UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee meeting held on Friday 10th January 2025 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murry, S Shing, M Piper, D Dunbar, M Cunningham, J keen **(6)**
Not Present: Cllr D Watts **(1)**
No members of the public present

Minute Number	Resolution
13701	**<u>Cllr D Dunbar was voted to chair the meeting until the chairperson arrived. VOTE All in favour.</u>** **Opportunity for Public** None
13702	**Apologies for absence** Cllr D Watts *Cllr D Murray arrived at 10:01am* *Cllr D Murray resumed as chair at this point.*
13703	**Declarations of interest in any items on the agenda** None
13704	**Minutes of the Finance & Policy committee meeting on 22nd November 2024** Draft minutes had been circulated to all prior to the meeting there were no queries. **<u>It was resolved to accept the minutes of the Finance & Policy committee meeting on 22nd November as an accurate record of the meeting and these were signed by the chair. VOTE All in favour</u>**
13705	**Payments of accounts** Payments list had been circulated to all prior to the meeting. **<u>It was resolved to accept the payments as presented £50,497.24. VOTE All in favour.</u>**
13706	**Motion to approve the Biodiversity Policy** The draft policy was circulated to all councillors prior to the meeting. **<u>It was resolved to adopt the Biodiversity Policy. VOTE all in favour</u>.**
13707	**Motion to adopt the new councillors' allowances 2025/26 per report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowanced for 2025/26** A discussion on whether councillors should increase the rate took place. **<u>It was resolved to adopt the new councillors' allowances 2025/26 per report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowanced for 2025/26 VOTE 5 for 1 abstention Cllr J Keen.</u>**
13708	**Motion to use remainder budget Grass cutting and interest income to go into EMR for Allotment works per report IRO £15,000** **<u>It was resolved to use remainder budget Grass cutting and interest income to go into EMR for Allotment works per report IRO £15,000 VOTE All in favour</u>**

13709	**Motion to approve repair the Mayors Chain as per report costs to come from general reserves** *Cllr M Piper left at 10:50am* <u>A discussion took place on the merits of having the chain and its importance for the council. However, it was resolved to defer the item pending more quotes from the company who may have created the original chain. VOTE All in favour of a deferral for now.</u>

The meeting closed at 10:56 am

Signed by ________________________________ Chair of Finance & Policy _____________________Dated

Polegate Town Council

Cashbook 1

Current/Business Premium

Payments made between 01/12/2024 and 31/12/2024

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
02/12/2024	Business Stream	DIRECT DEB	10.26			4132	201	10.26	49/51 Water
02/12/2024	Business Stream	DIRECT DEB	41.07			4272	304	41.07	Cophall Water
05/12/2024	Barclays Bank	DIRECT DEB	47.38			4056	102	47.38	Bank Commission Charges
10/12/2024	SME IT Solutions Ltd	BX004656	636.36	636.36		500			IT Office Costs
10/12/2024	Kent County Council KCS	BX004661	222.84	222.84		500			Photocopy Lease
10/12/2024	[redacted]	BX005007	7.65	7.65		500			[redacted]
10/12/2024	SLCC	BX005152	36.00	36.00		500			Intro to Biodiversity
10/12/2024	SME IT Solutions Ltd	BX005319	174.00	174.00		500			IT Telephone Costs
10/12/2024	[redacted]	BX005571	11.25	11.25		500			[redacted]
10/12/2024	Mr Dan Dunbar	BX006392	9.65	9.65		500			East Sussex Prayer Breakfast
10/12/2024	Mr Dan Dunbar	BX007368	4.50	4.50		500			Church Service in Pevensey
10/12/2024	Mr Dan Dunbar	BX007389	4.50	4.50		500			Family Support Netork AGM
10/12/2024	Mr Dan Dunbar	BX007432	3.60	3.60		500			E'bourne Youth Radio
10/12/2024	Europlants Ltd	BX011592	57.58	57.58		500			Hailsham Beds & Council Office
10/12/2024	Denma Cleaning Services Ltd	BX015728	819.00	819.00		500			Cleaning Services
10/12/2024	Mulberry Local Aurhority Servi	BX018756	1,512.00	1,512.00		500			Professional Services
10/12/2024	Echo Cleaning	BX018778	150.00	150.00		500			Office & Window Cleaning
10/12/2024	Eastbourne Electrical LLP	BX019416	450.00	450.00		500			Rectified items on report EICR
10/12/2024	Recorra Sout East Ltd	BX019446	5.52	5.52		500			Duty of Care
10/12/2024	Countrymans Contractors Ltd	BX019916	369.72	369.72		500			Saturday Bins
10/12/2024	Withers DIY	BX019942	238.92	238.92		500			Misc items
10/12/2024	Initial Washroom Hygiene	BX023385	5.29	5.29		500			Hygiene Bins
10/12/2024	KSS Air Ambulance Charity	BX027439	500.00	500.00		500			Grant
10/12/2024	St Georges Church	BX028580	73.50	73.50		500			Hire of hall for T Party
10/12/2024	GW Shelter solutions	BX028985	553.43	553.43		500			Supply & Install glass panels
10/12/2024	Mr Stephen Shing	BX030701	15.00	15.00		500			Prayer Breakfast
10/12/2024	[redacted]	BX031198	30.00	30.00		500			[redacted]
10/12/2024	[redacted]	BX031362	160.00	160.00		500			[redacted]
10/12/2024	Parish Online	BX037575	180.00	180.00		500			Parish Online - Mapping Softwa
15/12/2024	Staff Salaries Cash Book	DEC SALS	9,781.81			202		9,781.81	DEC SALARY
15/12/2024	Wealden District Council	NNDR	749.00			4130	201	749.00	Payment of NNDR
16/12/2024	Advo Group	DIRECT DEB	154.99		25.83	4009	101	129.16	Payroll Services
	Subtotal Carried Forward:		17,014.82	6,230.31	25.83			10,758.68	

Current/Business Premium

Payments made between 01/12/2024 and 31/12/2024

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/12/2024	EDF Energy	DIRECT DEB	315.30		52.55	4131	201	262.75	Electricity 49 High St
17/12/2024	EDF Energy	DIRECT DEB	26.00		1.24	4170	202	24.76	Electricity 51 High St
19/12/2024	Nest Pension Scheme	DIRECT DEB	538.71			4011	101	75.34	Nest Pension Dec 24
						4000	101	146.76	Nest Pension Dec 24
						4003	101	24.57	Nest Pension Dec 24
						4002	101	61.16	Nest Pension Dec 24
						4008	101	230.88	Nest Pension Dec 24
20/12/2024	Lewes District Council	BX129242	54.00	54.00		500			Park Checks
20/12/2024	Richardson Architecture Limite	BX132206	1,800.00	1,800.00		500			Skate Park Application
20/12/2024	Eastbourne Electrical LLP	BX806646	67.02	67.02		500			Replaced heater switch
20/12/2024	Eastbourne Electrical LLP	BX807959	73.45	73.45		500			Replace 2 Tubes in Office
20/12/2024	Prime Signs	BX809091	2,196.00	2,196.00		500			Templates for CPT
20/12/2024	Mr Dan Dunbar	BX809158	70.31	70.31		500			Chocolates for party
20/12/2024	Recorra Sout East Ltd	BX809194	266.21	266.21		500			Refuse Collection
20/12/2024	Boundaries Partnering	BX811572	780.00	780.00		500			Topographical Survey
20/12/2024	Newtimber Ltd	BX811930	4,620.00	4,620.00		500			Brightling Park Tree works
20/12/2024	Bright HR	BX811984	900.00	900.00		500			Provision of services
20/12/2024	UK Power Networks	BX814300	34,640.25	34,640.25		500			Payment of UMS 2021-24
20/12/2024	Public works Loan Board	DIRECT DEB	2,786.60			4162	201	2,636.23	Loan Repayment - Capital
						4163	201	150.37	Loan Repayment - Interest
20/12/2024	Inland Revenue	DIRECT DEB	4,595.56			4000	101	1,669.38	Tax & NI Nov 24
						4002	101	375.18	Tax & NI Nov 24
						4003	101	347.65	Tax & NI Nov 24
						4011	101	786.17	Tax & NI Nov 24
						4013	101	26.82	Tax & NI Nov 24
						4007	101	1,390.36	NI Nov 24
24/12/2024	Ultralite Ltd	BX432818	14,301.60	14,301.60		500			Christmas Lights for 2024
24/12/2024	Drax Energy	DIRECT DEB	5,958.07		993.01	4280	305	619.17	August 24
						4280	305	1,430.42	September 24
						4280	305	1,480.67	October 24
	Subtotal Carried Forward:		91,003.90	65,999.15	1,072.63			22,497.32	

Current/Business Premium

Payments made between 01/12/2024 and 31/12/2024

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
								Nominal Ledger Analysis	
						4280	305	1,434.80	November 24
30/12/2024	BarclayCard	BARCLAYCA	327.68		35.65	7001	701	40.13	100 Crackers for T Party
						4030	102	40.80	Postage Stamps
						7001	701	13.98	Chocolates for T Party
						7001	701	67.50	Sainburys spend for T Party
						7001	701	-38.00	Refund from Sainsburys
						7001	701	16.55	Sainburys Spend for T Party
						7001	701	13.00	Morrisons spend for T Party
						4146	201	28.33	Headset for PC
						4220	302	17.50	Remote Socket Adaptor Set
						4220	302	30.41	Glue Gun & Postcrete
						4220	302	61.83	Wetpour
30/12/2024	Wealden District Council	DIRECT DEB	1,482.00		247.00	4241	302	650.00	Dog Bin Emptying Charge
						4238	302	585.00	Litter Bin Emptying Charge
31/12/2024	Streetlights	BX845849	49.50	49.50		500			Col A Levett Ave
	Total Payments:		92,863.08	66,048.65	1,355.28			25,459.15	