

## UNADOPTED

### POLEGATE TOWN COUNCIL

Minutes of the Finance Committee meeting held on Monday 27<sup>th</sup> July 2009 in the Council Chamber, 49 High Street, Polegate at 7:30 p.m.

Present: Cllr. M. Cunningham (Chair), G. Carter, T. Wright Mrs D Joy, Mrs. M. Piper, A. Watkins

No members of the press or public

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#### **8722 Apologies for absence**

Apologies were received and accepted from Cllrs Barber, Rogers, Voyce, Mrs Voyce and Mrs Berry

#### **8723 Declarations of interest in any items on the agenda**

Cllrs Carter, Cunningham, Mrs Joy, – personal and non – prejudicial – grant to Polegate Community Association

Cllr Mrs Joy – Personal and non-prejudicial – grant to Twinning Association

#### **8724 Minutes of the meeting held on 6 May 2009**

These had been approved at Council and the chair was authorised to sign them as a true record.

#### **8725 Matters arising from 6 May 2009**

i) Response from Polegate Community Centre re grant proposal – A letter from the Community Association had been circulated declining our offer of chairs for the coffee lounge as this was not what they had asked for. After a lengthy discussion the Finance Committee stated how disappointed they were at this Outcome but wished to discuss the situation further with the Community Association.

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| <b>It was resolved that an invitation should be sent to the Community Association inviting them to address the Finance Committee at the next meeting on 28<sup>th</sup> October 2009.</b> |
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ii) Update on recommendations from Internal Auditor's Report dated 9<sup>th</sup> March 2009

a) Provision of either a long term or medium business plan for the Council – This would be completed with the budgets to include the Possibility of new Housing Developments within the Polegate area.

b) Reserves –the level of reserves should be evidence based in the terms of a forward plan or linked to financial risk management –

This would be completed with the budgets and in line with the Recommendations of the Internal Auditor.

- iii) Annual Insurance Cover – Update on premium level for 2009/2010 – this has now been negotiated with the original Insurance Company and they have been able to send us a refund.
- iv) Lamp Standard replacement – High Street – Update – The lamp is now in place however the Insurance Company had been approached again in order to discuss the shortfall but they were unwilling to re-negotiate their original costings.
- v) CAB – Thank your for annual grant – letter circulated.

#### **8726 Internal Auditor**

- i) To confirm appointment of internal auditor for 2009/2010

**It was resolved to appoint Mr Graham Parish as Internal Auditor for another year. The Clerk would send a letter to Mr Parish to that effect and to ask for quarterly reports.**

- ii) Report – 24<sup>th</sup> April 2009 – To consider report and implement any recommendations – All recommendations had been carried out. The Finance Committee expressed their thanks to Mrs L Baxter for All her hard work in carrying out this task.
- iii) To consider review of effectiveness of internal audit – This was discussed at length. It was agreed that clarification should be sort regarding Burial Grounds and Community Centre in the Strategic Three year internal Audit Plan. This would be discussed at the next Meeting with Mr Parish.

#### **8727 Financial Regulations**

The Financial Regulations were reviewed in February 2009.

**It was resolved that the Financial Regulations should be reviewed at the end of the financial year.**

#### **8728 Grant applications**

The following applications which were in line with Council's grant policy were discussed.

**It was resolved to allocate the following organisation a grant during the financial year 2009/10.**

| <u><b>Organisation</b></u>    | <u><b>Grant</b></u> |
|-------------------------------|---------------------|
| Polegate Twinning Association | £250                |

#### **8729 Membership 2009 -2010**

To consider membership of Action in Rural Sussex – This was Discussed at length and it was decided that the membership would Not be taken up.

### **8730 To consider purchase of office equipment**

- i) Filing Cabinet – The Town Clerk stated that the cabinets are extremely full and a lot of information needs to be archived.

**It was resolved that the Filing cabinet can be ordered if the Town Clerk feels it necessary.**

- ii) Web Hosting package – A report had been circulated from the Admin Assistant discussing the purchase of a programme that will Assist in the development of the Polegate Town Council Website.

**It was resolved that the Admin Assistant would purchase the programme.**

### **8731 Financial Reports**

Income/Expenditure against budgets to date – The reports were Circulated and agreed.

### **8732 Resolution to take business into confidential session**

**It was resolved that due to the confidential nature of the next business to be transacted the press and public be excluded from the rest of the meeting.**