

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

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Minutes of Meeting of the **Finance and Policy Committee** held on **28th August 2026** in **Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:45.**

PRESENT: Councillors D Watts, D Dunbar, M Cunningham, G Archer, D Watts (7)

NOT PRESENT: Councillors M Caira, J Keen, D Murray, W Heasman O'Neill (4)

MINUTES

14186 Item 1: Opportunity for Public Comment for items on the agenda

None

14187 Item 2: Apologies for absence

Apologies from Cllr M Caira (1)

14188 Item 3: Declarations of interest

No Declarations of interest received

14189 Item 4: Minutes of the meeting dated 31st July 2026

It was resolved to adopt the minutes of the Finance and Policy Committee Meeting dated 31st July 2026. VOTE all in favour.

14190 Item 5: Payments of accounts as presented

List of payments made between 01/06/2026 – 30/06/2026 = £61,175.10

It was resolved to approve the payments totalling at £61,175.10. VOTE all in favour.

14191 Item 6: Motion to adopt the Equality, Diversity and Inclusion Policy

It was resolved to adopt the Equality, Diversity and Inclusion Policy. VOTE all in favour.

The meeting closed at 11:16am

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
Total Payments			61,175.10		

List of Payments made between 01/08/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2026	Barclays Bank PLC	Charges 07	44.91		Bank Charges July 2026
03/08/2026	Business Stream	11247838	151.00		Cophall Water
03/08/2026	Business Stream	11248649	41.07		49/51 High St Water
04/08/2026	SME IT Solutions Ltd	BX209035	266.12		IT Telephone Costs
04/08/2026	MedXPlus	BX209612	195.00		Paramedic & Response Vehicle
04/08/2026	Kent County Council KCS	BX207608	381.98		Photocopy Charges
04/08/2026	Lewes District Council	BX209227	100.00		Play Park Inspections
04/08/2026	Bright HR	U003426865	201.82		Provision of HR Services
07/08/2026	Nest Pension Scheme	DIRECT DEB	977.32		Nest Pension for July 26
14/08/2026	Europlants Ltd	BX793056	1,261.68		Summer maintenance
14/08/2026	Richardson Architecture Limite	BX793597	1,800.00		Catering Unit LDC
14/08/2026	Polegate Community Association	BX818244	2,256.00		S106 Payment - Electrical
14/08/2026	Mulberry Local Authority Servi	BX788620	312.00		Professional Services
14/08/2026	Greenbarnes Ltd	BX791307	1,178.41		Aluminium Notice Board
14/08/2026	Europlants Ltd	BX793752	104.40		Monthly maintenance
14/08/2026	Polegate Community Association	BX822573	2,220.00		S106 payment - waste disposal
14/08/2026	Grounds Maintenance Associatio	BX795752	895.50		Consultancy RE: Brightling
14/08/2026	IDVerde	BX791795	2,700.59		Grounds Maintenance
14/08/2026		BX792985	78.44		Paint for back wall
14/08/2026	Echo Cleaning	BX793066	150.00		Office & Window Cleaning
14/08/2026	BROXAP	BX819616	18.00		Replacement Parts
14/08/2026	Ace Landscapes	BX793341	2,773.20		Bins, woodchip, grounds maint
14/08/2026	Greenbarnes Ltd	BX790647	3,011.85		Aluminium Noticeboard
14/08/2026	Mulberry Local Authority Servi	BX794785	144.00		Annual Conference
14/08/2026	SME IT Solutions Ltd	BX794771	270.08		IT Office costs
14/08/2026	Marbell Events	BX792529	150.00		DJ for Summer Fete
14/08/2026	Advo One Ltd	ADVO49277	154.99		Payroll Services August 2026
14/08/2026	Staff Salaries Cash Book	Aug Sals	12,116.30		August Salary
17/08/2026	Wealden District Council	70070491	90.00		Gosfor Allotments Rent
17/08/2026	Wealden District Council	NNDR 08/26	786.00		Business Rates Aug 2026
18/08/2026	EDF Energy	July 0025	167.90		49 High St Electric
18/08/2026	EDF Energy	0025 July	27.35		51 High St Electric
19/08/2026	Drax Energy Solutions Ltd	1109554665	847.11		Supply of Street Lighting
20/08/2026	Barclays Bank PLC	August 26	343.41		Misc Spend
21/08/2026	Inland Revenue	DIRECT DEB	4,187.77		Tax & NI for July 26
28/08/2026	Wealden District Council	Aug 26	1,738.50		Litter Bins quarterly charge
Total Payments			42,142.70		

List of Payments made between 01/09/2026 and 30/09/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2026	Nest Pension Scheme	DIRECT DEB	981.68		Nest Pension for Aug 26
02/09/2026	Trigger Productions Ltd	BX495971	1,175.70		Big 100 Stickers
02/09/2026	SME IT Solutions Ltd	BX517725	155.99		Smartphone for Litter Picker
02/09/2026	Ace Landscapes	BX498352	120.00		Waste Disposal Garage
02/09/2026	Eastbourne Electrical LLP	BX514833	233.40		Fix Light in Public Toilet
02/09/2026	Royal Naval Association	BX522433	96.00		Remembrance Diner
02/09/2026	Withers DIY	BX541872	52.39		Misc Items
02/09/2026	Ace Landscapes	BX498402	2,190.24		Bench Repairs
02/09/2026	Lewes District Council	BX498774	100.00		Play Park Inspections
02/09/2026	VIKING Office Depot Internatio	BX505183	187.06		Stationery
02/09/2026	String Town Handymand LTD	BX495934	675.00		Brightling Goal Posts
02/09/2026	Ace Landscapes	BX496681	247.20		Remove bench
02/09/2026	Recorra Sout East Ltd	BX512045	100.43		Refuse Collection
02/09/2026	SDR Conservation	BX506916	50.00		Treat Wasps nests
02/09/2026	Ace Landscapes	BX507736	307.20		Replace & paint bench
02/09/2026	Ace Landscapes	BX508023	660.00		Install 2 notice boards
02/09/2026	Ace Landscapes	BX515334	196.80		Paint Xroads wooden post
02/09/2026	Ace Landscapes	BX507600	330.00		Mobile speed sign
02/09/2026	SME IT Solutions Ltd	BX515138	266.12		IT Telephone Costs
02/09/2026	Europlants Ltd	BX498386	420.00		Extra Watering
02/09/2026	Europlants Ltd	BX512006	408.00		Repairs to sponsored beds
02/09/2026	Greenbarnes Ltd	BX540811	155.40		Self healing Pinboard
15/09/2026	Echo Cleaning	BX333518	150.00		Office & Window Cleaning
15/09/2026	IDVerde	BX331756	2,700.59		Urban Grass Cut June 26
15/09/2026	Sprint Property Services	BX335629	540.00		Repair Trellis to Gosford Allo
15/09/2026	IDVerde	BX327846	2,496.00		Playground Inspections
15/09/2026	IDVerde	BX331713	2,592.00		Playground Inspections July 26
15/09/2026	NCU Ltd	BX329713	8,369.04		Container for Library
15/09/2026	Eibe Play Ltd	BX333623	146.40		Fixings for Skate Park
15/09/2026	Europlants Ltd	BX333441	1,261.68		Summer seasonal display
15/09/2026	Europlants Ltd	BX333999	104.40		Monthly flower bed maintenance
15/09/2026	Grounds Maintenance Associatio	BX328165	4,179.00		Site visits
15/09/2026	High Speed Training Limited	BX329692	567.00		Sexual Harassment Training
15/09/2026	Blue Frog Cleaning Services Lt	BX334017	456.65		Cleaning Services
15/09/2026	Blue Frog Cleaning Services Lt	BX328167	456.65		Cleaning Services
15/09/2026	Surrey Hills Solicitors	BX334420	576.00		Licence for PADMEC
15/09/2026	Richardson Architecture Limite	BX333443	1,656.00		Brightling Rd Planning work
15/09/2026	SME IT Solutions Ltd	BX333540	344.20		IT Office Costs
15/09/2026	SME IT Solutions Ltd	BX333617	303.45		IT Office Costs
15/09/2026	Ace Landscapes	BX334790	520.80		Scrape & Level at PJNR
15/09/2026	Mulberry Local Aurhority Servi	BX333479	624.00		Professional Services
15/09/2026	Eastbourne Electrical LLP	BX334393	66.00		Tripping switch problem
15/09/2026	IDVerde	BX329151	2,700.59		Urban Grass Cut Aug 26
15/09/2026	IDVerde	BX327854	2,700.59		Urban Grass Cut July 26
15/09/2026	London Design Centre	BX328183	4,158.00		Structural engineer design
21/09/2026	Nest Pension Scheme	BACS NEST	1,256.02		Nest Pension for Aug 26
22/09/2026	Inland Revenue	DIRECT DEB	3,378.33		Tax & NI for Aug 26

List of Payments made between 01/09/2026 and 30/09/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2026	Fortress Secure Locksmith	BX994591	285.00		RADAR Lock for CPT
30/09/2026	Kent County Council KCS	BX988639	222.84		Photocopier Lease
30/09/2026	SME IT Solutions Ltd	BX988794	499.92		Domain Renewal
30/09/2026	Newtimber Ltd	BX994885	780.00		Tree works at BMX Track
30/09/2026	Ace Landscapes	BX996531	318.00		Strim at Gosford Allotments
30/09/2026	Recorra Sout East Ltd	BX986372	47.70		Refuse Collection
30/09/2026	Ace Landscapes	BX001413	211.20		Skate Park Bins Aug 26
30/09/2026	██████████	BX000492	35.28		Travel ██████████
30/09/2026	PKF Littlejohn LLP	BX985278	1,638.00		External Audit Charges
30/09/2026	SME IT Solutions Ltd	BX190684	266.12		IT Office Telephones
30/09/2026	VIKING Office Depot Internatio	BX990342	26.38		Stationery
30/09/2026	Ace Landscapes	BX194709	124.80		Strim Plot G05A
30/09/2026	CHAFFIN WORKS	BX000689	5,517.14		Removal of Oak Tree
30/09/2026	SSE Energy Solutions	BX985246	346.60		Supply of Street Lighting
30/09/2026	██████████	BX384701	50.00		Deposit Refund ██████████
30/09/2026	EDF Energy	Sept 26	248.05		51 High St Electric
Total Payments			62,029.03		



Disposal of Two Linx Tablets

Committee	Finance Committee
Purpose	To seek approval to remove two obsolete Linx tablets from the asset register and dispose of them securely.
Decision required	Approval to write off and dispose of the two tablets in accordance with the Council's Financial Regulations.

1. Background

The Council purchased two Linx tablets in 2020 for use by Councillors during the Covid-19 period. The devices are no longer in operational use and have reached the end of their practical service life.

2. Current position

The tablets currently run Windows 10. They are considered obsolete for Council purposes and are not suitable for continued corporate use on an unsupported operating system. Windows 10 reached the end of standard Microsoft support on 14 October 2025.

Officers have considered whether the tablets could be repurposed for outdoor work, including use at the allotments. However, given their age, operating system position and lack of current support arrangements, this is not considered an appropriate or secure use of the equipment.

As the tablets were no longer being used, they have already been removed from the Council's antivirus provision and IT support contract. There is therefore no ongoing support or antivirus cost associated with retaining them.

3. Asset disposal

The tablets remain recorded on the Council's asset register. Their original value falls within the Council's formal asset disposal requirements. Under the current Financial Regulations, disposal of assets with a value over £250 requires formal approval. The

tablets should therefore be formally written off and removed from the asset register before disposal.

Before disposal, all Council data and user information will be removed, and each device will be securely wiped. The equipment will then be disposed of through an appropriate route for redundant electrical/electronic equipment.

4. Financial implications

There is no anticipated loss of operational capacity because the tablets are no longer in use. There are also no ongoing antivirus or support contract savings to realise, as these services have already been removed. Any residual disposal value is expected to be minimal.

5. Recommendation

The Finance Committee is asked to:

- approve the formal write-off of the two Linx tablets;
- approve their removal from the Council's asset register;

It has been confirmed by our IT provider that the tablets cannot be upgraded to windows 11.



EDF – Festive Lighting

Each year, the Council provides UK Power Networks (UKPN) with details of the period during which the festive lighting is illuminated. Following receipt of this information and certification of the unmetered supply, EDF Energy issues an invoice for the electricity consumption.

Due to recent changes in the method used to calculate charges for unmetered supplies, EDF has issued an invoice that is expected to result in an overspend of approximately £3,000 against the Christmas Decorations Budget (4286). The exact amount is not yet known, as the invoice includes an Availability Capacity charge which appears to have been applied incorrectly. The Council is currently in discussions with EDF to obtain a credit and a revised invoice.

To reduce future costs, the Council transferred its electricity supply for the festive lighting from EDF to Valda Energy in October. The new tariff is significantly lower and is expected to provide a substantial saving in future years.

Recommendation:

That Council approves an estimated overspend of £3,000 on the Christmas Decorations Budget (4286), to be funded from General Reserves, pending receipt of the corrected invoice from EDF Energy.