

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 26th November 2021 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL

Present: Cllrs D Murray, Mrs M Piper, M Cunningham, D Sanders, D Dunbar M Falkner (6)

Not Present: Cllrs Ms A Snell, D Watts, Mrs L Sargent, S Shing (4)

No members of the public present

Minute Number	Resolution
12926	Opportunity for Public None
12927	Apologies for absence Cllr Ms A Snell, Mrs L Sargent, D Watts
12928	Declarations of interest in any items on the agenda None
12929	Minutes of Finance & Policy committee meeting of 22nd October 2021 <u>It was resolved to adopt the Minutes of Finance & Policy committee meeting of 22nd October 2021 VOTE All in favour Cllrs D Murray, Mrs M Piper, M Cunningham, D Sanders, D Dunbar M Falkner</u>
12930	Payments of accounts as presented None
12931	Budgets 2022/23 It was agreed to add £1000 for a new item "events" to fund events on Brightling Road. (similar to public info events) It was agreed that codes 4270 and 4274 would be increased The tax base was expected to increase but the final budget figures would not be known until after the tax base was received from Wealden District Council. General discussions on the expected increase from 0% to 2.5% even though inflation was expected to be around 4%. No decision would be made until more was know re Full Council 29 th November and the tax base expected early December.
12932	Fees and Charges <u>It was agreed to increase the Cophall allotment fees to £7.70 in line with other local town councils. It was agreed to increase Gosford way allotment to £5.</u> <u>It was agreed to increase the charge for the hire of the council chambers to £27 for the first hour and £10 per hour for each hour afterwards. Minimum hire 2 hours.</u> <u>It was agreed to increase the hire charge for 51 High Street to £27 per hour for the first hour and £10 for each hour afterwards. The PADMEC fee would remain at £120 p.a.</u> <u>Free groups as per schedule: All groups represented on the current council plus the local MP (free) ALL COUNCILLORS (except during election time) (free) Affiliated groups (free): Wealden Citizen's advice; Twinning association; Sussex Police. VOTE All in favour Cllrs D Murray, Mrs M Piper, M Cunningham, D Sanders, D Dunbar M Falkner</u>

The meeting closed at 10:17am

Signed by _____ Chair of Finance & Policy _____ Dated _____

DRAFT

ITEM 6 finance & Policy Committee 8th April 2022

The toilet cleaning contract quotes have been long overdue, and the office has been chasing these for some time. At budget time the estimate was £7000 pa for the annual contract. The quotes are now all in and the contract values range to just under £12000 and are around £8800. Therefore, the finance committee is asked to approve a increase in spending to £8800 to allow the new contract to be put in place. Cost increases are likely to be related to fuel increases and minimum wage increases.

Motion to approve overspend of approx. 1800 and increase provision to £8800 from £7000. To increase the budget accordingly for 2023/24 budget to be approved later in the year and resolved in Jan 2023.

ITEM 7

To approve the increase in spend for all electricity budgets as it is unknown what level of increase will occur, but payments are made direct debit and need to be preapproved. As these are likely to exceed the budget a resolution is required.

I will be reviewing the contracts and will report back again to finance. The staff will be looking at ways to reduce energy costs over time in accordance with our EPC recommendations and our climate change agenda.

Current energy charges include High Street office, 51 High Street, public toilet, garage at Wannock Road. Street lighting. High Street CCTV, Christmas lighting.

ITEM 8

The office has two very old laptops, both no longer work and are at end of life. The newer one was sent to our IT contractor to assess if it could be upgraded. It cannot please see below extract:



Motion to write off two laptops and remove from asset register and to have them securely destroyed (GDPR requirements.)