UNADOPTED
POLEGATE TOWN COUNCIL

FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee meeting held on Friday 16th February 2024 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am
Present: Cllrs D Murray, D Watts, S Shing, D Dunbar, M Cunningham (5)
Not Present:, Cllr J Heward, J Keen, M Piper **(3)**
No member of the public present

Minute Number	Resolution
13489	**Opportunity for Public** None
13490	**Apologies for absence** Cllr J Heward, J Keen, Mrs M Piper
13491	**Declarations of interest in any items on the agenda** None
13492	**Minutes of the Finance & Policy committee meeting on 12th January 2024** **It was resolved to accept the minutes of the Finance & Policy committee meeting on 12th January 2024 as an accurate record of the meeting and these were signed by the chair. VOTE All in favour**
13493	**Payments of accounts** **It was resolved to accept the payments £ 120,999.46 as presented. VOTE All in favour.**
13494	**Insurance quote 2024/25 over budget of £6000 remainder if required needs to come from General Reserves** **It was resolved to approve the overspend on the newly quoted insurance and to increase the budget for the following financial year (2025/26) and for the overspend to come from general reserves. VOTE All in favour.**

The meeting closed at 10:11am

Signed by ________________________________ Chair of Finance & Policy _____________________Dated

Current/Business Premium

Payments made between 01/02/2024 and 29/02/2024

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
05/02/2024	Barclays Bank	DIRECT DEB	68.68			4056	102	68.68	Commission Charges
07/02/2024	Echo Cleaning	BX555083	30.00	30.00		500			Window Cleaning
07/02/2024	Rhino Rod	BX555320	90.00	90.00		500			Clear blocked toilet
07/02/2024	Denma Cleaning Services Ltd	BX556020	1,056.32	1,056.32		500			Cleaning Services
07/02/2024	Echo Cleaning	BX556055	120.00	120.00		500			Office Cleaning Jan 2024
07/02/2024	Mulberry & Co	BX556090	1,080.00	1,080.00		500			Professional Services
07/02/2024	Haven Security Ltd	BX556109	148.80	148.80		500			Alarm Maintenance
07/02/2024	IDVerde	BX556130	1,214.40	1,214.40		500			Park Checks
07/02/2024	Eastbourne Electrical LLP	BX557466	304.44	304.44		500			Replaced defective flourescent
07/02/2024	SME IT Solutions Ltd	BX557671	132.34	132.34		500			Telecom Services
07/02/2024	Streetlights	BX558818	1,938.00	1,938.00		500			Additional Green Lantern works
07/02/2024	SME IT Solutions Ltd	BX558947	543.04	543.04		500			IT Monthly Services
07/02/2024	Trenchline Utilites Ltd	BX558983	720.00	720.00		500			Install 2x waste bins.
07/02/2024	EDF Energy	BX559007	567.61	567.61		500			Festive Lighting
07/02/2024	Streetlights	BX559054	27,246.00	27,246.00		500			Supply & Install 19 Windsor
07/02/2024	RAM Construction	BX559932	20,779.80	20,779.80		500			Works to 49 High St
07/02/2024	Polegate&District Model Engine	BX559955	150.00	150.00		500			Donation from Mayor
07/02/2024	[redacted]		7.65	7.65		500			Travel Expenses
07/02/2024	PCA Drama Group	BX560806	250.00	250.00		500			Donation from Mayor
09/02/2024	Inland revenue	BX976162	3,272.50			4000	101	1,171.26	TAX
						4000	101	341.27	NI
						4002	101	89.40	TAX
						4002	101	44.71	NI
						4013	101	6.60	TAX
						4003	101	211.60	TAX
						4003	101	1.02	NI
						4022	101	31.30	NI
						4011	101	318.40	TAX
						4011	101	54.45	NI
						4008	101	1,002.49	NI ERS
10/02/2024	Nest pension scheme	DIRECT DEB	809.78			4000	101	216.97	Nest Pension
						4002	101	63.71	Nest Pension
						4013	101	17.60	Nest Pension
						4003	101	42.33	Nest Pension
						4022	101	58.41	Nest Pension
	Subtotal Carried Forward:		60,529.36	56,378.40	0.00			3,740.20	

Polegate Town Council

Cashbook 1

Current/Business Premium

Payments made between 01/02/2024 and 29/02/2024

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4011	101	63.70	Nest Pension
						4008	101	347.06	Nest Pension
12/02/2024	[redacted]								
12/02/2024	[redacted]								
15/02/2024	Staff Salaries Cash Book	Feb Sals	8,946.96			202		8,946.96	Feb salaries
16/02/2024	Castle Water Ltd	DIRECT DEB	17.39			4132	201	17.39	Water Charges
19/02/2024	Echo Cleaning	BX547923	120.00	120.00		500			Office Cleanning Dec 2023
19/02/2024	Lewes District Council	BX547996	54.00	54.00		500			Play Area Inspection
19/02/2024	Recorra Sout East Ltd	BX548567	58.00	58.00		500			Waste Bin Collections
19/02/2024	Denma Cleaning Services Ltd	BX548820	34.79	34.79		500			Stainless Steel Jumbo Dispense
19/02/2024	VIKING Office Depot Internatio	BX548926	438.41	438.41		500			Stationery
19/02/2024	Mr Dan Dunbar	BX548996	154.99	154.99		500			1000 Snow Drop Bulbs for PJNR
19/02/2024	Recorra Sout East Ltd	BX551414	5.34	5.34		500			Monthly Env Compliance Charge
19/02/2024	Mr Dan Dunbar	BX552327	230.00	230.00		500			30mph Bin Stickers
19/02/2024	NAL LTD	BX552386	683.90	683.90		500			SID accessories
19/02/2024	Signify UK	BX552466	43.20	43.20		500			Reverse Printed Acrylic Sign
19/02/2024	[redacted]		30.00	30.00		500			Feb Travel Exp
19/02/2024	East Sussex ALC Ltd	BX554235	48.00	48.00		500			Cllr Training
19/02/2024	Wealden District Council	DIRECT DEB	617.00			1035	205	617.00	Community Toilet Scheme
19/02/2024	Wealden District Council	DIRECT DEB	-617.00			1035	205	-617.00	Community Toilet Scheme
21/02/2024	EDF Energy	DIRECT DEB	822.48			4131	201	822.48	Electric 49/51
26/02/2024	BarclayCard	DIRECT DEB	81.33		5.58	4146	201	47.99	Screwfix - Work boots
						4235	302	11.66	Screwfix - Toilet seat
						4220	302	5.28	Radar Keys
						4220	302	10.82	Jofel C Fold keys
28/02/2024	Zurich Municipal	BX455625	6,300.36	6,300.36		500			Policy Renew 04/24 - 03/25
28/02/2024	Signs Of Style - Ian Adams	BX456251	75.00	75.00		500			Gold leafing Mayors board name
28/02/2024	Denma Cleaning Services Ltd	BX456685	1,056.32	1,056.32		500			Cleaning Services
28/02/2024	VIKING Office Depot Internatio	BX458616	107.96	107.96		500			Heavy Duty Bin Bags
28/02/2024	Hampshire Flag Company Limited	BX458655	310.59	310.59		500			Custom Sewn Flag
	Subtotal Carried Forward:		80,148.38	66,129.26	5.58			14,013.54	

Current/Business Premium

Payments made between 01/02/2024 and 29/02/2024

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
28/02/2024	Prime Signs	BX461504	1,432.80	1,432.80		500			4 Aluminium sign posts
28/02/2024	Vaughtons	BX461781	378.68	378.68		500			Honory Freeman Badge & Caseq
28/02/2024	[redacted]		15.30	15.30		500			Travel Costs
28/02/2024	Mr Dan Dunbar	BX465949	12.59	12.59		500			Photo Mount with plaque Window
28/02/2024	Mr Dan Dunbar	BX465981	38.00	38.00		500			Sussex Mayors Association
28/02/2024	Mr Dan Dunbar	BX466223	10.98	10.98		500			Photo Box
28/02/2024	Mr Dan Dunbar	BX466699	70.00	70.00		500			Royal Society of St George
28/02/2024	Mr Dan Dunbar	BX946445	13.99	13.99		500			Modern Picture Frame
		Total Payments:	82,120.72	68,101.60	5.58			14,013.54	