

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Finance Committee meeting held on Wednesday 3rd September 2008 in the Council Chamber, 49 High Street, Polegate at 7:00 p.m.

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

8176 Apologies for absence

Apologies were received from Cllrs Barber, Harmer and Voyce.

8177 Declarations of interest in any items on the agenda

None

8178 Minutes of the meeting held on 2nd July 2008

These had been approved by Council on 14th July 2008 and were to be signed by the chairman

8179 Matters arising

The Clerk reported that the contract for the photocopier was for five years at the cost of £205.50 per quarter, copy costs are black & white @ 0.52p and 5.32p for colour.

Anchor Staying Put – Thank you letter for grant

8180 Notification of items dealt with as urgent

The following items were dealt with as urgent:-

- Evolution Skatepark estimate to replace the surface underneath the sub-boxes which were removed.
The cost is £762.42 + VAT
Resolved to accept this estimate
- Evolution Skatepark annual maintenance contract had increased by £65.00 to £1625.00 + VAT for 2008/09
Resolved to accept this estimate
- Ultra Lite to supply and fit 5000 LED lights in the Jubilee Tree at a cost of £2,600 + VAT
Resolved to accept this estimate

The Clerk informed members that Allianz Cornhill our insurers will from 2009 insist as a requirement of the policy that all trees under the control of the Council will have to be subject to a regular inspection programme and annual professional inspection by a tree surgeon with a report issued. Any works outlined by such a report will have to be undertaken. This will have to be factored into the annual estimates for precept. The Clerk is to obtain alternative insurance quotes.

A grant request from Vitalise a company who supplies respite care for disabled people and their carers. The Clerk is to obtain further information of the number of Polegate residents who have used this service and a copy of their annual accounts.

8181 To monitor budgets 2008 -09

Members noted the financial reports which had been produced by the new accounting system, which gave a % of the budget used

The Clerk explained some of the overspends/underspends and it was agreed to hold another meeting at the end of October to look more closely at the budgets as figures would be available for the half year mark.

8182 To consider estimates from EDF Energy for urgent Street Light works:-

It was resolved to accept the estimates for the following works exc VAT:-

Lamp D Windmill Road – new lantern - £205.44

Pole Bracket B Wannock Road – new pole bracket/clamp,70w SRL Lantern, bill SL3D2 cutout - £310.10

Cross Street – new SRL Lantern – £205.44

Lamp C Black Path – new photo cell - £48.67

Lamp C Rye Close – new column,lantern,service - £755.25

Lamp A Hastings Close – new column,lantern,service - £755.25

Lamp B Hastings Close –Leaning - RTV Column - £78.33

Lamp B Porters Way – Door missing - £57.88

Lamp a Junction Road – new column, lantern, service - £755.25

Lamp k Porters Way – New lantern - £205.44

Lamp I Westfield Close – New lantern - £205.44

Lamp E – Sayerland Road – leaning – RTV Column - £78.33

Total = £3660.82 + VAT

8183 Internal Auditor's Programme and Report

Members had carried out the Annual Review of the Internal Audit as recommended by the external auditors Mazars (Attachment 5) and found it to be satisfactory.

Members noted the programme for 2008-09 which had been supplied by Mr G Parish and members were pleased to receive such a comprehensive, professional programme and noted that the audits would be carried out in August, November, February and June for Final Accounts.

Members noted the August report which they were very pleased with and the Clerk explained that the items which had caused concern i.e. No VAT on the electricity recharge on the Wannock Centre and the Contract File being updated had been dealt with.

8184 Buildings' Valuations - costings

Members agreed that there was no need at the present time to precede with revaluing all the Council owned buildings as the Insurance Company updated the buildings cover each year. The cost of the revaluing had been quoted as £750 + VAT.

8185 Date of Next Meeting

Monday 27th October 2008