

**UNADOPTED  
POLEGATE TOWN COUNCIL**

Minutes of the Finance and Policy Committee meeting held on Tuesday 15th March 2011 in the Council Chamber, 49 High Street, Polegate at 7:30 p.m.

Present: Cllrs G Carter(Chair), Mrs C Berry, Mrs J Bigsby and M Cunningham (Deputy mayor- ex-officio), Mrs J Voyce, T Voyce Mayor ex officio.

Mrs Jo Ognjanovic – Town Clerk  
No Members of the public present

**9623 Apologies for absence**

A. Watkins (illness), J Rogers (meeting)

**9624 Declarations of interest**

All present declared a non prejudicial interest in minute 9626

**9625 Minutes of the Finance & Policy Meeting 18<sup>th</sup> January 2011 (already adopted)**

The minutes were signed by the chair and agreed to be an accurate record of the meeting.

**9626 Fees& Charges**

**a)Allotment Charges**

**It was resolved that the charges for 2011/12 would remain the same at £3 per rod for Cophall and £2.75 per rod for Gosford way Allotments and the deposit to remain at £50. VOTE All in favour.**

**b) Recreation ground Charges/Pavilion Charges – Cricket, football, stool ball hire fees.**

**It was resolved that the charges for 2011/12 would remain the same at £30 for Football Club, £30 for Cricket Club and £10 for Stoolball for hire of the recreation ground and pavilion. VOTE All in favour**

**c) Chamber Hire**

**It was resolved that the charges for hire of the Council Chambers for 2011/12 would remain the same at £10 per hour to include the use of the kitchen. VOTE All in favour.**

**d) Wannock Office hire and recharge fees**

**It was resolved that the charges for hire of the Wannock Centre for 2011/12 would remain the same at £10,000 per annum with a 67% electricity recharge and 50% buildings insurance recharge should the offices be rented at a future date. VOTE All in favour.**

**e) Brightling Road Leisure Ground – model engineering club**

**It was resolved that the charges for 2011/12 would remain the same at £120 p.a. VOTE All in favour.**

**f) Parties able to hire the Chambers/Council Grounds free of charge**

i) A list of parties currently permitted to have waived charges for hire of Council property was circulated prior to the meeting.

**It was resolved that the following groups/affiliated groups would continue to be permitted to use the facilities free of charge.**

**Sussex Police – Panel Meetings**

**Neighbourhood Watch**

**Twinning Association**

**Citizens Advice Bureau**

**Polegate Residents Association**

**Liberal Democrats**

**Norman Baker MP**

**Cllr S Shing**

**VOTE All in favour**

ii) An email had been received from a resident regarding the charges for the recreation ground.

**It was resolved that the clerk send a reply to the resident explaining that the charges were made on the basis that hire of sports facilities are historically chargeable in order to recover some of the costs of running the facilities. VOTE All in favour.**

**9626 Cricket Club & Stoolball Club letting agreements**

The draft letting agreements had been circulated prior to the meeting. A discussion took place on the amendments.

**It was resolved to accept the amendments of section 5.2 to both letting agreements in view of the additional information received by the clerk and to accept the draft stoolball agreement as a new document. VOTE All in favour**

**9627 Review of Insurance Policy**

Cllrs G Carter & Mrs C Berry had viewed all of the quotes and had requested various amendments to the quotes. The recommendation was that an alternative supplier be selected to include insurance cover at a competitive rate.

**It was resolved to accept the quotation from WPS (Aviva) at a cost of £4938.40 plus an additional premium of £113.06 for landslip which has an excess of £1000. VOTE All in favour**

**9628 YDS Agreement**

A draft YDS agreement had been circulated to all councillors prior to the meeting. A discussion took place over the future of YDS and funding. Section 3.1 was amended to reflect the cessation of the Willingdon club. The level of funding was also discussed.

**It was resolved that the amended agreement be accepted and that the clerk would arrange for the appropriate signatures to be obtained. VOTE All in favour**

**9629 Commercial Waste Contract Renewal**

The new terms of the agreement had been circulated to all councillors prior to the meeting.

**It was resolved that the clerk sign the new waste collection contract from Wealden for the period 1/4/2011 to 31/3/2012 at the total cost of £879.84 per annum. VOTE All in favour.**

**9630 Financial Regulations**

A draft of the amended financial regulations was circulated to all councillors prior to the meeting. A discussion took place regarding the amendments.

**It was recommended that the amended Financial regulations be adopted by full council at the next meeting. VOTE All in favour**

**9631 CCTV Policy**

The draft policy had been circulated to all councillors prior to the meeting. The registration was discussed along with the items that had been included in the policy. It was agreed that the clerk register the equipment with the information commissioner.

**It was resolved to adopt the draft CCTV policy. VOTE All in favour.**

**9632 a) Health & Safety Policy Review**

The draft amendments had been circulated to all councillors prior to the meeting. An amendment to section 2.4 to delete the Asst Town Clerk. Section 4.4 to be amended to emptied weekly and remove "metal".

**It was resolved to accept the amendments to the Health & Safety Policy. VOTE All in favour.**

**b) Fire Risk Assessment**

A report from the clerk had been circulated to all councillors prior to the meeting. A discussion took place regarding fire risks. It was agreed that the clerk contact a local fire officer and ask them to come in to assess certain items that had been brought to light with current legislation. If necessary a new fire report would be recommended to full council.

**It was resolved that the clerk would purchase two smoke detectors to install in the photocopy and understairs area and arrange for appropriate fire proofing of the electrical mains cupboard. VOTE All in favour.**

**9633 Year end Close Down**

The clerk informed committee that she had received the date for RBS to come to do the close down. It would be 3rd May 2011. The clerk stated that she had much to prepare for the close down and would be unavailable that day.

**9634 Grant Request**

A letter had been received asking for a grant. However after a short discussion as there were no accounts with the letter it was agreed that this would be taken back to either full council (if the accounts were received in time) or the next Finance meeting.

**9635 Beekeeping Policy**

A draft Beekeeping policy had been circulated to councillors prior to the meeting.

**It was resolved to adopt the beekeeping policy for the keeping of bees on the allotments. VOTE All in favour.**

Councillors discussed the possibility of having a similar policy for the keeping of hens. The clerk said that she would look into drafting one and report back to Finance & Policy.

The meeting closed at 8.45pm