

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY & FINANCE COMMITTEE held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 15th September 2015 at 6:30pm.

| | | | |
|--------------------------|---------------------|---|--|
| Committee Members | Councillors: | Jean Farmiloe Lynda Hallett Job Harris Ann Harrison Jackie Harrison-Hicks (Chair) | Andy Loraine (Vice Chair) Ron Maskell Robbie Robertson Melvyn Simmons |
| Present | Councillors: | Jean Farmiloe Lynda Hallett Job Harris | Ann Harrison Jackie Harrison-Hicks (Chair) Andy Loraine (Vice Chair) |
| In Attendance: | | John Kocher - Corporate Services Manager & RFO Sally Landers - Administration Officer | |

GENERAL BUSINESS

PF021 PUBLIC QUESTION TIME

None

PF022 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. R Maskell – noted (prior commitments)
Cllr. R Robertson – noted (holiday)
Cllr. M Simmons – noted (prior commitments)

PF023 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

None

PF024 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF THE P&F COMMITTEE 7th July 2015

Cllr. L Hallett proposed
Cllr. J Harris seconded

Approved

Debate:-

Cllr. A Harrison queried page 5/33 with regards to her query concerning reserves and where they are deposited

J Kocher stated a report with regards to investment strategy had been scheduled for the next Policy & Finance meeting on 6th October 2015

Cllr. A Harrison queried how many bank accounts Peacehaven Town Council had and what interest rates did they attract

J Kocher confirmed this would form part of the report as stated above

PF025 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF THE EXTRA-ORDINARY P&F 20th July 2015

Cllr. L Hallett proposed
Cllr. J Farmiloe seconded

Approved

Debate:-

None

PF026 CHAIR ANNOUNCEMENTS

None

FINANCIAL REPORTS

PF027 PAYMENTS FOR AUTHORISATION

The Committee **AGREED** the report and **AUTHORISED** payments totaling **£114,935** for the period **01/07/15 to 31/08/15**

Cllr. J Farmiloe proposed
Cllr. L Hallett seconded

Agreed

Debate:-

Cllr. A Harrison queried page 12/33 and the cost of 'café phone rental' being £669

J Kocher confirmed this amount covered several invoices and that the majority of the cost was to pay for the main Council Office phone line

Cllr. A Harrison queried page 12/33 and the cost of the 'mule' being £7,867

J Kocher confirmed this was new equipment for the grounds staff

Cllr. A Harrison queried page 13/33 and cost of 'container rent' being £1,040

J Kocher confirmed that rent was due on temporary accommodation pending replacement premises for grounds staff

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

J Kocher confirmed total costs of £1,800

Cllr. J Harris noted some work had been completed by Councillors in order to refurbish the Copper Room

J Kocher confirmed that the Town Manager could authorise expenditure up to a value of £3,000 without Committee approval

PF027 PAYMENTS FOR AUTHORISATION continued

Cllr. A Loraine queried page 13/33 with regards to authorisation for the expenditure against 'MUGA goals & nets' of £1,132

S Landers confirmed this had been agreed by the previous administration

PF028 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31ST AUGUST 2015

The Committee **NOTED** the report and **AGREED** that monthly meetings are held between the Committee Chair and Vice Chair with the RFO and lead officers to ensure that costs/income are understood and controlled

Cllr. A Loraine proposed
Cllr. L Hallett seconded

Noted & Agreed

Debate:-

Cllr. L Hallett queried page 17/33 and a budget for dog bins

J Kocher confirmed this budget was included within the L&A report on page 20/33

Cllr. A Harrison queried page 19/33 and the cost of 'Equipment Purchase'

J Kocher confirmed this included the cost of the 'Mule'

Cllr. L Hallett queried page 20/33 and the current situation with regards to dog bins

Action: Investigate and report current situation with regards to dog bins

Cllr. A Loraine queried page 23/33 with regards to the CTLA grant

J Kocher confirmed this was a grant for CTLA

Cllr. A Harrison queried page 23/33 and bus shelter costs

J Kocher confirmed this was repair and replacement costs

Cllr. L Hallett noted that the Town Enhancement Group were investigating Adshell options with regards to bus shelters

PF029 MODIFICATION TO THE COUNCIL'S FINANCIAL REGULATIONS

The Committee **APPROVES** the amendment to 6.3 and 6.4 of the Council's Financial Regulations

Cllr. L Hallett proposed
Cllr. A Loraine seconded

Agreed

Debate:-

None

PF030 E-NEWSLETTER AND PEACEHAVEN TIMES

The Committee **APPROVES** the continuation of the monthly E-Newsletter and the cessation of the production and issue of the quarterly Peacehaven Times magazine

Cllr. L Hallett proposed
Cllr. A Loraine seconded

Agreed

Debate:-

Cllr. L Hallett agreed with this proposal, copies of E News could be distributed via the Library and Council office if necessary

Cllr. A Harrison noted that the Peacehaven Times was accessible to the elderly in a way that perhaps E News was not

J Kocher confirmed printed copies of E News could be made available

PF031 IMPLEMENTATION OF INTERNET BANKING

The Committee **APPROVES** a change from using paper based methods of banking to electronic methods by use of the internet

Cllr. L Hallett proposed
Cllr. A Loraine seconded

Agreed

Debate:-

J Kocher noted that currently PTC are not able to check bank balances on a daily basis and all supplier payments are via cheque. A move to internet banking would support the move to a paperless office.

Cllr. J Harrison-Hicks queried who would have access to internet account and would it be J Kocher alone

J Kocher stated that more than one person could have access to internet account

Cllr. J Harrison-Hicks noted that the nominated Councillor's should have access

Cllr. A Loraine stated that PTC need to spread their investment risk and that Councillor's must have sight of payments made

J Kocher confirmed the payment approval process would be the same as now

Cllr. A Loraine noted that on line banking does not have any checks on transactions and PTC should have several bank accounts

Cllr. J Harrison-Hicks noted that Barclays currently have the best interest rates

Cllr. J Farmiloe suggested putting a limit on the value of internet payment transactions

PF031 IMPLEMENTATION OF INTERNET BANKING continued

J Kocher noted that financial control starts at the point when a purchase order is raised. The internet process will include the P&F Chair and Vice Chair checking bank statements and bank reconciliations

OTHER BUSINESS

PF032 TO CONFIRM DATE OF NEXT MEETING Tuesday 6th October 2015 at 7:30pm

Noted

Peacehaven Town Council 2015/16

List of payments 01/07/2015-31/08/2015

| Date Paid | Payee Name | Cheque Ref | Amount Paid | Transaction Detail |
|------------|--------------------------------|------------|-------------|--|
| 01/07/2015 | East Sussex Pension Fund | 118150A | -4,283.90 | Cheque 118150 lost |
| 01/07/2015 | East Sussex Pension Fund | 118254 | 4,283.90 | April contributions |
| 01/07/2015 | Lewes District Council | DD0107 | 1,405.00 | Rates July Community House |
| 01/07/2015 | Lewes District Council | DD0107 | 204.00 | Rates July pavilion+H69 |
| 05/07/2015 | Texaco | TEX0507 | 74.54 | LB53AXU 64.17lt diesel |
| 06/07/2015 | Barclays Bank | BACS0607 | 2.00 | Charges June |
| 06/07/2015 | Barclays Bank | BACS0607 | 1.00 | Charges June |
| 08/07/2015 | AVS Fencing Supplies Ltd | 118261 | 253.15 | Dell fencing repairs |
| 08/07/2015 | Bonnies News | 118262 | 28.60 | Newspapers June |
| 08/07/2015 | Bunzl UK Ltd | 118264 | 116.57 | 6 First aid kits |
| 08/07/2015 | CTLA | 118266 | 1,650.00 | bus service 01/04-30/06 |
| 08/07/2015 | East Sussex Security | 118267 | 96.00 | Call out for alarm |
| 08/07/2015 | Fleximas/Flexibulk Ltd | 118270 | 187.20 | Grass reinforcement mesh |
| 08/07/2015 | T Jordan Grounds Maintenance L | 118271 | 3,900.00 | 4th grass cut |
| 08/07/2015 | Lely(UK)Ltd | 118272 | 5.40 | Bolt |
| 08/07/2015 | Lewes District Council | 118273 | 1,764.36 | Sports park bin empty £215.28 Dog waste bin empty £978.12 Comm House bin empty £570.96 |
| 08/07/2015 | HM Book-keeping & Payroll Serv | 118274 | 65.00 | Payroll june |
| 08/07/2015 | M.D.J.Light Bros Limited | 118275 | 264.00 | skip hire 10/06 |
| 08/07/2015 | ODM (UK) Ltd | 118276 | 105.28 | Yellow paint & applicator |
| 08/07/2015 | Quality Office Supplies Ltd | 118277 | 34.10 | Stationery |
| 08/07/2015 | Ricoh UK Ltd | 118278 | 43.72 | copies March to june |
| 08/07/2015 | Rigby Taylor Limited | 118279 | 330.00 | Corner poles and nets |
| 08/07/2015 | Roger Brown Trophies | 118280 | 10.00 | Engraving shield |
| 08/07/2015 | Trade UK Account | 118281 | 99.97 | TJ boots and hi viz jacket |
| 08/07/2015 | Speedcut Contractors Ltd | 118282 | 14,704.80 | Football pitch renovations |
| 08/07/2015 | Galaxy Wholesale | 118283 | 360.97 | Mau-June reddiesel |
| 08/07/2015 | Tates of Sussex | 118284 | 46.98 | Roundabout plants |
| 08/07/2015 | The Playground Inspection Comp | 118285 | 1,956.00 | Play equip software licence tablet & training |
| 08/07/2015 | WASP Printers | 118286 | 156.00 | 25 receipt books |
| 08/07/2015 | Wightman & Parrish Ltd | 118287 | 26.40 | 4 packs sterile eye wash |
| 08/07/2015 | AMP Services | 118620 | 98.16 | Stihl blower guard 420mm |
| 08/07/2015 | BT Payment Services Ltd | 118623 | 48.78 | July Telephone rental |
| 08/07/2015 | Chandler Editing & Writing | 118625 | 100.00 | E Newes July |
| 08/07/2015 | Ernest Doe & Sons Ltd | 118629 | 129.10 | Drive belt - mower |
| 08/07/2015 | East sussex Pension Fund | 118259 | 4,316.41 | June contributions |
| 08/07/2015 | HM Revenue & Customs | 118258 | 4,151.58 | June Paye & Ni |
| 10/07/2015 | Barclay Card | BACS1007 | 40.94 | Charges June |
| 12/07/2015 | Texaco | TEX1207 | 1.20 | Carbon count |
| 12/07/2015 | Texaco | TEX1207 | 75.07 | GY06PPX 56.66lt diesel |
| 14/07/2015 | Dawn Paul | 118288 | 75.00 | Abseil for NSPCC - Mayor |
| 14/07/2015 | SSALC Ltd | 118289 | 320.00 | CI/LCA training AS |
| 19/07/2015 | Texaco | TEX1907 | 72.91 | LB53AXU 63.19lt diesel |
| 20/07/2015 | NP & S lions club | 118290 | 250.00 | Grant |
| 20/07/2015 | Lewes Hire & Bike | 118291 | 100.00 | Grant |
| 20/07/2015 | U3A | 118292 | 250.00 | Grant |
| 20/07/2015 | Age Concern | 118293 | 100.00 | Grant |
| 20/07/2015 | Peacehaven Players | 118294 | 250.00 | Grant |
| 20/07/2015 | INAA | 118295 | 250.00 | Grant |
| 20/07/2015 | Peacehaven Horticultural Soc | 118296 | 50.00 | Grant |
| 20/07/2015 | ESDA | 118297 | 150.00 | Grant |
| 20/07/2015 | Flower Club | 118298 | 100.00 | Grant |
| 20/07/2015 | Cash payment | 200549 | 305.00 | Prizes 17/07 bingo |
| 21/07/2015 | Wave Leisure Trust | 118299 | 2,500.00 | Summer Holiday Activity Program |
| 22/07/2015 | EDF | BACS2207 | 77.99 | Street lightsElectricity June |
| 22/07/2015 | U Me & cancer Makes 3 | 118300 | 50.00 | Grant |
| 23/07/2015 | J Farmiloe | 118301 | 18.00 | Mileage 40@£0.45 - Mayoress |
| 24/07/2015 | Baca Safety & Workwear | 118302 | 197.54 | 4 gauntlets +various small tools |
| 24/07/2015 | BT Payment Services Ltd | 118303 | 669.89 | Cafe phone rental28/05-30/06 |

Peacehaven Town Council 2015/16

List of payments 01/07/2015-31/08/2015

| | | | | |
|------------|--------------------------------|----------|-----------|---------------------------------------|
| 24/07/2015 | Club & Event Supplies | 118304 | 63.22 | Bingo books & dabbers |
| 24/07/2015 | Codec Facilities Ltd | 118305 | 579.95 | Memorial bench (Mrs Farncombe) |
| 24/07/2015 | Ernest Doe & Sons Ltd | 118306 | 7,867.91 | Kawasaki mule & accessories |
| 24/07/2015 | Purchase Power | 118307 | 200.00 | Meter reset 06/07 - postage |
| 24/07/2015 | Rigby Taylor Limited | 118308 | 768.00 | Fertiliser |
| 24/07/2015 | SSALC Limited | 118309 | 60.00 | Chairs briefing training |
| 24/07/2015 | Tamar Organics | 118310 | 63.52 | 1.180 tonnes green waste |
| 24/07/2015 | Zurich Municipal | 118311 | 314.68 | mule insurance 02/07-05/06/16 |
| 26/07/2015 | Texaco | TEX2607 | 61.34 | GY06PPX 52.72lt diesel |
| 29/07/2015 | J Kocher | 118312 | 25.77 | Mayor Business card |
| 30/07/2015 | Employees | BACS3007 | 16,052.04 | Payroll July |
| 31/07/2015 | Lewes District Council | 118322 | 201.00 | Rates July Victoria estate |
| 31/07/2015 | Petty Cash | 118322 | 181.27 | Petty cash reimbursement |
| 29/07/2015 | Tiny Tigers | 117320A | -40.00 | cancel cheque 117320 |
| 01/08/2015 | Lewes District Council | DD0108 | 1,405.00 | Rates July Community House |
| 01/08/2015 | Lewes District Council | DD0108 | 204.00 | Rates Aug pavilion |
| 01/08/2015 | M Farrow | 118323 | 295.00 | Door repair damaged by stone |
| 01/08/2015 | Lions Club | 118315 | 50.00 | Refund deposit inv5191 |
| 01/08/2015 | Ivor Lawrence | 118313 | 100.00 | Deposit refund inv 5144 |
| 01/08/2015 | Harlequins | 118314 | 50.00 | Deppsit refund inv5180 |
| 01/08/2015 | Mrs Knight | 118316 | 25.00 | Deposit refund inv5207 |
| 01/08/2015 | Alex Moffat | 118317 | 25.00 | Deposit refund inv5210 |
| 01/08/2015 | Southside Performance Academy | 118319 | 100.00 | Deposit refund inv 5245 |
| 01/08/2015 | Tiny Tigers | 118320 | 40.00 | deposit refund inv5163 |
| 01/08/2015 | Meridian Labour Party | 118318 | 50.00 | Deposit refund inv5181 |
| 02/08/2015 | Texaco | TEX0208 | 1.20 | Carbon Count |
| 03/08/2015 | Barclays Bank | BACS0308 | 6.00 | charges July |
| 09/08/2015 | Texaco | TEX0908 | 8.40 | Card protection |
| 10/08/2015 | Barclay Card | BACS1008 | 41.00 | charges July |
| 10/08/2015 | C Maynard | 117426A | -25.00 | Cancel o/s cheque |
| 10/08/2015 | J V Harris | 117630A | -24.95 | cancel o/s cheque |
| 10/08/2015 | South Coast Indian Flavor | 117704A | -100.00 | write off o/s cheque |
| 10/08/2015 | J Green | 117707A | -50.00 | write off o/s cheque |
| 12/08/2015 | HMRC | DD1208 | 1,210.95 | apr-june VAT |
| 13/08/2015 | Peacehaven Players | 118327 | 50.00 | Deposit refund inv5288 |
| 13/08/2015 | A Sargent | 118326 | 35.10 | CILCA training mileage 78 |
| 13/08/2015 | Lewes District Council | 118325 | 201.00 | Rates August Victria Estate |
| 13/08/2015 | East sussex Pension Fund | 118329 | 4,361.61 | Contributions July |
| 13/08/2015 | HMRC | 118328 | 4,100.78 | PAYE July |
| 13/08/2015 | A sargent | 118326A | 0.08 | adj to 118326 |
| 14/08/2015 | PHS Group plc | 118330 | 434.58 | Cleaning Materials |
| 14/08/2015 | AMP Services | 118331 | 630.00 | Stihl HL95k strimmer |
| 14/08/2015 | Aquarius Solutions | 118332 | 466.52 | Anti vandal Graffiti kit |
| 14/08/2015 | Bonnies News | 118334 | 28.60 | July newspapers |
| 14/08/2015 | BT Payment Services Ltd | 118335 | 163.82 | rental May-sept |
| 14/08/2015 | Greenham Bunzl Uk Ltd | 118336 | 64.05 | sun cream dispenser & cartridg |
| 14/08/2015 | Chandler Editing & Writing | 118337 | 80.00 | August E news |
| 14/08/2015 | Corona Energy Retail 4 Ltd | 118338 | 133.99 | Net adj to invoices dec02014-june2015 |
| 14/08/2015 | Farrington Property Developmen | 118339 | 1,040.00 | Container rent 30/07-31/10 |
| 14/08/2015 | Interserve FS (UK) Ltd | 118340 | 985.76 | cafe fire extinguishers etc |
| 14/08/2015 | T Jordan Grounds Maintenance L | 118341 | 3,900.00 | 5th grass cut |
| 14/08/2015 | Lewes District Council | 118342 | 182.16 | Cafe bin emptying |
| 14/08/2015 | M.A. Distribution | 118343 | 562.80 | Times distribution August |
| 14/08/2015 | HM Book-keeping & Payroll Serv | 118344 | 65.00 | July payroll |
| 14/08/2015 | M.D.J.Light Bros Limited | 118346 | 264.00 | Copper room skip hire |
| 14/08/2015 | Soho Commercial Ltd | 118347 | 298.80 | 1100lt Wheelie bin & lock |
| 14/08/2015 | R Poplett Holdings | 118348 | 2,028.00 | Unit 6 Victoria 30/07-31/10 rent |
| 14/08/2015 | Quality Office Supplies Ltd | 118349 | 74.77 | 3 planners |
| 14/08/2015 | Ricoh UK Ltd | 118350 | 604.94 | Photocopies 01/04-30/06/15 |
| 14/08/2015 | Safyre Limited | 118351 | 216.05 | fire alarm service & batteries |
| 14/08/2015 | Spaldings Ltd | 118352 | 237.60 | 1x25l 10w/30 agri univ oil |
| 14/08/2015 | Galaxy Wholesale | 118353 | 282.01 | red diesel June-july |

Peacehaven Town Council 2015/16

List of payments 01/07/2015-31/08/2015

| | | | | |
|------------|--------------------------------|----------|-----------|---------------------------------|
| 14/08/2015 | Tamar Organics | 118354 | 180.90 | 1.860 tonnes green waste |
| 14/08/2015 | Vitax Ltd | 118355 | 603.44 | 23 superstadia 12.5lt line mark |
| 14/08/2015 | Wightman & Parrish Ltd | 118356 | 172.54 | Cleaning Materials |
| 14/08/2015 | Brown Hamilton Ltd | 118357 | 40.00 | replace cheque |
| 14/08/2015 | K Bray | 118358 | 61.42 | 1 trolley bag for goalposts |
| 16/08/2015 | Texaco | TEX1608 | 136.90 | GY06PPX 56.67lt diesel |
| 17/08/2015 | Cash payments | 200551 | 267.00 | Bingo Payments 14/08 |
| 20/08/2015 | The Flower Shed | 118359 | 49.00 | Ribbon for Queens longest reig |
| 20/08/2015 | RBL Poppy Appeal | 118360 | 20.00 | Donation for wreath |
| 20/08/2015 | Petty Cash | 118361 | 150.40 | Petty cash reimbursement |
| 23/08/2015 | Texaco | TEX2308 | 1.20 | Carbon count |
| 24/08/2015 | EDF | DD2408 | 79.47 | Electricity July street lights |
| 27/08/2015 | Employees | BACS2708 | 16,041.39 | Payroll August |
| 27/08/2015 | BT Payment Services Ltd | 118362 | 468.06 | usage 07/08-08/08 + rental |
| 27/08/2015 | Doric Ceilings And Plastics Lt | 118363 | 636.00 | Copper room suspended ceiling |
| 27/08/2015 | Harrod UK Ltd | 118364 | 1,132.20 | MUGA goals & nets |
| 27/08/2015 | Lewes District Council | 118365 | 360.00 | 4 boxes caddy liners |
| 27/08/2015 | MGM Plastering Services | 118366 | 300.00 | Copper room rendering and scre |
| 27/08/2015 | Purchase Power | 118367 | 3.58 | interest |
| 27/08/2015 | Thomas Door & Window Controls | 118368 | 204.00 | Sliding doors repair |
| 27/08/2015 | U-Benders | 118369 | 127.00 | WC repairs |
| 27/08/2015 | Seaford Musical Theatre | 117370 | 20.00 | Barn theatre production - Mayor |
| 31/08/2015 | Purchase power | 118307A | -200.00 | Cancel cheque 118307 |
| 07/07/2015 | Harlequins | 118256 | 140.00 | Car boot refund |

Total Paymen' 114,935.43