

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY & FINANCE COMMITTEE held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 6th October 2015 at 7:30pm.

Committee Members Councillors: Jean Farmiloe Andy Loraine (Vice Chair)
Lynda Hallett Ron Maskell
Job Harris Robbie Robertson
Ann Harrison Melvyn Simmons
Jackie Harrison-Hicks (Chair)

Present Councillors: Jean Farmiloe Ann Harrison
Reg Farmiloe (sub) Jackie Harrison-Hicks (Chair)
Brian Gosling (sub) Robbie Robertson
Job Harris Melvyn Simmons

In Attendance: Alan Sargent – Town Manager
John Kocher - Corporate Services Manager & RFO
Sally Landers - Administration Officer

GENERAL BUSINESS

PF034 PUBLIC QUESTION TIME

None

PF035 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. L Hallett – noted (prior commitments) sub Cllr. B Gosling
Cllr. A Loraine – not known
Cllr. R Maskell – noted (prior commitments) sub Cllr. R Farmiloe

PF036 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

None

PF037 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF THE P&F COMMITTEE 15th Sept 2015

The Committee **APPROVES** the non-confidential minutes which include the additional comments from Cllr. A Harrison under **PF027:-**

Cllr. A Harrison queried page 13/33 and total cost of Copper Room refurbishments, as this had not been agreed by Leisure and Amenities and any planned work had been scheduled for January 2016

Cllr. J Harris proposed
Cllr. J Farmiloe seconded

Approved

Signed: 17

Date: Policy & Finance Minutes 06/10/15

PF037 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF THE P&F COMMITTEE 15th Sept 2015 cont'd

Debate:-

Cllr. R Robertson queried page 3/23 with regards to authorisation for the expenditure against 'MUGA' goals and nets

Action: Angela Read to inform Committee Members with regards to expenditure and agreement for 'MUGA' goals and nets

Cllr. J Harris requested an update on a previous query from resident John Carden with regards to the 'Safe Route to School' survey

A Sargent confirmed the study was completed three or four years ago

Cllr. M Simmons queried page 3/23 with regards to CTLA and if the grant issued was separate to other awards

J Kocher confirmed Peacehaven Town Council (PTC) issue an annual grant to CTLA and this is included within the budget

Cllr. M Simmons noted that he is the Council's representative at CTLA and queried if the grant was issued on a regular basis

J Kocher confirmed this was a regular grant agreed by the previous Administration which had recently increased to £6,000

Cllr. R Farmiloe queried what the 'Mule' was used for

J Kocher confirmed this was an all-terrain vehicle used by the Grounds Staff

PF038 CHAIR ANNOUNCEMENTS

The Annual Return for the financial year 2014-15 has been returned from the external auditors without any comments which means that the accounts are prepared in accordance with proper practices and that all relevant regulatory and legislation requirements have been met.

Debate:-

None

FINANCIAL REPORTS

PF039 ACQUISITION OF GOVERNMENT PROCUREMENT CARD

The Committee **APPROVES** the acquisition of a Government Procurement Card (GPC Visa) with a transaction limit of £500

Cllr. J Harris proposed

Cllr. M Simmons seconded

Approved

Signed:

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Date:

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PF039 ACQUISITION OF GOVERNMENT PROCUREMENT CARD continued

Debate:-

Cllr. R Robertson queried the spending limit on a GPC card

J Kocher confirmed there is a transaction limit of £500 which is in line with Financial Regulations

Cllr. J Harrison-Hicks queried if there would be restrictions on who could use the GPC card

J Kocher confirmed only the RFO and Town Manager would be able to purchase using the GPC card

Cllr. R Robertson queried if Standing Orders would require amendment

J Kocher confirmed this was not necessary as covered in Financial Regulations and that Councillors would sign off and authorise expenditure against the GPC card via a report issued by the card company

Cllr. R Robertson queried how this would differ from current purchasing process and if Councillors authorise expenditure

J Kocher confirmed expenditure is currently authorised by Officers at the point of commitment with a purchase order

Cllr. R Robertson queried if there were any charges connected to using a GPC card

J Kocher confirmed there were no charges

PF040 IMPLEMENTATION OF A CHANGE IN INVESTMENT STRATEGY

The Committee **AGREES** that no changes are made to the bank account arrangement and therefore investment strategy until the Bank of England raises interest rates

Cllr. J Farmiloe proposed

Cllr. R Farmiloe seconded

Agreed

Debate:-

Cllr. A Harrison raised concerns with regards to all accounts being held with one bank, Barclays and that the £500k deposited did not attract a good interest rate

J Kocher confirmed Barclays had the most favorable interest rates compared to other banks

Cllr. A Harrison noted she still had concerns with regards to the points she raised

Cllr. J Harrison-Hicks queried if an account with Halifax had been investigated

J Kocher noted that Local Government organisations do not benefit from favorable rates and benefits that an individual would with a personal bank account

Signed:

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Date:

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PF041 REPLACEMENT SERVER

The Committee **APPROVES** the purchase of a new computer server

Cllr. M Simmons proposed

Cllr. J Harris seconded

Approved

Debate:-

Cllr. R Robertson queried if the preferred option was the most competitive

J Kocher confirmed this is the most competitive quote for the specification required. North Star are the Council's IT provider and the previous Administration had created a reserve to cover replacement costs

Cllr. A Harrison queried if the system would be compatible with Lewes District Council (LDC) and Eastbourne

J Kocher confirmed PTC has a stand-alone system which is not connected to LDC or Eastbourne and noted that system security was very important. The new server will also enable PTC to issue Councillor's with standardised email accounts

Cllr. J Harrison-Hicks noted that she would retain her current email account

Cllr. R Robertson queried the value of the reserve set aside by the previous Administration

J Kocher confirmed the reserve to be £6,900

Cllr. J Harrison-Hicks queried the suggestion of issuing tablets

J Kocher noted this had not been pursued as yet

Cllr. R Robertson queried Wi-Fi access

J Kocher confirmed the server could not be accessed via Wi-Fi

PF042 TO APPROVE & IMPLEMENT TRAINING POLICY

The Committee **APPROVES** and agrees to **IMPLEMENT** the Training Policy with the proviso that any reference to an employee leaving within 24 months is required to repay 75% of training costs and not 50%

Cllr. J Harris proposed

Cllr. J Farmiloe seconded

Approved

Action: Amend Training Policy to reflect increase of repayment from 50% to 75% if employee leaves within 24 months

Signed:

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Date:

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PF042 TO APPROVE & IMPLEMENT TRAINING POLICY continued

Debate:-

A Sargent confirmed the policy had been distributed to Councillors for consultation and there had been no queries

Cllr. R Robertson queried the value of the training budget

J Kocher confirmed a current training budget of £2.5k for staff and £1k for Councillors which was similar to previous years

Cllr. R Robertson queried how Councillor training would be enforced

A Sargent noted that whenever possible training would be on site and that it was hoped a planning event could be arranged for example

Cllr. J Harrison-Hicks queried the date on page 12/23 item 3.3

J Kocher confirmed this was 6th August 2015 and noted that the policy had arisen as a result of previous Committee meetings in order to recover training costs when employees leave PTC

A Sargent noted that the Training Policy should be incorporated into employment contracts

Cllr. J Harrison-Hicks stated this had already been dealt with at SALC

Cllr. R Robertson noted that if an employee left within 24 months the repayment of training costs should be 100% and not 50%

J Kocher noted that PTC would benefit from the training received by an employee during the second year hence the reduced repayment

Cllr. R Robertson suggested a repayment of 75% if an employee leaves PTC within 24 months

OTHER BUSINESS

PF043 TO CONFIRM DATE OF NEXT MEETING Tuesday 24th November 2015 at 7:30pm

Noted

Signed:

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Date:

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Peacehaven Town Council 2015/16

List of payments 01/09/2015-31/10/2015

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/09/2015	Lewes District Council	DD0109	1,405.00	Rates September
01/09/2015	Lewes District Council	DD0109	204.00	Rates September
04/09/2015	Lewes District Council	118374	201.00	Rates September
04/09/2015	Purchase Power	118375	200.00	Replace cheque 118307
04/09/2015	TIP miah	118373	100.00	Deposit refund inv5348
04/09/2015	R Ashley	118372	25.00	Deposit refund inv5459
04/09/2015	Simon Daulton	118371	50.00	Deposit refund inv5356
06/09/2015	Texaco	TEX0609	78.78	LB53AXU 64.58lt diesel
07/09/2015	Barclays Bank	BACS0709	3.00	BACS Charges august
08/09/2015	HMRC	118376	4,103.15	PAYE August
08/09/2015	East Sussex Pension Fund	117377	4,433.76	Contributions August
09/09/2015	First & Foremost Entertainment	118383	100.00	Deposi refund inv5435
09/09/2015	D Stuart Turner	118381	25.00	Deposit refund inv5369
09/09/2015	J Fincham	118382	25.00	Deposit refund inv5397
09/09/2015	K Bray	118380	24.81	Dell tap repair
09/09/2015	AFGTC	118379	35.00	Town Crier subs 31/08-31/08/16
09/09/2015	O2	DD0909	24.00	Mobile lease
10/09/2015	Barclay Card	BACS1009	41.06	Charges October
13/09/2015	Texaco	TEX1309	53.21	GY06ppx 48.40lt diesel
15/09/2015	AMP Services	118386	114.13	chain sprocket
15/09/2015	Bourne Amenity Ltd	118387	707.40	9 bags sand
15/09/2015	Bonnies News	118388	28.60	Payroll august
15/09/2015	BT Payment Services Ltd	118389	28.78	rental september
15/09/2015	Chandler Editing & Writing	118390	100.00	E news September
15/09/2015	Cinemobile	118391	2,168.75	5 months films for Cinema
15/09/2015	Corona Energy Retail 4 Ltd	118392	66.60	July gas
15/09/2015	CTLA	118393	1,500.00	Bus service 01/07-30/09
15/09/2015	Ernest Doe & Sons Ltd	118394	68.45	2 xcutter blades
15/09/2015	Paul Hallett	118395	340.00	Dell tap repair
15/09/2015	T Jordan Grounds Maintenance L	118396	3,900.00	6th cut
15/09/2015	Just Tip It	118397	80.00	Clear bin burnt out
15/09/2015	HM Book-keeping & Payroll Serv	118398	65.00	august
15/09/2015	M.D.J.Light Bros Limited	118399	528.00	skip hire 12/08
15/09/2015	Northstar Technology Ltd	118400	104.40	Disposal of old PC
15/09/2015	Pitney Bowes Finance Ltd	118401	139.24	Rental 26/09-26/12
15/09/2015	Ricoh Capital Limited	118402	1,438.86	Rental copiers 01/09-30/11
15/09/2015	Safehaven Security Ltd	118403	753.60	keys
15/09/2015	SSALC Limited	118404	350.00	SK Leadership course
15/09/2015	Trade UK Account	118405	32.98	2 hi viz jackets
15/09/2015	South East Water Ltd	118406	171.66	usage 01/04-17/08
15/09/2015	Southern Water	118407	554.45	Sewage 01/04-31/03/16
15/09/2015	Galaxy Wholesale	118408	206.29	July-Aug red diesel
15/09/2015	Tamar Organics	118409	40.20	.38 ton green waste
15/09/2015	Travis Perkins Trading Co Limi	118410	23.64	Cement
15/09/2015	Vitax Ltd	118411	780.00	s/turf orgbase outfield 12.6.6
15/09/2015	WASP Printers	118412	132.00	Wrestling banner
15/09/2015	Wightman & Parrish Ltd	118413	103.92	2xcase200 medium black sacks
15/09/2015	Petty Cash	118378	164.33	Petty cash reimbursement
15/09/2015	The Fridge Shop	118385	300.00	Electrolux Freezer & Beko fridge
15/09/2015	QDA	118384	419.98	Cafe microwave
20/09/2015	Texaco	TEX2009	1.20	Carbon count
22/09/2015	EDF	BACS2209	79.47	Electricity August
22/09/2015	Cash payments.	200553	270.00	Bingo 18/09 prizes
24/09/2015	D Donovan	118414	48.30	Royal books prizes

24/09/2015	CATS club	118422	140.00	Donation
24/09/2015	Norcross Dance	118416	50.00	Deposit refunf inv5446
24/09/2015	Mencap	118419	50.00	Deposit refund inv5456
24/09/2015	L Callaghan	118418	25.00	Deposit refund inv5406
24/09/2015	A Janha	118415	100.00	Deposit refund inv 5465
24/09/2015	J Ashton	118420	100.00	Deposir refund inv 5438
24/09/2015	M Ripley	118421	79.64	Chain & padlock for bins
24/09/2015	Meridian labour party	118423	140.00	Deposit refund unv5181
25/09/2015	TV Licensing	118426	145.50	TV licence 30/09-30/09/16
25/09/2015	D Donovan	118425	33.00	Quiz 15/09 raffle
25/09/2015	Lewes District Council	118424	209.65	Big park rates October 2015
29/09/2015	Employees	BACS2909	16,392.97	Payroll September
29/09/2015	Bonnies News	118427	28.60	Newspapers Sept
29/09/2015	BT Payment Services Ltd	118428	434.60	calls & rental 09/08-08/09
29/09/2015	Corona Energy Retail 4 Ltd	118429	141.61	August gas
29/09/2015	Codec Facilities Ltd	118430	444.99	Memorial bench (halligan)
29/09/2015	Countryman Contractors	118431	690.00	Green waste removal
29/09/2015	Paul Hallett	118432	115.00	Tap repair
29/09/2015	T Jordan Grounds Maintenance L	118433	3,900.00	7th cut
29/09/2015	Lewes District Council	118434	1,890.72	Bin emptying 01/10-31/12
29/09/2015	PKF Littlejohn LLP	118435	2,400.00	Audit fees 2014-15
29/09/2015	Northstar Technology Ltd	118436	318.00	New broadband lines
29/09/2015	Purchase Power	118437	202.97	meter rest 08/09
29/09/2015	Quality Office Supplies Ltd	118438	48.80	Stationery
29/09/2015	Ricoh UK Ltd	118439	48.25	m/c2553 copies 01/06-31/08
29/09/2015	South East Water Ltd	118440	574.71	01/04-01/09 usage
29/09/2015	Southern Water	118441	795.60	01/04-01/09/15 sewage
29/09/2015	Stiles Harold Williams	118442	27,246.66	Service charge 2013
29/09/2015	Galaxy Wholesale	118443	336.58	Sept red diesel
29/09/2015	U-Benders	118444	241.20	Tap repairs
29/09/2015	Weed Management Ltd	118445	573.00	fertilizer
29/09/2015	Your Franking Ltd	118446	93.36	2 printer cartridges
04/09/2015	TIP Miah	118373A	-50.00	adj to 118373
08/09/2015	East Sussex Pension fund	118377A	-4,433.76	Cancel lost cheque 118377
01/10/2015	Lewes District Council	DD0110	1,405.00	Rates October
01/10/2015	Lewes District Council	DD0110	204.00	Rates October
01/10/2015	L Stone	118447	25.00	Deposit refund inv 5511
03/10/2015	M denney	118449	50.00	Deposit refund inv 5566
04/10/2015	Texaco	TEX0410	127.65	GY06PPX 52.81lt diesel
04/10/2015	UKIP	118448	50.00	Deposit refund inv5573
05/10/2015	Barclays	BACS0510	3.00	Charges September
06/10/2015	Blind Veterans	118450	50.00	Deposit refund 06/09 inv5455
07/10/2015	O2	DD0710	24.00	Mobile Oct
08/10/2015	J Farmiloe	118453	9.90	Mileage Seaford Theatre
08/10/2015	Scott Jordan Entertainment	118451	354.00	Mayors reception entertainment
08/10/2015	R Robertson	118454	17.35	Train fare
08/10/2015	East Sussex Prayer Breakfast	118455	29.00	East Sussex Prayer Breakfast
08/10/2015	HMRC	118456	4,284.18	September PAYE
08/10/2015	East sussex Pension Fund	118457	8,960.05	Pension September & August
08/10/2015	UKIP	118448A	-50.00	Cancel 118448
09/10/2015	Petty Cash	118458	237.86	Petty cash reimbursement
10/10/2015	Barclay Card	BACS1010	43.35	Charges September
11/10/2015	Texaco	TEX1110	9.60	Card protection & carbon count
15/10/2015	Acacia Groundcare Equipment Re	118459	570.00	2 day hire front flail mower
15/10/2015	Action Enviro Ltd	118460	228.00	sewers high pressure jetting
15/10/2015	PHS Group plc	118461	18.36	Materials 28/09-27/11
15/10/2015	Arun Pumps Ltd	118462	2,091.60	Clearage of sewers sports park
15/10/2015	Chris Bartholomew Electrical C	118463	115.37	Emergency exit sign repair
15/10/2015	Chandler Editing & Writing	118464	100.00	October issue E news

15/10/2015	East Sussex County Council	118465	114.00	Town Manager advert
15/10/2015	Ernest Doe & Sons Ltd	118466	908.94	belt, bar8070 snap ring mower
15/10/2015	J Freemantle	118467	750.00	Wrestling 24/10
15/10/2015	Interserve FS (UK) Ltd	118468	332.04	Fire extinguisher service21/09
15/10/2015	HM Book-keeping & Payroll Serv	118469	65.00	September
15/10/2015	Steve Mead	118470	100.00	Dell manhole repair
15/10/2015	NIA Media Access Limited	118471	226.80	Copyright licence 23/09-22/09/
15/10/2015	SSALC Limited	118472	339.00	RR & JF chairs networking day
15/10/2015	Spaldings Ltd	118473	951.49	Various spares
15/10/2015	Seaford Windscreens Ltd	118474	156.00	Windscreen repair
15/10/2015	Tamar Organics	118475	40.20	.46 ton green waste
15/10/2015	Wightman & Parrish Ltd	118476	510.91	Tub vac
15/10/2015	Zurich Municipal	118477	53.00	Cafe equipment
20/10/2015	Cash payment	200555	265.00	Bingo prizes 16/10
22/10/2015	EDF	BACS2210	77.99	Lighting September
25/10/2015	Texaco	TEX2510	136.79	GY06PPX 57.71lt diesel
29/10/2015	Employees	BACS2910	17,158.43	Payroll October
29/10/2015	J Kocher	118507	193.43	Cinema nigo wrestling refreshments
29/10/2015	P Howson	118506	50.00	Replace 118448
29/10/2015	RBL Poppy Appeal	118504	20.00	Wreath
29/10/2015	A Picton	118503	41.46	Changing room toilet seat
30/10/2015	Bonnies News	118479	28.60	Newspapers to 25/10
30/10/2015	Corona Energy Retail 4 Ltd	118481	164.20	September gas
30/10/2015	Codec Facilities Ltd	118482	484.97	Memorial bench
30/10/2015	Farrington Property Developmen	118483	1,040.00	Rent 29/10-29/01/16
30/10/2015	The Fridge Shop	118484	70.00	Hire of fridge
30/10/2015	GW Iron Works	118485	324.00	barrier repair Piddinghoe park
30/10/2015	Paul Hallett	118486	110.00	supply and fit 2 isolation val
30/10/2015	Industrial Workwear	118487	138.96	4 reflex jackets
30/10/2015	Lewes District Council	118488	660.00	110 lt Wheelie bin+waste bags
30/10/2015	MVR Fire Solutions Ltd	118489	550.00	fire risk assessment
30/10/2015	Soho Commercial Ltd	118490	1,174.56	5 1100 lt wheelie bins
30/10/2015	Hugh Page	118491	6.38	Ku-04811-50650 o ring
30/10/2015	R Poplett Holdings	118492	2,028.00	rent 29/10-29/01/16
30/10/2015	Purchase Power	118493	2.38	Interest on postage
30/10/2015	Quality Office Supplies Ltd	118494	148.83	Stationery
30/10/2015	SSALC Limited	118495	696.00	Town Manager recruitment
30/10/2015	South East Water Ltd	118496	409.76	07/04-16/10 usage
30/10/2015	South Coast Welding	118497	150.00	Removal of shelter for scrap
30/10/2015	Spaldings Ltd	118498	52.26	spares
30/10/2015	Galaxy Wholesale	118499	264.13	October usage red diesel
30/10/2015	Thomas Door & Window Controls	118500	1,165.74	New optex beams
30/10/2015	Think Telecom	118501	942.06	New telephone set up & 1st month
30/10/2015	U-Benders	118502	435.50	various toilet repairs
24/09/2015	Mrs Lawrence	118423	140.00	Car boot refund
	Total Payments		135,057.20	