

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the **POLICY & FINANCE COMMITTEE** held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 14th February 2017 at 7:30pm

Committee Members Councillors:

Rachael Coles	Jackie Harrison-Hicks (Chair)
Brian Gosling	Andy Loraine
Lynda Hallett	Robbie Robertson (Vice Chair)
Job Harris	Melvyn Simmons

Present Councillors:

Jean Farmiloe (Chair of Council)	
Brian Gosling	Job Harris
Lynda Hallett	Andy Loraine

In Attendance:

Claire Lacey - Town Manager
Sally Thompson - RFO
Sally Landers - Administration Officer

GENERAL BUSINESS

The meeting was opened by the Town Manager, Claire Lacey who read the following statement:-

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 onto silent and refrain from using during this meeting.

Out of courtesy this evening we have to inform you that this meeting is being audio recorded. The right to record, film and to broadcast meetings of the Council, committees and subcommittees was established following the Local Government Audit and Accountability Act 2014. A copy of the legal definition of this **PROTOCOL ON THE FILMING, PHOTOGRAPHING AND RECORDING OF COUNCIL, COMMITTEE AND SUB-COMMITTEE MEETINGS** is on your seat.

I have received an email from Councillor Jackie Harrison Hicks, who is the current Chair of this Committee, stating that she wishes to step down from position of Chair of the Policy and Finance Committee, with immediate effect.

The election of a new Chair will be tabled at the May Annual Town Meeting and on the P&F July agenda, although in light of this you will have to appoint a Councillor to Chair the meeting this evening.

The Chair of today's meeting of 14th February 2017 will have automatic authority to sign off minutes of today's meeting at Full Council on 7th March.

The chosen Chair will also Chair the Audit Sub Committee meeting on 25th April.

Signed:  101

Date: 25/04/17 Policy & Finance Minutes 14/02/17

GENERAL BUSINESS continued

They will deliver The Annual Report on 9th May and Chair all Sub Committees in between.

The new Chair of Policy and Finance Committee will therefore not be amended until the 11th July P&F meeting.

Will a Councillor please nominate To Appoint a Chair of the Policy and Finance Committee for this evening Tuesday 14th February 2017?

Cllr. L Hallett proposed Cllr. J Farmiloe (Chair of Council)

Cllr. B Gosling seconded

Agreed

To confirm the Chair of today's meeting 14th Feb 2017 will have automatic authority to sign off minutes of today's meeting at Full Council on 7th March.

PF154 CHAIR ANNOUNCEMENTS

The elected Chair, Cllr. J Farmiloe read the following:-

Sports Park Electrical Boxes

The electrical boxes for Leisure and Amenities under the control of the Town Council have been in place for approximately 40 years. They have been maintained regularly but have come to the end of their serviceable life. As a result they need to be replaced.

A decision was previously taken by Council to replace these boxes. This will provide a safe and durable solution for the future.

The intention is to remove and replace electrical boxes at Peacehaven Town Council sites and to explore methods to ensure durability, safety and longevity for these replacements.

A decision was made by Council to build brick surrounds to protect the electrical boxes; this work is to be completed by A J Taylor.

An investigation has been carried out by Council Officers as to the need, impact and cost of these boxes. This has necessitated a delay in the building work. The cost of creating brick structure to house the electrical boxes is approximately £13,000 which conflicts with Financial Regulations 3.3 and 3.4.

The Complete Electrical Solutions have confirmed that the electrical wiring is currently safe, durable and weather proof.

We therefore advise as to the reasons for the delay in replacing the electrical boxes and to reassure Council that there is no current danger to the public presented by the poor repair of the boxes.

Signed:



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PF154 CHAIR ANNOUNCEMENTS continued

Events

Thank you to everyone who attended the very successful centenary event to remember the naming of our town at the Evangelical Free Church on Sunday 12th February.

PF155 PUBLIC QUESTIONS

Sue Griffiths – North Ward

Beekeeping Policy - the resident queried if this only applied to keeping bees on land owned by Peacehaven Town Council (PTC) as Council cannot dictate to residents procedures for installing hives in their own gardens

Agenda item 10 Grounds Team Vehicle – the resident queried if Council had investigated alternatives to diesel vehicles due to pollution issues and suggested an electric option which could be charged through solar energy capture

C Lacey confirmed the Beekeeping Policy would be applied to all bee keepers in Peacehaven and noted various options had been investigated with regards to the Grounds Team vehicle, the cost to repair or replace will need to be approved by Council

Alan Sargent (Residents Association) – West Ward

The resident requested a written response to the following:-

Agenda item 6 page 8/65 – why are the payee names blanked out?

Agenda item 6 payment ref. 119096 - £137.25 mileage, (45p per mile = 305 miles), who has clocked up 305 miles and why?

Agenda item 6 payment ref. 119120 - £5,496.83 HR services, why and what for?

Agenda item 6 payment ref. 119060 - £1,442 solicitors' fees, why and what for?

Agenda item 8 Budget Monitoring – why is this report only up to month 7 (October)?

Agenda item 11 CCTV – why is the Council wasting £9,271 on CCTV when dummy cameras and 'smile you are on CCTV' notices cost £500? The cost of this should not be funded from underspent budget allocations as at month 7 and isn't there a ban on CCTV observing children's play parks?

Agenda item 12 The Dell Play Area – the Council should not pay 50% in advance also the total cost of the scheme is greater than £40,000 and a letter will be sent to the Town Manger with regards to this

Agenda item 13.3 Risk Management Policy – the paragraph beginning 'responsibility for risk management' should read 'the responsibility rests with the Town Manager and Members of the Council', if this is the case, Councillors and staff must attend a risk management course otherwise, if a litigation case arises, any risk assessments made could be declared null and void with no training evidence

Action: Town Manager to respond in writing to A Sargent with regards to queries raised

Signed: 

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PF155 PUBLIC QUESTIONS continued

Peter Seed – West Ward

The resident requested a correction to the minutes of 22nd November 2016 with regards to page 2/85 (page 94 of minutes), 'Blakeney Avenue' should be replaced with 'The Highway'.

Action: Correct P&F minutes of 22/11/16 'Blakeney Avenue' should be replaced with 'The Highway'

The resident queried how the Beekeeping Policy will be policed and how will residents know it applies to them and suggested Lewes District Council (LDC) Environmental Health were be responsible for this and not the Town Council.

In response, C Lacey stated that LDC have advised that the Town Council are responsible for beekeeping

Joan Goldrich – North Ward

The resident noted that Section 106 monies were funding the refurbishment of The Dell play area and queried if this had to be spent before the end of March 2017 to comply with regulations

C Lacey confirmed that Section 106 monies allocated to The Dell play area project, had to be paid before the end of March 2017, hence the agenda item to authorise payment

PF156 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. R Coles – accepted (illness)

Cllr. J Harrison-Hicks – noted (holiday)

Cllr. R Robertson – noted

Cllr. M Simmons – accepted (illness)

PF157 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

All Councillor's declared an interest as they receive payments from the Town Council

PF158 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL POLICY & FINANCE MINUTES

Policy & Finance 22nd November 2016

Cllr. L Hallett proposed

Cllr. J Harris seconded

Approved with the amendment 'Blakeney Avenue' replaced with 'The Highway' (page 94)

Debate:

None

Signed: 

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REPORTS

PF159 PAYMENTS FOR AUTHORISATION

The Policy & Finance Committee **AUTHORISE** payments totaling **£65,122.63** between **31st November 2016 and 31st January 2017**

Cllr. L Hallett proposed
Cllr. B Gosling seconded

Agreed

Debate:-

C Lacey informed Members that although the report states month 7 (October 2016) there are issues with the RBS system and confirmed the report lists current records

PF160 BANK RECONCILIATION TO NOTE

Noted

PF161 BUDGET MONITORING REPORT TO NOTE

Noted

PF162 HIRE CHARGES 2017-18

The Policy & Finance Committee **AGREE** hire charges for **2017-18**

Cllr. B Gosling proposed
Cllr. L Hallett seconded

Agreed

Debate:- none

PF163 GROUNDS TEAM VEHICLE

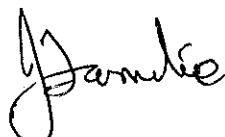
The Policy & Finance Committee **AGREE** to:-

- Repair vehicle at a cost of £903
- Investigate a 3 year lease for an electric vehicle

Cllr. A Loraine proposed
Cllr. L Hallett seconded

Agreed

Signed:



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PF163 GROUNDS TEAM VEHICLE continued

Debate:-

C Lacey introduced the report and reasons for the proposal, clarifying each option and noting that the cost of repair had now reduced from £1,011.96 to £903.

A discussion took place which identified the benefits of a lease option; in particular the vehicle could be renewed on a regular basis. Members questioned the possibility of leasing an electric vehicle taking the decision to pay for repairs and investigate this option.

PF164 CCTV

The Policy & Finance Committee **AGREE** to install **SATS4U** CCTV at Centenary Park at a cost of **£9,271** to be funded from:-

- Earmarked Reserves

Cllr. A Loraine proposed

Cllr. J Harris seconded

Majority Agreed

Against: Cllr. L Hallett

Debate:-

Members questioned the installation of CCTV in play areas and were advised that members of the public would be protected as the footage would not be for public viewing and there would be restrictions on who has access to it

PF165 THE DELL PLAY AREA

The Policy & Finance Committee **AUTHORISE** that the Chair of Council and two members of this Committee sign to agree payment to the value of **£24,000** from the S106 Fund allocated (ref LW/11/1318) to **PLAYINNOVATION LTD** for equipment to be installed within the next five weeks

The Policy & Finance Committee **AUTHORISE** prompt payment of the remainder of the project cost, on satisfactory completion, assessment and provision of all licenses and certificates as provided by installer.

Cllr. B Gosling proposed

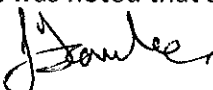
Cllr. A Loraine seconded

Majority Authorised

Against: Cllr. L Hallett

Debate:- It was noted that Simon Munn may be available to open the refurbished Dell play area

Signed:



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PF166 TO APPROVE & ADOPT THE FOLLOWING POLICIES

Beekeeping Policy

The Policy & Finance Committee **AGREE TO ADOPT** the policy

Cllr. B Gosling proposed

Cllr. A Loraine seconded

Agreed

Document Receipt & Circulation Procedure 2017

The Policy & Finance Committee **AGREE TO ADOPT** the policy with the following amendment:-

- Retention of all financial records amended to 7 years

Cllr. B Gosling proposed

Cllr. A Loraine seconded

Agreed

Debate:- Following a discussion on how long financial records should be kept it was agreed the Document Receipt & Circulation Procedure 2017 should be amended to show retention for 7 years and not 6

Risk Management Policy

The Policy & Finance Committee **AGREE TO DEFER** the policy pending resolution of queries

Cllr. L Hallett proposed

Cllr. J Harris seconded

Agreed

PF167 INFORMATION TO NOTE

Noted

Debate:-

It was noted that the Christmas Fair profit had been overstated by £36 in the report

C Lacey provided a further update with regards to CAB and the proposed changes and requested the formation of a working group to discuss and agree the service level agreement. The following Councillors were nominated:-

Cllr. B Gosling

Cllr. J Farmiloe

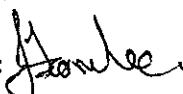
Cllr. R Farmiloe

Cllr. J Harris

NEXT MEETING

PF168 TO CONFIRM DATE OF NEXT MEETING Tuesday 25th April 2017 at 7:30pm

Noted

Signed: 

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Peacehaven Town Council 2016-17				
Current/Deposit Account				
List of Payments made between 01/11/2016 and 31/01/2017				
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
04/11/2016	Barclays Bank	BACS	6.00	Commission Charges
05/11/2016	O2 phones	DIRECT DEB	24.31	Direct Debit
07/11/2016	War Memorial Account	118988	120.00	Correction Cashbook
07/11/2016	War Memorial Account	118989	323.67	Correction Cashbook
07/11/2016	War Memorial Account	118991	236.16	Correction Cashbook
07/11/2016	War Memorial Account	118992	139.08	Correction cashbook
07/11/2016	British Gas	118996	110.70	684 9687 62
07/11/2016	British Gas Business	118997	371.08	Electric Sports Centre
07/11/2016	Pitney Bowes	118998	400.00	Franking Machine
07/11/2016	PRS Music	119002	160.00	Music Licence
07/11/2016	PRS For Music	119002	1324.64	Events In Hub
07/11/2016	EDF Energy	119003	79.74	EDF Energy
07/11/2016	MGC+	119005	1988.64	MGC+
07/11/2016	Bonnies News	119004	28.80	Newspapers
07/11/2016	Think Group	119006	437.52	Telephones
07/11/2016	Wybone LTD	119009	1199.99	Wybone LTD
07/11/2016	Arun Pumps Ltd	119010	1099.80	Call out sewage pump
07/11/2016	Southern Water	1189011	2980.97	Southern Water
07/11/2016	Spaldings	119012	242.41	Sundries
07/11/2016	Investec Asset Finance Plc	119013	954.00	Franking Machine set up/lease
07/11/2016	Vitax Ltd	119014	9.13	Clamp spray boom
07/11/2016	Bourne Amenity	119015	823.20	Bulk Bags
07/11/2016	British Gas Business	119017	223.94	Electricity supply Sept to Oct
07/11/2016	South East Water	119016	336.69	Allotments Water
07/11/2016	Collier Turf Care Ltd	119019	472.80	Turfing supplies
07/11/2016	Monsters inc	119020	59.99	Monsters inc
10/11/2016	Fuel Card Services	DIRECT DEB	9.80	Direct deblt
10/11/2016		ON LINE D	100.00	CR pay to 7/11/16
12/11/2016	Barclay card	DD BCARD	36.19	4715657810281738
14/11/2016	70.00	119081	70.00	3VA
17/11/2016	fuel card services	DD FFB 017	75.12	fuel card services FFB 017243
18/11/2016	Northstar IT Services	119082	2007.60	Northstar IT Services
18/11/2016		10919	109.19	Expenses
18/11/2016	Friday Ad	119092	78.00	Yule Tide Page
20/11/2016	Jordan Trading	119087	772.00	816720736
20/11/2016	Northstar IT Services	119088	2520.00	Northstar It Services
20/11/2016	PHS Group	119089	460.56	Waste/sanitary disposal
20/11/2016	Tamar Organics Ltd	119090	201.00	Landfill Transfer
21/11/2016	AVS Fencing Supplies	119098	202.78	8 Sawn Forester Field Gate
21/11/2016	PRS for Music	119100	402.56	Music and events Licence
21/11/2016	Catercraft Supplies	119099	172.73	Boiler repair
22/11/2016		119084	300.00	Locum Payment
22/11/2016		119103	18.00	Mileage
22/11/2016	Think Group	110105	4.95	Telephone adjustment Payment
24/11/2016	Canvas	119805	1590.00	Canvas
24/11/2016	Bonnies News	119086	28.80	Newspapers
28/11/2016		119096	137.25	Mileage
30/11/2016	British Gas Business	119117	464.19	Electricity Charges
30/11/2016	Quality Office Supplies	119118	191.99	Office Desk
30/11/2016	HR Services	119120	5496.83	HR Services
30/11/2016		119121	8.55	Mileage
30/11/2016	Brian Gosling	119122	31.05	Travel Expenses
30/11/2016		119123	29.70	Mileage - Crawley
30/11/2016		119124	56.70	Mileage - Seminar
30/11/2016	Tamar Organics	119125	100.50	Tamar Organics
30/11/2016	Dale Valley Training	119126	186.00	Dale Valley Training
30/11/2016	Butterfly Nursery	119127	949.29	Amenity Supply Quater 4
30/11/2016	Catercraft	119128	420.00	Boiler Maintenance
30/11/2016	HSBC	119129	364.80	SYMBIO
30/11/2016	South East Water	119130	1682.86	Water Supply Blg Park
30/11/2016	Arun Pumps	119131	470.40	Unblock Sewage Pipe
30/11/2016	Libby Hannelle	119133	100.00	Deposit refund
30/11/2016	Simon Underwood	119134	100.00	Deposit refund

