UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 14th July 2023 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present:

Cllrs D Murray, J Heward, M Piper, D Dunbar, M Cunningham(4)
Not Present: Cllrs D Watts, S Shing, J Holles, J Keen (4)
No members of the public present
Also present but not voting N Dunbar

Minute Number	Resolution
13337	**Opportunity for Public Comment for items on the agenda** None
13338	**Apologies for absence** Cllrs D Watts, J Holles, J Keen, S Shing
13339	**Declarations of interest in any items on the agenda** None
13340	**Minutes of the Finance committee meeting on 9th June 2023** **It was resolved to adopt the minutes of 9th June 2023 as an accurate record of the meeting VOTE All in favour**
13341	**Payments of accounts** **It was resolved to accept the payments as presented. £10,820.51 VOTE All in favour.**

The meeting closed at 10:02am

Signed by ________________________________ Chair of Finance & Policy _____________________Dated

Current/Business Premium

Payments made between 01/08/2023 and 31/08/2023

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
01/08/2023	BROXAP	23/07/033	7,281.60	7,281.60		500			Wetpour Surfacing
01/08/2023	Kent County Council	23/07/034	615.26		102.54	4136	201	120.32	Copier charges 3/2 - 22/6/23
						4032	102	392.40	Copier charges 3/2 - 22/6/23
01/08/2023	Denma Cleaning Services Ltd	23/07/035	11.28	11.28		500			Hand Soap
01/08/2023	Withers DIY	23/07/036	79.51		13.25	4220	302	66.26	Misc items
01/08/2023	SLCC	23/07/037	416.40	416.40		500			Job vacancy advert
01/08/2023	Signs Of Style - Ian Adams	23/07/038	75.00	75.00		500			Gold leaf on Mayors Board
01/08/2023	Echo Cleaning	23/07/039	240.00		40.00	4004	201	200.00	Office Cleaning
01/08/2023	Recorra South East Ltd	23/07/040	71.28		11.88	4155	201	59.40	Weekly Waste Bins
01/08/2023	Recorra South East Ltd	23/07/041	45.36		7.56	4155	201	37.80	11 White security Sacks
01/08/2023	Recorra South East Ltd	23/07/042	14.90		2.48	4155	201	12.42	Empty waste bins
01/08/2023	SME IT Solutions Ltd	23/08/021	555.23		92.54	4036	102	11.30	MS 365 Viso Plan
						4072	102	20.20	MS 365 E3 Annual Commit Legacy
						4036	102	22.60	MS 365 Project Plan 3
						4072	102	108.00	MS 365 Business Basic Annual C
						4036	102	18.80	MS 365 Business Stnandard
						4037	102	3.99	Domain
						4037	102	9.99	Webspace
						4071	102	180.00	Managed Services
						4071	102	6.99	Back Up Agent
						4071	102	62.88	Malware Detection
						4071	102	17.94	Cloud Back Up
02/08/2023	Olive Designs	23/07/045	60.00			4093	103	60.00	Logo Design etc
02/08/2023	Mr D Dunbar	23/07/046	69.20			4093	103	69.20	Expenses Claim
02/08/2023	Wicksteed	23/07/047	358.06	358.06		500			Wicksteed Cradle Seat
02/08/2023	VIKING Office Depot Internatio	23/07/048	259.80	259.80		500			Stationery
02/08/2023	SLCC Enterprises Ltd	23/07/049	18.00		3.00	4016	101	15.00	Course How to use ChatGPT
02/08/2023	Lewes District Council	23/08/001	54.00	54.00		500			Play area inspections
02/08/2023	SME IT Solutions Ltd	23/08/002	125.28		20.88	4069	102	18.69	Line Rental
						4070	102	34.49	TTB FTTC 80/20 Unmetered
						4069	102	47.94	SME Hosted Voice
						4069	102	2.97	SME Telephone Number
	Subtotal Carried Forward:		10,350.16	8,456.14	294.13			1,599.58	

Current/Business Premium

Payments made between 01/08/2023 and 31/08/2023

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Nominal Ledger Analysis
						4069	102	0.31	Call Charges
02/08/2023	Countrymans Contractors Ltd	23/08/003	2,153.53		358.92	4256	303	1,794.61	Urban Grass Cut July 23
02/08/2023	Countrymans Contractors Ltd	23/08/004	575.56		95.93	4223	302	479.63	Open Spaces July 23
02/08/2023	Olive Designs	23/08/005	190.00			4093	103	190.00	Feather Flag
02/08/2023	Mulberry & Co	23/08/006	1,080.00		180.00	8060	102	900.00	Locum Support Services
02/08/2023	BROXAP	23/08/007	474.00	474.00		500			Post Installation Inspection
02/08/2023	Countrymans Contractors ltd	23/08/008	352.50	352.50		500			Weekly Skate Park Bins
02/08/2023	Europlants Ltd	23/08/009	360.00	360.00		500			Additional water of trees
02/08/2023	Denma Cleaning Services Ltd	23/08/010	1,056.32	1,056.32		500			Cleaning Services
02/08/2023	[redacted]	23/08/011	30.00			4015	101	30.00	Travel expenses
02/08/2023	[redacted]	23/08/012	100.00			4014	101	100.00	Structural report following
02/08/2023	SME IT Solutions Ltd	23/08/013	127.31		21.22	4069	102	18.69	Line Rental
						4070	102	34.49	TTB FTTC 80/20 Unmetered
						4069	102	47.94	SME Hosted Voice
						4069	102	2.97	Telephone Nimber
						4069	102	2.00	Call Charges
02/08/2023	Europlants Ltd	23/08/014	1,095.25	1,095.25		500			Seasonal Maintenance
02/08/2023	Europlants Ltd	23/08/015	60.00	60.00		500			Additional weed control
02/08/2023	Mr Dan Dunbar	23/08/046	120.00	120.00		500			Refreshments
02/08/2023	Countrymans Contractors ltd	23/09/012	2,153.53	2,153.53		500			Urban Grass Cutting
04/08/2023	Playsafety Ltd (RoSPA)	23/08/019	226.20		37.70	4243	302	188.50	Annual Inspection - Skate Park
04/08/2023	Barclays Bank PLC	Commission	49.00	49.00		500			Commission Charges
07/08/2023	SME IT Solutions Ltd	23/08/022	555.08		92.51	4036	102	11.30	MS 365 Visio Plan
						4072	102	20.20	MS 365 E3 Annual Commit Legacy
						4036	102	22.60	MS 365 Project Plan 3
						4072	102	108.00	MS 365 Business Basic
						4072	102	18.80	MS 365 Business Standard
						4037	102	3.99	Domain
						4037	102	9.99	Webspace
						4071	102	180.00	Managed services
	Subtotal Carried Forward:		21,108.44	14,176.74	1,080.41			5,763.60	

Current/Business Premium

Payments made between 01/08/2023 and 31/08/2023

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4071	102	6.99	Back Up Agent
						4036	102	62.76	Malware Detection
						4071	102	17.94	Cloud Back Up
09/08/2023	Police&Crime CommissionerSX	23/08/016	1,912.05			4201	301	1,912.05	CCTV Transmission
10/08/2023	SME IT Solutions Ltd	23/08/024	554.65		92.44	4072	102	11.30	MS 365 Visio Plan
						4072	102	20.20	MS 365 E3 Annual Commit
						4072	102	22.60	MS 365 Project Plan 3
						4072	102	108.00	MS 365 Business Basic
						4072	102	18.80	MS 36 Business Standard
						4069	102	3.99	Bandwith Unlimited
						4037	102	9.99	Webspace
						4071	102	180.00	Managed Services
						4071	102	6.99	Backup Agent
						4071	102	62.40	Malware Protection etc
						4071	102	17.94	Cloud Backup
14/08/2023	Recorra South East Ltd	23/08/017	77.21		12.87	4155	201	64.34	Waste Collection
15/08/2023	Staff Salaries Cash Book	Aug Sals	4,587.45			202		4,587.45	August Salaries
15/08/2023	EDF Energy	Monthly DD	315.00	315.00		500			Monthly Elect for 49 High St
15/08/2023	Wealden District Council	NNDR	707.00	707.00		500			NNDR for 23/24
21/08/2023	Denma Cleaning Services Ltd	23/08/018	50.32	50.32		500			Jumbo Dispenser
21/08/2023	Inland revenue	BX818538	1,890.48			4000	101	1,189.36	Inland Revenue payments
						4002	101	106.93	Inland Revenue payments
						4022	101	-26.00	Inland Revenue payments
						4007	101	620.19	Inland Revenue payments
22/08/2023	Nest pension scheme	DIRECT DEB	420.71			4000	101	185.11	Nest Pension Scheme Employees
						4002	101	55.30	Nest Pension Scheme Employees
						4008	101	180.30	Nest Pension Scheme Employees
29/08/2023	Barclays Bank PLC	29/08/2023	517.85	517.85		500			Misc Spend
29/08/2023	EDF Energy	Payment	1.00	1.00		500			EDF payment
	Total Payments:		32,142.16	15,767.91	1,185.72			15,188.53	

Report to Finance Committee members and requests from budget

Item 1 no papers

Item 2 no papers

Item 3 no papers

Item 4 minutes of 14th July 2023. These are to confirm they re an accurate record of the meeting.

Item 5 Payments listing for August total £32142.16 (already paid – to formally approve)

Item 6 A quote for a new gate has been requested, this will be over my 4220 budget but is required. Therefore, a formal request to take from general reserves approx. £1800. Quote can be viewed but matches in with current fencing. £1674.25 ex VAT.

Item 7 The flower group have identified that the planter's soil is compacted by roots and needs refurbishment. The quote received to replace soil and add new feature plants as requested by the flower group is just under £3000. There are many underspent budgets at present so this could come from general reserves where the budget underspends will go back to. They have also identified around £300 required to purchase more bulbs, a little more if they are to be planted by a contractor. The request is to go ahead with these also from general reserves/virement. These two items are a "one off" and therefore shouldn't be added as an extra budget amount.

Item 8 as above the items are now falling outside of budget, so a request to allow an extra £2000 to the 4220 general maintenance budget as some things need to be agreed urgently. This is required to have a skip at the garage and allotment, where the payback team and staff are clearing the areas, which fall outside of normal maintenance.

Item 9 is a vote to go into confidential to discuss a contract. The decision/resolution will be minuted, but the discussion should take place in confidential session.

Item 10 roadway contract for Brightling.

It was previously agreed to have a roadway run from the bridge to PADMEC, this will also help accessibility by buggies, mobility scooters and vehicles across the field, especially in wet weather where the field gets too wet to cross.

This is delegated to the clerk, but the contract value is around £60,000 therefore the clerk believes that it is important that B&L select the contractor and ensure they are happy with the specification and finance agree the financial aspect of the contract based on the recommendation of B&L committee on which contractors to select. This is under tender limits. The specification was drafted in consultation with the architect applying for planning permission who suggested Breedon is the best for accessibility (and vehicles). The decision will be with B&L and the decision by finance will be to agree for the payment with the contractor select by B&L (as they have no budget as of yet).

B&L will meet on 13th October and papers will follow on their selection of contractor and reasons behind it in confidential paperwork.

For finance to note:

Unexpected income to be aware of

1. £4939 (from the compulsory purchase order – legal fees)
2. IRO £2000 being applied as interest income on the accounts at present