UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 22nd October 2021 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL

Present: Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, S Shing, D Sanders, D Dunbar M Falkner **(8)**
Not Present: Cllrs Ms A Snell, Mrs L Sargent (2)
No members of the public present

Minute Number	Resolution
	-
12903	**Opportunity for Public** None
12904	**Apologies for absence** Cllr Ms A Snell, Mrs L Sargent
12905	**Declarations of interest in any items on the agenda** None
12906	**Minutes of Finance & Policy committee meeting of 20th November 2020** **It was resolved to adopt the Minutes of Finance & Policy committee meeting of 20th November 2020 VOTE All in favour Cllrs D Murray, D Watts, Mrs M Piper, M Cunningham, S Shing, D Sanders, D Dunbar M Falkner**
12907	**Payments of accounts as presented** None
12908	**Fees and Charges** A discussion on the fees and charges that the town council has control over, took place. The clerk was asked to gather additional information for the next meeting with a view to raising the allotment rent per rod to £7.70 in line with Hailsham's, but the clerk would check the comparable facilities on the Cophall allotment compared to the Hailsham allotments. The committee felt that it was important to cover the administration and other costs associated with the allotments. The deposits would remain the same. It was noted that there may be a possibility of moving over to an allotment society, but it was not expected that this would happen within the year. It was therefore agreed to defer this item. The clerk was asked to gather costs for the admin and cleaning of the chambers and 51 to ascertain whether the fees were covering these costs. It was considered unlikely that they were and that the costs would increase accordingly. It was agreed that even once the final fees were determined that the chambers would be left for council use at present during the ongoing pandemic. It was noted that St Johns church had done the same and no longer hired out to the community. Items were deferred until the next meeting.

The meeting closed at 10:17am
Signed by ________________________________ Chair of Finance & Policy ______________________Dated

		Year 2020/21			Year 2021/22			Year 2022/23	
		Budget			Budget			Budget	Notes
		£			£			£	
[1042]									
4000									
4001									
4002									
4003									
4004									
4005									
4006									
4007									
4008									
4009									
4010									
4011									
4012									
4013									
4014									
4015									
4016									
	EMPLOYEE COSTS	126,178			134,035			160,465	INCLUDES £30K FOR PESONNEL INCLUDING STAFF REVIEW
	TOTAL EMPLOYEE COSTS	-			134,035			160,465	
		£			£			£	
	ADMINISTRATION								
4030	Postage	500			500			500	
4031	Stationery	1500			1500			1500	
4032	Photocopy Charges	1500			1500			1500	
4035	Computer Consumables	200			200			300	
4036	MS office suite, staff, Jo for remote meetings & project	700			700		419	700	staff office suite & project
4037	Website, domain, maintenance	5800			350		250	350	4600 spare, could use to save for refresh website in 4 years?
4039	Legal Fees	4000			4400			5000	
4040	Audit Fees (external)	1000			1100			1600	
4043	Insurance Premiums	5000			5000			5000	
4044	Insurance Tree Inspection	300			500			500	
4045	Subscriptions	3000			3200			3200	nalc salc increase and slight increase of others.
4046	Publications	120			200			200	yellow book is now over £120 on its own
4047	Advertising	100			100			100	
4049	Tree Works Brightling Road	1000			1500			1500	
4050	Town Council Elections	5500			5500			5500	
4051	Poll referendum/by election costs	0			0			0	
4053	Refreshments	250			250			250	
4056	Bank/Barclaycard Charges	1350			1350			1000	CLOSER TO £1000 BUT COULD CHANGE
4059	First Aid	150			150			150	
4061	Newsletter/Mailshot Printing	0			0			0	
4062	Newsletter/Mailshot Production	500			500			500	
4063	Hire of Halls	300			300			300	
4069	Telephones	1600			700		800	800	VOIP lines etc lower cost
4070	Broadband / Internet Charges	550			500		450	500	new reduced costs
4071	IT services (maintenance of software and equipment) backup	832			2800		3200	3200	cloud backup for NAS and IT support
4072	IT outlook/office costs	1200			1700		1500	1700	outlook accounts, office 365 exchange account, outlook backup
4073	IT Office equipment reserve	700			700			700	reserve for new equipment £3500 / 5 years
	TOTAL ADMINISTRATION COSTS	**37,652**			**35,200**			**36,550**	

		Year 2020/21	Year 2021/22	Year 2022/23	
		Annual Budget	Annual Budget	Annual Budget	Notes
		£	£	£	
	TOWN COUNCILLORS				
1006	Mayor's Charity Fund	0	0	0	
4090	Councillors Allowances	6700	6700	7000	
4091	Councillors Expenses	500	500	500	
4092	Councillors Training	1000	1000	1000	
4093	Mayors Allowance	2000	2000	2000	
4095	Mayor's Fund Raising Charity	0	0	0	
	TOTAL TOWN COUNCILLORS	**10,200**	**10,200**	**10,500**	
	GENERAL ADMINISTRATION				
1004	Photocopies/Postage recharge	0	0	0	
1010	Investment Income	(500)	(500)	(500)	
4100	Grants To Other Organisations	1,000	1,000	1,000	
4103	Public Information Event(s)	1,000	1,000	1,000	
4105	Finance Software	1,000	1,000	1,200	
1009	Bank Loyalty Discount	(140)	(180)	(200)	
	TOTAL GENERAL ADMINISTRATION	**2,360**	**2,320**	**2,500**	
	COUNCIL OFFICES				
1000	Hire of Chamber / Offices	(500)	0	0	
4130	Council Tax	8000	9,500	8500	
4131	Electricity	2,200	2,300	2300	
4132	Water Charges	250	250	550	
4133	Sewerage Charges	250	250	550	172 x 90% plus 3%
4136	Photocopier Lease	810	810	810	keeping old mahcine at present
4139	Window Cleaning	240	240	300	
4140	Alarm Maintenance	450	450	1800	upgrade 51 alarm, plus annual 450
4141	Fire Precautions	360	440	440	
4142	Other maintenance	550	560	600	
4146	Other Office Equipment	1,250	1,250	1250	need new air con 1 over 3 years apporx 600 yr 2
	Office cleaning 49 & 51	0	0	4500	moved from cost centre 101
4154	Housekeeping sanitary bins 49/51	240	120	380	includes council garden toilet
4155	Refuse Collection (Commercial)	1,300	1,300	1300	incl for extra empties and confidential waste
4162	PWLB Loans - Capital	4,166	4,249	4654.24	
4163	PWLB Loans - Interest	1,408	1,436	918.96	
	TOTAL COUNCIL OFFICES	**20,974**	**23,155**	**28,853.20**	
		£	£	£	
	51 HIGH STREET - RENTED OFFICES				
1005	Income	(900)	0	0	none? Covid?? 0-600
4170	Expenditure	900	1,800	1,800	COULD BE 600-1800 DEPENDING ON COVID
	TOTAL 51 HIGH STREET	**0**	**1,800**	**1,800**	
	THE PAVILION, WANNOCK ROAD				All related to CIC and will be paid as a grant once lease is in place until the CIC can generate funding to cover the costs
1030	Rental Income	(1,600)	(1,200)	(1,200)	less income
4179	Pavilion Insurance (CIC)	1,200	1,200	1,200	same
4180	Electricity	2,300	2,300	2,300	same
4181	Water	500	600	600	slightly higher
4182	Sewerage	500	500	500	same
4186	Fire Precautions	250	250	250	same
4187	Pavilion refuse	455	500	500	slightly higher
			148		
	TOTAL THE PAVILION, WANNOCK ROAD	**3,605**	**4,298**	**4,150**	
	WANNOCK OFFICE, WANNOCK ROAD				
1032	Rental Income - Wannock Office	(50)	0	0	
4190	Electricity	800	800	800	
4192	Sewerage	750	750	750	overestimated as refunds and no bills this year

	fresh water	0			0			0	
4193	Council tax	3,700			3,811			0	Once lease is in place apply for 100% relief of council tax.
4195	Maintenance	360			360			360	
4196	Fire precautions	150			150			150	
	Park checks	0			0				
4197	Grounds Maintenance wannock	6,500			6,700		16,810	6,700	grounds maintenance new code to show costs clearly and includes VAT
	Toilets	0			0			7,000	from code 4235 Wannock Toilets
	San bins for public toilet							350	
	accounting fees etc							200	Accouiting fee + 13 + 15
	IT fees (domain)							50	
	Braodband fees							450	£34.99 X 12
4198	**grant to cic**	0			200		20,960	25,152	will be total expenses plus accounting fees and VAT
1030	**lease charge to CIC**								
	TOTAL WANNOCK OFFICE, WANNOCK ROAD	**12,210**			**12,771**			**25,152**	total to CIC AS "Grant"
	HIGH STREET TOILETS								
1035	Income from Toilet Scheme	(1,234)			(1,234)			(1,234)	
4500	Cleaning/opening contract	6,500			7,000			7,000	**including opening closing and cleaning**
4501	Maintenance	650			250			250	NONE?
4502	Electricity	500			600			0	WILL BE UNDER 49 HIGH STREET COSTS
4503	Water & sewerage combined	900			600			0	combined increase 350 fresh + 250 waste + increase substantial sewerage should be under 49
4504	Sanitary units & other costs	700			250			310	
4505	Council Tax	1,200			0	included in 4130 above		0	
	TOTAL HIGH STREET TOILETS	**9,216**			**7,466**			**6,326**	
	TOWN CENTRE & COMMUNITY SAFETY								
4201	CCTV Costs	3,500			3,500			3,500	
	TOWN CENTRE & COMMUNITY SAFETY	**3,500**			**3,500**			**3,500**	
	RECREATION GROUNDS / FACILITIES								
1022	Brightling road lease charges (income)	(120)			(120)			(120)	
1050	Insurance Refunds/claim rebate								
1060	Miscellaneous Income								
4220	Gen Maintenance	9,000			9,000			9,000	4500 wannock 4500 brightling excluding wannock, excluding allotment - oakleaf And brightling Rd
4221	Water	350			350			390	includes extras water is in refund status at present, but expected to revert to around 350 2021/22
4223	Grounds Maintenance	2,800			3,000			3,200	?2426
4224	Travelling re park checks	500			200			0	delete? Not being used??
4230	Skate Park Facilities	6,000			6,000			6,000	towards new park/maintenance
4235	Toilets Provision	6,500			7,000			0	now under PWMRG CIC grant
4238	bin emptying	2,500			2,500			3,500	includes other areas add 3 bins emptying costs
4240	Lease Charges	150			150			150	OAKLEAF PARK ANNUAL
4241	Dog Bins	2,500			2,575			2,600	
4242	Playground Equipment	3,600			4,000			4,000	or more
4243	Safety Inspections - (All Equip)	1,500			1,500			1,500	some in PWMRG CIC GRANT
	TOTAL RECREATION GROUNDS	**35,280**			**36,155**			**30,220**	
	HIGHWAYS								
1051	ESCC Grass Cutting contribution	(3,008)			(3,008)			(3,073)	actual
4250	Bus Shelters	0			0			0	
4253	Highways Litter Bins	0			0			0	
4256	Urban Grasscutting	26000			26000			26000	estimate atm
4257	Bench Provisions - Highways				1000				FROM GENERAL RESERVES AT PRESENT as required/resolved
4258	flowers summer & winter	6,000			6,000			6,000	
	Bulb planting each year	0			0			1,000	
4259	Council Office Garden/Crossroads/Wannock	650			650			650	
	TOTAL HIGHWAYS	**29,642**			**30,642**			**30,577**	
	ALLOTMENTS COPHALL								
1070	Allotment Fees	(1,170)			(1,770)			(2,080)	**Increase to 7.70 per rod from Dec 2022.**
4270	Maintenance	550			600			600	
4271	Improvements	300			350			350	skip hire increase

4272	Water Charges	650	650	680	
4274	Grounds Maintenance	500	600	750	Grounds Maintenance split from overall grounds maintenance
	TOTAL Cophall ALLOTMENTS	**830**	**430**	**300**	
	ALLOTMENTS GOSFORD				
1072	Allotment Fees Gosford	(175)	(175)	(175)	
4273	Rent of Land	175	175	175	Run by PTC land owned by WDC. Any income goes direct to WDC each v
	Total Gosford Allotments	**0**	**0**	**0**	
					Notes
		Annual Budget	Annual Budget	Annual Budget	
	STREET LIGHTING	£	£	£	
4280	Energy Charges	9100	9100	9600	
4281	Maintenance Charges	9900	9900	10400	
4282	New Work / Improvements/repairs	23000	17200	17200	
4286	Xmas Decorations	12000	12000	12600	
4287	Additional Christmas Decorations	4000	4000	4000	
	TOTAL STREET LIGHTING	**58,000**	**52,200**	**53,800**	
	PRIZES & PRIZEGIVING	£	£	£	
4096	Poppy Wreath Remembrance day	30	30	30	if anyone wishes to reinstate the prize party, more will need to be allocated.
4293	Best Back Garden	0	0	0	we could just have a daytime presentation day when winers are invited to attend in the chambers for and hour and receive their certificates (no prizes) with teas and coffees cake/biscuits only
4294	Mayor's cup	0	0	0	
4295	Best Allotments	0	0	0	
4296	Best Gardens	0	0	0	
4297	Best Dressed Houses	0	0	0	
4298	Best Dressed Shops	0	0	0	
4299	Prize Party	0	0	0	
	TOTAL PRIZES & PRIZEGIVING	**30**	**30**	**30**	
	THE POLEGATE PARTNERSHIP				
1040	Flower Beds -Hailsham (A27) Road	(1,000)	(1,000)	(1,000)	
4306	Replacement planting in flower beds/reserves if not required this	500	500	500	This goes to a reserve and is monitored - spent when the beds need enh
4307	Maintenance and watering of beds	500	500	500	
	TOTAL THE POLEGATE PARTNERSHIP	**0**	**0**	**0**	
	PLANNING COMMITTEE				
4320	Hire of Halls	200	200	200	
	TOTAL PLANNING COSTS	**200**	**200**	**200**	
7001	THE RETIRED Mayors Tea Party	0	0		**NIL paid for from mayors allowance**
	TOTAL RETIRED	**0**	**0**	**0**	

SUMMARY	Year 2019/20	Year 2020/21	Year 2021/22	Notes
	Annual Budget	Annual Budget	Annual Budget	
	£	£	£	
				percentage increases/decreases
TOTAL EMPLOYEE COSTS	126,178	134,035	160,465	19.72
TOTAL ADMINISTRATION COSTS	37,652	35,200	36,550	3.84
TOTAL TOWN COUNCILLORS	10,200	10,200	10,500	2.94
TOTAL GENERAL ADMINISTRATION	2,360	2,320	2,500	7.76
TOTAL COUNCIL OFFICES	20,974	23,155	23,155	0.00
TOTAL 51 HIGH STREET now included above	0	1,800	1,800	
TOTAL THE PAVILION	3,605	4,298	4,150	-3.45
TOTAL WANNOCK OFFICE	12,210	12,771	25,152	96.95
TOTAL HIGH STREET TOILETS	9,216	7,466	6,326	-15.27
TOTAL TOWN CENTRE & COMM. SAFETY	3,500	3,500	3,500	0.00
TOTAL RECREATION GROUNDS	35,280	36,155	30,220	-16.42
TOTAL HIGHWAYS	29,642	30,642	30,577	-0.21
TOTAL ALLOTMENTS	830	430	300	-30.23
TOTAL ALLOTMENTS GOSFORD	0	0	0	
TOTAL STREET LIGHTING	58,000	52,200	53,800	3.07
TOTAL PRIZES AND PRIZEGIVING	30	30	30	0.00
TOTAL POLEGATE PARTNERSHIP	0	0	0	
TOTAL PLANNING COSTS	200	200	200	0.00
TOTAL THE RETIRED	0	0	0	
TOTAL YOUTH	0	0	0	
TOTAL EXTRAS	0	0	0	
PERIOD TOTALS	**349,877**	**354,402**	**389,225**	
	£	£	£	
	349,877	354,402	389,225	
Less Grant from WDC re tax base changes	0	0	0	
PRECEPT	**(349,877)**	**(354,402)**	**(389,225)**	

Fees and Charges as at Nov 2021

Allotment Rents Cophall – per rod (includes Water) Gosford Way – per rod Deposits (refundable at termination provided terms of agreement adhered to)	 £7.70 **£3.00** **£50.00**	2018 notified 12 months in arrears HAILSHAM CHARGE £7.70 PER ROD – equivalent facilities to PTC
Brightling Road Pleasure Ground Licence Polegate & District Model Engineering Club	 £120.00 per year	A deposit of £100 (refundable) A charge for the hire of the field will be made of £200 if the field is to have a portion of exclusive use and not community based. Specific area allocated and fenced off for safety.
Council Chambers Chamber – hourly rate including Kitchen	 £27 for first hour £10 per hour for each hour after	**Minimum 2 hours** **Hired during office hours 9am-1pm** *Currently under review*
51 High Street Polegate	£27 for first hour £10 per hour for each hour after	*Normal office hours.* *Currently under review*

There are FREE groups
List of parties who are currently permitted to have charges waived for hire of Council Property

All groups represented on the current council plus the current local MP
ALL COUNCILLORS (except during election time)
Affiliated Groups with free use

- *Citizens Advice Bureau (Wealden Citizens Advice)*
- *Twinning Association*
- ~~*Neighbourhood Watch*~~
- *Sussex Police*

Please note ALL groups must have a councillor /staff member available to lock and unlock for insurance purposes.

Suggested change in blue above based on below:

Cost to clean: £25.05 per week (required)

Admin costs: to open, unlock, £8 as they generally have to stop what they are doing and travel so around 30-45 minutes @ £11 ph

Extra touch point cleaning £5.50 (30 mins)

PTC Risk assessments etc £22 per assessment required (new group – 1 hour) and
Booking and obtaining their insurance and risk assessments £8
Issuing invoices and chasing payment £5

Cost for first time user: £22 + £8 +£8 + £5 + £5.50 = £48.50
Cost for regular user: £8 + £8 +£5 +£5.50 = £26.50
Does not include heating/cooling costs as these are no extra and doesn't include a charge for using the overhead projector or display boards etc