

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY & FINANCE COMMITTEE held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 25th April 2017 at 7:30pm

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

Present Councillors: Rachael Coles Jackie Harrison-Hicks
Jean Farmiloe (Chair of Council)
Brian Gosling Andy Loraine
Lynda Hallett Robbie Robertson (Vice Chair)
Job Harris Melvyn Simmons

In Attendance: Claire Lacey - Town Manager
Campbell McBryer – Leisure & Amenities Manager

GENERAL BUSINESS

PF171 CHAIR ANNOUNCEMENTS

The meeting was opened by Chair of the Council Jean Farmiloe.

Thank you for attending this evening. We are not expecting any emergency evacuations this evening, however in the event of a fire alarm, please leave the building by the safest route possible and meet on the grassed area on the opposite side of the South 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 switch your mobile phone onto silent and refrain from using during this meeting.

Out of courtesy this evening, we would like to remind you that this meeting is being recorded. The right to record, film and broadcast meetings of the Council, committees and sub committees, 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.

PF172 PUBLIC QUESTIONS

Joan Goldrich - East Ward

The resident asked Council if they had any intention of purchasing additional litter bins for around the town.

The Leisure and Amenities Manager responded to say this was being costed and would go before the next Planning and Highways Committee

Signed:



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David Williams - West Ward

The resident asked if the works on the electrical boxes at the Sports Park had been completed.

The Town Manager referred him to the minutes of the meeting held on 14th Feb 2017 (page 2/65) confirming that the company Complete Electrical Solutions had visited the site and made the boxes safe, although the contractor instructed had not yet confirmed the date when they would be attending the site to complete the works.

The resident then thanked the RFO for the information on item 6 (Payments and Receipts) and asked why cheques were not all listed with names of who they were paid to in the report.

Cllr. R Coles responded to say that under the Transparency Code, for a Council with a precept the size of Peacehaven, payments under £500 did not have to be annotated in the reports. All Councillors on the Policy & Finance Committee had checked the payments and they had been authorised by two delegated Councillor signatories and two Officers of the Council.

The resident also asked what the Council was doing in response to the Audit report which had identified admin errors.

The Town Manager responded to say that this had been clarified with the Auditor and he had acknowledged that this was being dealt with satisfactorily. The RBS finance system was being amended from 1st April 2017 to be more user friendly, with less nominal codes and a further agenda item this evening (item 12) to adopt a procedure for Mayoral Admin.

Sue Griffiths - North Ward

The resident urged the Council not to agree to take the £500 payment from Barratt Homes to support the summer event at the Big Park as it may be viewed badly by residents due to the pending planning application from Barratts at Lower Hoddern Farm. The resident also asked where the payment of £14,925 received for sale of land at the Dell was being spent.

The Town Manager responded to say that the payment from Barratts was being discussed on agenda item 11 and that the money received from the Dell was for a future project as it had only just been received and not yet banked, but was earmarked and a Working Group would be set up from the Leisure and Amenities Committee, after the May 9th Committee restructure meeting.

Peter Seed - West Ward

The resident asked why the Grants gifted to community groups were not documented.

The Town manager responded to state that the Grants Committee had gifted amenities 'to the value of' and that credit notes would be issued to form a paper trail and the auditor was satisfied with this.

Signed:



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PF173 TO CONSIDER APOLOGIES FOR ABSENCE

None

PF174 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

None

PF175 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL MINUTES

Policy & Finance 14th February 2017

Cllr. L Hallett proposed
Cllr. B Gosling seconded

Approved

Minutes signed by Cllr J Farmiloe

Debate:-

Cllr. J Harrison-Hicks requested an amendment to page 4/65, PF156 for Councillor Apologies to be accepted for non-attendance

The Town Manager confirmed that apologies have been accepted by Members and noted

Grant Sub Committee 3rd March 2017

Cllr. R Coles proposed
Cllr. L Hallett seconded

Approved by Members of Sub Committee

Minutes signed by Cllr J Farmiloe

Debate:-

The Town Manager requested that the grant cheques were signed by the authorised signatories

Signed:



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REPORTS

PF176 PAYMENTS & RECEIPTS FOR AUTHORISATION

The Policy & Finance Committee **NOTE** receipts totaling £220,522.44 and **AUTHORISE** payments totaling £189,279.32 between 1st January 2017 and 31st March 2017.

Cllr. R Coles proposed
Cllr. M Simmons seconded

Agreed

Debate:-

Councillors requested that the Transparency Code be clarified for residents on future finance papers

PF177 BUDGET MONITORING REPORT AS AT 19th April 2017

Noted

PF178 INTERIM INTERNAL AUDIT REPORT TO NOTE

Noted

PF179 CORPORATE RISK ASSESSMENT 2016-17

Agreed

PF180 FIRLE ROAD PLAY AREA PAYMENT

The Policy & Finance Committee **AUTHORISE** payment to the contractor **PLAYDALE** totalling £26,506.76 following completion of the work to remove the existing play equipment and the existing surface and replace with new, safer and more durable equipment and surface at the Firle Road play area

Cllr. R Robertson proposed
Cllr. R Coles seconded

Agreed

Debate:-

Town Manager requested that Councillors note that the section 106 money had not yet been received for this project and it was being pursued weekly with Lewes District Council. The agreement would therefore be to authorise the payment as it was in excess of £3,000 (the decision to proceed with the project being taken at a previous Leisure & Amenities Meeting on 21st March 2017).

Cllr. R Coles reiterated the urgency of the play equipment being installed

Signed: 

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PF180 FIRLE ROAD PLAY AREA PAYMENT continued

Cllr. R Robertson requested the payment was taken out of reserves and asked that if the money had not been received within six weeks, that it was put to Full Council to take the money from General Reserves. All Councillors approved this request.

PF181 FAMILY FUN DAY SPONSORSHIP

The Policy & Finance Committee:-

- **ACCEPTS** the £500 sponsorship from Barratt Homes to support the Summer Event

Cllr. M Simmons proposed

Cllr. L Hallett seconded

Majority Agreed

Cllr. R Robertson against accepting donation

Cllr. A Loraine abstained

Debate:-

A Councillor pointed out a typo on the word "attended" in the report, this was noted

A debate took place regarding:-

- the length of time payment had been received from Barratts
- how many other organisations sponsor events in the town
- how much it costs to run such an event

It was noted that the Town Council had approached the company several years ago to request sponsorship – this also goes to other towns to support their local events, including Telscombe.

Councillors did not consider that by accepting the donation should it seem to favour Barratt's current planning application as Council had objected to this and had already sent their views to Lewes District Council

PF182 MAYOR'S CHARITY ADMINISTRATION ARRANGEMENTS

The Policy & Finance Committee **AGREES** that the ground rules set out in the report shall be applied to the Mayor's charity appeal in future years, starting in May 2017 and that this should be incorporated into the Mayors Handbook.

Cllr. R Coles proposed

Cllr. A Loraine seconded

Agreed

Action: Incorporate Mayor's charity administration arrangements within Mayor Handbook

Signed: 

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Fire Safety Precautions Policy

Cllr. R Coles proposed
Cllr. R Robertson seconded

Agreed

Community Engagement Policy

Cllr. R Coles proposed
Cllr. M Simmons seconded

Agreed

Debate:-

Councillors requested that the Mission Statement is amended to read "Peacehaven is and will continue to be a vibrant place in which to live, work, visit and play"

Action: Amend statement in Community Engagement Policy to read "Peacehaven is and will continue to be a vibrant place in which to live, work, visit and play"

Employer Duty of Care Regulations

Cllr. R Coles proposed
Cllr. M Simmons seconded

Majority Agreed

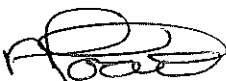
Cllr J Farmiloe, Cllr L Hallett, Cllr. R Coles, Cllr. M Simmons - agreed
Cllr J Harris, Cllr R Robertson, Cllr J Harrison-Hicks, Cllr B Gosling, Cllr A Lorraine – abstained

Motion carried with the following additions:-

- For Councillors to secure their own personal car insurance to cover them for travelling whilst on Council business.
- For Councillors to travel with Officers where possible.
- For Officers to provide copies of Driving License, MOT, insurance to drive for business, to be held on HR files.
- Expenses to be authorised by the Town manager and RFO as appropriate.

Action: Amend Employer Duty of Care Regulations to include: for Councillors to secure their own personal car insurance to cover them for travelling whilst on Council business, for Councillors to travel with Officers where possible, for Officers to provide copies of Driving License, MOT, insurance to drive for business, to be held on HR files and expenses to be authorised by the Town manager and RFO as appropriate.

Signed:



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PF184 WRITTEN RESPONSES TO PUBLIC QUESTIONS

A resident raised the following queries during Public Questions at the Policy & Finance Committee meeting of 14th February 2017, the Town Manager sent the following response:-

Ref: Blanked out names – Since October 2016 Officers have been paid by Cheque, due to issues with bank account access. All Officer payments are confidential and should not identify any one individual. It would be usual for these payments to go through BACS. Since recruitment of a permanent RFO, this has now been rectified and future Officer payments (travel expenses, costs accrued not from petty cash etc) will be show in the list of payments in one BACS 'Salary' payment.

Payment Ref 119096 - £137.25 – cumulative mileage claim to Officer for attending training for HR course. Essential to job role. Name blanked out for confidentiality purposes (see above).

Payment Ref 119120 - £5,496.83 – HR Services Partnership were instructed to support with HR issues at the Council. Officers job roles have been amended to best suit the business needs.

Payment Ref 119060 - £1,442.00 – Payment to Mayo Wynne Baxter for Solicitors to review and update leases on amenities. This is a cumulative cost for renewal of leases for current hirers.

Agenda Item 8 Budget Monitoring – the RBS system has been locked at Month 7 as not all payments have been reconciled – see explanation under item 8, 3.2. The auditor is aware of this and all payments are current, as stated on the date of going to print (9th Feb 2017). This has been confirmed as correct with the RBS administrators.

Agenda Item 11 CCTV – this was agreed by Leisure and Amenities Committee as necessary, after debate at Full Council on 25th October 2016. Advice has been taken from the Joint Action Group and various providers of CCTV to ensure all Health and Safety Public notices are legal. The cost was allocated from the Big Park Earmarked Reserve.

Agenda Item Item 12 - The Dell Play area – this is being part funded by S106 (ref LW/11/1318 - 184 South Coast Road) and a donation from an external organisation. The cost of the scheme is in fact £38,840 – additional costs being made up from the donation.

Agenda Item 13.3 – this item was deferred for further advice to be taken and costs for Risk Management courses to be added to the financial obligation of the Council. Thank you for raising it with us.

Noted - Councillors requested that responses are submitted with Public Questions in future.

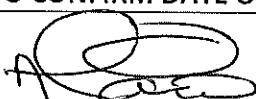
PF185 INFORMATION TO NOTE

Noted

NEXT MEETING

PF186 TO CONFIRM DATE OF NEXT MEETING Tuesday 11th July 2017 at 7:30pm

Noted
Signed:



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Date	debit	Subcategory	Details for april 2017 meeting 19.4.17 set	Memo
03/01/2017	-£ 1,416.00	DIRECTDEBIT	LEWES DISTRICT COU 101237387	DDR 119070
03/01/2017	-£ 388.82	Cheque		
03/01/2017	-£ 206.00	DIRECTDEBIT	LEWES DISTRICT COU 100792496	DDR 119071
03/01/2017	-£ 132.04	Cheque		
05/01/2017	-£ 972.27	Cheque		lcd dog bins 119077
05/01/2017	-£ 300.00	Cheque		119078
05/01/2017	-£ 240.00	Cheque		
05/01/2017	-£ 29.53	DIRECTDEBIT	O2 05475340/001	DDR 119141
06/01/2017	-£ 107.22	Cheque		
06/01/2017	-£ 85.00	Cheque		119064
09/01/2017	-£ 91.70	DIRECTDEBIT	FUEL CARD SERVICES FFB017243	DDR
09/01/2017	-£ 3.00	other		Bank charges 118933
10/01/2017	-£ 300.00	Cheque		119052
10/01/2017	-£ 235.20	Cheque		
10/01/2017	-£ 40.94	DIRECTDEBIT		
11/01/2017	-£ 2,394.00	Cheque		119068
12/01/2017	-£ 446.59	Cheque		119072
13/01/2017	-£ 199.08	Cheque		119080
16/01/2017	-£ 1.20	DIRECTDEBIT	FUEL CARD SERVICES FFB017243	DDR 119115
19/01/2017	-£ 100.00	Cheque		
23/01/2017	-£ 69.04	DIRECTDEBIT	FUEL CARD SERVICES FFB017243	DDR
24/01/2017	-£ 76.00	DIRECTDEBIT	EDFENERGY CUST PLC 4469000000	DDR
30/01/2017	-£ 1.20	DIRECTDEBIT	FUEL CARD SERVICES FFB017243	DDR
31/01/2017	-£ 18,098.92	DIRECTDEBIT	PEACEHAVEN TC salary	119147
01/02/2017	-£ 495.98	Cheque		119149
01/02/2017	-£ 180.00	Cheque		
01/02/2017	-£ 144.00	DIRECTDEBIT	INVESTEC ASSET FIN 21635827011640267	DDR 119152
01/02/2017	-£ 100.00	Cheque		119144
01/02/2017	-£ 90.00	Cheque		119153
03/02/2017	-£ 50.00	Cheque		119151
06/02/2017	-£ 50.00	Cheque		
06/02/2017	-£ 33.01	DIRECTDEBIT	O2 05475340/001	DDR Bank charges 119148
06/02/2017	-£ 9.00	other		
08/02/2017	-£ 110.48	Cheque		119154
09/02/2017	-£ 50.00	Cheque		
10/02/2017	-£ 41.21	DIRECTDEBIT		
13/02/2017	-£ 159.93	DIRECTDEBIT	FUEL CARD SERVICES FFB017243	DDR 119164
14/02/2017	-£ 250.00	Cheque		
15/02/2017	-£ 600.00	Cheque		STAFF TRAINING 119158
15/02/2017	-£ 123.14	Cheque		119165
15/02/2017	-£ 50.00	Cheque		119163
16/02/2017	-£ 50.00	Cheque		
20/02/2017	-£ 1.20	DIRECTDEBIT	FUEL CARD SERVICES FFB017243	DDR Play innovations office supplies old invoices
21/02/2017	-£ 24,000.00	Cheque		
21/02/2017	-£ 2,171.04	Cheque		
21/02/2017	-£ 601.24	Cheque		ACCACIA GROUND CARE
21/02/2017	-£ 500.00	Cheque		BURNS NIGHT ENTERTAINMENT 119174
21/02/2017	-£ 244.56	Cheque		119179
21/02/2017	-£ 175.20	Cheque		119173
21/02/2017	-£ 97.80	Cheque		
22/02/2017	-£ 19,114.80	Cheque	Pension payments Oct/Nov/Dec/Jan	
22/02/2017	-£ 1,067.70	Cheque		british gas multiple
22/02/2017	-£ 680.00	Cheque		MAYORS ALLOWANCE 119145
22/02/2017	-£ 205.80	Cheque		

Date	debit	Subcategory	Memo
22/02/2017	-£ 180.00	Cheque	119172
22/02/2017	-£ 92.07	Cheque	119146
22/02/2017	-£ 77.54	DIRECTDEBIT	EDFENERGY CUST PLC 4469000000 DDR
23/02/2017	-£ 450.00	Cheque	119166
24/02/2017	-£ 9,805.58	Cheque	HMRC Oct/Nov/Dec/Jan
28/02/2017	-£ 19,695.63	DIRECTDEBIT	PEACEHAVEN TC salary
28/02/2017	-£ 312.00	Cheque	119188
28/02/2017	-£ 246.00	Cheque	119199
28/02/2017	-£ 234.00	Cheque	119168
28/02/2017	-£ 192.00	Cheque	119193
28/02/2017	-£ 124.20	Cheque	119210
28/02/2017	-£ 90.00	Cheque	119217
28/02/2017	-£ 81.60	Cheque	119216
28/02/2017	-£ 48.78	Cheque	119183
28/02/2017	-£ 15.60	Cheque	119218
01/03/2017	-£ 634.99	Cheque	CODEC BENCH
01/03/2017	-£ 270.00	Cheque	119215
01/03/2017	-£ 139.24	Cheque	119202
01/03/2017	-£ 86.00	Cheque	119181
02/03/2017	-£ 953.94	Cheque	photocopier
02/03/2017	-£ 829.70	Cheque	CORONA ENERGY OLD BILLS
02/03/2017	-£ 360.00	Cheque	119214
02/03/2017	-£ 355.00	Cheque	119195
02/03/2017	-£ 243.00	Cheque	119198
02/03/2017	-£ 162.00	Cheque	119194
02/03/2017	-£ 150.00	Cheque	119189
02/03/2017	-£ 120.00	Cheque	119203
02/03/2017	-£ 50.00	Cheque	119201
03/03/2017	-£ 2,580.60	Cheque	to be reclaim via insurance
03/03/2017	-£ 1,040.00	Cheque	farringtons
03/03/2017	-£ 948.60	Cheque	RBS TRAINING AND UPDATES
03/03/2017	-£ 327.11	Cheque	119211
03/03/2017	-£ 250.00	Cheque	119156
03/03/2017	-£ 240.00	Cheque	119191
03/03/2017	-£ 72.00	Cheque	119192
03/03/2017	-£ 19.91	DIRECTDEBIT	02 05475340/001 DDR
06/03/2017	-£ 573.12	Cheque	PA SYSTEM
06/03/2017	-£ 258.00	Cheque	119208
06/03/2017	-£ 42.00	Cheque	119200
06/03/2017	-£ 3.00	other	Bank charges
07/03/2017	-£ 889.14	Cheque	IT SOLUTIONS
07/03/2017	-£ 85.22	Cheque	119212
08/03/2017	-£ 116.14	DIRECTDEBIT	02 05475340/001 DDR
10/03/2017	-£ 41.18	DIRECTDEBIT	
13/03/2017	-£ 77.95	DIRECTDEBIT	FUEL CARD SERVICES FFB017243 DDR
15/03/2017	-£ 1,706.83	Cheque	41PEACEHAVEN 200586 REV
15/03/2017	-£ 300.00	Cheque	119159
17/03/2017	-£ 100.00	Cheque	119160
17/03/2017	-£ 35.00	DIRECTDEBIT	ICO Z4831665
21/03/2017	-£ 1,483.20	Cheque	feature fabrications
21/03/2017	-£ 463.04	Cheque	119224
21/03/2017	-£ 401.41	Cheque	119221

20/04/2017
15/65

Date	debit	Subcategory	2017 meeting 19.4.17 set			Memo
21/03/2017	-£ 169.90	Cheque				119226
21/03/2017	-£ 167.40	Cheque				119235
22/03/2017	-£ 22,214.00	PAYMENT				New van
22/03/2017	-£ 1,500.00	Cheque				aquarius claim on insurance
22/03/2017	-£ 285.22	Cheque				119222
22/03/2017	-£ 167.40	Cheque				119225
22/03/2017	-£ 130.00	Cheque				119229
22/03/2017	-£ 93.60	Cheque				119220
22/03/2017	-£ 73.72	DIRECTDEBIT		EDFENERGY CUST PLC	4469000000	DDR
22/03/2017	-£ 70.17	Cheque				119234
23/03/2017	-£ 4,635.50	Cheque				cctv
23/03/2017	-£ 953.94	Cheque				photocopier
23/03/2017	-£ 864.00	Cheque				WOODSCAPE
23/03/2017	-£ 135.00	Cheque				119239
23/03/2017	-£ 123.02	Cheque				119249
23/03/2017	-£ 90.00	Cheque				119232
24/03/2017	-£ 201.60	Cheque				119242
24/03/2017	-£ 77.54	Cheque				119246
24/03/2017	-£ 76.00	Cheque				119247
24/03/2017	-£ 45.00	Cheque				119228
27/03/2017	-£ 140.34	Cheque				119250
27/03/2017	-£ 54.00	Cheque				119197
27/03/2017	-£ 25.39	Cheque				119248
28/03/2017	-£ 42.00	Cheque				119245
29/03/2017	-£ 2,028.00	Cheque				Poplets
29/03/2017	-£ 1,500.00	PAYMENT		CTLA	INV 8676	BBP
29/03/2017	-£ 953.88	PAYMENT		CHRIS BARTHOLOMEW	INV 17226	BBP
29/03/2017	-£ 479.98	Cheque				119254
29/03/2017	-£ 479.98	PAYMENT		PHS GROUP	64590633	BBP
29/03/2017	-£ 460.00	PAYMENT		SOUTH COAST WELDIN	16.3.17 PEACEHAVEN	BBP
29/03/2017	-£ 355.20	PAYMENT		HEATCRAFT	INV 51857	BBP
29/03/2017	-£ 350.00	Cheque				119243
29/03/2017	-£ 346.07	Cheque				119253
29/03/2017	-£ 275.00	PAYMENT		CINEMOBILE	INV 2011	BBP
29/03/2017	-£ 275.00	PAYMENT		CINEMOBILE	INV 2012	BBP
29/03/2017	-£ 274.02	PAYMENT		QUALITY OFFICE	4253/4090/1821/SCR	BBP
29/03/2017	-£ 264.00	PAYMENT		SSALC LTD	INV 10601	BBP
29/03/2017	-£ 154.80	PAYMENT		HAVEN SECURITY	INV 130558	BBP
29/03/2017	-£ 120.00	PAYMENT		WASP PRINTERS	INV 1881	BBP
29/03/2017	-£ 117.17	PAYMENT		CORONA ENERGY	INV 11890498	BBP
31/03/2017	-£ 19,445.72	DIRECTDEBIT				PEACEHAVEN TC salary
31/03/2017	-£ 3,586.80	Cheque				outdoor gym
31/03/2017	-£ 15.60	Cheque				119244
	-£ 15.60					
	-£ 15.60					
	-£ 189,279.32					

