

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 20th November 2020 by remote meeting at 2.30pm

Present: Cllrs D Murray, D Watts, M Cunningham, S Shing, D Sanders, D Dunbar M Falkner, Ms A Snell **(8)**

Not Present: Cllrs Mrs M Piper (1)

1 member of the public present

Minute Number	Resolution
12721	Suspend standing orders (3 e,f,g &h) <i>Standing orders suspended</i> <u>VOTE All in favour Cllrs D Murray, D Watts, M Cunningham, S Shing, D Sanders, D Dunbar M Falkner, Ms A Snell</u>
12722	Opportunity for Public Comment (via email comments) None
12723	Apologies for absence Cllr Mrs M Piper (work)
12724	Declarations of interest in any items on the agenda None
12725	Minutes of Finance & Policy committee meeting of 18th September 2020 <i>Cllr Sanders stated that although he wasn't present, he had tried to attend but had issues with technology.</i> <u>It was resolved to accept the minutes of the Finance & Policy meetings of 18th September 2020 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, D Watts, M Cunningham, S Shing, D Sanders, D Dunbar M Falkner, Ms A Snell</u>
12726	Payments of accounts as presented <u>It was resolved to approve the accounts as presented £25,471.17 VOTE All in favour Cllrs D Murray, D Watts, M Cunningham, S Shing, D Sanders, D Dunbar M Falkner, Ms A Snell</u>
12727	Budget 2021/22 discussions preliminary, including ear marked reserves The suggested budget was noted by all. It was noted that some figures would change and the tax base wouldn't be known until around 7 th -14 th December, when final figures could be input to check the council tax and precept figures.

The meeting closed at 2.50pm

Signed by _____ Chair of Finance & Policy

Dated _____

Fees and Charges as at Sept 2020

Allotment Rents Cophall – per rod (includes Water) £5.00 Gosford Way – per rod £3.00 Deposits (refundable at termination provided terms of agreement adhered to) £50.00		2018
Polegate War Memorial Recreation Ground Cricket – per match (use of pavilion & showers) £30.00 Football – per match (use of pavilion & showers) £30.00 Stoolball – per match (use of pavilion) £10.00 Colts (Jnr cricket) £10.00 Other ad hoc rentals £30.00 per session		All under review with Community Interest Company £10 during COVID as no use of pavilion £10 during COVID as no use of pavilion All other organised sports (if paid for) require a fee of £10 per session, sight of insurances and risk assessments.
Brightling Road Pleasure Ground Licence Polegate & District Model Engineering Club	£120.00 per year	A deposit of £100 A charge for the hire of the field will be made of £200 if the field is to have a portion of exclusive use. Specific area allocated and fenced off for safety.
Council Chambers Chamber – hourly rate including Kitchen £10.00 per hour Key holder charge (if required) £10.00 per hour		Minimum 2 hours Currently under review
Wannock Centre Ad hoc rentals	£15 per hour	<i>Old annual income from rental of old Council Office to PCT</i> <i>Electricity recharged 67% each quarter billed</i> <i>Insurance recharged 50% of building insurance annually</i> <i>£10,000</i> <i>£728.26</i> Hirer to ensure that all windows doors and shutters are closed and that the area has been left clean and tidy after use. Currently under review
51 High Street Polegate	£10 per hour	As per minutes Full Council 21 st February 2011. £5000 p.a Currently under review

Report on fees and charges finance 22nd October 2021

Please note that Allotment rental did change at Cophall to £5 per rod in 2018 (December) but can now be reviewed again for implementation in 12 months.

The recreation ground fees are no longer under PTC control.

Brightling road £120 should continue as this was a legal agreement.

The use of the field fee hasn't been tested yet due to covid (so should remain the same for the time being?)

Council chambers, you may wish to increase this to at least cover the cost of the admin time in arranging the meetings in the diary and sending out invoices and time checking in people. I would suggest £15-20 per hour with a min 2 hours, but this has not been tested against other local rooms so could be deferred.

Wannock centre fees are no longer under PTC control.

51 High Street you may wish to review this. Once again nothing has been tested but this does not cover the admin time (or cleaning now) and there is no profit involved. It is mostly rented to non paying groups at the moment due to covid.

Detailed Income & Expenditure by Account 31/03/2021

Month No: 12

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>						
1070 Allotment Fees	1,761	1,170	(591)			150.6%
1072 Gosford Way Allotments	120	175	55			68.6%
Total Income	1,881	1,345	(536)			139.9%
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Total Expenditure	0	0	0	0	0	0.0%
Net Income over Expenditure	1,881	1,345	(536)			
Movement to/(from) Gen Reserve	1,881					

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
304 Allotments							
1070 Allotment Fees	1,761	1,170	(591)			150.6%	
1072 Gosford Way Allotments	120	175	55			68.6%	
Allotments :- Income	1,881	1,345	(536)			139.9%	0
4270 Allotments - maintenance	550	550	0		0	100.0%	
4271 Allotments - improvements	300	300	0		0	100.0%	
4272 Allotments - water	822	650	(172)		(172)	126.4%	
4273 Allotment - rent of land Gosfo	175	175	0		0	100.0%	
4274 Allotment Grounds maintenance	500	500	0		0	100.0%	
Allotments :- Indirect Expenditure	2,347	2,175	(172)	0	(172)	107.9%	0
Net Income over Expenditure	(465)	(830)	(365)				
Grand Totals:- Income	1,881	1,345	(536)			139.9%	
Expenditure	2,347	2,175	(172)	0	(172)	107.9%	
Net Income over Expenditure	(465)	(830)	(365)				
Movement to/(from) Gen Reserve	(465)						

ALLOTMENTS

PROPOSAL TO INCREASE THE COST PER ROD

Polegate Town Council currently have 372 rods available (68 plots) at Cophall Allotments, and a further 39 rods available (9 plots) at Gosford allotments. The current cost per rod at both sites is £3.00.

As it stands we would receive £1,116.00 in revenue from the Cophall site and £117.00 from Gosford allotments (which goes directly to WDC)

Cophall Allotments expenditure:

	MAINTENANCE (BUDGET £800.00)	WATER (BUDGET £400.00)	IMPROVEMENTS (BUDGET £200.00)
2017/18	£760.00	£497.00	£0.00
2018/19 to OCT 2018	£210.00	£524.00	£0.00

Looking at last year's it cost £1,257.00 to run the Cophall site, and we receive £1,116.00 from the rental of the allotments. Therefore, there was a shortfall of £141.00.

This year (18/19) we are already over budget for the water at Cophall, this is probably due to the hot weather and also the vandalism of the ball valves etc. It is also important when looking at costs to factor in the time taken by Chris, Jason and other council staff over the year to ensure the smooth running of the allotments, although this has not been costed.

I have researched into Eastbourne Borough council allotment rentals and have found they charge £65.00 for a typical 5 rod plot. This is £50.00 more than we currently charge for a 5 rod plot in Polegate. Hailsham Town council charge £23.10 (£7.70 a rod) for a 3 rod plot or £39.60 (£7.92 a rod) for a 5 rod plot. This is a minimum of £4.70 more per rod than we currently charge.

I am proposing we increase the cost per rod from £3.00 to £5.00, to make it £25 for a 5 rod plot and £50 for 10 rod. This would then increase our revenue to £1,860.00, and will cover the cost of running the allotments moving forward. It would also enable us, based on last year's expenditure, to have funds available to improve the allotment, which can only be a good thing for the allotment holders. By increasing the rental, it brings us more in line with charges in Eastbourne and Hailsham, yet we would still be cheaper.

The allotment rentals have not been increased at Cophall since April 2011, and at Gosford the last increase was October 2012. Therefore, it is fair to expect an increase at Cophall after 8 years. We are legally obliged to give one year's notice to increase the rents.

I am focusing on the Cophall Allotments, as Gosford allotment fees all go back to Wealden council. If agreed, I propose we increase the fees at Gosford, to keep them in line with all allotments in Polegate.

10/12/18 Agreed £5 per rod Cophall ✓.
Notified

**UNADOPTED
POLEGATE TOWN COUNCIL**

**Minutes of the Full Council meeting held on Monday 10th December 2018
Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm**

Present: Cllrs Ms A Snell, D Watts, D Dunbar, Mrs M Phillips, M Falkner, Mrs W Alexander, Mrs C Berry, J Portway, B Goodwin, Mrs M Piper, D Murray, S Shing, D Shing (11)

Not Present: - Cllrs Mrs S Dobson, R Shing (4)
3 members of the public

Minute No.	Subject/Resolution
12569	Opportunity for public comment Standing orders suspended A member of public commented on allotments measurement rods versus metric. Standing orders reinstated
12570	Apologies for absence Cllr Mrs S Dobson, R Shing
12571	Declarations of interest in any items on the agenda Cllrs D Watts, Ms A Snell, D Murray as Wealden District Councillors Cllr D Murray Sussex Weald Homes, Board of Pevensey and Cuckmere water management board Cllr D Dunbar Family member has allotment (minute 12572) <i>Cllrs asked that this be noted at each meeting for ease.</i>
12572	Financial Update a) Accounts for payment as presented One payment to Haven was deferred for another meeting pending clarification. <u>It was resolved to approve the accounts for payment as presented to the value of £4086.70 (3577.50 + 509.20) VOTE all in favour Cllrs Ms A Snell, D Watts, D Dunbar, Mrs M Phillips, M Falkner, Mrs W Alexander, Mrs C Berry, J Portway, B Goodwin, Mrs M Piper, D Murray</u> b) Allotment rents proposed increase or cessation of annual skip <u>It was resolved to increase the Cophall allotment rental to £5.00 per rod VOTE all in favour Cllrs Ms A Snell, D Watts, D Dunbar, Mrs M Phillips, M Falkner, Mrs W Alexander, Mrs C Berry, J Portway, B Goodwin, Mrs M Piper, D Murray</u> c) Motion to increase budget code 4220 as per report by £1000 <u>It was resolved to increase the budget for 4220 by £2000 to come from general reserves VOTE all in</u>