

**UNADOPTED  
POLEGATE TOWN COUNCIL**

Minutes of the Finance and Policy Committee meeting held on Friday 20<sup>th</sup> November 2015  
Council Chambers 49, High Street, Polegate 9.30am

**Present:** Cllrs D Watts (vice chair), S Shing, M Falkner, B Goodwin, Mrs M Piper (ex officio)  
**(5)**

**Not Present** D Murray, E Board (2)

No members of the public present

Minute Number	Resolution
<b>11535</b>	<b>Opportunity for Public Comment</b> None
<b>11536</b>	<b>Apologies for absence</b> Cllr S Shing would be late, Cllr D Murray (holiday), Cllr E Board (work) <i>Cllr S Shing arrived at 9.31am</i>
<b>11537</b>	<b>Declarations of interest in any items on the agenda</b> None
<b>11538</b>	<b>Minutes of the Finance &amp; Policy Committee Meeting of 16<sup>th</sup> October 2015 (already adopted by Full Council)</b> <b>It was resolved to agree the minutes of 16<sup>th</sup> October 2015 and they were duly signed by the vice chair as an accurate record. VOTE All in favour Cllrs D Watts (vice chair), S Shing, M Falkner, B Goodwin, Mrs M Piper</b>
<b>11539</b>	<b>Approval of Accounts for payment to the value of £49,792.99</b> <b>It was resolved to approve the payments schedule of £49792.99 VOTE All in favour Cllrs D Watts (vice chair), S Shing, M Falkner, B Goodwin, Mrs M Piper</b>
<b>11540</b>	<b>Preliminary budget discussions</b> The committee looked over the budget as a whole and the clerk explained that this was a starting point only and that some items could and needed to be altered.  The grass cutting contract was discussed and the number of cuts and comparisons to other local adjoining councils. The clerk stated that the contract was up for renewal with the new figure likely to cover a number of quotes. This would be done shortly. She also discussed the grounds maintenance contract which was not up for renewal but that a number of things needed to change on that contract and a much higher budget (x 3) needed to be put ion the budget the following year to enable a true reflection of the expected quote estimates. £5000 was suggested to go in for the website, but not as an annual amount but as a one off to come from general reserves. A small sum should be out into the budget to cover IT ongoing changes.  The Guardian court crossing was discussed and a Councillor suggested that a letter be written to ESCC Highways department who dealt with S278 payments and Wealden District Council who held those sums. It was motioned that this be put on the agenda for full council approval.  Newsletters were discussed at length. It was agreed these should be discussed at the full council meeting with the potential of changing the system so that no newsletters were produced but bulletins which would be placed on the boards

website and tweeted for current information as the newsletter was often out of date before it had been printed. A sum of £500 could be left in the distribution budget in case an important item arose and letters needed to be sent to each household. The fate of newsletters was discussed and a Councillor and the clerk commented that some residents had contacted the office stating that they did not know about the street lights, when 3 – 4 newsletters had included an article about the changes over the last couple of years.

The grants budget was discussed and who usually asked for grants and the policy. It was agreed that the policy would be changed to reflect that an Organisation must provide evidence as part of the agreement that the monies had been spent on what they were requested for, similar to the S106 agreements but less formal. The clerk stated this was in hand as many policies and procedures were being updated.

The clerk was also asked to produce a list of the last few years grants that had been awarded and give this to councillors.

The use of the council's assets was discussed with regards to hiring fees. Issues of change of use and multi use would be raised as a separate item on the buildings and land committee as this was already in hand and the clerk was in the process of producing a report on the charitable trusts. The summary was that a charitable trust was NOT recommended.

*Cllr M Falkner left at 10.45 and returned at 10.48*

*Cllr D Watts left at 10.48 and returned at 10.51*

*Cllr S Shing left at 10.52 and returned at 10.54*

*Cllr Mrs M Piper left at 10.54 and returned at 10.56*

Dog bins and waste bins were discussed. The clerk stated that a working group was going to meet in the new year so this years budget was unlikely to be changed as no figures were available as to what was required. The previous idea to swap to dual use bins had been problematic since the change over to Kier at Wealden as they now charged far too much for a swap of bins. However some information came forward that may be useful and this would be taken forward to the working group when they meet in the new year.

The clerk was asked about specific areas regarding bins and sponsorship. She made a note that bins were desirable at the Parade, Black Path, Porters Way and Wannock Road.

*Cllr S Shing left at 11.12 and returned at 11.16*

An issue with the bus stops was also brought up. The clerk stated that Sue had contacted the "sponsor" but would check as to whether the new shelter would be possible. Once a decision or likely outcome was known a new shelter may be either sourced or sponsored after going to full council for approval. The fund would need to be replenished with a higher sum £6000 and not £3000.

The broken flower tub at the junction of A22/A27 was discussed and the clerk was asked to seek a replacement tub with planting for the spring.

The clerk was asked to give an approximate breakdown of the subscriptions. She listed NALC, SSALC, SLCC, Parish Online, CPRE< Community Centre, WDALC, Airs Manual.

A Councillor asked about the waste contract. The clerk stated that the best value was always sought but it was looked at each year. Bins sizes were discussed and the clerk asked if anyone knew any cheaper alternatives to let Sue know as quotes were sought each year for the best price and value.

Signs were discussed as there was a budget heading but no budget set in. A Councillor commented on signage for the toilet and whether this might be funded from private sources. The clerk stated that often Highways had to approve signs depending in where they were located and that there was in fact an ear marked reserve which could be out to use should that be the option that was required. It was agreed to wait until the outcome of the refurbishment took place, but it would be noted to look into signage once this was complete.

CCTV costs were discussed and it was suggested that Cllr Goodwin and Falkner would put a motion to represent the council at the CCTV meetings. This would also be added to the full council agenda. The committee discussed the contract and what was involved.

The meeting closed at 11.31 am

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

Dated \_\_\_\_\_