

item 4

**UNADOPTED
POLEGATE TOWN COUNCIL**



FINANCE & POLICY COMMITTEE

Minutes of the Finance and Policy Committee meeting held on Friday 17th November 2017
Council Chambers 49, High Street, Polegate 9.00 am

Present: Cllrs D Dunbar (ex officio), S Shing, B Goodwin **(3)**

Not Present: - Cllrs Mrs M Piper, M Falkner, D Murray, Ms A Snell (ex officio), D Watts **(5)**

No members of the public present.

Minute Number	Resolution
12225	<i>Cllr Dunbar was voted in to chair the meeting as Cllr Murray had been delayed.</i> Opportunity for Public Comment None
12226	Apologies for absence None
12227	Declarations of interest in any items on the agenda None
12228	Minutes of Finance & Policy committee 13th October 2017. Cllr It was resolved to accept the minutes as an accurate record of the meeting. VOTE All in favour Cllrs D Dunbar (ex officio), S Shing, B Goodwin
12229	Payments as presented for approval It was resolved to accept the payments as present totaling £25,503.90 VOTE All in favour Cllrs D Dunbar (ex officio), S Shing, B Goodwin

The meeting closed at 9.03 am

Cllr Murray had been delayed and arrived after the meeting had closed.

Signed by _____ Chair of Finance & Policy

Dated _____

items

Date: 05/02/2018

Polegate Town Council

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Time: 09:51

Cashbook 1

User: BP

Current/Business Premium

Payments made between 30/01/2018 and 31/01/2018

										Nominal Ledger Analysis	
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>		
30/01/2018	Ms A Snell	108477	26.00			4093	103	26.00	2 TICKETS BURNS NIGHT		
30/01/2018	Cosmo Construction (UK) Ltd	108478	432.00		72.00	4230	302	360.00	Cosmo Construction (UK) Ltd		
30/01/2018	David Carden	108479	700.30			4041	102	700.30	Consultancy		
						341		-700.30	Consultancy		
						6000	102	700.30	Consultancy		
31/01/2018	Eastbourne area first responde	108480	1,000.00			4100	104	750.00	Grant to first responders		
						4093	103	250.00	Grant to first responders		
31/01/2018	Wetton Cleaning Services Ltd	108481	1,497.36		249.56	4500	205	693.79	High St toilets cleaning		
						4235	302	554.01	Wannock toilets cleaning		
Total Payments:			3,655.66	0.00	321.56			3,334.10			

Grass Cutting Contract 2018-2019

Many former and new contractors have declined to quote for the Grass Cutting Contract this year, and we have only been able to obtain two quotes, one of which was well over budget.

As we have only been able to obtain two quotes this year, due to time constraints (the contract expires on 28th February) and with only one contractor within the budget, the clerk will have to use her delegated authority to opt for that contractor at £15,377.

The only alternative would be if East Sussex Highways were willing to take the grass cutting service back from this year (1st March). The office contacted Highways to ask and they stated that, although they would be happy to take it back, they could not provide any information about the cost or the number of cuts until after the recommendation to take it back is put forward to their Council on 6th February.

Therefore, the options are: -

- i) To hand the grass cutting back to East Sussex, in which case a recommendation would have to be put forward at a Special Full Council meeting for a decision, although this depends on whether the information on cost and the number of cuts has been received from East Sussex by the time this meeting takes place
- ii) Given the time constraints and the costs from East Sussex not being available at present, for the Clerk to use her delegated authority to select the contractor with the lower quote of £15,377 (within budget) to carry out the works for 2018/19 and recommend that from 2019/20 East Sussex Highways carry out the grass cutting, and if possible, the Town Council pay for the extra cuts (10 at present) to East Sussex Highways (reversal of the current situation).

It has been increasingly difficult to procure quotes from contractors and East Sussex Highways appear to be keen to take over this service. In addition, we would be required to advertise through the Government Gateway if any contracts go over £25K, which delays things further.

I would highly recommend that from 2019/20 East Sussex Highways carry out the grass cutting, and if possible, the Town Council pay for the extra cuts (10 at present) to East Sussex Highways (reversal of the current situation).

Quotes for Grass Cutting 2018

Total budget is £25K

	Company A	Company B	Company C	Company D	Company E
15 Cuts - Cut & Blow	15376.50	28725.00	Declined to quote	Declined to quote	Quote not received

Grounds Maintenance Contract 2018 -

We have also only been able to obtain two quotes for the Grounds Maintenance Contract this year as many contractors have declined to quote.

Company A have quoted £6520p.a. for a 1, 3 or 5 year contract

Company B have quoted £6065 for a 1 year contract, £6487p.a. for a 3 year contract, £6367p.a. for a 5 year contract

Company B (the current contractor) is marginally cheaper than company A for a 3 year contract, plus the council has received many compliments on the cutting standard of the current contractor (company B). Therefore, it's recommended to award the contract to company B (the current contractor), due to the high quality of their work over the past year and the value of the quotes.

The quotes are for 1, 3 or 5 years. However, a 3 year contract would be recommended. Three years is optimal as companies often become complacent on a five year contract.

Once again this is under Jo's delegated authority. However, she would like you to decide if you would prefer for her to go for a 1, 3 or 5 year contract with contractor B.

Your decision will be included in the paperwork to Full Council so that Full Council is aware of the decision and why.

Quotes for Grounds Maintenance 2018

Budget £8000

	Company A 1, 3 or 5 years		Company B 1 Year		Company B 3 Year		Company B 5 Year		Company C	
	Per Cut	Per Annum	Per Cut	Per Annum	Per Cut	Per Annum	Per Cut	Per Annum	Per Cut	Per Annum
Wannock Road Recreation Ground										
Re-seed goalmouth areas of football pitch, Spring	250.00	250.00	190.00	190.00	209.00	209.00	199.00	199.00		
Fertilise whole field with 20-10-10 fertiliser, Spring	150.00	150.00	367.00	367.00	392.69	392.69	386.00	386.00		
Mow playing field weekly (24 cuts p.a.)	45.00	1080.00	52.50	1260.00	56.17	1348.08	55.12	1322.88		
Strim ditches (4 cuts p.a.)	80.00	320.00	19.50	78.00	20.86	83.44	20.47	81.88		
Mow and strim inside play area (12 cuts p.a.)	50.00	600.00	8.72	104.64	9.33	111.96	9.15	109.80		
Cut hedges (2 cuts p.a. before and after nesting season) (may need to go onto residents land?)	220.00	440.00	690.00	1260.00	674.10	1348.20	661.50	1323.00		
Annual roll of whole field, Spring (after football season)	200.00	200.00	280.00	280.00	298.00	298.00	294.00	294.00		
Total for Wannock		3040.00		3539.64		3786.37		3716.56		0.00
Brightling Open Space										
Cut entrance field (7 cuts p.a.)	70.00	490.00	23.33	163.31	24.96	174.72	24.49	171.43		
Strim beside entrance field, next to houses (4 cuts p.a.)	30.00	120.00	17.50	70.00	18.72	74.88	18.37	73.48		
Cut main field (12 cuts p.a.)	50.00	600.00	52.50	630.00	56.18	674.16	55.12	661.44		
Cut hedgerows around main field, October	150.00	150.00	210.00	210.00	224.70	224.70	220.50	220.50		
Short cut 2M path around meadow (10 cuts p.a.)	8.00	80.00	8.95	89.50	9.56	95.60	9.39	93.90		
Mow and strim inside skatepark (12 cuts p.a.)	35.00	420.00	8.95	107.40	9.57	114.84	9.39	112.68		
Cut centre part of meadow (2 cuts per annum before and after flowering season)	50.00	100.00	120.00	240.00	128.00	256.00	126.00	252.00		
Sow wildflower seeds at meadow	200.00	200.00	120.00	120.00	128.00	128.00	126.00	126.00		
General maintenance of meadow - trim back boundary hedges/bushes & growth/grass outside path, October (one cut p.a.)	100.00	100.00	230.00	230.00	246.00	246.00	241.00	241.00		
Clear paths to pond and strim/clear ditch (with due regard to ecology and wildlife)	150.00	150.00	17.50	17.50	18.72	18.72	18.37	18.37		
Cut the bank and entrance part of BMX area (one cut p.a.)			17.50	17.50	18.72	18.72	18.37	18.37		
Total for Brightling		2410.00		1895.21		2026.34		1989.17		0.00
Cophall Allotments										
Strim paths/grass areas between allotments PLUS section at the top of the allotment and the lower end (4 cuts p.a.)	120.00	480.00	52.50	210.00	56.17	224.68	55.10	220.40		
Cut roadside hedge, October	50.00	50.00	210.00	210.00	224.70	224.70	221.00	221.00		
Total for Cophall		530.00		420.00		449.38		441.40		0.00
Oakleaf Play Area										
Cut and strim (12 cuts p.a.)	45.00	540.00	17.50	210.00	18.72	224.64	18.34	220.08		
Total for Oakleaf		540.00		210.00		224.64		220.08		0.00
Grand Total		6520.00		6064.85		6486.73		6367.21		0.00

Current/Business Premium

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Date	Payee	Details	Total amount	VAT	Amount
01/02/2018	Tectonic	remedial work high st toilets	£1,487.79	£247.97	£1,239.82
02/02/2018	Europlants	monthly maintenance & watering	£49.51	£8.25	£41.26
02/02/2018	Police & Crime commissioner	CCTV transmission oct-dec 17	£545.60		545.6
07/02/2018	Zurich Municipal	Insurance	3943.22		3943.22
TOTALS			£6,026.12	£256.22	£5,769.90