

**Polegate Town Council, Council Office, 49 High Street,
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Minutes of Meeting of the **Finance and Policy Committee** held on **24th April 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 (6)

NOT PRESENT: Councillor M Piper, S Shing, J Keen (3)

MINUTES

14068 Item 1: Opportunity for Public Comment for items on the agenda

None

14069 Item 2: Apologies for absence

Apologies from Cllr M Piper

No other apologies received

14070 Item 3: Declarations of interest

No Declarations of interest received

14071 Item 4: Minutes of the meeting dated 13th March 2026

It was resolved to adopt the minutes of the Finance and Policy Committee Meeting dated 13th March 2026. VOTE all in favour.

14072 Item 5: Payments of accounts as presented

List of payments made between 01/03/2026 – 28/03/2026 = £49,254.77

It was resolved to approve the payments totalling at £49,254.77 . VOTE all in favour.

14073 Item 6: Motion to formally consolidate resolutions already agreed in previous years for a one resolution submission for the grant application for Brightling Road Leisure Ground Improvement, including but not inclusive to:

- A new concrete skate park, resurfacing of the existing beginners' skate park, a pump track, improved BMX track area and a kiddies' cycle track
- Two new tennis courts, a new basketball court and a new football pitch (grass, levelled to allow future 3G development and maintained as a sustainable pitch)
- Infrastructure to support Polegate Grasshoppers' formal use of the site, including power, water and sewerage, and provision to enable a future pavilion (as per previous resolution)
- A new catering unit with accessible toilet and police-monitored CCTV
- An inclusive playground, solar lighting, drainage improvements and a strengthened area for events and festivals
- New access tracks, pathways, parking access and delivery routes
- Engineering works including culvert capacity improvements, mini-railway ramp improvements (where feasible), and associated civil engineering advice

It was agreed to formally consolidate the resolutions previously approved in relation to the Brightling Road Leisure Ground Improvement Project into one resolution for the purposes of the grant application. The consolidated resolution will cover, but not be limited to, the following elements:

- **A new concrete skate park, resurfacing of the existing beginners' skate park, a pump track, an improved BMX track area, and a children's cycle track.**
- **Two new tennis courts, a new basketball court, and a new football pitch (grass, levelled to allow for future 3G development and maintained as a sustainable pitch).**
- **Infrastructure to support Polegate Grasshoppers' formal use of the site, including power, water, sewerage, and provision for a future pavilion in line with previous resolutions.**
- **A new catering unit with an accessible toilet and police-monitored CCTV.**
- **An inclusive playground, solar lighting, drainage improvements, and a strengthened area suitable for events and festivals.**
- **New access tracks, pathways, parking access, and delivery routes.**
- **Engineering works including culvert capacity improvements, mini-railway ramp improvements (where feasible), and associated civil engineering advice.**

VOTE all in favour.

14074 Item 7: To appoint the Mayor and Deputy Mayor as signatories for the grant funding agreement if successful and associated paperwork (indemnity forms etc) and to apply the seal where required.

It was agreed to appoint the Mayor and Deputy Mayor as signatories for the grant funding agreement, if successful, together with any associated

paperwork including indemnity forms, and to apply the seal where required.
VOTE all in favour.

14075 Item 8: To formally allocate 20% funding where required from Ear Marked Reserves and Budgets as required to match the delivery of the project in partnership with the potential grant funder (and if necessary following Local Government review, its successor).

It was agreed to formally allocate 20% match funding from Ear Marked Reserves and relevant budgets, where required, to support the delivery of the project in partnership with the potential grant funder (and, if necessary, its successor following Local Government review). VOTE all in favour.

14076 Item 9: Interest

- a. Motion to move £6,294.45 (interest earnt in 2025/26) to EMR 331 from General Reserves (Brightling Road Leisure Ground – as we are aware we will need additional funding not already budgeted for)

It was resolved to move £6,294.45 (interest earnt in 2025/26) to EMR 331 from General Reserves (Brightling Road Leisure Ground). VOTE all in favour.

- b. Motion to move £797.74 (interest earnt in 2026/27) to EMR 331 (Brightling Road Leisure Ground – as we are aware we will need additional funding not already budgeted for)

It was resolved to move the revised amount of £570.76 (interest earnt in 2026/27) to EMR 331 from General Reserves (Brightling Road Leisure Ground). VOTE all in favour.

14077 Item 10: 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.

14078 Item 11: Banking Update

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

The meeting closed at 10:39am

Signed Chair of Meeting _____ Date _____

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2026	Business Stream	DIRECT DEB	41.07		49/51 High St Water
01/05/2026	Business Stream	DIRECT DEB	151.00		Cophall Water
02/05/2026	Barclays Bank	DIRECT DEB	18.20		Bank Charges
05/05/2026	Nest Pension Scheme	DIRECT DEB	979.97		Nest Pension for April 26
06/05/2026	Ace Landscapes	BX674366	654.00		To clear vegetation
06/05/2026	Ace Landscapes	BX669971	654.00		Cut down vegetation
06/05/2026	Boundaries Partnering	BX672391	480.00		Watercourse plotting
06/05/2026	A Cottingham	BX672400	25.00		Assistance with Celebration
06/05/2026	Mr Dan Dunbar	BX708396	4.50		Travel Expenses
06/05/2026	Mr Dan Dunbar	BX698910	10.80		Travel Costs
06/05/2026	East Sussex ALC Ltd	BX695688	2,557.01		NALC & ESALC Subscription
06/05/2026	Grounds Maintenance Associatio	BX696711	2,256.00		Topographical Survey
06/05/2026	Grounds Maintenance Associatio	BX692494	4,776.00		Additional works for WP2
06/05/2026	Lewes District Council	BX698905	54.00		Play Park Inspections
06/05/2026	Mulberry Local Authority Servi	BX694153	117.24		Year End shutdown
06/05/2026	PJC Consultancy Ltd	BX697732	312.00		17 Spurway Park
06/05/2026	SLCC	BX873702	168.00		FILCA Qualification
06/05/2026	SME IT Solutions Ltd	BX698857	301.07		IT Telephone Costs
06/05/2026	Streetlights	BX697805	6,701.32		Street Lighting Maint Contract
06/05/2026	Trenchline Utilites Ltd	BX672925	434.88		Mini digger & operative
06/05/2026	VIKING Office Depot Internatio	BX708597	128.11		Housekeeping items
06/05/2026	BrightHR	DIRECT DEB	201.82		Provision of HR Services
14/05/2026	Advo Group	DIRECT DEB	154.99		Payroll Services
15/05/2026	Wealden District Council	Std Ord	786.00		Business Rates
15/05/2026	Staff Salaries Cash Book	May Sals	11,991.61		May 26 Salary
15/05/2026	Information Commissioner's Off	DIRECT DEB	47.00		Data Protection fee
19/05/2026	Ace Landscapes	BX265113	1,489.20		Litter Bins & Grounds maintena
19/05/2026	Ace Landscapes	BX275264	62.40		Landscape Labour
19/05/2026	Blue Frog Cleaning Services Lt	BX266615	456.65		Cleaning Services
19/05/2026	Mr Dan Dunbar	BX236871	3.15		Travel Expenses
19/05/2026	Mr Dan Dunbar	BX236863	14.40		Travel Expenses
19/05/2026	Mr Dan Dunbar	BX246236	5.85		Travel Expenses
19/05/2026	Mr Dan Dunbar	BX253843	60.00		Varrious donations
19/05/2026	Mr Dan Dunbar	BX244635	9.90		Travel Expenses
19/05/2026	Mr Dan Dunbar	BX247434	3.15		Travel Expenses
19/05/2026	Mr Dan Dunbar	BX247428	4.50		Travel Expenses
19/05/2026	Mr Dan Dunbar	BX246232	3.60		Travel Expenses
19/05/2026	Echo Cleaning	BX253816	120.00		Office & Window Cleaning
19/05/2026	Europlants Ltd	BX262425	57.58		Monthly maintenance
19/05/2026	Grounds Maintenance Associatio	BX263861	3,880.50		Design and support work
19/05/2026	HEALTHMATIC	BX265000	2,738.40		Annual Maintenance on Public T
19/05/2026	HSBC	BX272715	1.00		Payment to keep accout active
19/05/2026	IDVerde	BX244648	2,700.59		Urban Grass cutting
19/05/2026	IDVerde	BX2456627	2,496.00		Playground Inspections
19/05/2026	Kent County Council KCS	BX266307	271.34		Photocopier copy charges
19/05/2026	Mulberry Local Authority Servi	BX263800	936.00		Professional Services
19/05/2026	Polegate War Memorial Recreati	BX264957	23,000.00		Part payment of grant

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/05/2026	Recorra Sout East Ltd	BX253949	97.27		Refuse collection
19/05/2026	SDR Conservation	BX262373	50.00		Rodent activity at Cophall
19/05/2026	SmartWater Testing Ltd	BX259651	378.00		Legionella Testing Kits
19/05/2026	SME IT Solutions Ltd	BX266288	874.80		Adobe Acrobat Pro
19/05/2026	SME IT Solutions Ltd	BX253646	332.77		IT Office costs
19/05/2026	SME IT Solutions Ltd	BX259576	271.16		IT Office costs
19/05/2026	SME IT Solutions Ltd	BX253903	347.11		IT Office costs
19/05/2026	St Georges Church	BX271252	81.50		Hire of hall 27th April 26
19/05/2026	Drax Energy	DIRECT DEB	1,052.23		Supply of Street Lighting
20/05/2026	EDF Energy	DIRECT DEB	232.88		49 High St Electric
20/05/2026	EDF Energy	DIRECT DEB	28.95		51 High St Electric
22/05/2026	Inland Revenue	DIRECT DEB	4,259.08		Tax & NI for April 26
27/05/2026	BarclayCard	DIRECT DEB	362.44		Misc Spend
Total Payments			<u>80,687.99</u>		

Polegate Town Council



COUNCILLORS EXPENSES POLICY

Policy Number 42		
Issue No.	Date completed	Details of amendments
1	05.06.26	To be adopted at Finance and Policy Committee Meeting

1. Introduction

- 1.1 Polegate Town Council operates a Members' Allowances Scheme under which Councillors may receive a Councillor Allowance for carrying out their elected role. Councillors may choose to opt out of receiving this allowance if they wish.
- 1.2 This policy sets out the circumstances in which the Council will reimburse additional expenses incurred by Councillors while undertaking approved duties. The Councillor Allowance does not cover all costs, and therefore certain expenses may be reimbursed where permitted by law and where authorised in accordance with this policy.
- 1.3 This policy applies to all elected and co-opted Councillors.

2. Principles

- 2.1 Polegate Town Council operates a Members' Allowance Scheme, under which Councillors may receive a Councillor Allowance for undertaking their elected duties. Receipt of the allowance is optional, and Councillors may choose to opt out.
- 2.2 The Councillor Allowance does not cover all expenses incurred in performing Council duties. Therefore, reimbursement is available for additional costs that are:
 - Wholly, necessarily, and exhaustively incurred in carrying out approved Council duties; and
 - Pre-approved by the Council or Town Clerk, except where exceptional circumstances apply, in which case retrospective approval may be considered.
- 2.3 Reimbursement will only be made where claims are supported by receipts or appropriate documentation and where expenditure is consistent with this policy and in accordance with the Council's Financial Regulations.
- 2.4 Councillors are expected to behave honestly and responsibly when incurring expenses and must submit claims promptly and in accordance with the claims process.

3. Approved Duties

- 3.1 The following activities are considered approved duties, provided they have been authorised through either the Clerk or the Council's normal decision-making process:
 - Representing the Council at external meetings, training sessions, conferences, or partner organisations
 - Attending meetings with principal authorities, contractors, or partner bodies on behalf of the Council.

- Attending official events where invited as an approved representative of the Council.
 - Any additional activity pre-approved by the Council or Town Clerk.
- 3.2 Councillor must check with the Town Clerk before incurring any expenditure that has not already been explicitly agreed.
- 3.3 Attendance at external meetings or events is only an approved duty where the Councillor has been formally appointed or authorised to attend as the Council's representative (for example, appointment to an outside body) or where attendance has been explicitly pre-approved by the Council or Town Clerk. Attendance on a Councillor's own initiative is not normally claimable.

4. Travel Expenses:

- 4.1 Councillors may not claim mileage for travel to and from routine Council Meetings (including Full Council, Committees, Working Groups) held within the parish.
- 4.2 Travel expenses may be reimbursed where a Councillor is undertaking an approved duty (as defined in Section 3) and the travel has been authorised in advance by the Council or Town Clerk, and the journey is required for that duty (normally outside the parish boundary)
- 4.3 The Council has followed the guidance of HM Revenue and Customs in setting the following travel related expense rates ([Travel — mileage and fuel rates and allowances - GOV.UK](#)):
- Private car mileage – 55p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
 - Additional passenger mileage in a private care – 5p per mile per passenger
 - Motorcycle mileage - 24p per mile
 - Rail or bus fare – reimbursement of cost (standard class) as shown on ticket
 - Parking – reimbursement of cost as shown on ticket (only available where no free parking is available) within reasonable walking distance)
 - Where a Councillor is authorised to carry another Councillor or officer to the same approved duty, a passenger supplement of 5p per mile per passenger may be claimed.
 - Public transport will be reimbursed at standard class rates on production of a valid ticket.
- 4.4 Parking fees will be reimbursed where no reasonable free parking is available. Councillors must retain a ticket or receipt for parking. Where VAT is charges, a VAT receipt must be provided to support VAT reclaim.
- 4.5 The Council will not reimburse:
- Penalty notices

- Fines
- Charges incurred as a result of speeding or illegal parking

5. Subsistence and Accommodation

5.1 Subsistence claims may be made when attending pre-approved full-day meetings, training sessions, or conferences outside the parish. Claims must not exceed:

- £8 for breakfast
- £11 for lunch
- £20 for an evening meal

5.2 These amounts may be varied by resolution of the Council. Subsistence payments are not an automatic entitlement and will only be reimbursed where the Council has agreed to do so.

5.3 Overnight accommodation may be reimbursed where required for an approved Council-related event and agreed in advance.

6. Other Reimbursable Expenses

6.1 The Councillors Allowance paid by the Council is intended to cover routine, everyday costs associated with undertaking the role, including general stationery and ordinary home printing.

6.2 Councillors may, however, claim reimbursement for specific or expectational expenses incurred wholly and necessarily for Council business, where these have been approved in advance. This includes:

- Postage for Council correspondence
- Printing or copying required for a specific Council project or event
- Stationery or materials required for a defined Council task
- Any stationery or printing required by co-opted Councillors, who do not receive an allowance
- Where practicable, postage, printing/ copying and stationery should be arranged and paid via the Council office to ensure best value, VAT evidence, and audit trail.

6.3 The Council will not reimburse personal items, discretionary purchases, or general household stationery not required for Council duties.

7. Mayor/ Chairperson's Allowance

7.1 The Mayor/ Chair's allowance is a personal allowance provided for under relevant local government legislation (Section 15(5) of the Local Government Act 1972). It is intended to cover personal incidental civic expenses, such as:

- Small gifts and tokens of appreciation
- Civic hospitality
- Personal printing, postage, or minor costs incurred in carrying out civic duties.

7.2 The allowance may cover:

- Travel and subsistence for official mayoral or chairperson engagements
- Small gifts, tokens and civic hospitality
- Printing, postage, and incidental civic expenses

7.3 Where practicable, civic events, hospitality, printing, and postage should be arranged and paid via the Council office rather than purchased personally.

8. VAT

8.1 For VAT purposes, Councillors are treated as employees while carrying out official duties. VAT may be reclaimed where:

- The Councillor accepts responsibility for the expenditure
- Goods or Services ordered are in the Councils name
- Proper VAT receipts are provided

9. Budget Management and Fair Use

9.1 The Councillor's Expenses Budget is limited. The Town Clerk/ Responsible Finance Officer will monitor expenditure and may refuse claims is:

- Funds are insufficient; or
- Approval would result in a disproportionate share of the budget being used by an individual member

9.2 This ensures fair and equitable access to the budget across the Council.

10. Claims Process

10.1 Councillors must submit an expenses claim form detailing:

- The date and purpose of expenditure
- Mileage information, where relevant
- Receipts for all non-mileage claims

10.2 Claims must normally be submitted within 30 days of the expense being incurred. Late claims may be refused unless exceptional circumstances apply.

10.3 Claims will be reviewed and authorised by the Town Clerk, or by another authorised signatory where required.

10.4 The Council will maintain a record of all approved expenses as part of its financial record.

10.5 Unexpected or emergency expenditure should be reported to the next Full Council meeting and may be reimbursed if it meets the criteria in this policy.

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Clerk/Proper Office/RFO