UNADOPTED
POLEGATE TOWN COUNCIL

Minutes of the Finance and Policy Committee meeting held on Monday 17th September 2012 in the Council Chamber, 49 High Street, Polegate at 7.30 p.m.
Present: Cllrs J O'Riordan **JOR** (chair), M Cunningham **MC** (vice chair), Mrs J Voyce **JV**, T Voyce **TV**, M Pybus **MPy,** Mrs C Berry **CB,** E Board **EB,** J Harmer **JH**(ex officio), (8)
Not Present: Cllrs S Shing **SS** (1)

1 member of the public present (C Mack Chief Executive WCA), Cllr H Parker **HP** was also present
Also present Town Clerk Mrs Jo Ognjanovic **JO**

Minute Number	Resolution	Follow-Up
10349	**Apologies for absence** S Shing (other meeting)	
10350	**Declarations of interest in any items on the agenda** Cllr J Harmer minute 10353 (trustee to CAB)	
10351	**Opportunity for Public Comment** Standing orders suspended Ms Mack spoke on the benefits and changes with the Citizens advice bureau, how changes may affect outreach services. Changes to the recruitment process meant that permanent outreach volunteers were unlikely until March 2013/summer 2013. There may be funding streams for pilots of schemes for technology based outreach services. Welfare changes were likely to increase the demand for the service. Standing orders reinstated	
10352	**Minutes of Finance & Policy Committee Meeting of 25th June 2012** The minutes were signed by the chair as an accurate record. VOTE All in favour Cllr J Harmer left the room for the following agenda item at 7.40pm	
10353	**Grants Request Citizens Advice Bureau** A discussion took place regarding the presentation made by the Ms Mack. The chair reminded those present that they should be considering whether to resolve to make a grant to Wealden Citizens Advice and if so for how much. **1. A motion was put to grant Wealden Citizens Advice £2000 T Voyce seconded by E Board** **2. A motion was out to grant Wealden Citizens Advice £2700 Mrs C Berry no seconder (motion lost)** **3. A motion was put to grant Wealden Citizens Advice £3000 Mrs J Voyce seconded M Pybus** **A vote was taken on motion 1. The vote was equal 3 for 3 against the casting vote given by the chair For the motion. Motion carried to grant £2000 to Wealden Citizens Advice.** A secondary vote was taken on 3 the vote was equal 3 for 3 against motion lost. It was resolved to grant **Wealden Citizens Advice £2000. VOTE As above** **A further motion was put to reassess the grants budget in February 2013 and to consider any remaining budget to be granted to Wealden Citizens Advice at that time. VOTE 6 for 1 abstention.** **Cllr J Harmer returned to the room at 8.10pm**	JO JO
10354	External Audit a) Verbal update on external audit of year end accounts The clerk stated that the external audit had been completed satisfactorily. There had been two comments. One regarding the asset register, which the clerk had inherited and updated. The second regarding The Public Works Loan figure,	

	which had been entered incorrectly by RBS. The paperwork had been sent off and the external auditors satisfied. b) Update on new external auditor for 2012/13 The background papers included details of the new external auditor Littlejohn LLP.	
10355	Budgets – pre budget setting for information only The clerk had circulated a brief report, which was currently being updated, with some details of items which could be taken from the budget. The clerk stated that a full report would be available to all councillors prior to the budgets in November. The early report being given in order that councillors could consider some of the items. The clerk was asked to write a letter to Mr Northcott thanking him for his assistance with regards to Street Lighting. The clerk was asked to request that any report on the street lighting test be given to council within 8 weeks of the testing. The chair asked that all members think about ways to reduce bureaucracy and associated costs, the chair gave some examples.	JO
10356	**Accounts - for information only** The accounts had been circulated prior to the meeting and noted by those present. A Councillor asked about the figures for the flower beds and grass cutting. The clerk stated that these were paid in installments.	
10357	**Delegation of financial authority as per motion below:** **a) Motion to delegate financial authority to the Town Clerk Jo Ognjanovic to expedite tasks and resolutions already made by the council and expenditure within a pre set budget. The clerk will seek best value quotes in all circumstances.** A Councillor asked for clarification on the number of quotes that would be required. The clerk clarified that part of financial regulations would not change and she would seek quotes (and tenders) as per financial regulations. **It was resolved to delegate financial authority to the Town Clerk Jo Ognjanovic to expedite tasks and resolutions already made by the council and expenditure within a pre set budget. The clerk will seek best value quotes in all circumstances. VOTE All in favour** **b) Motion to amend financial regulations to reflect the change as per resolution above a)** A draft of the financial regulations changes had been circulated prior to the meeting. The change being the "up to £500" being removed at 3.4 **It was resolved to amend financial regulations 3.4 with the wording "up to £500" removed. VOTE All in favour** The clerk stated that she would be reporting this type expenditure back to council as soon as practicably possible.	JO JO
10358	**Motion to remove the necessity for deposits for keys for football/stoolball/cricket clubs. If keys are not returned/lost, a replacement fee of £100 will be charged per key. The letting agreement wording 3.12 to be amended to reflect the change.** **It was resolved to remove the necessity for deposits for keys for football/stoolball/cricket clubs. If keys are not returned/lost, a replacement fee of £100 will be charged per key. The letting agreement wording 3.12 to be amended to reflect the change. VOTE All in favour**	JO

The meeting closed at 8.47pm.