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

Date: 07/08/2025

Polegate Town Council

Time: 12:22

Current/Business Premium

List of Payments made between 01/07/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2025	Business Stream	DIRECT DEB	10.26		Cophall Water
01/07/2025	Business Stream	DIRECT DEB	41.07		49/51 High St Water
07/07/2025	Barclays Bank	DIRECT DEB	51.16		Bank Charges
11/07/2025	Advo Group	DIRECT DEB	154.99		Payroll Services July 25
15/07/2025	Wealden District Council	Std Ord	749.00		NNDR Payment
15/07/2025	Staff Salaries Cash Book	JUL SALS	10,038.06		July Salary
16/07/2025	Drax Energy	DIRECT DEB	787.14		Supply of Street Lighting
17/07/2025	EDF Energy	DDR	26.55		51 High St Electric
18/07/2025	DAC Beachcroft Claims Ltd	BX746866	75.00		VAT only Invoice
18/07/2025	SME IT Solutions Ltd	BX763783	149.70		IT Telephone costs
18/07/2025	Europlants Ltd	BX743443	1,219.02		Maintenance summer plants
18/07/2025	Europlants Ltd	BX743259	57.58		Monthly Maintenance costs
18/07/2025	SME IT Solutions Ltd	BX745997	261.96		IT Office Costs
18/07/2025	Mulberry Local Aurhority Servi	BX742210	576.00		Professional Services
18/07/2025	[redacted]	BX7445610	30.00		Travel Expenses
18/07/2025	Countrymans Contractors Ltd	BX743752	627.91		Rec Grnd & Open Spaces
18/07/2025	VIKING Office Depot Internatio	BX744288	43.21		Stationery
18/07/2025	Playsafety Ltd	BX746664	244.80		Annual Inspection
18/07/2025	Mr Dan Dunbar	BX744328	116.10		Various travel Expenses
18/07/2025	SME IT Solutions Ltd	BX743825	369.64		IT Office Costs
18/07/2025	Prime Signs	BX743210	498.00		Skateboard Sign
18/07/2025	Echo Cleaning	BX743395	150.00		Office & Window Cleaning
22/07/2025	Inland Revenue	DIRECT DEB	4,498.92		Tax NI Payment
22/07/2025	EDF Energy	DIRECT DEB	98.50		49 High St Electric
28/07/2025	BarclayCard	BARCLAYCAR	528.82		Misc Spend
		Total Payments	21,403.39		

List of Payments made between 01/08/2025 and 31/08/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2025	Kent County Council KCS	BX111432	344.20		Photocopy Charges
01/08/2025	Countrymans Contractors Ltd	BX114258	627.91		Rec Grnd & Open Spaces
01/08/2025	Ace Landscapes	BX115776	330.00		Move mobile speed sign
01/08/2025	[redacted]	BX120353	50.00		Allotment Deposit Return C22
01/08/2025	VIKING Office Depot Internatio	BX112830	120.26		Stationery
01/08/2025	Ace Landscapes	BX119392	480.00		Install Defib at Thoroughbred
01/08/2025	Lewes District Council	BX110775	54.00		Play Park Inspections
01/08/2025	Mulberry Local Aurhority Servi	BX109316	108.00		New Councillors Training
01/08/2025	Countrymans Contractors Ltd	BX114976	295.78		Saturday Bins for April 25
01/08/2025	Recorra Sout East Ltd	BX112576	360.04		Refuse Collection
01/08/2025	IDVerde	BX111476	288.00		Playground Inspections
01/08/2025	BROXAP	BX150290	753.00		Recycled Plastic Seat
01/08/2025	Countrymans Contractors Ltd	BX113714	1,003.20		Supply, Spread aggregate
01/08/2025	Europlants Ltd	BX110453	64.80		Vandalised Plants Replacements
01/08/2025	Ace Landscapes	BX117888	423.60		Install Defid Morrisons
01/08/2025	Chroma Vision	BX115752	276.00		Reinstatement of Camera
01/08/2025	Business Stream	DIRECT DEB	10.26		Cophall Water
01/08/2025	Business Stream	DIRECT DEB	41.07		49/51 High St Water
01/08/2025	BROXAP	BX150290	0.60		Recycled Plastic Seat
04/08/2025	Barclays Bank	DIRECT DEB	44.78		Bank Charges
08/08/2025	Nest Pension Scheme	DIRECT DEB	789.84		Nest Pension July 25
12/08/2025	Mulberry Local Aurhority Servi	BX187587	720.00		Professional Services
12/08/2025	Denma Cleaning Services Ltd	BX187247	170.35		Cleaning Services
12/08/2025	Blue Frog Cleaning Services Lt	BX188716	456.65		Cleaning Services
12/08/2025	Eastbourne Electrical LLP	BX187636	231.00		Emergency Lighting test
12/08/2025	Eastbourne Education Business	BX189389	250.00		Youth Radio - Polegate School
13/08/2025	BrightHR	DIRECT DEB	201.82		Provision of HR Services
13/08/2025	Advo Group	DIRECT DEB	154.99		Payroll Services Aug 25
15/08/2025	Wealden District Council	Std Ord	749.00		NNDR Payment
15/08/2025	Staff Salaries Cash Book	AUG SALS	11,358.66		August 25 Salary
18/08/2025	Drax Energy	DIRECT DEB	846.53		Supply of Street Lighting
19/08/2025	EDF Energy	DIRECT DEB	149.82		49 High St Electric
19/08/2025	EDF Energy	DIRECT DEB	26.88		51 High St Electric
22/08/2025	Mr Dan Dunbar	BX098805	9.90		Garden & Allotment Comp
22/08/2025	Mr Dan Dunbar	BX989197	105.98		Slate Coasters
22/08/2025	Mr Dan Dunbar	BX989282	10.00		Donation to Bernard Baron
22/08/2025	PKF Littlejohn LLP	BX986634	1,638.00		Review of AGAR for 24/25
22/08/2025	Haven Security Ltd	BX986982	350.40		Intruder Alarm Annual Maint
22/08/2025	Recorra Sout East Ltd	BX986677	93.74		Refuse Collection
22/08/2025	Mr Dan Dunbar	BX989216	27.90		Sussex Mayors Ass
22/08/2025	Mr Dan Dunbar	BX989248	10.00		Tea & Cakes with Mayor BHCC
22/08/2025	Mr Dan Dunbar	BX988020	7.20		Visit ES Wildlife Rescue
22/08/2025	SME IT Solutions Ltd	BX990649	151.00		IT Telephone Costs
22/08/2025	Denma Cleaning Services Ltd	BX981891	861.23		Cleaning Services
22/08/2025	Mr Dan Dunbar	BX987748	3.60		ES School of Circus Arts
22/08/2025	DAC Beachcroft Claims Ltd	BX050918	60.73		Professional Fees from Zurich
22/08/2025	Europlants Ltd	BX046375	57.58		Monthly Maintenance

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List of Payments made between 01/08/2025 and 31/08/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
22/08/2025	PJ Skips	BX047588	264.00		Man in Van collect
22/08/2025	SME IT Solutions Ltd	BX045002	319.25		IT Office Costs
22/08/2025	Europlants Ltd	BX047533	1,219.02		Summer Maintenance plant displ
22/08/2025	Echo Cleaning	BX047408	150.00		Office & Window Cleaning
22/08/2025	SME IT Solutions Ltd	BX045199	256.08		IT Office Costs
22/08/2025	Mr Dan Dunbar	BX988105	20.00		Donation to Epilepsy Sussex
22/08/2025	Ripley Ltd	BX048113	106.80		Plumbing issues at Wannock
22/08/2025	[redacted]	BX047540	30.00		Travel Expenses
22/08/2025	Total Merchandise	BX048440	216.00		250 Metal Stylus Pens
22/08/2025	Ace Landscapes	BX047234	1,852.80		Supply & Spread 10 Tonnes wood
22/08/2025	Inland Revenue	DIRECT DEB	3,974.66		Tax & NI Payment
27/08/2025	BarclayCard	BARCLAYCAR	221.37		Misc payments

Total Payments 33,798.28

Cost benefit of joining GMA

https://www.thegma.org.uk/membership/organisation/?&&type=rfst&set=true#cookie-widget
Becoming Organisation members of the GMA for £93 a year, a 10% discount can be provided on the site visit element

Community membership £93/year

Designed exclusively to cater for the needs of community sports clubs that fulfil specific GMA criteria, ensuring that they meet all the necessary requirements and standards.*

GMF LEVEL: BASIC OR GOOD

	Cost	**10% discount**	**Saving**
Work package 1 - minimum cost	£2,200.00	£1,980.00	£220.00
Work package 1 - maximum cost	£3,200.00	£2,880.00	£320.00
Work package 2 - minimum cost	£2,200.00	£1,980.00	£220.00
Work package 2 - maximum cost	£3,000.00	£2,700.00	£300.00
Work package 3 - minimum cost	£1,300.00	£1,170.00	£130.00
Work package 3 - maximum cost	£1,600.00	£1,440.00	£160.00
Work package 3 - final visit	£1,600.00	£1,440.00	£160.00

Minimum saving in 1st year			**£730.00**
Maximum saving in 1st year			**£940.00**

*Organisation must be defined as "Grassroots/Amateur/Community" by the relevant National Governing Body, Sport England or Community Amateur Sports Clubs (CASC), and registered by HMRC as a CASC.

Drainage

Report on drainage work

Requirement

This report details the work and potential costs of using the GMA to restore Brightling Road Leisure Ground for use by a football club.

Site: Brightling Road Leisure Ground – Polegate – BN26 5AY

Work Package 1 – Recommendations for improvements:
WP1 will involve a site visit to investigate issues such as waterlogged playing surfaces, poor grass growth, or poor surface levels, new builds etc. Soil samples (contamination testing can be included but require further discussions) will typically be taken for laboratory testing and existing / potential drainage and possible outfalls investigated. You will receive a report which highlights the key issues and also recommendations for improvements with indicative costs for the recommended works – this report is not a specification of works. You can use this report to approach contractors or check against proposals that contractors may have already submitted. (WP1 will also support any small-scale funding applications to organisations such as the Football Foundation, the ECB and other NGB's.) – **Suggested cost may be between £2200 - £3200 (Relevant GMA membership could offer a 10% discount on the site visit fee).**

Work Package 2: - Topographic Survey, Drawings and Specifications
WP2 takes the findings from the WP1 works and translates this into detailed specifications of work, design drawings, schedules of rates and other contract documentation (typically JCT Minor Works 2016). These documents are produced ready to send to tender to your preferred contractors. This level of work typically supports larger grant applications where contractors need to price against the same design. This includes major levelling and grading, including cut and fill works, drainage, construction of new pitches including fibre reinforced surfaces and irrigation. – **Suggested cost (including production of drawings) may be around £2200 - £3000 (A Topographic survey may be required)**

Work Package 3: - Work oversight and handover
WP3 offers further support. Should you be at the point where you have engaged the services of a contractor, with or without working with the GMA prior to this stage the GMA can support you with regular site visits throughout the project, checking ongoing works throughout, providing contract administration services and offering a certificate of completion following handover testing using recognised PQS levels as the benchmark required for handover. This level of independent supervision and quality monitoring is often required by funders to ensure the work they are helping to fund are carried out to the right standard. – **Suggested cost may be between £1300-1600 per visit and around £1600 for the final handover visit – No of visits TBC**

[redacted]

*****Please note that the suggested costs above may change as we do not yet know the full scope of the works which would be ascertained from the site visit from WP 1.*****

Should the client (Council or Club?) become Organisation members of the GMA a 10% discount can be provided on the site visit element.

I would suggest the Community Level - https://www.thegma.org.uk/membership/organisation/ so please do read through the benefits but note in the first instance the 10% saving would immediately outweigh the cost of the membership.

[redacted]