

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY & FINANCE COMMITTEE held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 21<sup>st</sup> April 2015 at 6.30pm.

**Committee Members** Councillors: C. Bishop Mrs. H. Livings  
I. Buchanan R. Maskell  
Mrs. R. Coles Mrs. E. Merry (Vice Chair)  
P. Howson Mrs. E. Russell  
J. Livings (Chair)

**Present** Councillors: I. Buchanan P. Howson  
Mrs. R. Coles J. Livings (Chair)  
J. Harris Mrs. H. Livings  
Ms. J. Harrison-Hicks Mrs. E. Russell

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

**GENERAL BUSINESS**

**PF282 PUBLIC QUESTION TIME**

None due to purdah restrictions

**PF283 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr. C Bishop – prior commitment (Cllr. J Harrison-Hicks substitute)  
Cllr. R Maskell – prior commitment (Cllr. J Harris substitute)  
Cllr. E Merry – family commitments

**PF284 TO APPROVE & SIGN THE NON CONFIDENTIAL P&F MINUTES OF THE MEETING HELD ON 10<sup>th</sup> Feb 2015**

Cllr. P Howson proposed  
Cllr. E Russell seconded

**Approved**

**Matters Arising:**

Cllr. H Livings requested an update with regards to the use of ESCC archives and The Keep for storing documents

*A Sargent stated he is in the process of writing procedures for archiving*

**Action: A Sargent to provide written reply to Cllr. H Livings, post elections**

**PF285 CHAIR ANNOUNCEMENTS**

None to report

**PF286 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

None

## FINANCIAL REPORTS

### PF287 PAYMENTS FOR AUTHORISATION

The Committee **AGREED** the report and **AUTHORISED** payments totaling **£100,974.00** for the period **29/01/15 to 31/03/15**

Cllr P Howson proposed  
Cllr H Livings seconded

**Agreed**

#### **Matters Arising:**

Cllr. P Howson queried page 6/51 and the cost of fire-stopping at Community House being £7,000

*A Sargent stated this was to carry out essential work, as recommended in the fire risk report, to divide the roof space into compartments*

Cllr. P Howson queried page 6/51 and the cost of gas usage being £760

*J Kocher stated this was the monthly cost for January 2015 and that there had not been any discrepancies with the meter readings*

Cllr P Howson queried page 7/51, the cost of floodlight repairs being £4,000 and would it have been more cost effective to replace the equipment instead

*A Sargent confirmed this was the cost of replacing the underground cabling*

Cllr P Howson queried page 7/51 and the cost the football club fence being £9,000

*J Kocher confirmed this had been recharged to Lewes District Council and the Big Parks Project (Centenary Park)*

Cllr J Harrison-Hicks queried page 7/51 and the cost of the Seaford Charity Ball being £50.00

*J Kocher confirmed this had been drawn from the Mayors' fund*

Cllr P Howson requested that the Mayors' expenses and income were listed separately

*J Kocher stated the Mayors' expenses and income were removed from Town accounts at year end. The Mayors' accounts are not recorded separately to avoid the need for two bank accounts*

Cllr P Howson queried page 8/51 and the cost of Corona Energy being £842

*J Kocher confirmed this was the cost of gas for February 2015*

Cllr P Howson raised concerns that the cost of gas was £200 per week

*J Kocher stated that the cost may include gas supplied at the Sports Park*

**Action: J Kocher to investigate and provide written response to Cllr P Howson**

Cllr I Buchanan queried page 9/51 and the carbon account cost of £1.20

*J Kocher confirmed this was the Texaco fuel card charge for the grounds maintenance vehicles*

Noted

**Matters Arising:**

Cllr P Howson queried the underspend against Planning & Highways

*J Kocher stated that page 20/51 provides further detail with regards to variances against each budget heading within Planning & Highways*

Cllr P Howson queried page 11/51 and receipt of Arundel Road land revenue

*J Kocher confirmed receipt of revenue for the sale of Arundel Road land and the Big Park Project (Centenary Park) commuted sum however 106 monies were outstanding*

Cllr J Livings noted the adverse variance against redundancy costs and that an insurance claim was pending

Cllr H Livings queried page 13/51 and the cost of two civic reception events

*J Kocher confirmed that the two events, although for different Mayors, fell in the same financial year. Due to purdah restrictions the 2015 civic reception could not be held during the 2015-16 financial year*

Cllr J Livings queried the overspend against member allowances

*J Kocher stated that the budget was incorrect*

Cllr J Livings queried page 15/51 and the cost of agency fees

*J Kocher confirmed that this was to cover a prolonged sickness absence within the grounds maintenance team*

Cllr P Howson queried page 15/51 and the equipment purchase of £540

*J Kocher stated this could be the cost of replacing the sprayer for the Sports Park*

**Action: J Kocher to investigate and provide written response to Cllr P Howson**

Cllr J Harrison-Hicks queried page 17/51 and the bad debt provision

*J Kocher confirmed this was to cover the Peacehaven FC debt*

Cllr P Howson raised the issue with regards to the toilets at Centenary Park being closed

*A Sargent stated there were some issues with regards to the terms of the lease which were being dealt with by our solicitors*

Cllr I Buchanan queried page 18/51 with regards to the cost of electricity when PTC have solar panels installed

*J Kocher confirmed the income from the solar panels is identified on page 19/51*

Cllr J Harrison-Hicks queried the Foyer income on page 19/51

*J Kocher confirmed this was income received for the hire of the Foyer*

Cllr P Howson queried page 19/51 and the cost of bingo expenses

*J Kocher confirmed the cost of bingo prizes and the income from these events are shown separately*

Cllr J Harrison-Hicks queried page 20/51 with regards to planters and requested an update on preventing vehicles illegally accessing Roderick Avenue directly from the Anchor Surgery car park

*A Sargent confirmed he had met with the Anchor Surgery Practice Manager to discuss this issue however ownership of the land in question is not known and any preventative measures must not hinder ambulance access*

**Action: A Sargent to raise issue at SLR meeting on 23/04/15**

Cllr P Howson queried page 21/51 with regards to the wild flower seed

*Cllr H Livings confirmed the seed had been planted at Howard Peace Park*

Cllr P Howson queried page 21/51 and the Public Works Loan Board cost

*J Kocher confirmed this was repayment of the loan in full*

#### **PF289 APPOINTMENT OF INTERNAL AUDITOR AND AUDIT TERMS OF REFERENCE 2014-15**

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

Cllr J Livings raised concerns that Councillors had not been included in audit meetings

*A Sargent stated this can be arranged*

The Committee agrees the appointment of the Internal Auditor and Audit Terms of Reference 2014-15 subject to:-

- Noting that this agreement to appoint is retrospective
- Councillors attend final/sign off audit meeting
- Signatories of future documents signed on behalf of PTC, print name under signature

Cllr P Howson proposed

Cllr J Harrison-Hicks seconded

**Agreed**

#### **PF290 DELEGATION OF AUTHORITY**

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

J Kocher stated that the proposed Delegation of Authority aligns the process to meet the current office staff structure

The Committee agrees the Delegation of Authority

Cllr H Living proposed

Cllr J Harris seconded

**Agreed**

#### **PF291 PRESS AND MEDIA POLICY**

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

Cllr J Livings noted that on page 29/51 the word 'policy' should be added to 2.1 on the report

Cllr E Russell suggested that all new Councillors should have press and media training

*A Sargent confirmed press and media protocol would be included in Councillors' induction packs*

Cllr I Buchanan noted that press statements should be monitored

Cllr J Livings noted any discussion with press or media should state 'my personal opinion is...'

Cllr H Livings stated all press statements should be initiated from the Council office

Cllr J Livings requested an amendment to the policy on page 32/51. The last sentence on 2.4 should read 'are available to Councillors and public for information'

Cllr J Harrison-Hicks requested an amendment to the policy on page 32/51. The last point on 2.6 should read 'Not to speak on behalf of the Town Council unless authorised to do so' and that the text should be in bold

The Committee agrees the Press and Media Policy subject to:-

- The amendment to 2.4
- The amendment to 2.6

Cllr P Howson proposed

Cllr J Harrison-Hicks seconded

**Agreed**

#### **PF292 INTERNAL CONTROL REVIEW**

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

Cllr J Livings stated the Internal Control Review formed part of the Financial Regulations recently adopted

**The Committee agreed to note and accept the Internal Control Review**

#### **PF293 LEISURE AND AMENITIES EXPENDITURE**

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

Cllr P Howson requested an update on the installation of the fire shutters in the Foyer kitchen

*A Sargent confirmed the shutters had been ordered and will be installed on 06/05/15. The electrical work will be carried out week commencing 20/04/15 and linked to the alarm system week commencing 27/04/15*

Cllr J Harrison-Hicks asked if the steriliser, which is to be replaced with a dishwasher, will be sold

*Cllr E Russell confirmed this had been agreed by the Leisure & Amenities Committee*

The Committee agrees the Leisure & Amenities expenditure

Cllr P Howson proposed

Cllr H Livings seconded

**Agreed**

#### **OTHER BUSINESS**

Noted

**Payment Schedule 29/01/15 to 31/03/15**

<i>Date Paid</i>	<i>Payee Name</i>	<i>Cheque Ref</i>	<i>Amount Paid</i>	<i>Transaction Detail</i>
13/01/2015	East Sussex security	117899A	-122.40	Cancel lost cheque 117999
30/01/2015	cash payments	200537	1.39	Coffee morning costs
31/01/2015	Texaco	TEX3101	142.29	GY06PPX 56.58lt diesel
02/02/2015	CTLA	117931	25.00	CTLA support
04/02/2015	Barclays Bank	BACS0402	3.00	BACS Charges January
10/02/2015	Barclay card	BACS1002	41.24	Barclay CardCharges January
11/02/2015	MWUK Limited	117944	252.38	2 green boiler suits
11/02/2015	BT Payment Services Ltd	117945	27.60	Phone Rental Feb
11/02/2015	City Electrical Factors Ltd	117946	61.20	30 cefco EDD26/84 lamps
11/02/2015	Chandler Editing & Writing	117947	100.00	Februay E news 5 pages
11/02/2015	East Sussex County Council	117948	718.00	Hire of Joff 11/11/14
11/02/2015	Focus IT Services Ltd	117949	540.00	E mail host 01/01/15-31/12/15
11/02/2015	Fleet Driver Assessment & Trai	117950	50.00	Driving Assessment (GL)
11/02/2015	T Jordan Grounds Maintenance L	117951	2,712.00	Dismantle playground equipment
11/02/2015	Lewes District Council	117952	230.00	2 boxes caddy liners
11/02/2015	HM Book-keeping & Payroll Serv	117953	65.00	January payroll services
11/02/2015	M.D.J.Light Bros Limited	117954	264.00	Skip hire 08/01
11/02/2015	Pama Sign Service Ltd	117955	294.00	Peace Park signs
11/02/2015	Pitney Bowes Finance Ltd	117956	139.24	Franking m/c rental 26/12/14-25/03/15
11/02/2015	Quality Office Supplies Ltd	117957	110.13	100 folders
11/02/2015	Refix Maintenance Ltd	117958	6,941.28	Fire stopping Community House
11/02/2015	Ricoh UK Ltd	117959	347.09	Copier Rental 01/10-31/12-14
11/02/2015	Ribbonworks	117960	174.60	50 lanyards & 50 holders
11/02/2015	Trade UK Account	117961	169.56	2 safety boots
11/02/2015	SSALC Limited	117962	350.00	Leadership programme (SK)
11/02/2015	Telscombe Town Council	117963	154.25	Recruitment room hire
11/02/2015	Information Commissioner	117942	35.00	Data Protection renewal
11/02/2015	HMRC	117938	3,915.63	Paye January
11/02/2015	East Sussex Pension Fund	117939	4,119.11	Pensions Contributions January
11/02/2015	East Sussex Security	117935	122.40	Replace chq 117899
11/02/2015	P & T Football Club	117933	200.00	Donation for stand seat
11/02/2015	The Company Upfront	117934	120.00	Murder Mystery deposit
11/02/2015	S Keogh	117941	27.26	Tractor Exhibition refreshments
11/02/2015	Petty Cash	117932	170.92	Petty cash reimbursement
11/02/2015	K Nemes	117936	25.00	Deposit refund inv4570
11/02/2015	Mrs Doutre	117937	25.00	Deposit refund inv4693
12/02/2015	Cash payment	200537	1.39	11/02 refreshments
15/02/2015	Teaxco	BACS1502	3.60	carbon count
16/02/2015	Cash payments	2000538	300.00	Bingo prizes 12/02

22/02/2015	Texaco	TEX2202	64.46	GY06PPX 56.96lt diesel
23/02/2015	EDF	BACS2302	79.47	Electricity January
26/02/2015	Employees	BACS2602	17,661.49	Payroll February 2015
26/02/2015	PHS Group plc	117968	358.49	cleaning materials 28/02-27/05
26/02/2015	Bonnies News	117969	28.60	Newspapers Feb
26/02/2015	BT Payment Services Ltd	117970	539.94	Phone usage 09/01-08/02
26/02/2015	Bunzl UK Ltd	117971	130.54	2 safety boots
	Chris Bartholomew			
26/02/2015	Electrical C	117972	129.00	Electrician for fire stopping
26/02/2015	Corona Energy Retail 4 Ltd	117973	760.76	Gas Usage Jan
26/02/2015	Collier Turf Care Ltd	117974	329.10	1x105kg jewel everris fertilizer
	Heatcraft (Heating &			
26/02/2015	Ventilati	117975	126.00	Water heater repair
26/02/2015	Kave Lighting Ltd	117976	391.44	Theatre annual lighting inspec
26/02/2015	Pama Sign Service Ltd	117977	48.00	Commonwealth day sign
				Tractor training & Groundsman year
26/02/2015	Plumpton College	117978	1,750.00	course
26/02/2015	Purchase Power	117979	200.00	Postage Meter reset 22/01
26/02/2015	Quality Office Supplies Ltd	117980	15.59	1 pack large envelope
26/02/2015	SSALC Limited	117981	87.50	AS new clerks briefing
26/02/2015	Safyre Limited	117982	168.00	Fire alarm service 26/01/15
	Sovereign Design Play			
26/02/2015	Systems	117983	178.80	Pay equip inspection
26/02/2015	Galaxy Wholesale	117984	201.01	20 Lt red diesel
26/02/2015	Tamar Organics	117985	20.10	.260 ton green waste
26/02/2015	UK Safety Management	117986	353.99	PAT testing Feb 2015
26/02/2015	J Webb Plant Hire	117987	104.40	1 day hire 1.5 ton excavator
26/02/2015	Wybone Ltd	117988	430.92	1 dog bin
26/02/2015	Wightman & Parrish Ltd	117989	172.68	2xcase200 large plastic sacks
26/02/2015	Seaford Town Council	117991	50.00	Seaford charity ball
26/02/2015	J Freemantle	117990	750.00	Wrestling promoter
26/02/2015	John Kocher	117967	233.83	Wrestling refreshments
	Phaven Chamber of			
26/02/2015	Commerce	117965	32.00	Annual subs 01/02-31/01/16
26/02/2015	S Keogh	117964	93.43	Murder Mystery wallpaper
27/02/2015	H Livings	117966	89.70	Mileage 196 CAB Age concern
26/02/2015	S Keogh	117964A	-93.43	Cancel lost cheque 117964
01/03/2015	Texaco	TEX0103	1.20	Carbon count
01/03/2015	Ricoh Capital	117842A	-1,534.86	Cancel cheque 117842
03/03/2015	Petty Cash	117994	200.81	Petty cash reimbursement
04/03/2015	D Regan	117992	25.00	Deposit refund inv4708
04/03/2015	Mr Brown	117993	100.00	Deposit refund inv4748
08/03/2015	Texaco	TEX0803	82.93	LB53AXU 64.06lt
09/03/2015	Barclays	BACS0903	3.00	February
09/03/2015	Ricoh Capital	117997	1,534.86	Replace cheque 117842
09/03/2015	East Sussex Pension Fund	117996	4,401.50	February pension contributions
09/03/2015	HMRC	117995	4,263.70	Paye & NICFebruary
10/03/2015	Barclay Card	BACS1003	41.42	Charges February
10/03/2015	AVS Fencing Supplies Ltd	117998	107.00	Dell fencing
10/03/2015	Blockbusters Contracts Ltd	117999	163.20	Unblock toilets

10/03/2015	BT Payment Services Ltd Contract Interior Systems	118000	27.60	Rental March
10/03/2015	Ltd Chris Bartholomew	118001	122.40	2 boxes ceiling tiles
10/03/2015	Electrical C	118002	4,179.30	Floodlight repairs
10/03/2015	Chandler Editing & Writing	118003	100.00	E news March 2015
10/03/2015	Friday-Ad Ltd	118004	60.00	Wrestling advert
10/03/2015	A Harfield.Ltd T Jordan Grounds	118005	264.00	Lightning conductor test
10/03/2015	Maintenance L	118006	1,530.00	remove fencing in tennis area
10/03/2015	Madison Web Solutions Ltd HM Book-keeping & Payroll	118007	1,200.00	1st stage Web site redisgn
10/03/2015	Serv	118008	65.00	Payroll services feb
10/03/2015	R J Meaker Fencing Ltd	118009	8,916.20	Football club fencing
10/03/2015	No Ordinary Easel Peacehaven Tyre and Auto	118010	316.99	Easel
10/03/2015	Centr	118011	110.00	Kubota battery
10/03/2015	Plymol (UK) Ltd	118012	123.60	2 union jack flags
10/03/2015	Quality Office Supplies Ltd	118013	31.18	1 Wallet s/s envelopes
10/03/2015	Ricoh Capital Limited	118014	1,438.86	copier rental 01/10-31/12
10/03/2015	Roger Brown Trophies	118015	10.00	Shield engraving
10/03/2015	South East Water Ltd	118016	114.82	usage 07/08/14-23/02/15
10/03/2015	Studio Crafts (Pass) Ltd Thomas Door & Window	118017	165.00	Mayors badges
10/03/2015	Controls Travis Perkins Trading Co	118018	304.50	2 euro cylinders and keys
10/03/2015	Limi	118019	90.22	Turf cutter hire
10/03/2015	Trinity Box	118020	102.00	15 scrolls
10/03/2015	Vitax Ltd	118021	756.31	Sprayer spares & new sprayer
12/03/2015	Mrs Lewis	118023	25.30	Deposit refund inv4756
12/03/2015	D Donovan	118022	149.75	Civic officer training hotel
15/03/2015	Texaco	TEX1503	1.20	Carbon Count
16/03/2015	J Kocher	118042	114.31	Items for Mayors reception
16/03/2015	Meridian WI	118025	50.00	Grant
16/03/2015	Royal British Legion	118026	50.00	Grant
16/03/2015	Evangelical church	118027	50.00	Grant
16/03/2015	MENCAP	118028	50.00	Grant
16/03/2015	Peacehaven WI	118029	50.00	Grant
16/03/2015	CTLA	118030	50.00	Grant
16/03/2015	Church of the Ascension	118031	50.00	Grant
16/03/2015	Arts & Crafts Group Downlands Court Card	118032	50.00	Grant
16/03/2015	Group	118033	50.00	Grant
16/03/2015	Horticultural Society	118034	50.00	Grant
16/03/2015	Good Companions Club	118035	50.00	Grant
16/03/2015	NSPCC	118036	50.00	Grant
16/03/2015	Peacehaven Residents	118037	50.00	Grant
16/03/2015	Scouts Fellowship	118038	50.00	Grant
16/03/2015	Peacehaven Bowls Club 1218 (Newhaven)	118039	50.00	Grant
16/03/2015	Squadron	118040	50.00	Grant



16/03/2015	T Mould	118041	50.00	Grant
16/03/2015	Dowlands Court	118033A	-50.00	Cancl cheque118033
16/03/2015	Arts and Crafts Group	118032A	-50.00	cancel cheque 118032
16/03/2015	Cash payment	200541	265.00	Prizes 13/03
17/03/2015	James Rich	118043	380.00	Food for Mayors reception
18/03/2015	Petty Cash	118044	283.44	Petty cash reimbursement
18/03/2015	Brisco Entertainments	118047	150.00	Mayors reception Entertainment
18/03/2015	Homelink	118045	50.00	Grant
18/03/2015	U3A	118046	50.00	Grant
22/03/2015	Texaco	TEX2203	69.10	59.34 lt diesel GY06PPX
23/03/2015	EDF	BACS2303	75.03	Electricity February
25/03/2015	Mrs T Saunders	CHQ118065	20.00	Return of rolling deposit
25/03/2015	G Brookshaw	118048	25.00	Deposit refund inv4797
25/03/2015	R Bhaira	118049	25.00	Deposit refund inv4798
27/03/2015	Aspen Service Ltd	118052	201.60	Air con service
27/03/2015	Bonnies News	118053	28.60	Newspapers March
27/03/2015	Bonny's Wood	118054	168.00	Tree work Morestead
27/03/2015	BT Payment Services Ltd	118055	410.71	usage 10/02-09/03
27/03/2015	Corona Energy Retail 4 Ltd	118056	842.88	Usage February
27/03/2015	East Sussex County Council	118057	324.00	Town Manager advert
27/03/2015	Godreys Ltd	118058	96.12	Bearcat belt
27/03/2015	Hugh Page	118059	310.21	Kubota parts
27/03/2015	Purchase Power	118060	2.67	Postage
27/03/2015	Quality Office Supplies Ltd	118061	19.52	1x12 fanfold notes
27/03/2015	Rigby Taylor Limited	118062	247.98	Fertilizer
27/03/2015	South East Water Ltd	118063	760.09	usage 01/09/14-26/02/15
27/03/2015	Vaclensa PLC	118064	483.54	Proclean u460 vacuum
27/03/2015	M J Glocking	118050	50.00	Grant
27/03/2015	M Wellington	118051	50.00	Grant
29/03/2015	Texaco	TEX2903	1.20	Carbon Count
30/03/2015	Employees	BACS3003	16,750.38	Payroll March
25/03/2015	Childrens Service	118066	33.61	over Payment refund
		Total		
		Payments	100,973.95	