

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Finance Committee meeting held on Wednesday 6th May 2009 in the Council Chamber, 49 High Street, Polegate at 7:30 p.m.

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

In attendance Mrs C Gatrill (Clerk) Mrs L Baxter (Retiring Clerk)

Cllr T Wright was also present

No members of the press or public

8569 Apologies for absence

Apologies were received and accepted from Cllrs Barber and Rogers

8570 Declarations of interest in any items on the agenda

Cllrs Carter, Cunningham, Mrs Joy, Mrs Voyce and Voyce – personal and non – prejudicial – grant to Polegate Community Association
Cllr Harmer – 8578 – bus company - personal and non-prejudicial

8571 Minutes of the meeting held on 25th February 2009

These had been approved at Council and the chair was authorised to sign them as a true record.

8572 Matters arising

This was deferred to be included as an agenda item

8573 Internal Auditor's report – 9th March 2009

Members considered the report and agreed to adopt and implement the recommendations made by Mr Parish which were:-

1. To consider the provision of a medium or long term business plan
2. The level of reserves should be evidence based either in the terms of a forward plan or linked to financial risk management.
3. To provide evidence that goods and services have been checked - a system has already been implemented.
4. The separate petty cash account should be closed and the office should move to an imprese account. This would mean that a letter giving the Clerk permission to encash cheques will be lodged with the Council's bankers.

It was agreed that the petty cash imprese would be £100, in the initial period with the proviso that this could be increased if it was found necessary.

Mrs Baxter confirmed that Mr Parish had attended the office on 24th April 2009 and agreed the Final Accounts, once the 'official' form from Mazars had been completed he would duly sign off the Accounts for 2009/2010.

8574 Fees and Charges 2009 -2010

Members agreed that the fees and charges would remain unchanged for this financial year.

8575 Grant applications

The following applications which were in line with Council's grant policy were discussed.

It was resolved to allocate the following organisation a grant during the financial year 2009/10.

Organisation	Grant
East Sussex Wildlife Rescue and Ambulance Service	£500
Total spent on grants to date	£3500.00

Members discussed at length the proposal from Polegate Community Association for a grant towards the laminating of windows and their response to Council's offer of chairs for the Coffee lounge.

A proposal by Cllr Mrs Joy to make a contribution of £500 towards the cost of laminating windows was not seconded and therefore lost.

Members re-iterated that the budget for grants 2009/20010 could not facilitate the amount of grant as requested therefore it was agreed that Polegate Town Council would again offer to purchase 100 chairs for the coffee lounge. These would be purchased by the Council and be of Council's choice. The cost of this would be £1345 approx.

8576 Membership 2009 -2010

Members agreed not to renew this membership for 2009 - 2010

8577 Annual Insurance

Members considered the schedule from Norwich Union against the existing schedule from Allianz Cornhill – a query raised on the age of Councillors' cover was clarified – councillors above 80 would be asked to complete a health questionnaire and any additional premiums would be based on this.

Members agreed that the office could negotiate with the insurance companies and then finalise the decision as to whom to be insured with bearing in mind the following:-

1. If Allianz Cornhill would match the quote from Norwich Union
2. How much Allianz Cornhill would charge for policy cancellation?

8578 Urgent Business

Skatepark

The park has been badly fire damaged and is not on the insurance Schedule

Members agreed that the estimate for repairs of £1239.00 from Evolution be accepted.

Lamp Standard Replacement High Street

The Insurance Company has refused to pay the additional costs for the replacement lamp standard, the additional costs had been caused by the change in contractors. They consider that a fair price had been agreed and accepted and they were not responsible for the change in contractors. The Clerk would be writing to the bus company to try and recover these costs.

Staff Additional Hours

Members agreed to recommend to Personnel that additional hours could be employed for the handyman to tidy the town centre areas i.e. Council Offices, Jubilee Gardens.

8579 Final Accounts 2008-2009

The Clerk presented the accounts for 2008/2009 and members resolved to agree and adopt these accounts. The Annual Return to Mazars would be submitted to the the Council Meeting on 11th May 2009 for approval.

Cllr Mrs Voyce thanked Mrs Baxter for the prompt presentation of The final accounts and this was endorsed by members present.