

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven BN10 8BB on Tuesday 24th April 2018 at 7:30pm

Committee Members – Councillor Jean Farmiloe, Councillor Brian Gosling, Councillor Reg Farmiloe, Councillor Ann Harrison, Councillor Jackie Harrison Hicks, Councillor Andy Loraine, Councillor Rachael Coles, Councillor Robbie Robertson, Councillor Dave Neave, Councillor Melvyn Simmons

Present – Councillor Rachael Coles, Councillor Lynda Duhigg (sub), Councillor Jean Farmiloe, Councillor Brian Gosling, Councillor Ann Harrison, Councillor Dave Neave, Councillor Melvyn Simmons

In Attendance – Sally Landers (Admin), Tony Lopes (RFO)

GENERAL BUSINESS

The meeting was opened by the Chair of the Council Brian Gosling in the absence of the Committee Chair

Chair Announcements

Welcome to the meeting of Policy and Finance on April 24th 2018. 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 to silent and refrain from using during this meeting.

Out of Courtesy this evening we have to remind you that this meeting is being 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 and COMMITTEE AND SUB-COMMITTEE MEETINGS** is available from the Information Office.

PRESENTATION

I am pleased to welcome Paula Woolven who will give us a presentation about CTLA

The CTLA representative gave an overview of their service, providing all residents in Peacehaven a door to door service from GP appointments as well as a club to engage with the more vulnerable members of the Havens. They travel over 300,000 miles per year, providing 80,000 passenger journeys and they are grateful for the support from the local Councils. They are in the process of setting up a volunteer car drivers scheme to operate across the District.

CHAIR ANNOUNCEMENTS

Due to the resignation at the previous meeting of Councillor Robertson as the Vice Chair of this Committee, a replacement will be nominated for the evening for the purpose of this meeting alone as the Committee will change in May. Councillor Gosling was nominated.

Sussex Police and the Sussex Crime Commissioner are inviting residents to complete the National Rural Crime Survey. This is open for submissions until Sunday 10th June. Have your say at :-

PF262 Agenda item to APPOINT A VICE CHAIR was deferred to the May 15th Full Council meeting and the subsequent Policy and Finance meeting of 5th June 2018.

PUBLIC QUESTIONS

There will be a 15 minute period when members of the public may ask questions on any relevant POLICY AND FINANCE MATTER. It would be preferable if the question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes

Alan Sargent – West Ward – Chair of the Residents Association

Agenda item 8 Budget monitoring report. We wish to ask why there is no agenda item summary sheet or the mention of agenda item 8 on pages 19-22.

There is no statement confirming that the Chairs of each committee have attended monthly meetings with the RFO and Town Manager to discuss budget expenditure progress and overruns. It was agreed at the P&F meeting held on 7th July 2015 these reviews would take place and later ratified at Full Council. Indeed on the 5th July 2016 Councillor Robertson commented on the success of these monthly meetings and it was minuted accordingly. However from February 2017 until now, this practice and a Council requirement has not occurred. Would the Chair kindly confirm why this is? If these meetings had occurred there might have been more attention paid to the potential overrun that occurred. Secondly there is no financial summary on the front sheet showing the true status of the Councils finances. Please note this is not a confidential matter.

Sue Griffiths – North Ward

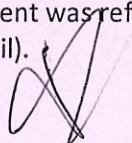
1. Can Peacehaven Town Councillors please explain why they let residents down by not having a speaker at last nights Lower Hodder Farm planning application meeting?
2. In light of last nights Lewes District Council planning decision will Peacehaven Town Council stand up for local residents by appealing the decision. There is plenty of evidence that this application was predetermined was based on misinformation and the mitigating measures are of no use for north Peacehaven residents. I also believe that Councillor Jones (LDC) voted in favour of the CIL proposals at an earlier meeting but did not declare this before he seconded the proposal to approve the application. I know that this could be a costly process but I am sure residents will help to raise funds for an appeal. Lewes District Councillors were scared of Barratts Homes appealing but didn't give any consideration to what we as residents can do. Lewes District Councillors need to be told that as the old Sussex saying goes, "we will not be Druv".

Councillor Dave Neave responded saying that Peacehaven Council did have a Councillor registered to speak who unfortunately had injections and was unwell yesterday. Lewes District Council would not allow the name change prior to the meeting

Peter Seed – West Ward

Agenda item 12.1 Resident requested a land registry update. Previous report about land at Flint Way which mentions Seaview Avenue. Resident requested a map of all PTC land

(Resident was referred to the PTC website which is being updated with all land and assets of the Council).



John Carden – East Ward

Queried where the £250,000 budget overspend had gone.

Pointed out concerns to Council that their behaviour was negatively impacting on Officers and if something wasn't done promptly that good staff would walk away.

Councillor Rachael Coles stated that employment matters could not and should not be discussed with residents and requested that residents raise their concerns in writing with the Town Manager to address with those involved.

Mr Carden further requested more information on how much had been spent at the Community Garden and what happens to the produce grown.

Tony Lopes (RFO) responded that the overspend had been discussed at the last Full Council meeting, where the previous Locum Finance Officer had given full detail to Members, prior to setting the 2018/19 budgets.

Councillor Rachael Coles explained that residents and Members had been informed on a number of occasions that the overspend for 2017/18 was predominantly due to a large water leak at the Sports Park which dates back to 2010 and beyond. The produce grown at Community Garden is used by those residents who grow it and various residents groups had worked with young people in the town (PCS, Meridian School and Scouts) who had made apple crumble and blackberry pies which had been sold to put funds back into the garden.

PF264 TO CONSIDER APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillor Reg Farmiloe sent apologies as unwell – Accepted – Sub Lynda Duhigg

Councillor Andy Loraine sent apologies as unwell – Accepted

Councillor Jackie Harrison Hicks sent apologies as on holiday – Accepted

Councillor Robbie Robertson sent apologies as on holiday – Accepted

PF265 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No Councillor declared an interest

PF266 TO NOTE THE NON CONFIDENTIAL MINUTES OF 13th FEBRUARY 2018

Noted

Debate:

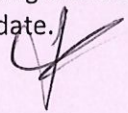
Councillor Dave Neave requested an update on the water leak

Tony Lopes (RFO) explained that this was being actioned but could not comment on the actual position – a full report would be available for next Full Council

Councillor Ann Harrison queried Suppliers for Electricity and Gas (British Gas and EDF) and what was the cost of cleaning the toilets at the Big Park as well as whether the Council make any profit from the Gateway Café lease.

Councillor Jean Farmiloe queried why petty cash had risen from £250 - £360. Also queried whether the Zurich Insurer payment included Key Personnel Cover

Tony Lopes (RFO) explained that the petty cash float was being monitored and currently stood at £520. The Zurich payment was backdated to the June start date.



Councillor Dave Neave queried the 'missing invoice' of £290 for Edwards Construction and whether VAT can be claimed back without a hard copy invoice.

Tony Lopes (RFO) replied that the invoices had gone astray and there had been a double entry on the RBS finance system. The cheques all went through internal controls and the authorised signatories had been satisfied. VAT claim is in progress and update will come back via the Committee.

Councillor Rachael Coles enquired if she could support officers more by calling round to the companies to request duplicate invoices – this was met with thanks by the RFO.

Councillors had not been aware that the RFO role was part time.

Councillor Lynda Duhigg enquired if the petty cash was authorised and who by. Also enquired if the petty cash payments were backed up with invoices.

Tony Lopes (RFO) responded that the petty cash payments were authorised under delegated responsibility to the Town Manager and the RFO, that all payments had relevant paperwork, either an invoice or a stamped authorised receipt.

Councillor Rachael Coles informed all Members that payments under £3000 for general running of the Council and for essential maintenance did not have to be authorised by Council prior to agreement. The delegated power to Officers ranged up to £3000. She also informed Members that the audit referred to all payments including petty cash which was receipted.

Councillor Ann Harrison queried £918 support maintenance contract

Tony Lopes (RFO) informed Committee this was for the RBS finance package for their IT technical team to access the software remotely and was essential for the Town Council accounts.

Councillor Rachael Coles queried £58 for newspapers and felt it was an excessive cost. This was against the advice of Officers as all Peacehaven related articles were relevant and not always shown on the internet.

Councillor Ann Harrison asked why the VAT income wasn't shown

Tony Lopes (RFO) explained the IT system puts the VAT automatically in a separate account

Councillor Lynda Duhigg queried the payment to Brewers. She suggested that B&Q may be cheaper

Tony Lopes (RFO) informed her this was for decorating at Community House and that a discount was applied at Brewers making it more cost effective (on account)

Councillor Melvyn Simmons enquired why the radiator paint had been purchased when none of the radiators required painting

Tony Lopes (RFO) stated that the paint was also used on football pitch goal posts

Councillor Rachael Coles stated she felt the toilet cleaning contract at the Gateway Café costs were expensive and how often were they cleaned

Tony Lopes (RFO) informed that the cost was £8000 per year and this was the most cost effective option. That cleaning 3 times per day 365 days per year was required due to the usage. £20 per day was excellent value.

PF269 BANK RECONCILIATION FOR FINANCIAL YEAR ENDING 31st MARCH 2018 (dated April 3rd 2018)

Noted

This was signed off by the authorised Member Councillor Rachael Coles


PF270 INTERNAL AUDIT

The Policy and Finance Committee AGREE to accept the Internal Audit scheduled for 1st May 2018

Proposed Councillor Melvyn Simmons

Seconded Councillor Rachael Coles

All Agreed



No Debate

PF271 YOUTH MAYOR HANDBOOK

The Policy and Finance Committee AGREE to adopt the Youth Mayor Handbook

Proposed Councillor Jean Farmiloe
Seconded Councillor Melvyn Simmons
All Agreed

No Debate

PF272 INFORMATION TO NOTE

Noted

PF273 TO CONFIRM DATE OF NEXT MEETING TUESDAY 5TH JUNE 2018 AT 7:30PM

Noted

In Accordance with Standing Order no 11. And the Public Bodies (admission to meetings) Act 1960, Section 1 and in view of the confidential nature of the business to be transacted the public and press were excluded from the discussion of the following items

PF274 TO NOTE THE CONFIDENTIAL MINUTES OF 13TH FEBRUARY 2018

Noted

Minutes signed at Full Council by Councillor Brian Gosling on 6th March 2018

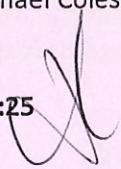
PF275 GRANT AWARDS

Name of Organisation	Award
Seahaven Fibromyalgia ME/CFS Support Group	Room Hire of Anzac Kitchen x 12
Thomas Fowler (World Scout Jamboree)	£0
Seaford Community Events Committee	£0
Seahaven FM Broadcasting Ltd	£0
Peacehaven & Telscombe Flower Club	£100
Peacehaven & Telscombe Housing Assoc Ltd	£0
Peacehaven Table Tennis Club	£150
Newhaven & Lewes Mencap	£400
Newhaven Cricket Club – Youth Section	£0

Sussex Community Development Assoc / Foodbank	£500
INAA	£Room Hire for 1 year
Peacehaven Under 8s	£200
Veterans Armed Forces Day Joint Committee	£250
Revitalise Respite Holidays	£700
Rotary Club of Newhaven / Christmas party 2017	£0
Rotary Club of Newhaven / Christmas party 2018	£200
Peacehaven Players	£Storage costs £750
TOTAL	

Propose Councillor Melvyn Simmons
 Seconded Councillor Rachael Coles
 All Agreed

MEETING CLOSED AT 21:25



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Committee Members – Chair of Peacehaven Council, Councillor Jackie Harrison Hicks, Vice Chair of Peacehaven Council, Councillor Job Harris, Councillor Ann Harrison, Councillor Lynda Duhigg, Councillor Rachael Coles, Councillor Robbie Robertson, Councillor Dave Neave, Councillor Melvyn Simmons

Present - Chair of Peacehaven Council, Councillor Jackie Harrison Hicks, Vice Chair of Peacehaven Council, Councillor Job Harris, Councillor Ann Harrison, Councillor Lynda Duhigg, Councillor Rachael Coles, Councillor Robbie Robertson, Councillor Dave Neave, Councillor Melvyn Simmons

In Attendance – Claire Lacey (Town Manager), Tony Lopes (RFO)

GENERAL BUSINESS

The meeting was opened by the Chair of the Council Jackie Harrison Hicks with the following statement –

Chair Announcements

Welcome to the meeting of Policy and Finance on June 5th 2018. 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. We will convene 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 to silent and refrain from using during this meeting.

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The second item on the agenda this evening is incorrect. It should read 'TO APPOINT VICE CHAIR OF THE POLICY AND FINANCE COMMITTEE' Apologies for any misunderstanding.

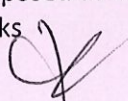
The first item on tonight's agenda is to elect a Chair of this Committee. May I take nominations for the position of Chair.

PF276 Committee ELECTED COUNCILLOR ROBBIE ROBERTSON AS CHAIR OF THE POLICY AND FINANCE COMMITTEE FROM MAY 2018 – MAY 2019

Three Members were nominated by the Committee

Councillor Robbie Robertson was proposed as Chair of the Committee by Councillor Melvyn Simmons, Seconded by Councillor Rachael Coles

Councillor Lynda Duhigg was proposed as Chair of the Committee by Councillor Job Harris, Seconded by Councillor Jackie Harrison Hicks



Councillor Rachael Coles was proposed as Chair of the Committee by Councillor Ann Harrison

Voting took place for Councillors Robertson and Duhigg. It was requested the votes were minuted

Councillor Robbie Robertson – AH, MS, RR, RC – 4 votes

Councillor Lynda Duhigg – JH, JHH – 2 votes

It was confirmed that Councillor Robbie Robertson would Chair the Committee for the year May 2018 – May 2019

Councillor Robertson thanked his fellow Members for voting him as the Chair of the Committee

PF277 ~~APPOINT VICE CHAIR OF THE LEISURE AND AMENITIES COMMITTEE~~

The Town Manager requested the Agenda item was amended (clerical error) to read “Appoint Vice Chair of the Policy and Finance Committee” – All agreed

The Chair of the Committee Appointed Councillor Rachael Coles as the Vice Chair of the Policy and Finance Committee

PF278 CHAIR ANNOUNCEMENTS

Councillor Robertson requested the Town Manager read the following Chair Announcements –

The Summer Fair is booking up fast – please call the information office if you wish to exhibit on the 14th July. The Fashion Show tickets are selling fast – at £6 each you will be supporting the Mayors Charity on June 22nd. Please purchase your tickets from the Information Office. The Armed Forces Flag will be raised on June 22nd at 11am in Memorial Gardens – all are welcome to join us.
That concludes tonight's Chair announcements

PF279 PUBLIC QUESTIONS

There will be a 15 minute period when members of the public may ask questions on any relevant POLICY AND FINANCE MATTER. It would be preferable if the question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes

Alan Sargent – West Ward – Chair of the Residents Association

Why are there no minutes of the previous P&F meeting held on the 24th April 2018?

The Local Government Act 1972 requires Councils to maintain records and minutes of meetings which are a legal document and are required to be kept archived forever. 44 days have elapsed since the last meeting.

Agenda item 7 Payments for Authorisation –

203631 HR Services £1950.00

203632 Starford HR £943.20

Total £2893.20

For what reason is the Council paying out these sort of monies for HR Services. Is it in the budget?

203608 Tim Jordan £2448.00

Why are we paying this so soon after the cut when he hasn't cleared up the mess and has there been a contract review meeting, minuted, concerning the numerous complaints from the public?

Agenda item 8 Budget Control

4141 Water Services 109.5% spent

4306 Printing 200.8% spent

4337 Mayors Reception 201.6%

We are already 1.7% spent over budget

Why does the report not show Reserves and Earmarked Reserves?

Item 11 Audit update

During the update will the Town Manager confirm the final over budget figure for 2017/18 prior to using reserve monies and what monies are left in the reserve?

If the play equipment is approved does this mean that the remaining CIL monies are £24,711.91?

Chair of the Committee confirmed that Mr Sargent could have a written response from the office.

Sue Griffiths – North Ward

I would like to ask Councillors to join in partnership working with the residents of Collingwood Close and Trafalgar Close to achieve the Green Space play area which Southern Housing Group have been dragging their feet over for years.

Nineteen households on the estate have already committed themselves to helping with the project. Money was raised by residents and more was promised from Southern Housing. We even had talks with a play area provider about a small ballgames area and some equipment for younger children. I cant remember how long ago it was but this Council gave a grant of £1000 towards the groundworks for the site but the children are still playing in the car parks. I would hope that Southern Housing would take more notice of the needs of the estates children if this Council becomes a partner in the project.

ACTION L&A Manager to provide a report for L&A Committee July or September 2018

PF280 TO CONSIDER APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillor Dave Neave sent his apologies for a PRIOR COMMITMENT - Accepted

PF281 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

All Councillors declared an interest as Members of the Town Council

REPORTS

PF282 COMMITTEE ACCEPT PAYMENTS FOR AUTHORISATION 1ST APRIL 2018 – 31ST MAY 2018

Proposed	Councillor Rachael Coles
Seconded	Councillor Lynda Duhigg
All Agreed	

Debate:

Councillor Ann Harrison queried payments to Cathy Gallagher – as Chair of the Neighbourhood Plan Steering Group the payee has received recompense for printing and distribution of the NDP First Conversation leaflets and posters. The Town Manager confirmed that this comes from the Cost Code specific to the Neighbourhood Plan. It currently holds approximately £2,700 PLUS an Earmarked Reserve for £5000. As the Larger authority, Peacehaven Council pays the bills for NDP.

Councillor Job Harris queried if any other towns had completed their Neighbourhood Plan and was informed by the Chair that the majority in Lewes District had submitted their plans.

Councillor Melvyn Simmons queried the payment to HR Services Partnership of £1950 as 'expensive'. The Town Manager informed that the SALC recommended company is instructed annually on a retained basis to support the Council with any HR issues. There were still hours accrued from the annual payment and this could be discussed in further detail at the next Employment Sub Committee.

PF283 COMMITTEE ACCEPT THE BUDGET MONITORING REPORT FROM 1st APRIL 2018 – 31st MAY 2018

Proposed Councillor Rachael Coles
Seconded Councillor Lynda Duhigg
All Agreed

Debate:

Councillor Melvyn Simmons queried Code 4306 – lease and price per print. Town Manager informed the Committee that the lease agreement with Ricoh had been signed 5 years ago and was able to be renewed from October 2018 although the Officers had requested quotations from alternative providers which were competitive. The printers in the main office and Information Office would be replaced shortly and reported to Council retrospectively.

Councillor Job Harris queried Code 4301 – no spend against this code as yet this financial year. He queried the Code 1091 – Cinema income – 24% of budget achieved in month 2. This led to a discussion on whether the cinema provides a profit to the Council. The Town Manager confirmed if any profit is achieved it is negligible. It is not a profit making event, but a service to the Community and residents enjoyed the showings.

Councillor Rachael Coles queried Code 4332 – Mayoral reception runs over budget annually due to an error in the 2015/16 budget. Councillor requested this were an action for the next financial term, to increase the Mayoral budget for one year to cover any potential overspend.

Councillors all agreed the RFO had completed a sterling job on the accounts to date and passed on their thanks to Tony Lopes and the Town Manager.

PF284 COMMITTEE CONFIRM THE BANK AUTHORISED SIGNATORIES AS –

Councillor Job Harris, Councillor Rachael Coles, Councillor Lynda Duhigg, Councillor Daryl Brindley, Councillor Melvyn Simmons, Councillor Andy Loraine

Proposed Councillor Melvyn Simmons
Seconded Councillor Ann Harrison
All Agreed

Councillor Lynda Duhigg queried the procedure for Authorised Bank Signatories – the Town Manager confirmed that the Council Internal Governance Procedures (incl Financial Regulations 5) require minimum of 2 Council Members to sign and then authorise payments. Barclays bank have a specific process for Local Authority Business Banking, for the Chair or Vice Chair to authorise Bank transfers, or to authorise new signatories. Two Member signatories are required for either cheque signing or

Bank transfers, as well as the authority of the Town Manager. The RFO has still not had Internet Bank access approved and in extreme emergencies, the Town Manager as Proper Officer has delegated authority to sign cheques although this is rare and the Chair of the Council would be informed.

Councillor Coles enquired who the Proper Officer for the Council was. The Town Manager informed that the Local Government Act makes provision for Proper Officer and contractually this is the Town Manager, or in her absence, the Leisure and Amenities Manager, as delegated at the Feb 2017 Employment Sub Committee. Legislation provides in the Standing Orders as – "15 Proper Officer - The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent."

PF285 COMMITTEE APPOINT THE FOLLOWING MEMBER (Councillor Rachael Coles) TO SIGN MONTHLY BANK RECONCILIATION ON BEHALF OF THE COUNCIL

Proposed Councillor Melvyn Simmons
Seconded Councillor Job Harris
All Agreed

PF286 AUDIT UPDATE

Verbal report from Town Manager – The Auditor Mulberry is attending to sign off the end of year audit for 2017/18 on Wednesday 6th June 2018. Council had previously requested for a Councillor to sit in the Audit meeting and as such could one put themselves forward for this – Councillor Robertson as Chair of the Policy and Finance Committee was volunteered to attend and feed back to Council

PF287 PROJECTIONS AND CIL FUNDING PROJECTS

Council noted receipt and retention of £51,748.81 in the CIL Earmarked Reserve

PF288 FIRLE ROAD PAYMENT AUTHORISED

Committee noted the Resolution from Leisure and Amenities to order the new play equipment for Firle Road Childrens Play park

NEXT MEETING

1. DATE OF NEXT MEETING – TUESDAY 19th JUNE (FULL COUNCIL) AT 7:30PM.
THE NEXT POLICY AND FINANCE COMMITTEE WILL BE ON TUESDAY 18th SEPT

PUBLIC MEETING ENDED 20:05

