

## PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the **POLICY AND FINANCE COMMITTEE** held in the Anzac Room, Community House, Meridian Centre, Peacehaven on **Tuesday 15<sup>th</sup> January 2019 at 7.30pm**

**Committee Members** - Councillor Jackie Harrison-Hicks (Chair of Council), Councillor Job Harris (Vice Chair of the Council), Ann Harrison, Lynda Duhigg, Rachael Coles, Robbie Robertson, Dave Neave, Melvyn Simmons, Ian V Buchanan, Claude Cheta, Sue Griffiths

**Present** - Councillor Jackie Harrison-Hicks (Chair of Council), Councillor Job Harris (Vice Chair of the Council), Ann Harrison, Lynda Duhigg, Rachael Coles, Robbie Robertson, Dave Neave, Melvyn Simmons, Claude Cheta, Sue Griffiths, Alan Millimer

**In attendance** – Toni Lopes (Acting Town Manager), Andy Beams (Locum RFO)

### **Chair Announcements – Delivered by Chair of Committee Councillor Robert Robertson**

Cllr Robertson informed those present that Bill Parris, former councillor and Chairman of Peacehaven Town Council, had passed away and requested a short silence, which was duly observed.

### **PH 327 PUBLIC QUESTIONS**

A representative of Peacehaven Players stated that following advice given by the Town Clerk earlier in the year, the group had made a grant application in September 2018 and had not yet heard the outcome.

Cllr Robertson responded that there were applications being considered in this meeting, but the Peacehaven Players were not included on the agenda. The office staff would investigate what had happened to the original application, and if it could not be located the group would be invited to re-apply.

A local resident asked if the council when considering the impact of adopting a paperless culture, had given due consideration to how residents without easily accessible electronic means would be affected, as this did not appear to be reflected in the minutes. He hoped that the council would fully debate this in the future, along with considering the charge applied to residents requesting photocopies of agendas.

Cllr Robertson confirmed this had been discussed by the council. Cllr Griffiths suggested the date of the council's original decision be provided to the resident.

### **PH 328 APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies had been received from Cllr Harrison due to ill health. These were accepted by the committee, and it was noted that Cllr Millimer was substituting for Cllr Harrison.

**PH 329 DECLARATIONS OF INTEREST** – Cllr Griffiths declared an interest in an item on the confidential report (agenda item PH 337).

## **PH 330 TO APPROVE & SIGN THE NON-CONFIDENTIAL MINUTES OF 27<sup>TH</sup> NOVEMBER 2018**

It was proposed these were signed by the Chair of the Committee

**Proposed** by Councillor Rachael Coles

**Seconded** by Councillor Melvin Simmons

**All agreed**

## **PH 331 PAYMENTS FOR AUTHORISATION 1<sup>ST</sup> NOVEMBER TO 31<sup>ST</sup> DECEMBER 2018**

The payments list was discussed, with some queries being raised in relation to what payments were for. The committee members acknowledged that there was a limited number of characters to include in the description, but requested that where possible the building and date relating to an invoice were included in the narrative.

The Locum RFO agreed to investigate the questions raised and circulate responses to all committee members.

It was proposed that the payment list as presented was authorised by the council.

**Proposed** by Councillor Rachael Coles

**Seconded** by Councillor Melvin Simmons

**All agreed**

## **PH 332 BUDGET MONITORING REPORT AS AT 31<sup>ST</sup> DECEMBER 2018**

The committee members noted the report, acknowledging that there were likely historic inaccuracies in the posting of cost centre codes. The Locum RFO assured the committee that these anomalies had been taken into account when preparing the 2019/20 budget forecast.

## **PH 333 DRAFT BUDGETS 2019/20**

Clr Robertson reminded committee members that an initial budget meeting had been held on 3<sup>rd</sup> January, where some amendments were made to the first draft. The proposal now in front of the committee, whilst indicating a significant increase in the precept for the next financial year, reflected the council's current position and the consequences of inaccurate budgeting over recent years.

The draft budget proposed increasing the precept to £543,216 which equates to a Band D of £111.69, and increase of £26%.

The Acting Town Clerk and Locum RFO were thanked for their work in preparing the draft budget.

Clr Neave asked for clarification with regard to the maximum amount a council could increase their precept. The Locum RFO confirmed that there were no referendum principles ("capping") criteria for town and parish councils.

It was proposed that the draft budget for 2019/20 be accepted and recommended to Full Council.

**Proposed** Councillor Rachael Coles  
**Seconded** Councillor Sue Griffiths  
**Majority agreed**

**PH 334 GENERAL DATA PROTECTION REGULATIONS (GDPR) IT SOLUTIONS**

The Acting Town Manager gave a verbal report explaining that the council were working with the website provider at present to ensure compliance with the regulations, and that the appointment of a specific staff member with responsibility for GDPR was under investigation.

**PH 335 UPDATE FROM THE MAYORS FUNDRAISING**

This item was deferred for inclusion at the next Full Council meeting.

**PH336 GRANT APPLICATIONS**

Committee members discussed whether this agenda item should be discussed confidentially, and by majority agreed to **RESOLVE** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item on the agenda due to the nature of the business being transacted.

The committee considered each of the applications in turn, and noted the inconsistencies in both the version of the application form and the provision of the requested supporting financial information.

The committee agreed that the application process, and grant criteria needed review, but would access the applications received based on the information on them. After discussion, the following grants were recommended for approval:

<b>Charity</b>	<b>Amount</b>	<b>Proposer</b>	<b>Seconded</b>	<b>Decision</b>
Saltdean Community Association	£200	Cllr Coles	Cllr Neave	A recorded vote was requested. <b>In favour (6)</b> – Cllrs, Cheta, Coles, Harris, Millimer, Neave, Robertson <b>Against (4)</b> – Cllrs Duhigg, Griffiths, Harrison-Hicks, Simmons
INAA	£1,000	Cllr Coles	Cllr Simmons	All in favour
Wave Leisure Trust Ltd	£750	Cllr Harrison-Hicks	Cllr Coles	All in favour
Rotary Club Newhaven, Peacehaven, Telscombe	£250	Cllr Cheta	Cllr Harrison-Hicks	All in favour
Peacehaven & Telscombe Cliffs Scout Group	£300	Cllr Cheta	Cllr Simmons	All in favour

## **PH 337 AGED DEBT REPORT**

The Locum RFO explained the nature of the report, and highlighted the sections which the committee should be aware of. Since he had begun working with the council, a quarter of the historic debt had been cleared, and combined with the diligent work of other staff members, the rest was being actively pursued.

The committee agreed the need to receive this information on a regular basis, and that a detailed report of any potential write-offs should be considered before the end of the financial year.

The meeting closed at 9.50 pm. The next meeting of the committee is scheduled for Tuesday 12<sup>th</sup> February 2019.