

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 **23rd January 2026** in **Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00.**

PRESENT: Councillors D Murray, M Cunningham, G Archer, M Caira, S Shing **(5)**

NOT PRESENT: Councillor M Piper, D Dunbar, D Watts, J Keen **(4)**

MINUTES

14016 Item 1: Opportunity for Public Comment for items on the agenda

None

14017 Item 2: Apologies for absence

Apologies from Cllr M Piper, D Dunbar, D Watts

No other apologies received

14018 Item 3: Declarations of interest

No Declarations of interest received

14019 Item 4: Minutes of the meeting dated 10th January 2025, 25th July 2025, 17th October 2025, 7th November 2025, 19th December 2025

It was resolved to adopt the minutes of the Finance and Policy Committee Meetings dated 10th January 2025, 25th July 2025, 17th October 2025, 7th November 2025, 19th December. VOTE all in favour.

14020 Item 5: Payments of accounts as presented

List of payments made between 01/12/2025 – 31/12/2025 = £57,926.10

It was resolved to approve the payments totalling at £57,926.10. VOTE all in favour.

14021 Item 6: Motion to go over budget

- a. **Motion to go over budget 2025/26 for the disposal of confidential waste and IT waste from general reserves by £300**

- b. Motion to go over budget 2025/26 for Grounds Maintenance by £1,290 from general reserves
- c. Motion to go over budget 2025/26 for Councillors Training by £300

A vote was taken en bloc.

It was resolved to go over budget 2025/26 for the disposal of confidential waste and IT waste from general reserves by £300, for Grounds Maintenance by £1,290 from general reserves, for Councillors training by £300 from general reserves. VOTE all in favour.

14022 Item 7: Motion to waive the Council Chamber hire charges in support of Wealden Works

It was resolved to waive the Council Chamber hire charges in support of Wealden Works, a charity that supports young residents of Polegate*. VOTE all in favour.

14023 Item 8: 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. (Contracts)

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

14024 Item 9: Grass Cutting – To extend the contract with our current contractors for 2026/27

It was resolved to extend the grass cutting contract with our current contractors IDverde for 2026/27. VOTE all in favour.

14025 Item 10: Grounds Contracts – To select a contractor

It was resolved to go with ACE Landscapes for the Grounds Maintenance Contract. VOTE 4 for 1 Against Cllr M Cunningham.

The meeting closed at 10:24am

Signed Chair of Meeting _____ Date _____

*Wealden Works Website: www.wealdenworks.co.uk

List of Payments made between 01/02/2026 and 28/02/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/02/2026	Business Stream	DIRECT DEB	41.07		49/51 High St Water
02/02/2026	Business Stream	DIRECT DEB	151.00		Cophall Water
04/02/2026	Barclays Bank	DIRECT DEB	47.14		Bank Charges
06/02/2026	BrightHR	DIRECT DEB	201.82		Provision of HR Services
09/02/2026	Nest Pension Scheme	DIRECT DEB	927.06		Nest Pension for January 26
10/02/2026	SME IT Solutions Ltd	BX506424	301.22		IT Office Costs
10/02/2026	Eastbourne Electrical LLP	BX490335	201.60		Gents toilets at Wannock
10/02/2026	Europlants Ltd	BX492892	57.58		Monthly maintenance costs
10/02/2026	SME IT Solutions Ltd	BX506370	277.97		IT Office costs
10/02/2026	Mr Dan Dunbar	BX490672	95.00		Polegate Pantomime
10/02/2026	Ace Landscapes	BX486938	685.20		Gosford Allotments clearance
10/02/2026	Withers DIY	BX508243	265.68		Misc Spend
10/02/2026	Lewes District Council	BX497257	54.00		Play Park Inspections
10/02/2026	Mulberry Local Authority Servi	BX502148	144.00		Professional Services
10/02/2026	IDVerde	BX497192	2,016.00		Playground Inspections Jan 26
10/02/2026	Mulberry Local Authority Servi	BX500354	54.00		Cllrs Finance Training
10/02/2026	MULTICARE MEDICAL	BX487668	592.44		Service & Inspection of equip
10/02/2026	PJC Consultancy Ltd	BX502201	384.00		Subsidence Report
10/02/2026	Ace Landscapes	BX484474	648.00		Fencing at Cophall Allotments
10/02/2026		BX489563	9.25		Next day postage NatWest
10/02/2026	Blue Frog Cleaning Services Lt	BX487349	456.65		Cleaning Services
10/02/2026	Acoustic Souith East	BX486968	2,220.00		BS4142 Survey & Assement
10/02/2026	Wildlife Rescue & Ambulance Se	BX489338	636.15		Donation from Mayor
10/02/2026	VIKING Office Depot Internatio	BX506488	137.03		Postage & Stationery
10/02/2026	Echo Cleaning	BX492644	150.00		Office & Window Cleaning
10/02/2026	Mr Dan Dunbar	BX489647	3.60		Visit to CODA Pharmacy
10/02/2026	SME IT Solutions Ltd	BX504276	150.64		IT Telephone costs
10/02/2026	Recorra Sout East Ltd	BX504539	62.94		Refuse Collection
10/02/2026	Kent County Council KCS	BX497320	259.28		Photocopy Charges
16/02/2026	Advo Group	DIRECT DEB	154.99		Payroll Services
17/02/2026	EDF Energy	DIRECT DEB	113.07		51 High St Electric
17/02/2026	EDF Energy	DIRECT DEB	761.61		49 High St Electric
17/02/2026	Drax Energy	DIRECT DEB	1,798.13		Supply of Street Lighting
19/02/2026	Mulberry Local Authority Servi	BX689081	197.04		Professional Services
19/02/2026	Recorra Sout East Ltd	BX690939	95.29		Refuse Collection
20/02/2026	Inland Revenue	DIRECT DEB	4,425.28		Tax & NI for January 26
23/02/2026		BX683064	10.25		Postage
23/02/2026	Ace Landscapes	BX868191	295.78		Brightling Rd Bins
23/02/2026	Surrey Hills Solicitors	BX693503	756.00		Professional Charges
23/02/2026	Richardson Architecture Limite	BX684896	540.00		Planning Application for Air
23/02/2026	Lewes District Council	BX687787	54.00		Play Area Inspections
23/02/2026	VIKING Office Depot Internatio	BX692641	109.05		Stationery
23/02/2026	Haven Security Ltd	BX685670	157.20		Annual alarm Maintenance
23/02/2026	Ace Landscapes	BX861916	369.72		Brightling Rd Bins
23/02/2026	Trenchline Utilites Ltd	BX682975	737.75		Remove & Replace Drain
Total Payments			21,805.48		



Item 6: Flagpole Repairs – Report

Following concerns raised about the Town Council's flagpole leaning, an emergency call-out was arranged. The contractor was able to straighten and temporarily secure the pole; however, their service report highlights several structural issues that require full repair or replacement within the next 12 months to ensure safety and continued use.

Summary of Issues Identified

- The flagpole had been moving due to severely worn and failed threads on the securing bolts, creating a gap of approximately 2 cm between the pole and base plate.
- Because the threads failed, the pole could no longer be fully tightened or safely secured.
- Emergency remedial work was carried out by raising the pole above the damaged thread area and fitting new washers and bolts as a temporary measure.
- Additional faults were also identified, including:
 - Incorrect thickness securing nuts (now replaced)
 - A worn halyard (replaced)
 - A non-functional finial (replaced)

Contractor's Recommendation

While the pole is currently upright and functioning, the contractor strongly advises full repair or replacement of the flagpole and its base assembly.

Due to the damaged threads:

- The hinge mechanism can no longer be used for safe lowering of the pole during servicing.
- If the same issue occurs again, a similar repair may not be possible.
- The remaining threads are limited, reducing the reliability and safety of future maintenance.

- An annual service is recommended going forward.

Risk Consideration

If the recommended work is not completed, the flagpole may become unstable again. Continued reliance on the temporary fix increases the risk of failure, posing a potential safety hazard to the public and staff.

Financial Implication

The cost to carry out the full repairs, including replacement of the pole as recommended, is £1,630.80 excluding VAT, to be funded from General Reserves.

Motion

To approve the full repair and replacement works to the flagpole, as detailed in the contractor's report, at a cost of £1,630.80 (excluding VAT), funded from General Reserves.

QUOTATION

Specialised Canvas Services Ltd
Adelphi Way
Ireland Industrial Estate
Staveley
Chesterfield S43 3LS
01246 472949



Polegate Town Council
49 High Street Polegate
East Sussex
BN26 6AL
United Kingdom

Ref No. 316152/1
Dated 12/02/2026
Contact [REDACTED]
Tel 01323 488114
Fax

Thank you for your enquiry - I am pleased to offer the following quotation:

Re : Flagpole Service

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	Service by Flagmakers	£1,630.80	£1,630.80

Item: Ground Mounted Flagpole
Material: Glassfibre?
Halyard: Internal
Base: Fixed
Qty: 1
Last Visit: N/A
Address: 49 High Street Polegate East Sussex BN26 6AL
Date: ASAP

Issues: The pole is on a small lean, may be a danger.

Maintenance checks include:
- foundation and ground anchor bolt inspection
- pole check for signs of wear, fatigue, bending or failure
- halyards REPLACED
- cleats and fittings checked
- poles lowered and cleaned to remove dirt (if applicable)
- finials and rotating arms checked (if applicable)

Any additional parts required to be charged after visit. Further works to be quoted for following service if necessary

Sub Total	£1,630.80
VAT	£326.16
TOTAL	£1,956.96

Payment: XX days from date of invoice

- * Quotations are valid for 30 days from date issued.
- * We reserve the right to revise this quotation if your order does not match the quotation specification shown. Prices are based on our understanding of the specification and are subject to sight of artwork, drawings, or manufacturing constraints.
- * Artwork - Quotations for printed items include set up for one artwork type. An additional charge will apply for jobs with multiple artwork types.
- * Prices are quoted per item, excluding VAT & delivery.
- * Delivery - Bulk Packed for delivery by carrier.
- * Terms - Unless your company has an account with a member of the Specialised Canvas Group, all transactions must be pre-paid in full at point of order.
- * Cancellation - Cancellation of a confirmed order will incur a fee of 20% of order value, excluding VAT.
- * Conditions of Sale - All orders are subject to our standard terms and conditions of sale. Copies are available on request.
- * A stocking fee will apply to orders which are not collected within 5 days of notification of completion.
- * Unless faulty, refunds cannot be made for bespoke manufactured or non standard products.
- * Items requiring a refund must be returned (at Senders cost) unused, in the original packaging, within 30 days from purchase date.
- * A 25% re-stocking charge will apply to cover the administration of returned goods.



Item 7: New Bridge – Delegated Authority for Design and Specification Work

Purpose:

To seek approval to delegate authority to the Clerk to commission the design and technical specification for a replacement bridge at the Brightling site, to allow heavy-vehicle access to the field.

Background:

The existing bridge at the site has a 7.5-tonne weight limit, which is insufficient for the heavy vehicles required to advance the Brightling project. The proposed replacement bridge is expected to deliver a capacity in the region of 20–30 tonnes, subject to detailed design.

The William Daley Gate entrance is believed to have a load-bearing capacity of approximately 23–30 tonnes, although this will be formally assessed. The new bridge design will therefore aim to align with the confirmed capacity of this entrance to ensure the entire access route, from the gate to the field, is suitable and consistent for heavy-vehicle movements.

The design will also need to ensure compatibility with the pipe culvert located at the William Daley Gate.

Financial Implications:

The expected cost of the design and specification work is in the region of £10,000–£15,000, to be funded from General Reserves.

Recommendation:

That the Committee delegates authority to the Clerk to approve and commission the necessary design and specification work for the new bridge, up to a maximum expenditure of £15,000, funded from General Reserves.