

**Polegate Town Council, Council Office, 49 High Street,  
Polegate BN26 6AL**

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**Town Clerk** Jo Tricker: [admin@polegatetowncouncil.gov.uk](mailto:admin@polegatetowncouncil.gov.uk)

**Town mayor** Cllr S Shing:  
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Minutes of Meeting of the **Finance and Policy Committee** held on **31<sup>st</sup> July 2026** in **Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

**PRESENT:** Councillors D Murray, D Watts, D Dunbar, M Cunningham, G Archer, M Caira, J Keen, D Watts, W Heasman O'Neill (7)

**NOT PRESENT:** N/A

### **MINUTES**

**14166 Item 1: Opportunity for Public Comment for items on the agenda**

None

**14167 Item 2: Apologies for absence**

None all present

**14168 Item 3: Declarations of interest**

No Declarations of interest received

**14169 Item 4: Minutes of the meeting dated 5<sup>th</sup> June 2026**

**It was resolved to adopt the minutes of the Finance and Policy Committee Meeting dated 5<sup>th</sup> June 2026. VOTE all in favour.**

**14170 Item 5: Payments of accounts as presented**

List of payments made between 01/06/2026 – 30/06/2026 = £32,235.06

**It was resolved to approve the payments totalling at £32,235.06. VOTE all in favour.**

**14171 Item 6: Motion to consider whether the flower displays (hanging baskets and troughs) require additional watering visits. Should additional visits be deemed necessary, these will be costed at £175 per visit and funded from General Reserves.**

Members considered the possibility of acquiring a bowser and agreed to investigate the available options and associated costs.

**It was resolved to have 2 additional watering visits for the flower displays this year and use £350 from General Reserves. VOTE all in favour.**

The meeting closed at 10:10am

Signed Chair of Meeting \_\_\_\_\_ Date \_\_\_\_\_

## List of Payments made between 01/07/2026 and 31/07/2026

| Date Paid  | Payee Name                     | Reference  | Amount Paid | Authorized Ref | Transaction Detail             |
|------------|--------------------------------|------------|-------------|----------------|--------------------------------|
| 01/07/2026 | Lewes District Council         | BX381222   | 100.00      |                | Play Park Inspections          |
| 01/07/2026 | VIKING Office Depot Internatio | BX379295   | 7.19        |                | Stationery                     |
| 01/07/2026 | Eastbourne Electrical LLP      | BX383601   | 93.00       |                | Fix light in Clerks Office     |
| 01/07/2026 |                                | BX374999   | 25.25       |                | Padlock for Cophall Allotments |
| 01/07/2026 | Grounds Maintenance Associatio | BX401554   | 10,746.00   |                | Design and Support work        |
| 01/07/2026 | Ace Landscapes                 | BX401571   | 849.60      |                | Grounds Maintenance            |
| 01/07/2026 | Recorra Sout East Ltd          | BX382225   | 99.11       |                | Refuse Collection              |
| 01/07/2026 | VIKING Office Depot Internatio | BX384447   | 248.32      |                | Stationery                     |
| 01/07/2026 | Europlants Ltd                 | BX381226   | 4,573.89    |                | Summer displays & maintenance  |
| 01/07/2026 | Bourne Air Conditioning Limite | BX389614   | 5,076.00    |                | Replace Air con at 49 High St  |
| 01/07/2026 | Corner Water Consulting        | BX395269   | 2,400.00    |                | Drainage work                  |
| 01/07/2026 | Business Stream                | Cophall    | 151.00      |                | Cophall Water                  |
| 01/07/2026 | Business Stream                | 49/51Water | 41.07       |                | 49/51 High St Water            |
| 04/07/2026 | Barclays Bank PLC              | Charges    | 44.94       |                | Bank Charges for July 26       |
| 07/07/2026 | Bright HR                      | DD July 26 | 201.82      |                | Provision of HR Services       |
| 09/07/2026 | Nest Pension Scheme            | DIRECT DEB | 981.95      |                | Nest Pension for July 26       |
| 10/07/2026 | Advo One Ltd                   | DD 10-07-2 | 154.99      |                | Payroll Services               |
| 15/07/2026 | PJC Consultancy Ltd            | BX433744   | 234.00      |                | Production of pruning report   |
| 15/07/2026 |                                | BX430997   | 50.00       |                | Refund of deposit              |
| 15/07/2026 | Ripley Ltd                     | BX409209   | 194.40      |                | Cophall Allotments             |
| 15/07/2026 | Playsafety Ltd                 | BX407084   | 252.00      |                | Annual Inspection              |
| 15/07/2026 | Sussex Party Bales             | BX414286   | 360.00      |                | Hay Bale hire for festival     |
| 15/07/2026 | Ace Landscapes                 | 406918     | 972.00      |                | Paint benches by toilet        |
| 15/07/2026 | Uckfield Town Council          | BX429353   | 75.00       |                | Town Crier Services at Fete    |
| 15/07/2026 | Mulberry Local Aurhority Servi | BX412826   | 840.00      |                | Professional Services          |
| 15/07/2026 | Hampshire Flag Company Limited | BX419913   | 2,232.00    |                | Replace the flagpole           |
| 15/07/2026 | RISE Adaptations Ltd           | BX431249   | 1,074.00    |                | Repair door & radar lock       |
| 15/07/2026 | Echo Cleaning                  | BX514698   | 150.00      |                | Office & Window Cleaning       |
| 15/07/2026 | SME IT Solutions Ltd           | BX522454   | 270.08      |                | IT Office Costs                |
| 15/07/2026 | Dragon Event Services          | BX514717   | 204.00      |                | Event Stewards for Festival    |
| 15/07/2026 | SME IT Solutions Ltd           | BX516952   | 344.20      |                | IT Office Costs                |
| 15/07/2026 | Ace Landscapes                 | BX513541   | 879.60      |                | Litter bins & Grounds Main     |
| 15/07/2026 | Blue Frog Cleaning Services Lt | BX514705   | 456.65      |                | Cleaning Services              |
| 15/07/2026 | Europlants Ltd                 | BX515648   | 1,261.68    |                | Summer maintenance             |
| 15/07/2026 | Europlants Ltd                 | BX515652   | 104.40      |                | Monthly maintenance            |
| 15/07/2026 | SME IT Solutions Ltd           | BX523909   | 266.12      |                | IT Office Costs                |
| 15/07/2026 | Recorra Sout East Ltd          | BX512770   | 238.28      |                | Refuse Collection              |
| 15/07/2026 | IDVerde                        | BX524755   | 2,700.59    |                | Urban Grasscutting             |
| 15/07/2026 | SME IT Solutions Ltd           | BX522211   | 197.99      |                | Set up & Install Router        |
| 15/07/2026 | IDVerde                        | BX525159   | 2,496.00    |                | Playground Inspections         |
| 15/07/2026 | Streetlights                   | BX525185   | 54.00       |                | Col I High St                  |
| 15/07/2026 | Staff Salaries Cash Book       | Jul Sals   | 12,476.08   |                | July Salary                    |
| 15/07/2026 | Wealden District Council       | July 26    | 786.00      |                | Business Rates                 |
| 15/07/2026 | Barclays Bank PLC              | July 26 BC | 937.15      |                | Misc Spend                     |
| 15/07/2026 | Drax Energy Solutions Ltd      | July 26 DR | 787.67      |                | Supply of Street Lighting      |
| 15/07/2026 | EDF Energy                     | July 26 49 | 162.63      |                | 49 High St Electric            |
| 15/07/2026 | EDF Energy                     | July 26 51 | 27.02       |                | 51 High St Electric            |

## List of Payments made between 01/07/2026 and 31/07/2026

| <u>Date Paid</u>      | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 22/07/2026            | Inland Revenue    | DIRECT DEB       | 4,297.43           |                       | Tax & NI for July 26      |
| <b>Total Payments</b> |                   |                  | <u>61,175.10</u>   |                       |                           |

# Polegate Town Council



## EQUALITY, DIVERSITY AND INCLUSION POLICY

| Policy Number 45 |                |                                             |
|------------------|----------------|---------------------------------------------|
| Issue No.        | Date completed | Details of amendments                       |
| 1                | 28.08.25       | To be adopted at Finance and Policy Meeting |

## **1. Purpose of this policy**

- 1.1 Polegate Town Council is committed to promoting equality, diversity and inclusion in all aspects of its work.
- 1.2 The Council aims to create an environment where all people are treated fairly, with dignity and respect, regardless of their background, characteristics or circumstances.
- 1.3 The Council recognises its responsibilities under the Equality Act 2010 and is committed to preventing unlawful discrimination, harassment, bullying and victimisation.
- 1.4 The Council values the diversity of its employees, councillors, volunteers, contractors, service users and the wider community and believes that an inclusive approach strengthens the Council and the services it provides.

## **2. Purpose**

2.1 The purpose of this policy is to:

- Promote equality of opportunity
- Prevent unlawful discrimination
- Foster positive and respectful relationships
- Ensure Council services are accessible and fair
- Create an inclusive and welcoming environment for everyone who engages with the Council.

2.2 The Council will seek to ensure that no person receives less favourable treatment because of any protected characteristic under the Equality Act 2010, namely:

- Age
- Disability
- Gender reassignment
- Marriage and Civil partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

## **3. Scope**

3.1 This policy applies to:

- Town Councillors
- Council Employees
- Job applicants
- Agency Workers

- Volunteers
- Contractors and suppliers acting on behalf of the Council
- Residents
- Service users
- Members of the public attending Council meetings, events or using Council services and facilities.

3.2 The principles of this policy will be considered in all Council activities, including:

- Recruitment and employment
- Training and development
- Procurement and commissioning
- Service provision
- Community engagement
- Public consultations
- Council meetings and events

#### **4. Our Commitment as an Employer**

4.1 The Council will:

- Provide equality of opportunity in recruitment, employment and promotion
- Recruit and select individuals based on merit, skills and experience
- Provide a workplace free from discrimination, bullying and harassment
- Support employees to develop their skills and potential
- Make reasonable adjustments for disabled employees and applicants where required.
- Ensure fair access to training and development opportunities
- Regularly review employment procedures to ensure fairness and compliance with legislation.

4.2 All employees and councillors are expected to:

- Treat others with dignity and respect
- Promote inclusive behaviour
- Challenge inappropriate conduct where appropriate
- Comply with this policy and related Council procedures

#### **5. Our Commitment to the Community**

5.1 The Council is committed to delivering services fairly and without discrimination.

5.2 The Council will:

- Treat all residents and service users fairly and respectfully

- Seek to remove barriers that may prevent people accessing Council services and facilities
- Consider accessibility when planning meetings, events and consultations
- Encourage participation from all sections of the community
- Promote positive relationships between people from different backgrounds
- Take complaints of discrimination seriously and investigate them appropriately.

5.3 The Council will endeavour to ensure that information is made available in accessible formats where reasonably practicable.

## **6. Equal Opportunities Statement**

6.1 Age – The Council will ensure that people of all ages are treated fairly and with respect and have equal access to opportunities and services.

6.2 Disability – The Council will make reasonable adjustments where required and seek to remove barriers which may disadvantage disabled people.

6.3 Race – The Council will not tolerate racism or racial discrimination and will promote equality regardless of colour, nationality, ethnic or national origin.

6.4 Sex and Gender Identity – The Council will promote equality regardless of sex, gender identity or gender reassignment status and will support individuals' rights to privacy and dignity.

6.5 Sexual Orientation – The Council will promote inclusion and respect for people of all sexual orientations.

6.6 Religion or Belief – The Council will respect religious beliefs, faiths and philosophical beliefs and will seek to accommodate religious observance where reasonably practicable.

6.7 Pregnancy and Maternity – The Council will ensure that nobody is disadvantaged because of pregnancy, maternity leave or maternity-related circumstances.

6.8 Marriage and Civil Partnership – The Council will ensure that individuals are treated fairly regardless of their marital or civil partnership status.

6.9 Ex-offenders – The Council will not unfairly discriminate against individuals with previous convictions except where legal, safeguarding or regulatory requirements make restrictions necessary.

6.10 Equal Pay – The Council is committed to equal pay principles and will ensure that employees carrying out the same work, work of equal value or work rated as equivalent receive equal contractual pay and benefits.

## **7. Complaints and Breaches**

- 7.1 Any allegations of discrimination, harassment, bullying or victimisation involving employees, councillors, contractors or volunteers will be investigated through the appropriate Council procedures.
- 7.2 Breaches of this policy may result in disciplinary action or, where appropriate, termination of contracts or arrangements with the Council.
- 7.3 Complaints from members of the public will be dealt with under the Council's Complaints Procedure.

## **8. Responsibilities**

- 8.1 The Town Council has overall responsibility for ensuring compliance with this policy.
- 8.2 The Town Clerk is responsible for implementing, monitoring and reviewing the policy.
- 8.3 All Councillors, employees, volunteers and contractors share responsibility for promoting equality, diversity and inclusion in their dealings with others.

**Statement prepared for adoption by Polegate Town Council at its meeting on 24.08.26**

**Signed by**

**Mayor of Polegate**

**Clerk/Proper Office/RFO**