

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Finance and Policy Committee meeting held on Wednesday 25th May 2011 in the Council Chamber, 49 High Street, Polegate at 8:00 p.m.

Present: Cllrs M Cunningham (chair), Mrs J Voyce (vice chair), G Carter, T Voyce (ex officio), Mrs M Piper (ex officio), M Pybus, J Harmer, Mrs C Berry, E Board, J O'Riordan
Not Present: S Shing

Mrs Jo Ognjanovic – Town Clerk
No Members of the public present

9740 Apologies for absence

S Shing (work)

It was recommended to accept Cllr S Shing's reason for absence VOTE All in favour

9741 Declarations of interest

None

9742 Minutes of the Finance & Policy Meeting 18th January 2011 (already adopted)

The minutes were signed by the chair and agreed to be an accurate record of the meeting.

9743 Minutes of the meeting held 15th March 2011

It was recommended to accept the minutes of the 15th March. The minutes were signed as read and accurate. VOTE All in favour.

9744 Appointment of Vice

It was recommended to appoint Cllr Mrs J Voyce as vice chair for the Finance & Policy committee VOTE All in favour

9745 Skate Park Maintenance Contract

A discussion took place regarding the delays in receiving the quotes. A councillor wished to have further details on the specification for the maintenance agreement. Cllr Mrs Berry wished it to be noted that she had originally opposed the change from the original maintenance contractor. The clerk was asked to get some discounts, which she stated she had already asked for and was awaiting details of reductions due to longer term of contract. The risks and the preventative maintenance were discussed. The clerk stated that she would get a letter detailing the agreed preventative maintenance for the contract. The clerk stated that her report clarified the actual work being provided by the current contractor. The clerk also stated that there was an issue arising that could mean the ramps at the far end may need lifting to repair the fixings to the ground.

It was recommended that the clerk would get clarification of the longer term reduction from Evolution and seek a reduction so that the quote was in the region of £1500 per annum the clerk would bring the full detail back to full council for a final decision. VOTE All in favour.

9746 Grant Request

A discussion took place regarding the accounts supplied and with the amount that was in the accounts Council agreed that a small token grant should be granted this year, as there

were a number of request made to council where voluntary and charitable organisations had no funding and would need to close.

It was recommended that a grant for £50 only would be granted to East Sussex Association for the Blind (ESAB) and a letter to be sent to ESAB to explain the reason for the reduction. VOTE All in favour

9747 Mileage Allowance for staff and councillors

A discussion took place on the affect of the increase on the budgets and the comparison with the actual cost of fuel.

A motion to increase the mileage to 45pence per mile (in alignment with the new tax increase) was proposed and seconded.

A vote was taken 3 for 6 against 1 abstention (cllr Mrs C Berry) motion NOT carried.

A motion to leave the mileage allowance at 40 pence per mile with the ability to review as and when Council decide. A vote was taken 5 for 4 against 1 abstention(Cllr Mrs c Berry) motion carried.

It was recommended to leave the milegae allowance at 40 pence per mile with the ability to review the amount at any time in the future. VOTE 5 for 4 against 1 abstention.

9748 Office procedure for approval of accounts

A discussion of the submitted procedure took place.

It was recommended to adopt the office procedure and for the clerk to check if the financial regulation needed amending to take this new procedure into account. VOTE All in favour.

9749 Press/Media Policy

A discussion took place on the draft submitted and the details of the policy. The clerk advised that councillors could ask to get back to the person and have time to consider what statement they wish to give , if any.

A councillor stated that all letters should come to the office and any statements could be sent through the office. Another councillor suggested that any emails could be sent through the clerk so that she could look at any legalities within the email before sending on to the recipient.

It was recommended to accept the policy to be adopted with the addition of email and letters at 2.3. VOTE All in favour

9750 Accounts for Audit and End of Year Report

The account had been approved by full council and were noted by those present.

9751 Clerks CiLCA Hours

It was recommended to approve the 42 hours overtime to the Clerk for completing the CiLCA portfolio. VOTE All in favour.

9752 Deposits for Cricket/Stoolball/Football clubs

A discussion took place on the logistics and the security.

It was recommended to keep the procedure for deposits in place. VOTE All in favour

The meeting closed at 8.54pm