



PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
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Councillors on this Committee:

Cllr. J Harrison-Hicks (Chair of Council), Cllr. J Harris (Vice Chair of Council), Cllr. R Robertson (Chair of Committee),
Cllr. L Duhigg, Cllr. A Harrison, Cllr. D Neave, Cllr. S Griffiths, Cllr. C Cheta, Cllr. R Coles, Cllr. I V Buchanan, Cllr. M Simmons

Dear Committee Member,

21st November 2018

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held in the **ANZAC ROOM** Community House, Meridian Centre, Peacehaven on **Tuesday 27th November 2018 at 7:30pm**

Toni Lopes
Acting Town Manager

A G E N D A

GENERAL BUSINESS

- 1 PF 312 CHAIR ANNOUNCEMENTS
- 2 PF 313 PUBLIC QUESTIONS

There will now be a 15 minute period whereby members of the public may ask questions, on any relevant **POLICY & FINANCE** matters. It would be preferred if these are submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes. Copies of any non-confidential reports listed below may be obtained by contacting the Town Council Office.

- 3 PF 314 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS
- 4 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
- 5 PF 315 TO APPROVE & SIGN THE NON CONFIDENTIAL MINUTES OF 18th September 2018 – enclosed (Page 1-7)

Policy & Finance Agenda 27/11/18

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REPORTS

- 6 PF 316 Recommendation from Lewes District council to review Staff policy and reference audit and standards committee- Enclosed (Page 8)
- 7 PF 317 Policies to be reviewed & Accepted- (Page 9)
7.1 Telephone policy
7.2 Adverse Weather Policy
7.3 Volunteers Policy
All Policies can be viewed on our website or in the council offices.
- 8 PF 318 Bank Reconciliation as at 30th October 2018- To note (Page 10 - 17)
- 9 PF319 Income and Expenditure/ Budgetary control (Page 18 – 22)
- 10 PF320 To Review Salaries – Discussion
- 11 PF 321 Town parish council Election costs 2019 (Page 23 - 24)
- 12 PF 322 Cil Receipt- to Note (Page 25)
- 13 PF 323 To set Budgets for each committee- Discussion
- 14 PF 324 Mayor’s Report – Verbal Report

NEXT MEETING

- 14 TO CONFIRM DATE OF NEXT MEETING Tuesday 15th January 2019 at 7:30pm

CONFIDENTIAL

PF 325 To Note confidential minutes of 18th of September 2018- PF 308/309/310/311 Enclosed (Page 26)