UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

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

Present: Cllrs D Murry, S Shing, M Piper, D Dunbar, M Cunningham, J keen **(6)**
Not Present: Cllr D Watts **(1)**
No members of the public present

Minute Number	Resolution
13701	**Cllr D Dunbar was voted to chair the meeting until the chairperson arrived. VOTE All in favour.** **Opportunity for Public** None
13702	**Apologies for absence** Cllr D Watts *Cllr D Murray arrived at 10:01am* *Cllr D Murray resumed as chair at this point.*
13703	**Declarations of interest in any items on the agenda** None
13704	**Minutes of the Finance & Policy committee meeting on 22nd November 2024** 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 22nd November as an accurate record of the meeting and these were signed by the chair. VOTE All in favour**
13705	**Payments of accounts** Payments list had been circulated to all prior to the meeting. **It was resolved to accept the payments as presented £50,497.24. VOTE All in favour.**
13706	**Motion to approve the Biodiversity Policy** The draft policy was circulated to all councillors prior to the meeting. **It was resolved to adopt the Biodiversity Policy. VOTE all in favour.**
13707	**Motion to adopt the new councillors' allowances 2025/26 per report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowanced for 2025/26** A discussion on whether councillors should increase the rate took place. **It was resolved to adopt the new councillors' allowances 2025/26 per report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowanced for 2025/26 VOTE 5 for 1 abstention Cllr J Keen.**
13708	**Motion to use remainder budget Grass cutting and interest income to go into EMR for Allotment works per report IRO £15,000** **It was resolved to use remainder budget Grass cutting and interest income to go into EMR for Allotment works per report IRO £15,000 VOTE All in favour**

13709	**Motion to approve repair the Mayors Chain as per report costs to come from general reserves** *Cllr M Piper left at 10:50am* <u>A discussion took place on the merits of having the chain and its importance for the council. However, it was resolved to defer the item pending more quotes from the company who may have created the original chain. VOTE All in favour of a deferral for now.</u>

The meeting closed at 10:56 am

Signed by ________________________________ Chair of Finance & Policy _____________________Dated

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

Telephone: 01323 488114

Town Clerk *Jo Tricker: admin@polegatetowncouncil.gov.uk*

Town mayor *Cllr Dan Dunbar: cllr.d.dunbar@polegatetowncouncil.gov.uk*

Minutes of Meeting of the **Finance and Policy Committee** held on **25th July 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

PRESENT: Councillors D Murray, D Watts, J Keen, M Piper, M Cunningham, G Archer, S Shing, M Caira **(8)**

NOT PRESENT: Councillor D Dunbar **(1)**

MINUTES

13848 Item 1: Opportunity for Public Comment for items on the agenda

None

13849 Item 2: Apologies for absence

Apologies from Cllr D Dunbar

No other apologies received

13850 Item 3: Declarations of interest

No declarations of interest were made.

13851 Item 4: Minutes of the Meeting Dated 14th February 2025

RESOLVED – That the Minutes of the Finance and Policy Committee meeting held on 14th February 2025 as circulated on the agenda be taken as read, confirmed as a correct record and signed by the chair. VOTE all in favour

13852 Item 5: Payments of accounts as presented

It was resolved to accept the Payments of accounts as presented £40,050.70. VOTE all in favour.

13853 Item 6: Motion to sign a direct debit for Bright HR.

It was resolved to sign a direct debit for Bright HR. VOTE all in favour.

The meeting closed at 10:04pm

Signed Chair of Meeting ____________________________Date_________________________

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cllr.d.dunbar@polegatetowncouncil.gov.uk

Minutes of Meeting of the **Finance and Policy Committee** held on **17th October 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 09:45.**

PRESENT: Councillors D Murray, D Watts, S Shing, D Dunbar, M Cunningham, J Keen, G Archer **(7)**

NOT PRESENT: Councillor M Piper **(1)**

MINUTES

13926 Item 1: Opportunity for Public Comment for items on the agenda

None

13927 Item 2: Apologies for absence

Apologies from Cllr M Piper

No other apologies received.

13928 Item 3: Declarations of interest

All Councillors present have an Interest on Item 4 – Non-prejudicial

13929 Item 4: Motion to approve the IT Policy 2025

This Policy has been amended due to Assertion 10.

It was resolved to approve the updated IT Policy and to get a legal definition of what is an 'offensive message'. VOTE all in favour.

The meeting closed at 10:00am

Signed Chair of Meeting ____________________________Date_________________________

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Town mayor *Cllr Dan Dunbar: cllr.d.dunbar@polegatetowncouncil.gov.uk*

Minutes of Meeting of the **Finance and Policy Committee** held on **7th November 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

PRESENT: Councillors D Murray, D Watts, J Keen, M Cunningham, G Archer, M Caira, D Dunbar, S Shing **(8)**

NOT PRESENT: Councillor M Piper **(1)**

MINUTES

13959 Item 1: Opportunity for Public Comment for items on the agenda

None

13960 Item 2: Apologies for absence

Apologies from Cllr M Piper

No other apologies received

13961 Item 3: Declarations of interest

Item 5: Directors of Polegate War Memorial Recreation Ground CIC – DM, DW – Non-prejudicial.

13962 Item 4: Payments of accounts as presented

a) List of payments made between 01/09/2025 – 30/09/2025 = £34,301.42

It was resolved to accept the payments of accounts (September 2025) as presented £34,301.42

b) List of payments made between 01/10/2025 – 31/10/2025 = £34,163.07

It was resolved to accept the payments of accounts (September 2025) as presented £34,163.07

13963 Item 5: Preliminary Budget for 2026-27

To look at and comment on the preliminary budget for 2026/27 £639,260

(Based on last year's tax base which will change.)

It was agreed to look at the following areas raised during the discussion on the first draft budget:

Members also considered merging the Annual Town Assembly with the Information Day and introducing a blanket testing day in October as a way to reduce overall costs.

The Committee discussed exploring sponsorship opportunities for the Summer Festival to help offset expenses.

There was further discussion about reviewing the locations of dog bins and litter bins, with the possibility of replacing them with combined units to improve efficiency and usability.

Grass cutting requirements for Polegate were also reviewed, including whether the number of cuts could be reduced to achieve savings.

Finally, the Committee discussed allotment fees and the potential for increasing charges to allotment holders.

It was agreed to consider the points raised above when finalising the budget in January. VOTE all in favour.

The meeting closed at 12:22pm

Signed Chair of Meeting ___________________________Date________________________

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cllr.d.dunbar@polegatetowncouncil.gov.uk

Minutes of Meeting of the **Finance and Policy Committee** held on **19th December 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 11:45.**

PRESENT: Councillors D Murray, J Keen, M Cunningham, G Archer, D Dunbar, S Shing **(6)**

NOT PRESENT: Councillor M Piper, M Caira, D Watts **(3)**

MINUTES

13995 Item 1: Opportunity for Public Comment for items on the agenda

None

13996 Item 2: Apologies for absence

Apologies from Cllr M Piper, M Caira, D Watts

No other apologies received

13997 Item 3: Declarations of interest

Item 8: Polegate Community Library CIC Director: S Shing – Non-prejudicial

13998 Item 4: Minutes of the meeting dated 19th September 2025

It was resolved to adopt the minutes of the Finance and Policy Committee Meeting 19th September 2025. VOTE all in favour.

13999 Item 5: Payments of accounts as presented

List of payments made between 01/11/2025 – 30/11/2025 = £39,659.26

It was resolved to approve the payments totalling at £39,659.26. VOTE all in favour.

14000 Item 6: Allotment Rates

To discuss how the Council can increase the Allotment Rates.

It was resolved to increase the allotment fees at Cophall from £7.70 per rod to £11.50 per rod with effect from 1st January 2027, and then to £12 per rod

from 1st January 2028. The fees at Gosford will increase from £5 per rod to £8 per rod with effect from 1st January 2027, and then to £12 per rod from 1st January 2028. VOTE all in favour.

14001 Item 7: Archaeological Testing

Motion to take £12,000 out of general reserves to fund the Archaeological work at Brightling Road Leisure Ground Project.

It was resolved to go ahead with the Archaeological works at Brightling Road Leisure Ground and use £12,000 from general reserves to fund it. VOTE all in favour.

14002 Item 8: To transfer £420 from EMR 353 to the Library CIC bank account

It was resolved to transfer £420 from EMR 353 to the Library CIC bank account. VOTE all in favour.

14003 Item 9: Confidential

Personnel Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Legal Matters)

It was resolved to go into confidential for the reasons shown discussion of staff matters. VOTE all in favour.

14004 Item 10: Banking Update

The clerk updated the committee about the issues with the councils banks. This was noted by all present.

The meeting closed at 12:10pm

Signed Chair of Meeting ____________________________Date_________________________

Polegate Town Council

Current/Business Premium

List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2025	Rhino Rod	BX565333	85.00		Clear blocked toilet High St
01/12/2025	Ace Landscapes	BX568177	72.00		Plot C39 Rubbish removal
01/12/2025	Meridian Toilet Hire	BX567280	372.00		Provision of toilets
01/12/2025	Sussex Tree Surgeons	BX570164	714.00		Tree work Plot C39
01/12/2025	Lewes District Council	BX564384	54.00		Monthly Park Checks
01/12/2025	Recorra Sout East Ltd	BX563685	95.29		Refuse Collection
01/12/2025	Defib Warehouse	BX567749	346.80		Powerhert G5 AED Battery
01/12/2025	Ace Landscapes	BX569129	295.78		Saturday Bin Emptying Oct 25
01/12/2025	Prime Signs	BX562234	30.00		Delivery costs for posts
01/12/2025	PCA Drama Group	BX569247	299.00		Panto Show Tickets
01/12/2025	Prime Signs	BX636653	294.00		4 x Posts and Caps
01/12/2025	VIKING Office Depot Internatio	BX659722	105.76		Postage & Stationery
01/12/2025	VIKING Office Depot Internatio	BX565773	124.28		Stationery
01/12/2025	Wealden District Council	BX567304	60.00		Wealden Parish Conference
01/12/2025	Business Stream	DIRECT DEB	41.07		49/51 High St Water
01/12/2025	Business Stream	DIRECT DEB	151.00		Cophall Water
05/12/2025	Barclays Bank	DIRECT DEB	46.93		Bank Charges
05/12/2025	BrightHR	DIRECT DEB	201.82		Provision of HR Services
09/12/2025	Nest Pension Scheme	DIRECT DEB	1,089.91		Nest Pension November 25
15/12/2025	Advo Group	DIRECT DEB	154.99		Payroll Services for December
15/12/2025	Wealden District Council	Std Ord	749.00		NNDR Payment
15/12/2025	Staff Salaries Cash Book	Dec Sals	11,767.25		Dec Salary
16/12/2025	Drax Energy	DIRECT DEB	1,673.21		Supply of Street Lighting
17/12/2025	EDF Energy	DIRECT DEB	422.12		49 High St Electric
17/12/2025	EDF Energy	DIRECT DEB	26.90		51 High St Electric
18/12/2025	Ace Landscapes	BX516756	1,072.80		Supply & Install concrete pad
18/12/2025	Moonlight Dreams	BX523123	150.00		4 Elves for Christmas Party
18/12/2025	Polegate War Memorial Recreati	BX511909	10,000.00		Remainder of Grant for 25/26
18/12/2025	DCM Pest Control	BX511769	132.00		Wasp Treatment at Allotments
18/12/2025	Echo Cleaning	BX505371	150.00		Office & Window Cleaning
18/12/2025	Southern Mobility Centres Ltd	BX520222	66.00		Service stair lift 49 High St
18/12/2025	Ace Landscapes	BX518621	295.78		Saturday Bin Emptying
18/12/2025	South East Water	BX514456	98.00		Brightling Park Leisure Ground
18/12/2025	Toye, Kenning & Spencer Ltd	BX511332	4,573.80		Mayors New Chain
18/12/2025	St Georges Church	BX515754	100.00		Donation for refreshments
18/12/2025	IDVerde	BX505214	2,614.32		Urban Grascut for Oct25
18/12/2025	IDVerde	BX505245	1,716.12		Grounds Maintenance Nov 25
18/12/2025	IDVerde	BX504367	5,228.64		Urban Grasscut for Nov 25
18/12/2025	Ripley Ltd	BX516226	359.70		New Water Heater in Kitchen
18/12/2025	Mr Dan Dunbar	BX534049	252.67		Cards, Donations & Gifts
18/12/2025	Mr Dan Dunbar	BX510357	50.00		Auction Prize for WRAS
18/12/2025	Mr Dan Dunbar	BX504314	5.40		Ukraine fundraising event
18/12/2025	Recorra Sout East Ltd	BX501828	147.41		Refuse Collection
18/12/2025	Europlants Ltd	BX508093	57.58		Monthly Maintenance costs
18/12/2025	Parish Online	BX520755	180.00		Parish Online
18/12/2025	Red Roses Gardening Services	BX522062	812.98		Various handyman jobs
18/12/2025	Streetlights	BX505892	384.00		Col A Roy Martin Way RCD etc

Continued on Page 2

Polegate Town Council

Current/Business Premium

List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/12/2025	SME IT Solutions Ltd	BX509743	149.78		It Telephone Costs
18/12/2025	Mulberry Local Aurhority Servi	BX505386	960.00		Professional Services
18/12/2025	SME IT Solutions Ltd	BX509776	279.74		IT Office Costs
18/12/2025	Kent County Council KCS	BX506693	222.84		Photocopy Lease
18/12/2025	Ace Landscapes	BX519638	494.40		To install new park bench
18/12/2025	Grounds Maintenance Associatio	BX513963	2,537.40		Work Package 1
18/12/2025	Blue Frog Cleaning Services Lt	BX522591	456.65		Cleaning Services
18/12/2025	Mr Dan Dunbar	BX502408	3.15		EYR Sussex Downs College
18/12/2025	Mr Dan Dunbar	BX500412	16.20		Peacehaven Carol Concert
18/12/2025	SME IT Solutions Ltd	BX509518	330.26		IT Office Costs
22/12/2025	Inland Revenue	DIRECT DEB	4,578.25		Tax & NI Nov 25
29/12/2025	BarclayCard	DIRECT DEB	178.12		Misc Spend

Total Payments 57,926.10

Report to Finance Committee – 19 December 2025

Subject: Notification of Budget Overspends and Required Approval for Virements

This report is to notify the Finance Committee that several nominal codes are projected to go over budget for the financial year due to increased service costs, additional confidential waste requirements, and the secure disposal of obsolete IT equipment. Committee approval is required to acknowledge these overspends and authorise the necessary transfer of funds.

A. Cost Centre 201 – Council Offices

Nominal Code 4155 – Refuse Collecting

Expenditure on refuse collection is expected to exceed the allocated budget by £300. The overspend is due to:

- an increased volume of obsolete IT equipment requiring secure disposal, and
- additional confidential waste collections carried out during the year.

B. Cost Centre 302 – Recreation Grounds

Nominal Code 4223 – Grounds Maintenance

Grounds maintenance expenditure has exceeded the budget by £1,290, and a further invoice of approximately £1,290 is anticipated.
The overspend has arisen due to a mid-year change of contractor, with the new contractor's fees being higher than those originally budgeted for.

C. Cost Centre 103 – Town Councillors

Nominal Code 4092 – Councillor Training

Councillor training costs are likely to exceed the budget by £300. This overspend reflects the cost of providing essential financial training to all Councillors, as required for compliance with audit standards.

Recommendation / Resolution Required

That the Finance Committee acknowledges the overspends listed above and approves the transfer of funds to the respective nominal codes to cover the additional expenditure.

POLEGATE TOWN COUNCIL

Wealden Works – Council Chamber Hire Charges

Purpose of Report

To present the booking details for Wealden Works and set out the standard hire charges that would apply for the period 9 September to 22 October, along with the total cost should Council wish to consider reducing or waiving the fee.

Background

Wealden Works have booked the Council Chamber from 9 September to 22 October, for the purpose of delivering their youth employment and mentoring sessions.

Our current hire fees for the Council Chamber are:

- £27 for the first hour, and
- £10 for each subsequent hour.

This equates to £57 for a four-hour session (9am–1pm), which is the period they have requested.

Wealden Works have asked whether it is possible for the Council to reduce the charge. Historically, the Council has agreed to reduce the fee to a nominal amount for this organisation.