



# PEACEHAVEN TOWN COUNCIL

Councillors on this Committee:-

Rachael Coles, Jean Farmiloe, Reg Farmiloe, Brian Gosling, Lynda Hallett, Ann Harrison, Jackie Harrison Hicks, Andy Lorraine, Dave Neave,

CLAIRE LACEY  
TOWN MANAGER

Robert Robertson, Melvyn Simmons

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TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN 10 8BB

Dear Committee Member,

16<sup>th</sup> November 2017

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held in the **ANZAC ROOM** Community House, Meridian Centre, Peacehaven on **Tuesday 21<sup>st</sup> November 2017 at 7:30pm**

Claire Lacey  
Town Manager

## AGENDA

### GENERAL BUSINESS

#### 1 CHAIR ANNOUNCEMENTS

#### 2 PUBLIC QUESTIONS

There will now be a 15 minute period whereby members of the public may ask questions, on any relevant **POLICY & FINANCE** matters. It would be preferred if these are submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes. Copies of any non-confidential reports listed below may be obtained by contacting the Town Council Office.

#### 3 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

#### 4 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

#### 5 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF 19<sup>th</sup> September 2017 – enclosed (page 1-10)

### REPORTS

#### 6 PAYMENTS FOR AUTHORISATION 1<sup>st</sup> September 2017 to 31<sup>st</sup> October 2017 - enclosed (page 11-14)

#### 7 BUDGET MONITORING REPORT AS AT 15<sup>th</sup> November 2017 - enclosed (page 15-25)

#### 8 BANK RECONCILIATION AS AT 31<sup>st</sup> August 2017 & 30<sup>th</sup> September 2017 – to note (page 26)

#### 9 EXTERNAL AUDIT REPORT 2016-17 – to accept (page 27-32)

#### 10 INTERNAL AUDIT REPORT 2017-18 – to accept, action plan to be received January 2018 (page 33-36)

#### 11 REVISED ESTIMATES 2017-18 & BUDGET 2018-19 – to be tabled at meeting to note

Policy & Finance Agenda 21/11/17

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12 GENERAL DATA PROTECTION REGULATION (GDPR) IT SOLUTIONS – report (page 37-40)

13 MAYOR’S & GRANT BUDGET – report (page 41-42)

14 TO APPROVE & ADOPT THE FOLLOWING POLICIES:-

14.1 Freedom of Information Policy – enclosed (page 43-44)

14.2 Equality Policy - enclosed (page 45-46)

15 POLICIES DUE TO BE REVIEWED:-

15.1 Tree Work Policy – enclosed (page 47)

15.2 Allotment Policy – enclosed (page 48-58)

16 RESPONSE TO PUBLIC QUESTIONS – to note (page 59-62)

17 INFORMATION TO NOTE – enclosed (page 63-82)

17.1 CIL Monies

17.2 Sussex Local Policing Model

17.3 Consultation on Council Equality Objectives

17.4 Preparing Yourself Booklet

17.5 Volunteer Policy Update 2017

17.6 CAB new CASEBOOK system

17.7 CAB Minutes of Trustee Board Meeting held on 9th August 2017

17.8 Interim Audit Meeting Confirmation

17.9 Councillors' Pensions

17.10 Stakeholder letter from Chair - NHS HWLH CCG

**NEXT MEETING**

18 TO CONFIRM DATE OF NEXT MEETING Tuesday 13<sup>th</sup> February 2018 at 7:30pm

**CONFIDENTIAL**

In accordance with Standing Order No. 11 and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press may be excluded from the discussion on the following items

19 TO APPROVE & SIGN THE CONFIDENTIAL MINUTES OF 19<sup>th</sup> September 2017 - enclosed (page 83)

20 COUNCILLOR ALLOWANCES – to note (page 84)

21 CONFIDENTIAL INFORMATION TO NOTE – enclosed (page 85-124)

21.1 Land at Arundel Road Overage

21.2 Land at Arundel Road Settlement Deed

21.3 Land at Arundel Road Legal Costs

21.4 Technical Support Agreement