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

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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 **13th March 2026 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

PRESENT: Councillors D Murray, M Cunningham, G Archer, M Caira **(4)**

NOT PRESENT: Councillor M Piper, D Dunbar, D Watts, S Shing, J Keen **(5)**

MINUTES

14049 Item 1: Opportunity for Public Comment for items on the agenda

None

14050 Item 2: Apologies for absence

Apologies from Cllr M Piper, D Dunbar, D Watts, S Shing

No other apologies received

14051 Item 3: Declarations of interest

No Declarations of interest received

14052 Item 4: Minutes of the meeting dated 23rd January 2026

It was resolved to adopt the minutes of the Finance and Policy Committee Meeting dated 23rd January 2026. VOTE all in favour.

14053 Item 5: Payments of accounts as presented

List of payments made between 01/02/2025 – 28/02/2025 = £21,805.48

It was resolved to approve the payments totalling at £21,805.48. VOTE all in favour.

14054 Item 6: Flagpole repairs

Motion to carry out full repairs (and replacement of Pole) for flagpole following emergency repair work and recommendation report. Est cost £1,630.80 excluding VAT from General reserves.

<u>It was resolved to carry out full repairs and replacement of the flagpole and use £1,630.80 from general reserves. VOTE all in favour.</u>

14055 Item 7: New Bridge

Motion to delegate to the clerk to approve the expenditure for the design and specification of the new bridge over the 7.5T bridge at Brightling Road Leisure Ground to enable heavy vehicles into the field. Expected cost IRO £10,000-15,000 from general reserves.

<u>It was resolved to delegate authority to the Clerk to approve the expenditure for the design and specification of the new bridge over the 7.5T bridge at Brightling Road Leisure Ground, to enable access for heavy vehicles into the field. The expected cost is in the region of £10,000–£15,000, to be funded from General Reserves. VOTE all in favour.</u>

14056 Item 8: Motion to move fund from the following budgets to EMR Codes:

- **Mayors allowance to be carried to May for £276**
- **4131 – Electricity - £1000 to transfer to EMR 331**
- **4500 – Toilets High Street Cleaning - £5,000 to Brightling Vandalism new EMR**
- **4230 – Skate Park - £3948 to EMR 331**
- **4238 – Litter Bins - £1400 to EMR 331**
- **4242 – Playground equipment - £2,000 to EMR 331**
- **4256 – Urban grass cutting - £1,651 for contractors administration o/s new EMR.**
- **4250 – Town Council Elections - £2,000 to EMR 366**
- **4230 – Skate Park - £2,948 to EMR 331**
- **4238 – Litter Bins - £1,400 to EMR 331**
- **4271 – Allotments (Improvements) - £2,500 to EMR 366**
- **4280 – Streetlight (Energy) - £15,000 to EMR 331**
- **4281 – Streetlight (Maintenance Contract) - £2,000 to EMR 331**
- **4382 - Streetlight (Works/ Improvements/ Maintenance) - £8,500 to EMR 331**

<u>It was agreed that the above funds be transferred to the specified Earmarked Reserves. VOTE all in favour.</u>

The meeting closed at 10:13am

Signed Chair of Meeting ____________________________Date_________________________

Polegate Town Council

Current/Business Premium

List of Payments made between 01/03/2026 and 31/03/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/03/2026	Business Stream	DIRECT DEB	41.07		49/51 High St Water
02/03/2026	Business Stream	DIRECT DEB	151.00		Cophal;l Allotments Water
06/03/2026	BrightHR	DIRECT DEB	201.82		Provision of HR Services
09/03/2026	Barclays Bank	DIRECT DEB	46.52		Bank Charges
09/03/2026	Nest Pension Scheme	DIRECT DEB	943.60		Nest Pension February 26
12/03/2026	Ace Landscapes	BX487263	378.00		Clear culvert at Brightling
12/03/2026	Balfour Beatty Group Ltd	BX490898	1,637.63		Christmas RCD Testing
12/03/2026	Blue Frog Cleaning Services Lt	BX498037	456.65		Cleaning Services
12/03/2026	Mr Dan Dunbar	BX502867	22.98		Card & Flowers
12/03/2026	Mr Dan Dunbar	BX503263	5.40		E'bourne Community Awards
12/03/2026	Mr Dan Dunbar	BX506745	10.80		Wealden forum at Heathfield
12/03/2026	Mr Dan Dunbar	BX505857	125.98		Thank you pens
12/03/2026	Mr Dan Dunbar	BX502900	44.00		Hire of URC hall
12/03/2026	Echo Cleaning	BX508709	150.00		Office & Window Cleaning
12/03/2026	Eastbourne Electrical LLP	BX506875	153.60		Garage light replacement
12/03/2026	Europlants Ltd	BX509222	57.58		Monthly maintenance
12/03/2026	Hampshire Flag Company Limited	BX508581	474.00		Flagpole Service
12/03/2026	Hampshire Flag Company Limited	BX510150	71.99		Repairs to Flagpole
12/03/2026	IDVerde	BX519182	1,920.00		Playground Inspections
12/03/2026	Jackson Fencing	BX495981	86.56		Replacement latch lock
12/03/2026	Kent County Council KCS	BX510182	222.84		Photocopy Lease
12/03/2026	Mulberry Local Aurhority Servi	BX510122	744.00		Professional Services
12/03/2026	PJ Skips	BX500830	96.00		Bulky waste collection
12/03/2026	Recorra Sout East Ltd	BX511567	67.20		Duty of Care
12/03/2026	RENT EVENT	BX502567	2,000.00		Tent, Furniture & Games
12/03/2026	[redacted]	BX503228	11.95		Postage
12/03/2026	SME IT Solutions Ltd	BX511756	329.02		IT Office Costs
12/03/2026	SME IT Solutions Ltd	BX513175	284.72		IT Office Expenses
12/03/2026	SME IT Solutions Ltd	BX513140	149.12		IT Phone Costs
12/03/2026	Surrey Hills Solicitors	BX511796	986.00		PADMEC Licence
12/03/2026	Sussex Mayors Association	BX498122	87.00		Sussex Mayors Association
12/03/2026	VIKING Office Depot Internatio	BX514375	214.80		1 Office Chair
12/03/2026	VIKING Office Depot Internatio	BX513424	374.35		HP Toner Cartridges
12/03/2026	VIKING Office Depot Internatio	BX514125	429.60		2 Office Chairs
12/03/2026	VIKING Office Depot Internatio	BX516138	429.60		2 Office Chairs
13/03/2026	Mrs C Berry	DIRECT DEB	192.80		Councillors Allowance
13/03/2026	Mr M Caira	DIRECT DEB	192.80		Councillors Allowance
13/03/2026	Mr M Cunningham	DIRECT DEB	192.80		Councillors Allowance
13/03/2026	Mr D Dunbar	DIRECT DEB	302.40		Councillors Allowance
13/03/2026	Mr W Heasman-ONeill	DIRECT DEB	289.20		Councillors Allowance
13/03/2026	Mr D Murray	DIRECT DEB	144.60		Councillors Allowance
13/03/2026	Mr C A OKane	DIRECT DEB	192.80		Councillors Allowance
13/03/2026	Mrs M Piper	DIRECT DEB	242.20		Councillors Allowance
13/03/2026	Mr D Shing	DIRECT DEB	144.60		Councillors Allowance
13/03/2026	Mr S Shing	DIRECT DEB	144.60		Councillors Allowance
13/03/2026	Mr D Watts	DIRECT DEB	192.80		Councillors Allowance
13/03/2026	Mr A Wood	DIRECT DEB	190.80		Councillors Allowance

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Current/Business Premium

List of Payments made between 01/03/2026 and 31/03/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/03/2026	Staff Salaries Cash Book	March Sals	12,106.91		March Salary
16/03/2026	Wealden District Council	DIRECT DEB	1,710.00		Litter & Dog Bins
16/03/2026	Advo Group	DIRECT DEB	154.99		Payroll Services
17/03/2026	Drax Energy	DIRECT DEB	1,413.49		Supply of street lighting
17/03/2026	EDF Energy	DIRECT DEB	491.22		49 High St Electric
17/03/2026	EDF Energy	DIRECT DEB	100.79		51 High St Electric
20/03/2026	Inland Revenue	DIRECT DEB	4,542.74		Tax & NI for Feb 26
27/03/2026	BarclayCard	BARCLAYCAR	142.08		Misc Spend
31/03/2026	[redacted]	BX141346	50.00		[redacted]
31/03/2026	IDVerde	BX126239	2,112.00		Playground Inspections
31/03/2026	VIKING Office Depot Internatio	BX127874	108.21		Stationery & Cleaning
31/03/2026	Ace Landscapes	BX141392	93.60		Install new fencing
31/03/2026	Eastbourne Electrical LLP	BX126847	198.00		EICR Remedial works
31/03/2026	Aspen Service Ltd	BX124084	288.00		AC Service/Maintenance
31/03/2026	SLCC	BX139343	70.20		Training Course
31/03/2026	Eastbourne Electrical LLP	BX126874	1,860.00		Rectified C2 & F1 items
31/03/2026	SLCC	BX136464	70.20		Training Course
31/03/2026	Recorra Sout East Ltd	BX135932	79.12		Refuse Collection
31/03/2026	Vaughtons	BX143418	338.62		Past Mayors Badge
31/03/2026	SLCC	BX137371	70.20		Training Course
31/03/2026	Zurich Municipal	BX139008	7,045.99		Insurance Policy
31/03/2026	SME IT Solutions Ltd	BX126549	30.85		IT Office expenses
31/03/2026	Ace Landscapes	BX143266	295.78		Skate Park bins
31/03/2026	Lewes District Council	BX135976	54.00		Play Park Inspections
		Total Payments	49,254.77		