

UNADOPTED

POLEGATE TOWN COUNCIL

Minutes of the Finance and Policy Committee meeting held on Tuesday 20th July 2010 in the Council Chamber, 49 High Street, Polegate at 7:30 p.m.

Present: Cllrs G Carter (Chair), T Voyce, Mrs J Voyce, M Cunningham, A Watkins, Mrs C Berry and Mrs J Bigsby

9306 Apologies for absence

Cllrs S Barber and J Rogers

9307 Declarations of interest in any items on the agenda

Cllrs A Watkins and Mrs J Bigsby – 9309 Personal and Non-prejudicial

9308 Minutes of the meeting held on 25th May 2010

The minutes from the meeting held on 25th May 2010 were agreed
And signed as a true and accurate record.

9309 Grant applications

a) Crimestoppers

A lengthy discussion took place regarding the accounts of Sussex Crimestoppers. It was felt that the accounts were too far out of date
For a decision to be made.

It was recommended that more up to date accounts would be gained from Sussex Crimestoppers and a letter would be sent by the Clerk.

b) Relate – Extension of Relateen in Willingdon School

A lengthy discussion took place and it was felt that further information
Was needed in relation to a donation made by the Council and whether
It would benefit local children at Willingdon School.

It was recommended that further information was needed. Cllr Mrs Bigsby would gain this information and this would then be looked at again in October.

9310 Policies

a) Grievance Procedures

b) Policy for Staff Appraisal

It was recommended that the HR policy from AiRs would be discussed at Full Council in July and recommended for subscription to be paid. Once this has been concluded and all policies would be looked at and presented to Full Council in September.

9311 Internal Auditors Appointment

We had received previously a letter of resignation from our Internal Auditor. Quotes had been received from 3 other auditors ranging from £525 to £2250 per annum. As per Financial Regulations Internal Audit must be carried out 4 times a year.

It was recommended that Mulberry and Co would be appointed as Polegate Town Councils Internal Auditor. The Clerk would arrange an immediate Audit to take place.

9312 Financial Reports

a) Income/Expenditure against budgets to date

This had been circulated and noted by members.

A brief discussion took place regarding the financial implications of the Pelham Planning Appeal and Rule 6 status. In order to avoid any possibility of any costs being awarded deadlines must be met.

b) Quality Council Qualification for LAA Funding.

£766 had been awarded to the Council for the Quality Status. £200

Had been granted to the Business Breakfast and only £75 had been spent.

It was recommended that £200 be put towards the cost of the next newsletter and £300 be put towards the Christmas Switch on.

c) Provision for E-planning – equipment

Quotes had been gained to put a computer in the Council Chamber in preparation for E-planning which is being piloted at the moment.

No planning applications (apart from major applications) will be given in hard copy once this has been rolled out to all Towns and Parishes in the Wealden area.

d) Website – Update of style and layout of website

There is, at this present time, no funding available for this project.

9313 Asset Register and Insurance Cover

The Asset Register and the Insurance Cover are required to be inspected and updated if necessary.

It is recommended that Cllr Mrs C Berry and Cllr G Carter would undertake this task with the office.

9314 Resolution to take business into confidential session

9315 Contractors – Wettens

Cleaning toilets at Wannock Road. The first year has now passed and it appears that everything seems to be going well.

This contract will now continue.

Payroll Services

Payroll services will continue as per contract.

9316 Confidential Minutes and Resolutions – Policies and Procedures

The Clerk stated the following – “Minutes of a Parish Council are required to be open to inspection by any elector (s228 1972 Act) Principle Authorities can rely on Section 100c of the 1972 Act to keep parts of their minutes confidential but this does not apply to Parish Councils.

Although Parishes sometimes have to discuss matters in private it is usually possible to minute the decision without disclosing confidential information. A more detailed file note may be kept for reference.”

A discussion took place regarding the recording of confidential

Matters at Council meetings.

It was recommended that recordings of confidential business will cease as from now.

It was recommended that the resolutions from Confidential business would be published with a brief explanation.

9317 Staffing – Increase in Personnel Budget for 2010- 2011
With the increase in Office Hours for the Office Manager and the pension contributions for the Town Clerk the Personnel Budget needs to be increased.

It was recommended and voted 5 in favour 2 abstentions, that the Personnel Budget be increased by £12,000 from either reserves or budget movements.