

## UNADOPTED

### POLEGATE TOWN COUNCIL

Minutes of the Finance and Policy Committee meeting held on Tuesday 20<sup>th</sup> July 2010 in the Council Chamber, 49 High Street, Polegate at 7:30 p.m.

Present: Cllrs G Carter (Chair), T Voyce, Mrs J Voyce, M Cunningham, A Watkins, Mrs C Berry and Mrs J Bigsby

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**9306 Apologies for absence**

Cllrs S Barber and J Rogers

**9307 Declarations of interest in any items on the agenda**

Cllr A Watkins declared a personal and non-prejudicial interest in 9309(b) only as a Governor of Willingdon Community School and took no part in the discussion.

Cllr Mrs J Bigsby declared a personal and non-prejudicial interest 9309(b) as a volunteer and parent at Willingdon Community School.

**9308 Minutes of the meeting held on 25<sup>th</sup> May 2010**

The minutes from the meeting held on 25<sup>th</sup> May 2010 were agreed and signed as a true and accurate record.

**9309 Grant applications**

a) Crimestoppers

A lengthy discussion took place regarding the accounts of Sussex Crimestoppers. It was felt that the accounts were too far out of date for a decision to be made.

**It was recommended that more up to date accounts would be gained from Sussex Crimestoppers and a letter would be sent by the Clerk.**

b) Relate – Extension of Relateen in Willingdon School

A lengthy discussion took place and it was felt that further information was needed in relation to a donation made by the Council and whether it would benefit local children at Willingdon School.

**It was recommended that further information was needed. Cllr Mrs Bigsby would gain this information and this would then be looked at again in October.**

**9310 Policies**

a) Grievance Procedures

b) Policy for Staff Appraisal

**It was recommended that the HR policy from AiRs would be discussed at Full Council in July and recommended for subscription to be paid. Once this has been concluded and all policies would be looked at and presented to Full Council in September.**

**9311 Internal Auditors Appointment**

We had received previously a letter of resignation from our Internal Auditor. Quotes had been received from 3 other auditors ranging from

£525 to £2250 per annum. These quotes were for 3 visits per year not as per Financial Regulations which state that Internal Audit must be carried out 4 times a year.

**It was recommended that Mulberry and Co would be appointed as Polegate Town Councils Internal Auditor. The Clerk would arrange an immediate Audit to take place.**

**9312 Financial Reports**

a) Income/Expenditure against budgets to date

This had been circulated and noted by members.

A brief discussion took place regarding the financial implications of the Pelham Planning Appeal and Rule 6 status. In order to avoid any possibility of any costs being awarded deadlines must be met and that no spurious or additional arguments be included in the statements.

b) Quality Council Qualification for LAA Funding.

£766 had been awarded to the Council for the Quality Status. £200

Had been granted to the Business Breakfast and only £75 had been Spent.

**It was recommended that £200 be put towards the cost of the next newsletter and £300 be put towards the Christmas Switch on.**

c) Provision for E-planning – equipment

Quotes had been gained to put a computer in the Council Chamber in preparation for E-planning which is being piloted at the moment.

No planning applications (apart from major applications) will be given in hard copy once this has been rolled out to all Towns and Parishes in the Wealden area.

d) Website – Update of style and layout of website

There is, at this present time, no funding available for this project.

**9313 Asset Register and Insurance Cover**

The Asset Register and the Insurance Cover are required to be Inspected and updated if necessary.

**It is recommended that Cllr Mrs C Berry and Cllr G Carter would undertake this task with the office.**

**9314**

Committee to consider in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. Committee agreed to take the business into confidential session