

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 18th September 2020 by remote meeting at 10.00am

Present: Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell (6)

Not Present: Cllrs S Shing, D Sanders, D Dunbar (3)

2 members of the public present

Minute Number	Resolution
12672	Suspend standing orders (3 e,f,g &h) <i>Standing orders suspended</i> <u>VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell</u>
12673	Opportunity for Public Comment (via email comments) None
12674	Apologies for absence Cllrs D Sanders, S Shing, D Dunbar
12675	Declarations of interest in any items on the agenda None
12676	Minutes of Finance & Policy committee meeting of 27th July 2020 <u>It was resolved to accept the minutes of the Finance & Policy meetings of 27th July 2020 as an accurate record of the meeting and were duly signed.</u> <u>VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell</u>
12677	Payments of accounts as presented None
12678	Financial Regulations review The amendments were discussed by the committee <u>It was agreed to accept and adopt the draft Financial Regulations as presented. VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell</u>
12679	Buildings & Land working group recommendations report The report had been circulate to all Councillors prior to the meeting. <u>It was resolved to go ahead with the street lighting works with the current contractor as discussed to be paid for through the budget codes and ear marked reserves as required.(IRO £53,000) [concrete columns with LED and new columns; life expired columns and LED lanterns; remaining SOX replacements to LED. To change contractor to Streetlighting.co.uk and to give the appropriate notice to the outgoing contractor. To then review the energy costs once the new contractor was in place and an inventory and condition survey with the new contractor.</u> <u>It was resolved to set aside funding from either S106 (if appropriate) or CIL to replace the</u>

<u>skate park with a smaller more modern facility and to investigate a new additional concrete skate park IRO £100,000 to be delegated to the clerk in liaison with the Buildings & land working group.</u> <u>It was resolved to charge £10 per session for any organized sports (where charging) using the field at Wannock with a booking system to ensure the grounds can be used by the existing clubs. To reduce the charges to the cricket and football clubs to £10 per session as they were unable to use the pavilion at this present time due to COVID.</u> <u>It was resolved that the clerk go ahead with the grant applications for CCTV at Wannock, Brightling and Oakleaf and to set aside enough budget funding for ongoing maintenance and any broadband/IT/transmission charges as appropriate. It was expected that these may be circa £600 per site (x 3) VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, M Falkner, Ms A Snell</u>
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The meeting closed at 10.17am

Signed by _____ Chair of Finance & Policy

Dated _____

Current/Business Premium

Payments made between 01/10/2020 and 31/10/2020

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/10/2020	Wealden District Council	DIRECT DEB	369.00			4193	204	369.00	Rates Wannock Office
05/10/2020	Barclays Bank	DIRECT DEB	59.20			4056	102	59.20	Commission Charges 13/08-13/09
09/10/2020	EDF Energy	DIRECT DEB	21.41		1.02	4190	204	20.39	Electricity Wannock Office
09/10/2020	EDF Energy	DIRECT DEB	57.84		2.75	4180	203	55.09	Electricity Pavilion
12/10/2020	EDF Energy	DIRECT DEB	31.06		1.48	4170	202	29.58	Electricity 51 High Street
15/10/2020	Staff Salaries Cash Book	BX064616	8,462.03			202		8,462.03	October Salaries
15/10/2020	Inland revenue	BX283947	2,424.82			4011	101	36.35	NI EEs (October)
						4001	101	270.06	Tax & NI EEs (October)
						4000	101	1,063.22	Tax & NI EEs (October)
						4012	101	40.00	Tax & NI EEs (October)
						4003	101	190.00	Tax EEs (October)
						4004	101	79.40	Tax EEs (October)
						4002	101	26.22	NI EEs (October)
						4007	101	719.57	NI ERs (October)
15/10/2020	Wealden District Council	DIRECT DEB	102.00			4505	205	102.00	Rates High Street Toilets
15/10/2020	Wealden District Council	DIRECT DEB	674.00			4130	201	674.00	Rates 49/51 High Street
15/10/2020	Nest pension scheme	NEST	76.44			4012	101	43.68	Pension Payment October EEs
						4008	101	32.76	Pension Payment October ERs
20/10/2020	Europlants Ltd	BX631797	49.51		8.25	4307	307	30.60	Hailsham Beds Maint & Water
						4258	303	10.66	Winter Monthly Maintenance
20/10/2020	SME IT Solutions Ltd	BX632351	64.74		10.79	4041	102	53.95	Technical Support
20/10/2020	Reef Environmental Solutions	BX633411	64.26		10.71	4155	201	53.55	Waste Collection 49 High St
20/10/2020	Reef Environmental Solutions	BX633698	42.00		7.00	4155	201	35.00	Confidential Waste Collection
20/10/2020	Reef Environmental Solutions	BX634009	42.00		7.00	4187	203	35.00	Waste Collection Wannock
20/10/2020	Kingdom Services Group Ltd	BX634351	1,250.02		208.34	4500	205	520.84	Toilet Cleaning High Street
						4235	302	520.84	Toilet Cleaning Wannock
20/10/2020	Countrymans Contractors Ltd	BX634697	1,087.50		181.25	4223	302	365.87	Grounds Maintenance 6 of 8 Pol
						4197	204	540.38	GroundsMaintenance

Subtotal Carried Forward:

14,877.83

0.00

438.59

14,439.24

Current/Business Premium

Payments made between 01/10/2020 and 31/10/2020

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									6 of 8 Wann
20/10/2020	Countrymans Contractors Ltd	BX635638	1,746.00		291.00	4256	303	1,455.00	Grass Cutting 8 of 13
20/10/2020	Police&Crime CommissionerSX	BX636086	114.11			4201	301	114.11	CCTV Maintenance Q2 2020-2021
20/10/2020	Police&Crime CommissionerSX	BX637027	545.60			4201	301	545.60	CCTV Transmission Q2 2020-2021
20/10/2020	SME IT Solutions Ltd	BX637458	121.68		20.28	4069	102	58.18	Office Telephones
						4070	102	34.99	Office Broadband
						4093	103	8.23	Mobile Phone
20/10/2020	SME IT Solutions Ltd	BX637495	412.80		68.80	4093	103	344.00	Linx Business Tablet & Set Up
20/10/2020	SME IT Solutions Ltd	BX638323	11.99		2.00	4037	102	9.99	Domain Transfer polegate-tc.co
20/10/2020	SME IT Solutions Ltd	BX638457	3,924.00		654.00	4037	102	3,270.00	New website .gov.uk
20/10/2020	SLCC Enterprises Ltd	BX639258	96.28		1.80	4016	101	85.48	Training Courses
						4016	101	9.00	Delivery charge
20/10/2020	Various	BX640195	50.00			560		50.00	Cophall Plot 2 Deposit Refund
20/10/2020	Various	BX641292	50.00			560		50.00	Cophall Plot 24 Deposit Refund
20/10/2020	Various	BX641418	50.00			560		50.00	Cophall Plot 14A Deposit Refun
20/10/2020	EDF Energy	DIRECT DEB	52.08		2.48	4131	201	49.60	Electricity 49 High Street
23/10/2020	Vaughtons	BX048190	107.83		17.97	4093	103	89.86	Mayor's Cup Medal
27/10/2020	BarclayCard	BARCLAYCA	612.92		81.59	4220	302	6.87	Face Masks
						4220	302	10.82	Disposable Gloves
						4035	102	62.22	Toner Cartridge (Home working)
						4220	302	7.99	Disposable Aprons
						4220	302	43.75	Legionella Testing Kit No 49
						4220	302	43.75	Leionella Testing Kit No 51
						4220	302	43.75	Legionella Testing Kit Pavilio
						4220	302	43.75	Legionella Testing Kit Wannock
						4146	201	71.44	Town Hall Flag
						4016	101	30.00	Virtual National Conference
						4046	102	85.48	Training Books
						4046	102	9.00	Delivery Charge for Books
						4220	302	21.65	Screws Trade Pack
						4220	302	50.86	Fence Armor -
Subtotal Carried Forward:			22,773.12	0.00	1,578.51			21,194.61	

Date: 11/11/2020

Polegate Town Council

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Time: 13:38

Cashbook 1

User: SG

Current/Business Premium

Payments made between 01/10/2020 and 31/10/2020

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									Wannock Benches
27/10/2020	SME IT Solutions Ltd	BX274847	357.53		59.59	4071	102	174.54	Bitdefender & Backup
						4072	102	123.40	Office 365
27/10/2020	SME IT Solutions Ltd	BX275378	51.48		8.58	4041	102	42.90	Technical Support
27/10/2020	Pyrotec	BX275455	228.18		38.03	4141	201	190.15	Service&New Extinguishers No49
27/10/2020	Pyrotec	BX276096	178.33		29.72	4186	203	148.61	Service&New Extinguishers Wann
27/10/2020	Design Lab Eastbourne	BX277818	55.00			4220	302	55.00	Sign for Skate Park
27/10/2020	Surrey Hills Solicitors LLP	BX278253	630.00		105.00	8060	102	525.00	Fees re sale of High St Toilet
27/10/2020	WCS Services	BX279556	558.00		93.00	8060	103	465.00	Legionella Risk Assessment
27/10/2020	Lewes District Council	BX280298	90.00		15.00	4243	302	75.00	Monthly Play Area Inspections
27/10/2020	Surrey Hills Solicitors LLP	BX280726	150.00		25.00	8060	102	125.00	Fees re sale of High St Toilet
27/10/2020	Mulberry & Co	BX281935	234.00		39.00	4010	101	195.00	Interim Internal Audit
27/10/2020	PADMEC	BX282746	100.00			4093	103	100.00	Mayor's Allowance Donation
27/10/2020	Hampshire Flag Company	BX282815	15.53		2.59	4146	201	12.94	Inglefield Clips for Flagpole
27/10/2020	Eastbourne First Responders	BX283046	50.00			4093	103	50.00	Mayor's Allowance Donation
Total Payments:			25,471.17	0.00	1,994.02			23,477.15	

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT						
			£			£			£																																										
4000	ADMINISTRATION																																																		
4010	Office		500			500			500																																										
4011	Stationery		1,500			1,500			1,500																																										
4012	Postage Charges		1,500			1,500			1,500																																										
4015	Computer Consumables		200			200			200																																										
4016	IT office suite, staff, is for remote meetings & support		750			750			750																																										
4017	Website, domain, maintenance		1,200			1,200			1,200																																										
4018	Lease Fee		4,000			4,000			4,000																																										
4019	Audit Fee (external)		1,000			1,000			1,000																																										
4021	Insurance Premiums		5,000			5,000			5,000																																										
4041	Insurance Tree Inspection		400			400			400																																										
4051	Subscriptions		2,000			2,000			2,000																																										
4061	Publications		120			120			120																																										
4071	Advertisements		100			100			100																																										
4081	Tree Works Irrigation Board		1,000			1,000			1,000																																										
4090	Lease Council Elections		5,000			5,000			5,000																																										
4091	Ballot Boxes		200			200			200																																										
4092	Ballot Boxes		200			200			200																																										
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4100	Ballot Boxes		200			200			200																																										
4101	Ballot Boxes		200			200			200																																										

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CLLR VERSION

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance	Notes
320 Council Office Mntce Fund	22115		22115	to be used to either refurb the building or redecorate inside and outside
321 Recreation Fund	0		0	unused
322 Town Election/Poll/Referendum	16657		16657	for annual town assembly polls
323 Polegate Town Map Fund	0		0	unused
				resolve to use £11483 to pay for new high stret toilet, remainder as election funding /
324 Elections Fund	29320		29320	vacancy election
325 Pavilion Refurbishment Fund	0		0	unused
326 Youth Shelter Reserve	0		0	unused
328 Office IT Equipment Reserve	0		0	will be added to March 2021
329 Other Office Equipment	240.47		240.47	for cabinets desks etc
330 Crossing Patrol Reserve	0		0	unused
331 Brightling Reserve	19.21		19.21	can be used towards Brightling Project work
332 Bus shelter reserve	0		0	unused
333 Diamond Jubilee Reserve	0		0	unused
334 Town Focal Enhancemt Reserve	592.2		592.2	May need to pay for signage in town centre (toilets or finger post etc)
				£53,000 for direct works allocated if budget depleted. Circa £25,000+ for solar lighting
				Brightling. Possible use for other works once new contract in place April 2021.
				Remainder for commuted sums and possible handover once ESCC data returned. (They
				have problems issuing this as few staff with experience to give info).
335 Street Lights Reserve	167779.04		167779.04	For gifted land fence work. Not yet in place.
336 Legals/fencing re s/water	6000		6000	For High Street toilet. Will be extunghuised once invoice paid.
337 High Street Toilets Reserve	14284	21892	36176	for flower beds enhancement. Some completed. More to come.
338 Hailsham Beds Reserve	1741	-842.46	898.54	To be used for building refurb, feasibility or redecorations/alterations.
339 Office Alterations Reserve	26165		26165	unused
340 Guardian Court Crossing	0		0	to be added to at end march 2021
341 Staff - Consultant/Temporary	167.55		167.55	unused
342 Age Gym S106 funds Centre	0		0	depleted, could be added to
343 Tree Audit	0		0	depleted, could be added to
344 Play Equipment	0		0	depleted, could be added to
345 Flower Bulbs EMR	365.05		365.05	pending new local plan wealden district council and new white paper details
346 Neighbourhood Plan	15000		15000	for futher enhancements to high street CCTV
347 CCTV reserve	3344		3344	for newsletter/mailshot
348 Consultation/Newsletter	1003		1003	£14733 for toilet, remainder to be used on Brightling Project and some other smaller
				projects
349 CIL funds	26504.65	198075.5	224580.15	to be used in conjunction with other funding for brightling Road Projects
350 Picnic Benches	788		788	to be used in conjunction with other funding for Brightling Road smaller park and larger
				concrete park.
351 Skate Park	4795		4795	to be used on projects once normal budget depleted.
352 Overtime	1036.27		1036.27	pending other library (council office building?) or to be used in addition to other
				funding for Brightling Road Projects
353 Polegate Community Library	51000		51000	

388916.44	219125.04	608041.48
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