UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee meeting held on Friday 14th February 2025 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murry, M Piper, D Dunbar, M Cunningham, J Keen, D Watts, S Shing **(7)**
Not Present: -
No members of the public present Cllr N Dunbar was also present until 10:17am

Minute Number	Resolution
13729	**Opportunity for Public** None
13730	**Apologies for absence** None
13731	**Declarations of interest in any items on the agenda** None
13732	**Minutes of the Finance & Policy committee meeting on 31st January 2025** Draft minutes had been circulated to all prior to the meeting there were no queries. **It was resolved to accept the minutes of the Finance & Policy committee meeting on 31st January 2025 as an accurate record of the meeting and these were signed by the chair. VOTE All in favour**
13733	**Payments of accounts** **It was resolved to accept the accounts for payment as presented to the value of £7362.90 VOTE All in favour.**
13734	**Motion from communities and tourism committee to use around £2000 up to £2200 from general reserves for a series of events for VE Day 8th May.** The chairman explained that the detail of the event had already been decided by the Communities and Tourism group (delegated) and this item was for consideration of the amount to come from general reserves. Discussions took place on whether the venue and entertainment could be arranged for a tea party and in the current economic climate whether this was good value for money. **It was agreed to fund the flag raising and the beacon lighting 9pm-10pm on 8th May. Funding expected to be IRO £72.49 for the flag raising and IRO £900 for the Beacon lighting event to come from general reserves but not to fund a VE day tea party. VOTE All in favour.**
13735	**Motion to add Cllr J Keen and Cllr D Murray to the authorised signatories list** **It was resolved to add Cllr J Keen and Cllr D Murray to the authorised signatories list VOTE All in favour**

The meeting closed at10:20am

Signed by ________________________________ Chair of Finance & Policy ______________________Dated

Polegate Town Council

Current/Business Premium

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/06/2025	Business Stream	DIRECT DEB	10.26		Cophall Water
02/06/2025	Business Stream	DIRECT DEB	41.07		49/51 High St Water
03/06/2025	Nest Pension Scheme	DIRECT DEB	774.19		Nest Pension May 25
05/06/2025	Barclays Bank	DIRECT DEB	47.19		Bank Commision Charges
11/06/2025	Defib Store Ltd	BX223952	758.40		Smart pads for IPAD SP1 Defib
11/06/2025	Defib Warehouse	BX081693	1,668.00		Cardiac Science G5 Fully Auto
11/06/2025	Mulberry Local Aurhority Servi	BX070924	1,200.00		Provision of Locum support
[redacted]	[redacted]	BX079290	[redacted]		Travel Expenses
11/06/2025	Bright HR	BX096147	201.82		Provision of HR Services
11/06/2025	Denma Cleaning Services Ltd	BX069934	861.23		Cleaning Services
11/06/2025	Countrymans Contractors Ltd	BX074013	643.20		BMX Track Vegetation
11/06/2025	SME IT Solutions Ltd	BX063965	150.05		IT Telephone Costs
11/06/2025	Countrymans Contractors Ltd	BX076469	2,239.67		Urban Grass Cut 4th Cut
11/06/2025	SmartWater Testing Ltd	BX079938	54.00		Legionella Testing Kit
11/06/2025	SME IT Solutions Ltd	BX065066	369.64		IT Office Costs
11/06/2025	Echo Cleaning	BX072832	120.00		Office Cleaning
11/06/2025	EDF Energy	BX074293	388.03		Festive Lighting 24/25
13/06/2025	Countrymans Contractors Ltd	BX079186	369.72		Saturday Bins May 25
13/06/2025	Countrymans Contractors Ltd	BX072859	330.00		Move SID to Pevensey Road
13/06/2025	SME IT Solutions Ltd	BX063432	261.96		IT Office Costs
13/06/2025	SME IT Solutions Ltd	BX063932	2,627.47		IT Office Equipment
13/06/2025	GDPR-INFO	BX074365	500.00		GDPR Services 2025 Renewal
13/06/2025	Europlants Ltd	BX066662	4,063.72		Summer Seasonal Plant Display
13/06/2025	Kent County Council KCS	BX070477	222.84		Lease of Kyocera Printer
13/06/2025	VIKING Office Depot Internatio	BX074798	72.24		Stationery
13/06/2025	Europlants Ltd	BX066417	57.58		Monthly Maintenance Costs
15/06/2025	Wealden District Council	Std Ord	749.00		NNDR Payment
15/06/2025	Staff Salaries Cash Book	June Sals	10,530.56		June Salary
16/06/2025	EDF Energy	DIRECT DEB	33.44		51 High St Electric
17/06/2025	Drax Energy	DIRECT DEB	910.42		Supply of Street Lighting
18/06/2025	Nest Pension Scheme	DIRECT DEB	832.99		Nest Pension June 25
18/06/2025	Advo Group	DIRECT DEB	154.99		Payroll Services June 25
20/06/2025	Inland Revenue	DIRECT DEB	3,881.09		Tax & NI Payment
20/06/2025	Public works Loan Board	DIRECT DEB	2,786.54		Loan Repayment - Last payment
20/06/2025	EDF Energy	DIRECT DEB	264.56		49 High St Electric
20/06/2025	EDF Energy	DIRECT DEB	264.56		49 High St Electric
20/06/2025	EDF Energy	DIRECT DEB	-264.56		49 High St Electric
27/06/2025	BarclayCard	BARCLAYCAR	260.63		Misc Spend
27/06/2025	Richardson Architecture Limite	BX834718	360.00		Council Offices Ramp Planning
27/06/2025	SLCC	BX870237	42.00		Pwerful Confidence Course
27/06/2025	DRW Property & Equestrian Serv	BX835232	480.00		Install 6 Posts & Signs
27/06/2025	Trenchline Utilites Ltd	BX978129	472.69		Replace Bench at Crossing
27/06/2025	Countrymans Contractors Ltd	BX831676	2,239.67		Urban Grass Cut -5
27/06/2025	Recorra Sout East Ltd	BX834191	109.70		Refuse Collection
27/06/2025	Wicksteed Leisure Ltd	BX832902	614.41		Xerscape Sign for Outdoor Gym
27/06/2025	Countrymans Contractors Ltd	BX831959	627.91		Rec Grnd & Open Spaces
27/06/2025	Wicksteed Leisure Ltd	BX831160	246.82		Twister Bearings for Wannock

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Date: 04/07/2025

Time: 13:14

Polegate Town Council

Current/Business Premium

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/06/2025	Macemain & Amstad	BX833932	706.80		Supply new Bench near crossing
27/06/2025	Lewes District Council	BX834484	54.00		Play Area Inspections
[redacted]	[redacted]	BX870237	[redacted]		P/Ledger Electronic Payment
27/06/2025	SLCC	BX870237	42.00		P/Ledger Electronic Payment
[redacted]	[redacted]	[redacted]	[redacted]		[redacted]
27/06/2025	Richardson Architecture Limite	BX834718	360.00		P/Ledger Electronic Payment
27/06/2025	DRW Property & Equestrian Serv	BX835232	480.00		P/Ledger Electronic Payment
27/06/2025	Trenchline Utilites Ltd	BX978129	472.69		P/Ledger Electronic Payment
27/06/2025	Countrymans Contractors Ltd	BX831676	2,239.67		P/Ledger Electronic Payment
27/06/2025	Recorra Sout East Ltd	BX834191	109.70		P/Ledger Electronic Payment
27/06/2025	Wicksteed Leisure Ltd	BX832902	614.41		P/Ledger Electronic Payment
27/06/2025	Countrymans Contractors Ltd	BX831959	627.91		P/Ledger Electronic Payment
27/06/2025	Wicksteed Leisure Ltd	BX831160	246.82		P/Ledger Electronic Payment
27/06/2025	Macemain & Amstad	BX833932	706.80		P/Ledger Electronic Payment
27/06/2025	Lewes District Council	BX834484	54.00		P/Ledger Electronic Payment
30/06/2025	Wealden District Council	DIRECT DEB	1,630.20		Litter & Dog Bin quarterly

Total Payments 46,050.70

bright hr

DIRECT Debit

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form and send it to:

BrightHR Ltd
The Peninsula
Victoria Place
Manchester M4 4FB

Tel: 0800 470 2432

Originator's Identification Number

[redacted]

Reference Number

Name(s) of Account holder(s)

POLEGATE TOWN COUNCIL

Account Number

[redacted]

Sort Code

[redacted] — [redacted] — [redacted]

Your instructions to the Bank/Building Society

Please pay BRIGHTHR LTD Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with BRIGHTHR LTD and, if so, details will be passed electronically to my Bank/Building Society.

Name and postal address of your Bank/Building Society

To the Manager,

BARCLAYS Bank/~~Building Society~~,

Address

63/67 TERMINUS ROAD

EASTBOURNE

EAST SUSSEX Postcode BN21 3NE

Signature(s)

Date

Bank/Building Societies may not accept Direct Debit instructions for some types of accounts.

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, BRIGHTHR LTD will notify you 10 working days in advance of your account being debited or as otherwise agreed.
  If an error is made by BRIGHTHR LTD or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

DIRECT Debit