

## UNADOPTED

### POLEGATE TOWN COUNCIL

Minutes of the Finance Committee meeting held on Wednesday 28<sup>th</sup> October 2009 in the Council Chamber, 49 High Street, Polegate at 7:30 p.m.

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

Two members of the Polegate Community Association were able to give the Council a presentation on funding issues.

Mrs Hazel Thorn, Chairperson, explained about the Coffee Lounge at the Community Centre and informed the Council to what its purpose was and who used the room. It was used for a variety of activities including pre-school and dance as well as Coffee Mornings. The Community Association felt that 100 chairs would not be practical as they had no extra space for storage of these chairs.

Mrs Thorn went on to say that the Community Centre needed in the region of £70,000 a year to run. There had been no maintenance carried out to the Henry Twine Hall floor and this would be in the region of £4,000 to have it lacquered. They had a maintenance programme but this had been shelved as there was no money for work to be carried out.

Mr Arnold Beck, Treasurer, went on to explain about the accounts that had been last certified and the accounts that had been given as a handout to the members of the council.

A considerable question and answer session then took place in relation to the accounts and what disposable income the Community Centre had available to them.

Cllr M Cunningham thanked both Mrs Thorn and Mr Beck for attending the meeting and they would be informed of the Councils Decision in due course.

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#### **8868 Apologies for absence**

Apologies were received and accepted from Cllrs J Rogers, Mrs D Joy

#### **8869 Declarations of interest in any items on the agenda**

Cllrs G Carter, J Harmer, T Voyce and Mrs J Voyce – personnel and Non-prejudicial – Polegate Community Association.

Cllr T Voyce and Mrs J Voyce – personnel and prejudicial – confidential business.

Cllr M Cunningham declared that Polegate Town Council were an affiliated member of Polegate Community Association.

### **8870 Minutes of the meeting held on 27<sup>th</sup> July 2009**

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

### **8871 Internal Auditor**

- i) Report of 19<sup>th</sup> August – this was circulated prior to the meeting.
- ii) The recommendations that were made by the Internal Auditor were discussed. The bank mandate was reviewed.

**It was resolved that the bank mandate should be updated with the bank. Cllr A Watkins should be added to the mandate. The Clerk is to sign all the cheque stubs when the cheques have been signed.**

The lease files are to be updated electronically as well as hard Copy in the office.

### **8872 Newsletter distribution**

The newsletter is very nearly ready to be distributed. As a quality Council we are obliged to send out at least one of the newsletters each year to all households. The budget does allow for these distributions.

**It was resolved that up to half of the budget be made available for this distribution and Mrs Ognjanovic would authorise this to take place.**

### **8873 Grant applications**

A letter of thanks had been received from Polegate Twinning Association for the £250.00.

Polegate Community Association need a grant to help with the maintenance of the building. The Council have donated money in the past to the Community Centre. Further to the presentation at the beginning of the meeting a considerable discussion took place between Councillors. It was felt that the accounts that had been produced did not inform the Council of the full picture.

**It was resolved that a grant of £1300 (this being the value of the chairs that Council had previously offered) be sent to Polegate Community Association together with a letter explaining that the Council would require a full set of full certified accounts if another request was made.**

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

<b><u>Organisation</u></b>	<b><u>Grant</u></b>
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Vitalise 2010-2011	Not a local charity – none agreed
Polegate Community Association	£1300
ESDA – Polegate and Willingdon Out and About Group 2009-2010	£300
Wealden Citizens Advice 2010-2011	This would be deferred to the Budget Meeting
East Sussex Association for the Blind and Partially Sighted – Polegate Group	This would be deferred to the Budget Meeting

### **8874 Financial Reports**

- i) Income and Expenditure against budgets to date.  
These were circulated and noted by all members.
- ii) Increase in Budget for Planning meetings.

It was resolved that the budget for next years planning would take into account that Polegate could be facing some major planning applications and the budget would have to be set to reflect this and to also take into account the minor over spend in this present financial year.

- iii) Price for Financial Software from 1<sup>st</sup> April 2010  
A new price guide had been received by the office and this would Be taken into account when setting the budgets for next year.

- iv) High Sheriffs Visit -17<sup>th</sup> November  
The visit had been booked and all was on schedule.

### **8875 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.**