

Minutes of a meeting of the **EXTRAORDINARY TOWN COUNCIL** held in the **CHARLES NEVILLE**, Meridian Centre, Peacehaven on **Thursday 30<sup>th</sup> April 2015 at 6.30pm.**

**Committee Members** Councillors: C Bishop J Livings  
Mrs S Bratchie R Maskell  
I Buchanan Mrs E Merry  
Mrs R Coles R Robertson (Chair)  
J Harris Mrs E Russell  
Ms J Harrison-Hicks Mrs. E Simmons  
P. Howson A Smith  
Mrs. H Livings (Vice Chair) Ms. C Terry

**Present** Councillors: I Buchanan R Robertson (Chair)  
J Harris Mrs E Russell  
P. Howson Mrs. E Simmons  
Mrs. H Livings (Vice Chair) Ms. C Terry  
J Livings

**In Attendance** Alan Sargent - Town Manager  
John Kocher - Corporate Services Manager & RFO  
Sally Landers - Administration Officer

#### **C320 TO CONSIDER APOLOGIES FOR ABSENCE**

**Accepted:-**

Cllr C Bishop – prior commitments  
Cllr S Bratchie – family commitments  
Cllr R Coles – family commitments  
Cllr J Harrison-Hicks – prior commitments  
Cllr R Maskell – prior commitments  
Cllr A Smith – prior commitments  
Cllr E Merry – family commitments

#### **C321 TO APPROVE AND SIGN THE NON CONFIDENTIAL COUNCIL MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> Mar 2015**

Cllr J Livings noted:-

- C315 should read ESFRS (East Sussex Fire & Rescue Service) and **not** ESCC
- C315 action should read ESFRS and **not** ESCC

Proposed – Cllr J Livings  
Seconded – Cllr H Livings

Signed as a correct record pending amendments

**Matters Arising:-**

Cllr R Robertson requested an update with regards to the installation of fire shutters in the Foyer kitchen

*A Sargent confirmed the fire shutters will be installed on Wednesday 6<sup>th</sup> May. He had completed a fire risk assessment and there was a risk when cooking however there was a substantial extractor fan above the cooking hob. The toaster has been replaced and will be PAT tested in line with other Council equipment in December 2015*

Cllr P Howson queried the fire shutters and would they be linked to the fire alarm system

*A Sargent stated the fire shutters would be linked to the internal fire alarm system which will automatically close when the alarm is activated*

## **C322 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

None

## **C323 TO RECEIVE NON CONFIDENTIAL COMMITTEE MINUTES**

### **1 Committee –Leisure & Amenities 10<sup>th</sup> March 2015**

The Chair asked that the Minutes of the above meetings be accepted and the recommendations contained therein be adopted.

Proposed Cllr E Russell

Seconded Cllr H Livings

**RESOLVED** that the Minutes be adopted pending the following amendments:-

- LA357 remove last line 'and this was the agreement'
- LA364 amend last paragraph from 'cost of £7,000' to 'cost of £7,430 (exc VAT)
- LA369 note change of next meeting from 28<sup>th</sup> April 2015 to 14<sup>th</sup> April 2015

#### **Matters Arising:-**

Cllr R Robertson queried page 19/39 and required an update with regards to the closure of the toilets in Centenary Park

*A Sargent confirmed this formed part of the café lease which had not been finalised and responsibility for cleaning the toilets was in dispute*

Cllr R Robertson queried if it was possible to pay a contractor to clean the toilets in order to keep the facility open

*A Sargent stated PTC did not wish to set a precedent as the original lease specification required the café tenant to be responsible for cleaning the toilets*

*Cllr J Livings also noted that the cost of sourcing a contractor would negate any future income PTC would receive from the café*

Cllr H Livings asked if the café was still operating if the toilet facility was closed

*A Sargent confirmed the café was operating*

Cllr R Robertson queried if it was possible for PTC staff to clean the toilets

*Cllr J Livings noted that PTC was not responsible for cleaning these toilets and re-iterated that this was a requirement of the café leaseholder*

### **2 Committee –Planning & Highways 17<sup>th</sup> March 2015**

The Vice Chair asked that the Minutes of the above meeting be accepted and the recommendations contained therein be adopted.

Proposed Cllr H Livings

Seconded Cllr R Robertson

**RESOLVED** that the Minutes be adopted.

**Matters Arising:-** None

**3 Committee –Planning & Highways 7<sup>th</sup> April 2015**

The Vice Chair asked that the Minutes of the above meeting be accepted and the recommendations contained therein be adopted.

Proposed Cllr H Livings  
Seconded Cllr R Robertson

**RESOLVED** that the Minutes be adopted.

**Matters Arising:-** None

**4 Committee –Leisure & Amenities 14<sup>th</sup> April 2015**

The Chair asked that the Minutes of the above meeting be accepted and the recommendations contained therein be adopted.

Proposed Cllr E Russell  
Seconded Cllr H Livings

**RESOLVED** that the Minutes be adopted.

**Matters Arising:-** None

**5 Committee –Policy & Finance 21<sup>st</sup> April 2015**

The Chair asked that the Minutes of the above meeting be accepted and the recommendations contained therein be adopted.

Proposed Cllr J Livings  
Seconded Cllr P Howson

**RESOLVED** that the Minutes be adopted.

**Matters Arising:-** None

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| <b>C324 CORPORATE RISK ASSESSMENT 2014-15</b> |
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**Matters Arising:-**

Cllr J Livings noted that the Policy & Finance Committee and the Audit Sub Committee had not been notified this was a requirement and that it formed part of the internal audit report

Cllr I Buchanan noted the signature requirement of 'Chairperson' and not 'Chairman'

Cllr E Russell noted the need for regular Audit Sub Committee meetings

Cllr J Livings noted that Councillors should attend meetings with auditors

A Sargent stated that the Corporate Risk Assessment should be reviewed every three months

Cllr R Robertson queried the inclusion of the skate-park in the assessment when PTC were not yet responsible

*Cllr I Buchanan noted that LDC were currently responsible for the skate-park*

**It is proposed the Council accept the Corporate Risk Assessment 2014-15**

Proposed Cllr J Livings  
Seconded Cllr P Howson

**Agreed Cllr R Robertson signs Corporate Risk Assessment subject to the following amendments:-**

- Reference to the skate-park is removed (PTC not currently responsible)
- Recommendation that the Audit Sub Committee meets three months after the next Council meeting

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| <b>C325 TO CONFIRM DATE OF NEXT MEETING 19<sup>th</sup> May 2015</b> |
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Noted