

# **UNADOPTED POLEGATE TOWN COUNCIL**

Minutes of the Finance and Policy Committee meeting held on Monday 21<sup>st</sup> November 2011 in the Council Chamber, 49 High Street, Polegate at 7.30 p.m.

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

Not Present: Cllr Mrs C Berry M Pybus

## **9985 Apologies for absence**

Mrs C Berry (Holiday), M Pybus (work)

**It was recommended to accept Cllrs Mrs C Berry & M Pybus's reasons for absence VOTE All in favour**

## **9986 Declarations of interest**

9988 T Voyce Mayors allowance

9988 J Voyce Mayors allowance

## **9987 Minutes of meeting held on 10<sup>th</sup> October 2011 (already adopted)**

**The minutes were signed and taken as read by the chair  
VOTE All in favour**

## **9988 Budgets 2012/13**

A brief discussion took place on the initial aim for a 0% increase and the affect it would have on reserves now and in the future if the budget was financed using reserves.

Budget items were discussed in order.

### **Employee Costs**

**It was recommended that the proposed new receptionist post would be omitted and reviewed in 6 months from the appointment of the new administrative assistant and overtime increased by £500. VOTE All in favour**

**It was recommended that the travel expenses be reduced from £1500 to £1000 VOTE All in favour**

**It was recommended that the budget figures for Employee costs be as tabled below VOTE All in favour**

### **Employee Costs**

|                          |               |
|--------------------------|---------------|
| Town Clerk               | 29,236        |
| Administrative Assistant | 8,851         |
| additional admin         | 8,677         |
| Handyperson / Groundsman | 7,956         |
| Litter-Picker            | 5,012         |
| Cleaner / Keyholder      | 2,415         |
| Receptionist             | 0             |
| Overtime                 | 1,000         |
| Finance Officer          | 500           |
| Internal Auditor         | 540           |
| Travelling Expenses      | 1,000         |
| Training Expenses        | 1,000         |
| Professional Fees        | 0             |
| SSP Recovery             | 0             |
| NI (ER's)                | 4,646         |
| Pension Conts (ER's)     | 0             |
| Course fees              | 0             |
| <b>Total costs</b>       | <b>70,834</b> |

Review after 6 mths of  
new admin star date

## Administration

A Councillor asked if the Elections money was correct at £15,000 the clerk stated that she had asked Wealden District Council and they had advised it would be in the region of £15,000 and any poll or referendum would be between £15,000 - £20,000.

A councillor asked about the costs of photocopying and the newsletter. The clerk stated that the budgets although correct were being looked into as there may be cheaper ways of producing the newsletters and the photocopier contract was being reviewed at present.

A Councillor asked what service was supplied for the website. The clerk stated that hosting, Domain name renewal and some support was included and that she was currently reviewing the contract.

**It was recommended that the website budget was reduced from £1000 to £500 with no allocation for the website to be updated. The clerk was asked to look at the cost of transferring to a different hosting provider. VOTE All in favour.**

**It was recommended that the budget figures for administration be as tabled below VOTE All in favour**

### ADMINISTRATION

|                                   |               |                                              |
|-----------------------------------|---------------|----------------------------------------------|
| Postage                           | 450           |                                              |
| Stationery                        | 2,300         |                                              |
| Photocopier Copy Charges          | 2,900         | Clerk looking at contract                    |
| Computer Consumables              | 500           |                                              |
| Office IT Equipment               | 0             | To carry forward remainder from 11/12        |
| Legal Fees                        | 3,000         |                                              |
| Audit Fees                        | 2,100         |                                              |
| Website Charges                   | 500           | Reduced from £1000 clerk looking at contract |
| Insurance Premiums                | 5,500         |                                              |
| Insurance Tree Inspection         | 400           |                                              |
| Tree works Brightling Rd          | 1,000         |                                              |
| Subscriptions                     | 3,200         |                                              |
| Publications                      | 200           |                                              |
| Advertising                       | 1,000         |                                              |
| Town Council Elections            | 5,000         |                                              |
| Refreshments                      | 500           |                                              |
| Bank/Barclaycard Charges          | 120           |                                              |
| First Aid                         | 100           |                                              |
| Newsletter Delivery               | 1,000         |                                              |
| Newsletter Copies                 | 1,600         | Clerk looking at reduction                   |
| Hire of Halls                     | 200           |                                              |
| CAB - Telephone Charges           | 0             |                                              |
| Telephone / Fax                   | 1,300         |                                              |
| Broadband / Internet Charges      | 400           |                                              |
| <b>TOTAL ADMINISTRATION COSTS</b> | <b>33,270</b> |                                              |

## Town Councillors

**It was recommended that the budget figures for Town Councillors be as tabled below. VOTE All in favour.**

### TOWN COUNCILLORS

|                               |              |                                                                                         |
|-------------------------------|--------------|-----------------------------------------------------------------------------------------|
| Councillors Allowances        | 5,000        |                                                                                         |
| Councillors Expenses          | 100          |                                                                                         |
| Councillors Training          | 1,000        |                                                                                         |
| Mayors Allowance              | 2,000        | Discussed reduction but would need to increase Elderly budget agreed to remain the same |
| <b>TOTAL TOWN COUNCILLORS</b> | <b>8,100</b> |                                                                                         |

Cllr G Carter left the room at 8.07pm and returned at 8.09pm

Cllr T Voyce left the room at 8.30pm and returned at 8.35pm

**It was recommended to reduce the grants to £2000 and to allow £2000 for the Diamond Jubilee VOTE 8 for 1 against (J Harmer)**

**It was recommended that the budget figures for General Administration be as tabled below. VOTE All in Favour**

**GENERAL ADMINISTRATION**

|                                       |              |                                                          |
|---------------------------------------|--------------|----------------------------------------------------------|
| Investment Income                     | (50)         |                                                          |
| Grants To Other Organisations         | 2000         | Reduce to £2000 other £2000 allocated to Diamond Jubilee |
| Diamond Jubilee Celebrations          | 2000         |                                                          |
| License Fees - 18 Spurway Park        | 0            |                                                          |
| Polegate Town Map                     | 0            |                                                          |
| New Accountancy/Financial Information | 1,000        |                                                          |
| Photocopies/Postage recharge          | (15)         |                                                          |
| <b>TOTAL GENERAL ADMINISTRATION</b>   | <b>4,935</b> |                                                          |

A Councillor asked about the three separate charges for the fire precautions. The clerk stated that each building had their own extinguisher check, 49 High Street, Pavilion and Offices at Wannock (and garage). There was also a provision for the security alarms checks on the main offices in the High Street. The clerk confirmed that there was an alarm system at the offices but it was not on the schedule.

**It was recommended that the budget figures for Council Offices be as tabled below. VOTE All in Favour**

**COUNCIL OFFICES**

|                                |               |
|--------------------------------|---------------|
| Council Tax                    | 4,500         |
| Electricity                    | 1,700         |
| Water Charges                  | 250           |
| Sewerage Charges               | 240           |
| Photocopier (rent)             | 1,000         |
| Window Cleaning                | 108           |
| Alarm Maintenance              | 225           |
| Other Office Equipment         | 500           |
| Fire Precautions               | 300           |
| Other maintenance              | 500           |
| Hire of Chamber / Offices      | (200)         |
| Housekeeping                   | 120           |
| Refuse Collection (Commercial) | 1,800         |
| PWLB Loans - Capital           | 2,500         |
| PWLB Loans - Interest          | 3,100         |
| <b>TOTAL COUNCIL OFFICES</b>   | <b>16,643</b> |

**It was recommended that the budget figures for 51 High Street be as tabled below. VOTE All in Favour**

**51 HIGH STREET - RENTED OFFICES**

|                                 |         |
|---------------------------------|---------|
| Expenditure                     | 0       |
| Fresh water -? To be recharged  | 0       |
| Sewage - ? To be recharged      | 0       |
| Council Tax paid by tenant      | 0       |
| Maintenance - ? To be recharged | 0       |
| Income                          | (5,000) |
| Refurbishment                   | 0       |

The maintenance and reserves for the pavilion were discussed.

A proposal to set £Nil in the budget calling on earmarked reserve for any expenditure. (leaving £5500 in earmarked reserve – pavilion)

**VOTE 3 for 3 against 2 abstention (chair did not vote), casting vote for Motion carried**

A proposal was made that any remainder from the budget for this year (maintenance) should go back into *general* reserves (not earmarked reserves). The budget to be set to £3000 and the earmarked reserve to go back to general reserves. **Motion lost**

**It was recommended that the remaining budget figures for The Pavilion, Wannock Road be as table below:**

**VOTE All in favour**

**THE PAVILION, WANNOCK ROAD**

|                                   |              |                                             |
|-----------------------------------|--------------|---------------------------------------------|
| council tax                       | 3,500        | New fee for<br>Offices                      |
| Electricity                       | 2,900        | Pav & office                                |
| Electricity Office area           |              |                                             |
| Water                             | 945          | Pav & Office                                |
| Water Office area                 |              |                                             |
| Sewerage                          | 500          | Pav & Office                                |
| Sewerage Office area              |              |                                             |
|                                   |              | To use<br>reserve for<br>any<br>expenditure |
| Maintenance                       | 0            |                                             |
| Fire Precautions                  | 200          |                                             |
| Rental (Health Centre)            | 0            |                                             |
| Utilities contribution            | 0            |                                             |
| Pavilion replacement              | 0            |                                             |
| <b>THE PAVILION, WANNOCK ROAD</b> | <b>8,045</b> |                                             |

**It was recommended that the budget figures for Town Centre & community safety be as tabled below: VOTE All in favour**

**TOWN CENTRE & COMMUNITY SAFETY**

|                                           |              |                                                  |
|-------------------------------------------|--------------|--------------------------------------------------|
| CCTV Costs                                | 3,000        |                                                  |
|                                           |              | To use residue from<br>2011/12 to fund (reserve) |
| Crossing Patrol                           | 1,000        |                                                  |
| PCSO funding for parking charges          | 0            |                                                  |
| <b>TOWN CENTRE &amp; COMMUNITY SAFETY</b> | <b>4,000</b> |                                                  |

**It was recommended that the skate park budget be reduced to £6000 VOTE All in favour.  
It was recommended that the budget figures for Recreation Grounds/Facilities be as  
tabled below: VOTE All in favour**

### **RECREATION GROUNDS / FACILITIES**

|                                        |               |                                                                                |
|----------------------------------------|---------------|--------------------------------------------------------------------------------|
| General Maintenance                    | 13,200        | Includes grounds Maintenance                                                   |
| Water                                  | 0             |                                                                                |
| Seat Provision                         | 0             |                                                                                |
|                                        |               | Increased 2.6%. Cleaned unlocked<br>and maintained 365 days pa.<br>Wannock Rd. |
| Toilets Provision                      | 5,900         |                                                                                |
| Litterbins                             | 0             |                                                                                |
| Lease Charges - Oakleaf                | 150           |                                                                                |
| Hire Fees                              | (1,236)       |                                                                                |
| Dog Bins                               | 3,950         | 2 extra dog bins                                                               |
| Playground Equipment                   | 3,000         |                                                                                |
| Safety Inspections - (All Equip)       | 250           |                                                                                |
| <b><u>BRIGHTLING ROAD</u></b>          |               |                                                                                |
| Skate Park Facilities                  | 6,000         | Reduced to incl contract charge<br>plus maintenance repair costs               |
| Brightling road lease charges (income) | (120)         |                                                                                |
| <b>TOTAL RECREATION GROUNDS</b>        | <b>31,094</b> |                                                                                |

**It was recommended that the budget figures for Highways be as tabled below: VOTE All  
in favour**

### **HIGHWAYS**

|                                           |               |                                                                                                 |
|-------------------------------------------|---------------|-------------------------------------------------------------------------------------------------|
| Bus Shelters                              | 0             | Can put this years in reserve, being maintained and one being<br>replaced.                      |
| Street Signs                              | 0             | Nothing required                                                                                |
| Noticeboards                              | 0             | being maintained no charges expected                                                            |
|                                           |               | New contract expected WDC new tenders ESCC contribution in<br>income                            |
|                                           |               | Average price per cut is 1800. 10 cuts would cost 18,000 -ESCC<br>contribution for 5 cuts 9000. |
| Urban Grass cutting                       | 15,000        | Would be a large saving.                                                                        |
| Seat Provision                            | 0             | none now advertised for public to pay                                                           |
| Flower Beds &<br>Displays                 | 5,800         | Summer Planters, council beds, hanging baskets                                                  |
| Council Office Garden                     | 630           | Winter flowers in council beds.                                                                 |
| Town Focal<br>enhancement on<br>A2270/A27 | 0             | Planting for the beds to include the crossroads                                                 |
|                                           |               | 11/12 budget 354 plus 1646<br>to make up to 2000 with earmarked reserve 2012/13 set to nil      |
| <b>TOTAL HIGHWAYS</b>                     | <b>21,430</b> |                                                                                                 |

### **ALLOTMENTS**

|                         |            |                                                        |
|-------------------------|------------|--------------------------------------------------------|
| Maintenance             | 500        |                                                        |
| Improvements            | 200        | as above can go to earmarked reserve and nil this year |
| Water Charges           | 525        | Based on actual + 5% uplift                            |
| Rent of Land            | 100        | Rent based on income, more plots being used now.       |
| Allotment Fees          | (965)      | As per agreements possibly more as more plots now      |
| <b>TOTAL ALLOTMENTS</b> | <b>360</b> |                                                        |

The clerk stated that the first pickup did not appear to have been carried out. She was waiting for a reply from Wealden. The clerk stated that she would be asking for a discount and report back to the chair of Finance.

A Councillor asked about the play provision and the clerk stated that the amount had been reduced at the E&L budget meeting and a reserve carried forward for use on Brightling Road or other recreational activities.

The meeting was suspended from 9.18pm and resumed at 9.25pm  
Cllr Shing left at 9.21pm.

### Street Lighting

A Councillor asked if it would be possible to turn the lights down in the early hours. The clerk stated that a street lighting policy was being developed but that to turn the lights down would mean new equipment and therefore there would be a cost to that. The clerk stated that she was looking into reducing the energy charges (and possibly changing the contract) over the coming months as she believed this would be possible.

**It was recommended that the budget figures for Street Lighting be as tabled below. VOTE All in favour.**

#### STREET LIGHTING

|                                  |               |                                                                                   |
|----------------------------------|---------------|-----------------------------------------------------------------------------------|
| Energy Charges                   | 13,440        | increase expected based on last yrs actual and this yrs projected                 |
| Maintenance Charges              | 16,538        | ESCC Contract CHECK TOTAL 2012/3 contract details                                 |
| New Work / Improvements/repairs  | 15,000        | Aging lights replacements plus normal extra repairs                               |
| Xmas Decorations                 | 12,000        | New contract could be higher, opportunity to replace lighting scheme for 2012/15. |
| Additional Christmas Decorations | 0             | None planned                                                                      |
| <b>TOTAL STREET LIGHTING</b>     | <u>56,978</u> |                                                                                   |

**It was recommended that the budget figures for Prizes & prize Giving be as tabled below. VOTE All in favour**

#### PRIZES & PRIZEGIVING

|                                            | £          |                            |
|--------------------------------------------|------------|----------------------------|
| Best Allotments                            | 50         | Prizes                     |
| Best Gardens                               | 50         | Prizes                     |
| Best Dressed Houses                        | 20         | Cup for Best Dressed House |
| Best Dressed Shops                         | 20         | Cup for Best Dressed Shop  |
| Prize Party                                | 100        |                            |
| civic award                                | 250        |                            |
| Mayors fund - poppy wreath remembrance day | 50         |                            |
| <b>TOTAL PRIZES &amp; PRIZE GIVING</b>     | <u>540</u> |                            |

A Councillor asked if there were still two empty flower beds. The clerk stated that there were two empty at present but a draft advert was being prepared and the two sponsored beds were being replaced over the next three months and the other two being tidied/refreshed.

**It was recommended that the budget figures for Polegate Partnership be as tabled below: VOTE All in favour.**

#### THE POLEGATE PARTNERSHIP

|                                       |              |
|---------------------------------------|--------------|
| Administration                        | 0            |
| Replacement planting in flower beds   | 0            |
| Flower Beds -Hailsham (A27) Road      | (416)        |
| <b>TOTAL THE POLEGATE PARTNERSHIP</b> | <u>(416)</u> |

A Councillor stated that he had been looking at further funding for youth services and following a meeting with Tracey Johnson of ESCC and a motion was made requesting that £250 be added back to the other youth activities. Following a discussion the motion was withdrawn and it was agreed not to add back the £250.

**It was recommended that the budget figures for Youth be as tabled below:  
VOTE All in favour.**

**YOUTH WORKER POLEGATE PROJECT**

|                                    |              |                                                                        |
|------------------------------------|--------------|------------------------------------------------------------------------|
| Expenditure                        | 9,500        | 3 youth workers Not sure how long this will continue due to ESCC cuts. |
| Income                             | 0            | Not applicable                                                         |
| Other Youth Activities             | 0            |                                                                        |
| <b>TOTAL YOUTH WORKER POLEGATE</b> | <b>9,500</b> |                                                                        |

**It was recommended that the budget figures for Planning be as tabled below:  
VOTE All in favour.**

**PLANNING COMMITTEE**

|                             |            |                                                                                                                     |
|-----------------------------|------------|---------------------------------------------------------------------------------------------------------------------|
| Hire of Halls               | 500        | Hire of halls<br>In case of any legal fees however, totally insufficient for major case half precept figure or more |
| Legal fees                  | 0          |                                                                                                                     |
| Planning Equipment          | 0          | Not required supplied by WDC.                                                                                       |
| <b>TOTAL PLANNING COSTS</b> | <b>500</b> |                                                                                                                     |

**It was recommended that the budget figures for the Retired be as tabled below:  
VOTE All in favour.**

|                    |       |               |
|--------------------|-------|---------------|
| <b>THE RETIRED</b> | 1,000 | 2 Tea parties |
|--------------------|-------|---------------|

October CPI (inflation) was set at 5% (Office for National Statistics released 15<sup>th</sup> Nov)

Two proposals were made:

A proposal to accept the budget figures as stated and take all of the deficit from general reserves. A discussion took place on the possibilities of having a 0% increase. Suggested rises were 9%, 1%, 1-2%, 5%. No seconder 0%.

Cllr O'Riordan left the meeting at 9.55pm

A proposal for 5% increase. 8 pence per week. Fixed income residents were commented upon. No seconder.

Discussion took place on having made every possible saving so far and making best use of all income sources. It was discussed that in future years the residents could be asked which services they would like to be cut if they wanted a 0% increase. Or to cut a service (3 grass cuts) and to notify that in order to make the 0% increase a reduction in service had to be made and then ask at the town Assembly for opinions on cuts.

G Carter left the room at 10.05pm and returned at 10.07pm.

A proposal was made for 2%. No seconder.

**It was recommended that the budget of £261,813 and the precept request of £245,816 (an increase of 1.99%) and for the remaining deficit to be taken from general reserves be submitted to full council for approval. Seconded. VOTE 5 for 2 against (Cllr T Voyce wished to be named against, Cllr Mrs J Voyce)**

|                |               |  |
|----------------|---------------|--|
| <b>SUMMARY</b> | Year 2012/13  |  |
|                | Annual Budget |  |

£

|                                  |                |
|----------------------------------|----------------|
| TOTAL EMPLOYEE COSTS             | 70,834         |
| TOTAL ADMINISTRATION COSTS       | 33,270         |
| TOTAL COUNCIL OFFICES            | 16,643         |
| TOTAL TOWN COUNCILLORS           | 8,100          |
| TOTAL TOWN CENTRE & COMM. SAFETY | 4,000          |
| TOTAL 51 HIGH STREET             | (5,000)        |
| TOTAL GENERAL ADMINISTRATION     | 4,935          |
| TOTAL ALLOTMENTS                 | 360            |
| TOTAL STREET LIGHTING            | 56,978         |
| TOTAL THE PAVILION               | 8,045          |
| TOTAL RECREATION GROUNDS         | 31,094         |
| TOTAL HIGHWAYS                   | 21,430         |
| TOTAL POLEGATE PARTNERSHIP       | (416)          |
| TOTAL YOUTH WORKER               | 9,500          |
| TOTAL PRIZES AND PRIZE GIVING    | 540            |
| TOTAL PLANNING COSTS             | 500            |
| TOTAL THE RETIRED                | 1,000          |
| <b>PERIOD TOTALS</b>             | <u>261,813</u> |

£

|                                    |               |
|------------------------------------|---------------|
| <b>PRECEPT</b>                     | (245,816)     |
| <b>OPERATING (SURPLUS)/DEFICIT</b> | <u>15,996</u> |

The meeting closed at 10.30pm