage
26/01/2024	██████████	BX399572	12.60	12.60		500			Travel Costs
26/01/2024	██████████	BX399584	12.15	12.15		500			Travel
26/01/2024	████████████████	BX400110	5.50	5.50		500			Bank Mandats sent Special D
26/01/2024	RISE Adaptations Ltd	BX401423	420.00	420.00		500			Power Upgrade for CPT Wannock
26/01/2024	PCA Drama Group	BX405660	750.00	750.00		500			Grant Awarded to Drama Group
26/01/2024	UK Power Networks	BX406360	1,431.60	1,431.60		500			Windmill Road
26/01/2024	████████████████	BX407218	1,500.00	1,500.00		500			Architectural Design/Planining
26/01/2024	E'bourne Area Community First	BX408513	612.05	612.05		500			Donation from
Subtotal Carried Forward:			61,343.16	40,370.99	29.46			20,942.71	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Mayors fund
26/01/2024	Mr Dan Dunbar	BX696790	5.40	5.40		500			E'bourne Mayors Carol Service
07/02/2024	Echo Cleaning	BX555083	30.00	30.00		500			Window Cleaning
07/02/2024	Rhino Rod	BX555320	90.00	90.00		500			Clear blocked toilet
07/02/2024	Denma Cleaning Services Ltd	BX556020	1,056.32	1,056.32		500			Cleaning Services
07/02/2024	Echo Cleaning	BX556055	120.00	120.00		500			Office Cleaning Jan 2024
07/02/2024	Mulberry & Co	BX556090	1,080.00	1,080.00		500			Professional Services
07/02/2024	Haven Security Ltd	BX556109	148.80	148.80		500			Alarm Maintenance
07/02/2024	IDVerde	BX556130	1,214.40	1,214.40		500			Park Checks
07/02/2024	Eastbourne Electrical LLP	BX557466	304.44	304.44		500			Replaced defective flourescent
07/02/2024	SME IT Solutions Ltd	BX557671	132.34	132.34		500			Telecom Services
07/02/2024	Streetlights	BX558818	1,938.00	1,938.00		500			Additional Green Lantern works
07/02/2024	SME IT Solutions Ltd	BX558947	543.04	543.04		500			IT Monthly Services
07/02/2024	Trenchline Utilites Ltd	BX558983	720.00	720.00		500			Install 2x waste bins.
07/02/2024	EDF Energy	BX559007	567.61	567.61		500			Festive Lighting
07/02/2024	Streetlights	BX559054	27,246.00	27,246.00		500			Supply & Install 19 Windsor
07/02/2024	RAM Construction	BX559932	20,779.80	20,779.80		500			Works to 49 High St
07/02/2024	Polegate&District Model Engine	BX559955	150.00	150.00		500			Donation from Mayor
07/02/2024		BX560722	7.65	7.65		500			Travel Expenses
07/02/2024	PCA Drama Group	BX560806	250.00	250.00		500			Donation from Mayor
09/02/2024	Inland revenue	BX976162	3,272.50			4000	101	1,171.26	TAX
						4000	101	341.27	NI
						4002	101	89.40	TAX
						4002	101	44.71	NI
						4013	101	6.60	TAX
						4003	101	211.60	TAX
						4003	101	1.02	NI
						4022	101	31.30	NI
						4011	101	318.40	TAX
						4011	101	54.45	NI
						4008	101	1,002.49	NI ERS
Total Payments:			120,999.46	96,754.79	29.46			24,215.21	

Item 6 Finance meeting 16th Feb 10am

Please note that we should be in a 3 year contract with Zurich, checking this at present. However, the insurance has gone up. Should this go over we need to make the payment immediately to continue the cover.

Therefore a resolution is required to go over the budget (£6000) from general reserves so the invoice can be paid.