

## UNADOPTED

### POLEGATE TOWN COUNCIL

Minutes of the Finance Committee meeting held on Monday 27<sup>th</sup> October 2008 in the Council Chamber, 49 High Street, Polegate at 7:30 p.m.

Present: Cllrs. M Cunningham (Chair), G. Carter, J. Harmer, Mrs. D. Joy, Mrs. M. Piper, Mrs J Voyce, T. Voyce, A Watkins

In attendance – Mrs L Baxter (Town Clerk)

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#### **8260 Apologies for absence**

Apologies were received from Cllrs Barber, J Rogers.

#### **8261 Declarations of interest in any items on the agenda**

None

#### **8262 Minutes of the meeting held on 3<sup>rd</sup> September 2008**

These had been approved by Council on 8<sup>th</sup> September 2008 and were to be signed by the chairman

#### **8263 Matters arising**

Cllr Carter asked if the Contracts File which had been mentioned in the internal auditor's report was not up to date – the clerk confirmed that it was.

#### **8264 Notification of items dealt with as urgent**

The following items were dealt with as urgent:-

- Air Conditioning Units – Servicing  
Members agreed that the office could accept the quotation which is best value to the Council for maintenance of the office air conditioning equipment – members considered and agreed that an annual service would be sufficient. Three companies had been asked to submit quotations.
- External Auditor's Report  
The Annual Return had been returned from Mazars and was being displayed as per regulations on the notice board – the Clerk informed members that an initial mistake had been made with the figures on the form but this was rectified and had been agreed by Mazars.
- Bank Protection  
Members were satisfied with the banking arrangements of the Council which were with Barclays at present, however members felt that it would be prudent to explore the possibility of an additional savings account with HSBC.

- Replacement swing frame  
Members considered that quotation from Wicksteed Leisure for a replacement swing frame at Wannock Road Recreation Ground – members felt that a second quotation at least should be obtained and that Wicksteed should be asked to quote for the whole package i.e. seats & chains not just the frame and repair of wet pour surface.

**8265 To monitor budgets 2008 -09**

Members noted the financial reports and explanations were given by the Clerk on the variances in the overspends/underspends. Members agreed that the Clerk should advertise in the next newsletter that there is some grant monies still available for local charities.

**8266 To consider request from Land registry to register all council owned land.**

Members felt that was not necessary at this time.

**8267 Financial Regulations**

Members agreed to amend the Financial Regulations to include £10 million public liability for contractors who are working on the Public Highway.

**8268 Resolution to take business into confidential session**

It was resolved that due to the confidential nature of the next business to be transacted the press and public be excluded from the rest of the meeting.