

Minutes of a meeting of the **COUNCIL ANNUAL RETURN** held in the **ANZAC ROOM**, Meridian Centre, Peacehaven, Tuesday 31<sup>st</sup> May 2016 at 7:30pm.

**Members**

<b>Councillors:</b>	Wayne Botting	Jackie Harrison-Hicks
	Daryll Brindley	Andy Loraine
	Rachael Coles	Ron Maskell
	Jean Farmiloe (Chair)	Dave Neave
	Reg Farmiloe	Amber Robertson
	Brian Gosling (Vice Chair)	Robbie Robertson
	Lynda Hallett	Melvyn Simmons
	Job Harris	Andy Smith
	Ann Harrison	

**Present:**

<b>Councillors:</b>	Rachael Coles	Andy Loraine
	Jean Farmiloe (Chair)	Dave Neave
	Reg Farmiloe	Robbie Robertson
	Brian Gosling (Vice Chair)	Melvyn Simmons
	Job Harris	

**ESCC Cllr's:**

**In Attendance**

John Kocher – Corporate Services Manager & RFO  
Sally Landers – Administration Officer

**GENERAL BUSINESS**

**C118 MAYOR'S ANNOUNCEMENTS**

**Health & Safety Announcement**

Thank you for attending this evening. We are not expecting any emergency evacuations from the building, however in the event of an emergency, please leave the building by the safest route possible and meet on the grassed area on the opposite side of the car park. Do not re-enter the building until you are informed by a member of staff that it is safe to do so. Please also switch your mobile phones to silent

**Events**

There will be a general knowledge quiz this Friday 3<sup>rd</sup> June here in Community House, 7pm for 7:30pm start

There will be a drop in session to meet the Mayor and celebrate the Queen's 90<sup>th</sup> birthday on Saturday 11<sup>th</sup> June at Community House between 2pm and 4pm.

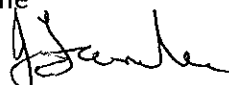
There will be bingo on Friday 17<sup>th</sup> June here at Community House at 7pm.

The Mayor's Civic Church Service and my Official inauguration will take place on Saturday 18<sup>th</sup> June at the Evangelical Church at 6pm. Members of the public are welcome.

Bookings are now being taken for tables at the Peacehaven Summer Fair, which will be held on Saturday 16<sup>th</sup> July at Centenary Park, The Big Park. Please speak with the Information Office here at Community House if you are interested and ensure the date is firmly booked in your diary.

**Debate:-** None

**Signature:**



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**Date:**

19/07/16.

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**Alan Sargent - West Ward**

The resident queried page 17/41 of the audit report and noted Peacehaven Town Council (PTC) had been taken to task with regards to 'little evidence to show three quotations are being sought for amounts over £3k'. The resident queried the following:-

- Had the Town Manager placed orders and not informed the Responsible Finance Officer (RFO)
- Had three quotes been obtained with regards to the replacement of the banner board at The Dell

*Cllr. J Farmiloe stated the Town Manager was on annual leave and would provide a written response on her return*

**Action: Town Manager to write to A Sargent with regards to informing the RFO of orders being raised and had three quotes been obtained to replace The Dell banner board**

**Mae Pond – North Ward**

The resident queried the location of the banner to celebrate Peacehaven's 100 years

*Cllr. R Robertson stated that due to the Town Manager being on annual leave, a written response would be provided on her return*

**Action: Town Manager to write to M Pond with regards to the location of the banner to celebrate Peacehaven's 100 years**

**Peter Seed – West Ward**

The resident queried page 9/41 with regards to Box 5 and the PWLB loan and questioned if this was the purchase of land at the cliff top near Neville Road

*J Kocher confirmed the loan in question is referring to roof repairs at Community House*

P Seed queried if the Council had obtained a loan to purchase the land in question

*J Kocher confirmed that during his time at PTC, the Council had not taken on any loans to purchase land*

*Cllr. J Farmiloe noted further investigation was required and a written response would be forwarded to P Seed*

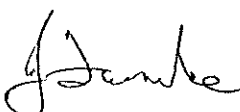
**Action: RFO to write to P Seed with information concerning the purchase of land at the cliff top near Neville Road**

**Stella Newman – North Ward**

The resident queried the figures in the Annual Town Report of expenses and income being £674,496 with those in the Audit Report which shows a difference of £20.5k

*J Kocher confirmed the difference represents a transfer from reserves*

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**C119 PUBLIC QUESTION TIME continued**

S Newman stated she was not happy with the response and re-iterated the difference of £20.5k within the two reports

*Cllr. J Farmiloe stated a written response would be provided this week*

**Action: RFO to write to S Newman with regards to the difference of £20.5k between the Annual Town Report and the Audit Report**

**Stan Newman – North Ward**

The resident noted that during a 20 month period 27 cheques had been lost and re-issued and payments to C Bartholomew (Electrical Contractors) amounted to £11,642, which raised the issue, had quotes been obtained

*J Kocher noted that some cheques sent to ESCC Pensions had gone missing as a result of their office move*

S Newman suggested cheques should be sent via the postal tracking system and signed for on receipt

*J Kocher noted this was not a viable option*

*Cllr. J Farmiloe stated a written response would be provided*

S Newman queried a response with regards to payments to C Bartholomew (Electrical Contractors)

**Action: RFO to write to S Newman with regards to cheques lost in the post and payments to C Bartholomew (Electrical Contractors) amounting to £11,642**

**C120 CONSIDER APLOGIES FOR ABSENCE**

Cllr. W Botting – noted (work commitments)

Cllr. D Brindley – noted (holiday)

Cllr. L Hallett – noted (prior commitments)

Cllr. A Harrison – noted (prior commitments)

Cllr. J Harrison-Hicks – accepted (illness)

Cllr. R Maskell – noted (prior commitments)

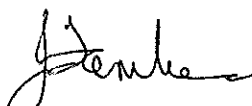
Cllr. A Robertson – noted (prior commitments)

Cllr. A Smith – noted (prior commitments)

**C121 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

None

Signature:



Date:

19/07/16

**C122 TO APPROVE & SIGN THE ANNUAL RETURN 2015-16 – GOVERNANCE STATEMENT**

The Council **APPROVES** the accounts for the year ended 31st March 2016

The Council **APPROVES** Section 1 (Annual Governance Statement) of the Annual Return and for it to be signed by the Chair of the Council and the Town Manager

Cllr. D Neave proposed

Cllr. J Harris seconded

**Majority Approved**

Against x 3 Cllr. R Robertson, Cllr. R Coles, Cllr. A Loraine

**Debate:-**

Cllr. R Coles stated the Annual Return could not be approved and signed due to the discrepancy in the figures

*J Kocher confirmed the figures are correct and that the internal auditor had signed off the report*

Cllr. D Neave referred to the approaching deadline in which to submit the Audit Report and suggested taking note of the auditor's recommendation on this occasion and authorise the report. Cllr. D Neave also stated that the amount whereby quotes are sought for purchases of £3,000 and above is too high and should be lower

*Cllr. R Coles noted there will be a discussion at the next Policy & Finance meeting with regards to reducing the amount of £3,000*

Cllr. D Neave re-iterated the auditor's statement with regards to lack of evidence that three quotes are being obtained

Cllr. R Robertson queried page 7/41 with regards to a Councillor being present at the closing meeting with the auditor

*Cllr. J Farmiloe confirmed she was present at this meeting*


Cllr. D Neave queried page 9/41 with regards to box 5 and the PWLB loan

*J Kocher confirmed this was for the repair to the roof of Community House*

Cllr. D Neave queried the ownership of Community House

*J Kocher confirmed PTC own Community House*

Cllr. D Neave queried page 15/41 with regards to risk management and insurance and suggested increasing insurance cover

Signature: 

Date: 19/07/16.

*J Kocher confirmed the auditor had made an error and had checked the insurance schedule with regards to fidelity insurance by mistake*

Cllr. D Neave queried page 17/41 and re-iterated the need to obtain three quotes and noted that the asset register was being produced by the Town Manager and RFO and expressed his thanks to these Officers for taking action on this matter

Cllr. R Robertson noted page 21/41 with regards to the auditor costs being good value for the service provided

*J Kocher confirmed the auditor also attends Telscombe Town Council too*

Cllr. R Robertson queried page 23/41 with regards to £100 petty cash for Ground Staff

*J Kocher confirmed petty cash was required to purchase red diesel from garages, noting that when the Ground Staff had their own premises a red diesel tank was available on site*

Cllr. D Neave queried page 24/41 with regards to the Town Manager being a medium risk

*J Kocher confirmed this referred to the risk of staff changes*

Cllr. D Neave queried page 28/41 with regards to Standing Orders and Financial Regulations being reviewed and questioned if this had been brought to Council

*Cllr. R Robertson confirmed this had been brought to Council and had been deferred*

*Cllr. R Coles confirmed that she had been involved in the review and that the amended document had been deferred at Council*

Cllr. R Robertson noted that the wording on page 28/41 requires amending with regards to the review of Standing Orders and Financial Regulations being actioned

**Action: Contact Auditor with regards to the review of Standing Orders and Financial Regulations not being finalised**

Cllr. D Neave queried page 31/41 with regards to the statement 'the assets are listed – money cover appears low' and questioned if this referred to the previous risk management and insurance query

*J Kocher confirmed this referred to the fidelity schedule as per the previous query*

Cllr. D Neave queried the Football Club debt and if payments are being received

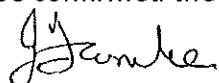
*J Kocher confirmed payments from the Football Club are being received*

Cllr. R Robertson queried page 35/41 with regards to the mileage rate of 65p being too high

*J Kocher confirmed this is an error and that the rate PTC pay is 45p*

Cllr. R Farmiloe confirmed the British Legion also pay 45p

Signature:



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**C122 TO APPROVE & SIGN THE ANNUAL RETURN 2015-16 – GOVERNANCE STATEMENT continued**

**Action: Contact Auditor to correct the mileage rate from 65p to 45p in the report**

Cllr. R Robertson re-iterated the query concerning the difference of £20k between the two financial reports

Cllr. D Neave suggested Council approve and sign the report due to the approaching deadline and add a note identifying the £20k difference

Cllr. R Coles queried if PTC accounts are submitted to the Inland Revenue

*J Kocher confirmed PTC accounts are not submitted to the Inland Revenue*

Cllr. R Robertson suggested deferring approval and arranging an Extra Ordinary Council meeting following investigation into the differing figures

Cllr. M Simmons noted that sufficient time was required to view these documents, particularly before a bank holiday weekend and that he only received his on May 26<sup>th</sup>

*S Landers confirmed all agenda documents were sent on May 25<sup>th</sup> via the post and email due to the bank holiday weekend*

Cllr. M Simmons stated he did not receive an email on May 25<sup>th</sup>

*Cllr. R Coles noted that Standing Orders are still under review and the notice required with regards to agenda documents was being discussed*

**C123 TO APPROVE & SIGN THE ANNUAL RETURN 2015-16 – ACCOUNTING STATEMENT**

The Council **APPROVES** the accounts for the year ended 31st March 2016

The Council **APPROVES** Section 2 (Accounting Statement) of the Annual Return and for it to be signed by the Chair of the Council **only after the Annual Governance Statement has been approved**

Cllr. D Neave proposed

Cllr. J Harris seconded

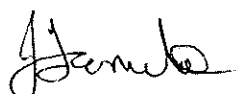
**Majority Approved**

**Against x 3 Cllr. R Robertson, Cllr. R Coles, Cllr. A Loraine**

**Debate:-**

None

Signature:



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Date:

19/07/16

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**C124 TO AGREE BANK MANDATE/SIGNATORIES**

The Council **APPROVES** the bank mandate/signatories for the year 2016-17 being:-

Cllr. J Farmiloe  
Cllr. J Harris  
Cllr. L Hallett  
Cllr. D Brindley  
RFO J Kocher

Cllr. R Robertson proposed  
Cllr. R Farmiloe seconded

**Approved**

**Debate:-**

Cllr. R Robertson queried if electronic payments are being authorised by Councillors

*Cllr. J Harris confirmed he authorises the paperwork for BACS payments*

*J Kocher confirmed two signatories are required to approve a BACS payment and further approval is sought with regards to bank information when payment taken. J Kocher noted that PTC were investigating the possibility of two signatories providing authority to make payment and one when actioned via the bank*

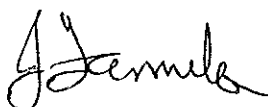
**OTHER BUSINESS**

**C125 TO CONFIRM THE DATE OF THE NEXT MEETING - Tuesday 19<sup>th</sup> July 2016 at 7:30pm**

Noted

**THE MEETING ENDED AT 8:20pm**

Signature:



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Date: 19/07/16.

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