



PEACEHAVEN TOWN COUNCIL

Councillors on this Committee:-

Rachael Coles, Brian Gosling, Lynda Hallett, Job Harris,

Jackie Harrison-Hicks, Andy Loraine, Robbie Robertson, Melvyn Simmons

CLAIRE LACEY
TOWN MANAGER

TELEPHONE: (01273) 585493 Option 6

FAX: (01273) 583560

E mail: claire.lacey@peacehavencouncil.co.uk

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

Dear Committee Member,

20th April 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 25th April 2017 at 7:30pm**

Claire Lacey
Town Manager

A G E N D A

GENERAL BUSINESS

- 1 CHAIR ANNOUNCEMENTS
- 2 PUBLIC QUESTIONS

There will be a 15 minute period when members of the public may ask questions on matters that affect the Town, 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
- 4 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
- 5 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL MINUTES:-

5.1 Policy & Finance

14th February 2017 (page 1-7)

5.2 Grant Sub Committee

3rd March 2017 (page 8-10)

REPORTS

- 6 PAYMENTS & RECEIPTS FOR AUTHORISATION 1st January 2017 to 31st March 2017– report (page 11-16)
- 7 BUDGET MONITORING REPORT AS AT 19th April 2017 TO NOTE – enclosed (page 17-26)
- 8 INTERIM INTERNAL AUDIT REPORT TO NOTE – enclosed (page 27-35)
- 9 CORPORATE RISK ASSESSMENT 2016-17 – report (page 36-39)
- 10 FIRLE ROAD PLAY AREA PAYMENT – report (page 40)
- 11 FAMILY FUN DAY SPONSORSHIP – report (page 41)

Policy & Finance Agenda 25/04/17

Councillors on this Committee:-
Rachael Coles, Brian Gosling, Lynda Hallett, Job Harris,
Jackie Harrison-Hicks, Andy Loraine, Robbie Robertson, Melvyn Simmons

12 MAYOR'S CHARITY ADMINISTRATION ARRANGEMENTS – report (page 42-43)

13 TO APPROVE & ADOPT THE FOLLOWING POLICIES:-

- 13.1 Fire Safety Precautions Policy (page 44)**
- 13.2 Community Engagement Policy (page 45-46)**
- 13.3 Employer Duty of Care Regulations (page 47)**

14 WRITTEN RESPONSES TO PUBLIC QUESTIONS – enclosed (page 48)

15 INFORMATION TO NOTE – enclosed (page 49-64)

- 15.1 New Email Domain**
- 15.2 NALC Update**
- 15.3 NALC Updated Legal Topic Notes**
- 15.4 Governance & Accountability for Smaller Authorities in England**
- 15.5 SSALC New Staffing Arrangements**
- 15.6 RBS Year End Accounts Preparation Letter**
- 15.7 Neighbourhood Plan Group**
- 15.8 Land Transfer Roderick Avenue/The Dell**

NEXT MEETING

16 TO CONFIRM DATE OF NEXT MEETING Tuesday 11th July 2017 at 7:30pm