



Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL  
Telephone: 01323 488114  
Town Clerk – Jo Ognjanovic - e-mail [admin@polegatetowncouncil.gov.uk](mailto:admin@polegatetowncouncil.gov.uk)

31<sup>st</sup> May 2017

To Councillors: D Murray(chair), S Shing, M Falkner, B Goodwin, D Watts, Mrs M Piper, Ms A Snell (ex officio), D Dunbar (ex officio)

You are summoned to attend a meeting of the Finance & Policy Committee to be held on **Friday 9<sup>th</sup> June 2017** in the Council Chambers, 49 High Street, Polegate at **10.00 am**

J.Ognjanović

Town Clerk

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*The press and public have a right to and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press and public has been proposed and voted upon before withdrawing.*

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## **A G E N D A**

- 1. Opportunity for public comment**
- 2. Apologies for absence**
- 3. Declarations of interest in any items on the agenda**
- 4. Minutes of Finance & Policy committee of 7<sup>th</sup> April 2017**
- 5. Approval of accounts for payment as presented**
- 6. Online Banking Procedure**

**UNADOPTED  
POLEGATE TOWN COUNCIL**



**FINANCE & POLICY COMMITTEE**

Minutes of the Finance and Policy Committee meeting held on Friday 7<sup>th</sup> April 2017 Council Chambers 49, High Street, Polegate 9.30am

**Present:** Cllrs D Murray, S Shing, Mrs M Piper (ex officio), B Goodwin, D Watts, M Falkner **(6)**

**Not Present:** Cllrs E Board (1)

No members of the public present

| Minute Number | Resolution  |
|---------------|---|
| <b>12032</b>  | <b>Opportunity for Public Comment</b><br>None   |
| <b>12033</b>  | <b>Apologies for absence</b><br>Cllr E Board (work)   |
| <b>12034</b>  | <b>Declarations of interest in any items on the agenda</b><br>None  |
| <b>12035</b>  | <b>Minutes of Finance &amp; Policy committee 20<sup>th</sup> March 2017</b>   |
| <b>12036</b>  | <b>Approval of Accounts for payment</b><br><b>It was resolved to approve the accounts for payment to the value of £14,483.71 VOTE All in favour Cllrs D Murray, Mrs M Piper, S Shing, B Goodwin, D Watts, M Falkner</b> |

The meeting closed at 9.33 am

Signed by \_\_\_\_\_ Chair of Finance & Policy

Dated \_\_\_\_\_

## Online banking procedure and Financial Regulations

Payments will be entered (submitted) by one member of office staff (ideally the finance assistant once appointed) and authorised by the town clerk (or vice versa). In the instance that one of those employees is absent and an urgent payment needs to be made, the admin assistant/committee clerk will carry out ONE of those procedures.

Payments will be generated and a list of payments printed off to go with the invoices. The list will be collated with the invoices and initialled by two councillors (as per cheque stub procedure at present).

Once the resolution to make the payment has been made at the meeting and the invoices and print slip double signed, two councillors will use their key and pin to enter the system.

Each will go into their worklist (in Barclays.net) and authorise only those payments that have been double signed and agreed by council.

Once all authorised the clerk will release the payments

ALL PAYMENTS MUST BE MADE IN ACCORDANCE WITH FINANCIAL REGULATIONS. ONLINE BANKING IS SIMPLY A METHOD TO FACILITATE THE FASTER PAYMENT AS AN ALTERNATIVE TO CHEQUES.

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