

**Polegate Town Council, Council Office, 49 High Street,
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Minutes of Meeting of the **Finance and Policy Committee** held on **5th June 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 **(7)**

NOT PRESENT: Councillor D Watts, W Heasman O'Neill **(2)**

MINUTES

14128 Item 1: Opportunity for Public Comment for items on the agenda

None

14129 Item 2: Apologies for absence

Apologies from Cllr D Watts, W Heasman O'Neill

No other apologies received

14130 Item 3: Declarations of interest

No Declarations of interest received

14131 Item 4: Minutes of the meeting dated 24th April 2026

It was resolved to adopt the minutes of the Finance and Policy Committee Meeting dated 24th April 2026. VOTE all in favour.

14132 Item 5: Payments of accounts as presented

List of payments made between 01/05/2026 – 31/05/2026 = £80,687.99

It was resolved to approve the payments totalling at £80,687.99. VOTE all in favour.

14133 Item 6: Motion to write off 3 old beyond life Desktop PC's – asset register value is NIL.

It was resolved to write off 3 old beyond life Desktop PC's. VOTE all in favour.

14134 Item 7: Motion to adopt Councillors Expenses Policy

It was agreed to amend the wording and include the proposed variation. Councillors will not submit expense claims until accumulated expenses reach a minimum value of £25. Any smaller amounts may be reimbursed through petty cash where appropriate. It was further agreed that expenses incurred by both the Mayor and Deputy Mayor in undertaking their civic duties will be met from the Mayor's Allowance. The amended proposal will be brought back to the committee for formal approval.

14135 Item 8: Motion to use £500 from General Reserves re. discharge of drainage conditions required (Brightling Road Improvement Plan)

It was resolved to use £500 from General Reserves re. Discharge drainage conditions. VOTE all in favour.

14136 Item 9: Confidential

Finance and Policy 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. (Discussion of Staff Matters)

It was resolved to go into confidential session. VOTE all in favour.

14137 Item 11: Banking Update

It was noted by all present. VOTE all in favour.

The meeting closed at 10:36am

Signed Chair of Meeting _____ Date _____

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2026	Business Stream	01 June 06	192.07		Cophall Allotments Water
05/06/2026	Barclays Bank PLC	05 June 26	75.00		Bank Charges for June 26
08/06/2026	Bright HR	June 2026	201.82		Provision of HR Services
12/06/2026	SME IT Solutions Ltd	BX267325	270.08		IT Office Costs
12/06/2026	RENT EVENT	BX278871	2,000.00		Stretch Tent, Furniture etc
12/06/2026	GDPR-INFO	BX272394	500.00		GDPR Services 2026 Renewal
12/06/2026	IDVerde	BX267967	2,400.00		Play Park Inspections
12/06/2026	Mulberry Local Authority Servi	BX264188	54.00		Councillors Training
12/06/2026	Mulberry Local Authority Servi	BX269296	957.00		Professional Services
12/06/2026	Blue Frog Cleaning Services Lt	BX281670	456.65		Cleaning Services
12/06/2026	Echo Cleaning	BX927759	150.00		Office & Window Cleaning
12/06/2026	SME IT Solutions Ltd	BX270375	344.20		IT Office Costs
12/06/2026	VIKING Office Depot Internatio	BX279075	228.91		Stationery
12/06/2026	Mulberry Local Authority Servi	BX279848	198.06		Internal Audit costs
12/06/2026	SME IT Solutions Ltd	BX279880	246.75		IT Telephone Costs
12/06/2026	Ripley Ltd	BX281028	195.00		Replace leaking valve
12/06/2026	IDVerde	BX268921	2,700.59		Urban Grass Cut
12/06/2026	Rhino Rod	BX269631	90.00		High St Toilet clear blockage
12/06/2026	Kent County Council KCS	BX270851	222.84		Photocopy Lease
12/06/2026	Signs Of Style - Ian Adams	BX368672	124.00		Gold Leafing Mayors Board
12/06/2026	SME IT Solutions Ltd	BX375450	237.16		V7 Adaptor, Keyboard, Mouse
12/06/2026	Hemstock Design	BX419301	660.00		Presentation drawing work
12/06/2026	Europlants Ltd	BX273080	57.58		Monthly maintenance
15/06/2026	Advo One Ltd	15 June 26	154.99		Payroll Services
15/06/2026	Wealden District Council	15 June	786.00		NNDR for June 26
15/06/2026	Nest Pension Scheme	May 2026	981.13		Nest Pension Scheme
15/06/2026	Staff Salaries Cash Book	June Sals	11,771.03		June Salary
16/06/2026	EDF Energy	16 June 26	213.54		51 High St Electric
17/06/2026	Drax Energy Solutions Ltd	17 June 26	901.48		Supply of Street lighting
22/06/2026	Inland Revenue	DIRECT DEB	4,363.18		Tax & NI for June 26
29/06/2026	Barclays Bank PLC	June 2026	502.00		Misc Spend
Total Payments			32,235.06		

POLEGATE



Item 6: Additional Watering of Floral Displays

Motion to consider whether additional watering visits are required for the town's floral displays, including hanging baskets and troughs. Should additional visits be approved, these will be undertaken at a cost of £175 per visit, to be funded from General Reserves.

Background:

Due to the recent hot and dry weather conditions, the Council's floral display contractor has suggested additional watering visits and required. However, the contractor has been advised that this would require additional resolution from council to authorise these from general reserves.

The contractor has expressed concern that the displays, particularly the hanging baskets, may become stressed or die without supplementary watering. Hanging baskets have relatively small water reservoirs and can dry out quickly during prolonged periods of warm weather. Even where rainfall occurs, it may not provide sufficient water to replenish the reservoirs adequately.

The displays are currently watered once a week as part of the existing contract and will continue to be maintained in this way until mid to late September. Additional watering visits would only be required if there is a further period of extreme hot and dry weather, beyond what can reasonably be managed through the regular watering schedule.

During watering visits, the contractor also applies feed to help maintain plant health and appearance. Additional watering and feeding may improve the displays' chances of surviving periods of extreme weather and remaining in good condition throughout the season.

Financial Implications:

Additional watering visits would cost approximately £175 per visit. The likelihood of needing two additional visits is high at a predicted cost of £350 (unbudgeted). Any approved expenditure would need to be met from General Reserves.

Recommendation:

To resolve to approve the additional £350 required spend from general reserves.