

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 16th July 2019 at 7.30pm**

Present - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Gallagher, Cllr A Goble, Cllr S Griffiths, Cllr A Seabrook, Cllr I Sharkey, Cllr B Walters, Cllr A Milliner.

A/Town Clerk T Allen.

Two members of the public.

1 PF377 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and reiterated the Committee's Terms of Reference.

2 PF378 PUBLIC QUESTIONS

A member of the public questioned why the consideration of grants had been put into the closed session of the meeting. The Chairman stated that this Item did not need to be confidential and that he would ask Councillors for it to be brought forward into the open part of the meeting.

3 PF379 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr C Cheta (Other meeting commitment), Mr A Beams A/RFO (Other meeting commitment).

4 PF380 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no such declarations.

5 PF381 TO ADOPT THE MINUTES OF 28th MAY 2019

It was resolved to adopt the minutes as a true record.

[It was resolved to take Item 16 – PF392 'To Approve 2019/20 Grants Round 1' at this point].

It was resolved to form a Grants Sub-Committee to sit in open session and with the following remit:-

- To review the Council's Grants Policy.
- To review the grant application form.
- To advertise for grant requests.
- To review grants requested.
- To make recommendations to the Committee for the level of grants to be awarded.

It was resolved that the Sub-Committee would be chaired by Cllr Griffiths, with the other members being Cllr Collier, Cllr Duhigg, Cllr Sharkey and Cllr Walters.

6 PF382 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE

The report from the RFO was noted and discussed.

The Chairman led a discussion of the Council's financial position at the end of the first quarter of the financial year, in relation to income and expenditure. A number of budget headings were reviewed individually and in detail. The following points were noted:-

- Some items of income, e.g. CIL receipts, were ring-fenced.
- Not all income and expenditure is spread evenly throughout the financial year; there are seasonal and one-off items.

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- The fees for the A/Town Manager, A/RFO and HR services are accounted for under the budget heading 'Professional Fees – Other'.
- Legal/solicitors fees are accounted for under the budget heading 'Professional Fees – Legal'.
- The 'Salaries' budget heading includes payments to the previous Town Manager and RFO; these have now ceased.
- A refund of £53,431.82 has been secured from Business Stream for an overpayment on water charges, due to over-estimation of charges following the water leak at the Big Park.
- A more detailed breakdown of income from pitch hires at the Big Park and Sports Park is needed.
- It would be useful if some reports from the RBS OMEGA system were available in MS Excel.

In view of the Council's current financial position and the need to control costs, the following was resolved:-

- The Committee will meet every two months, with an additional meeting in the months between to conduct a financial review. RFO to produce the following reports for these meetings:-
 - Summary Income & Expenditure.
 - Detailed Income & Expenditure.
 - Balance Sheet.
 - Financial Forecast.
 - Cash Flow Projection.
 - Bank Reconciliation.
 - Cash Book.
- Payments to HR services for restructuring to cease. The Personnel Committee will construct a business case for expenditure in this area for consideration in the 2020/21 budget setting round.

7 PF383 TO ADOPT A FINANCIAL RISK ASSESSMENT FOR THE COUNCIL

The report from the RFO was noted and discussed.

It was noted that Bank Reconciliations would be reviewed on a monthly basis. It was resolved to adopt this Risk Assessment with this amendment.

8 PF384 TO ADOPT A MEMBERS' ALLOWANCES POLICY

The report from the RFO was noted and discussed.

The Chairman expressed his dismay at the fact that a Members Basic Allowance cannot legally be paid to co-opted Members.

It was resolved that there should be full transparency about the payments of allowances to each Member and that this information should be available on the Council's web site.

It was resolved to adopt the Members' Allowances Policy

9 PF385 TO AGREE A METHODOLOGY FOR ALLOCATING CIL FUNDS TO COUNCIL PROJECTS

The report from the RFO was noted and discussed.

It was resolved to adopt the proposed methodology for allocating CIL funds to Council projects.

10 PF386 GENERAL DATA PROTECTION REGULATIONS (GDPR) – CURRENT POSITION & ACTION PLAN

The Clerk reported that Cllr Seabrook had identified a suitable on-line GDPR training course and that a facilitated session will be arranged for those who were not confident of completing the course at home.

It was noted that the cost per person would be £5.00, significantly cheaper than bringing in a trainer.

Clerk and Cllr Seabrook to arrange training sessions.

11 PF387 REPORT FROM THE BUSINESS PLAN WORKING PARTY

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13 PF388 REPORT FROM THE E-COMMUNICATIONS WORKING PARTY

It was resolved to take these two items together.

The report of the first meeting of the Business Plan Working Group, held on the 1st July 2019, was noted and discussed.

It was resolved that these two Working Parties should be merged, as it was principally the same people involved with each.

14 PF389 REVIEW OF COMPLAINTS POLICY

Cllr Seabrook presented his re-draft of this Policy, noting a few changes to the original document.

It was resolved to adopt this policy as drafted by Cllr Seabrook.

[All members of the public left and the meeting went into closed session].

In accordance with Standing Order No. 11 and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from this meeting.

15 PF390 GROUNDS TEAM STAFFING REQUIREMENTS

The Clerk's report was noted and discussed. It was resolved to commit no expenditure for this purpose in the current financial year and for the Personnel Committee to bid for having a provision in the 2020/21 budget for employing an Apprentice Groundsman.

16 PF391 AGED DEBT ANALYSIS

The report from the RFO was noted and discussed.

Individual cases were discussed.

It was noted that some payments were of varying amounts and were sporadic. It was resolved that the

17 PF392 TO APPROVE 2019/20 GRANTS ROUND 1

[See above]

18 PF393 DATE OF NEXT MEETING – TUESDAY 20th August 2019 at 7.30pm (Financial Review) and TUESDAY 17th September 2019 at 7.30pm (Full Committee meeting).

There being no further business, the meeting closed at 20:45.