



# **PEACEHAVEN TOWN COUNCIL**

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## **Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 20<sup>th</sup> August 2019 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr J Harris, Cllr C Gallagher, Cllr A Goble, Cllr S Griffiths, Cllr A Seabrook, Cllr I Sharkey, Cllr B Walters, Cllr A Milliner.  
Town Clerk T Allen, Finance Officer Andy Beams.  
Two members of the public.

### **PF394 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

### **PF395 PUBLIC QUESTIONS**

Both members of the public questioned the Town Clerk's practice of not sending out meeting papers by email to individual members of the public, noting that this was a change to Council policy which should be revisited.

A member of the public questioned whether there had been lost opportunities for the Council to acquire and/or spend CIL monies. Andy Beams explained that the receipt of CIL money is an automatic process via LDC and that CIL money has to be spent within five years of receipt, noting that the CIL scheme had not yet been in existence for five years.

### **PF396 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Members of the Committee were present.

### **PF397 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests made.

### **PF398 TO ADOPT THE MINUTES OF 16<sup>th</sup> JULY 2019**

Adoption of the minutes was proposed by Cllr Gallagher, seconded by Cllr Griffiths and agreed as a true record.

*At the Chairman's invitation, Cllr Hill joined the meeting.*

### **PF399 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE**

The reports from the Finance Officer were noted and discussed.

The Chairman led a discussion of the Council's financial position at the end of month 4 of the financial year, particularly in relation to income and expenditure. A number of budget headings were reviewed individually and in detail. The following points were discussed:-

- The refund had been received from Business Stream.
- The E-News was now produced in-house thus representing an underspend in the related budget.
- Civic & Events Committee to review the advertising budget.

## **MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING - Tuesday 20<sup>th</sup> August 2019**

- Andy Beams to investigate the setting up of a separate income stream for hire fees in relation to the football pitches in the big park.
- The general administration budget expenditure was still of concern, but had not worsened since Month 3.
- There was a reduced exposure to debtors.
- Budgets that were underspent to be reviewed with a view to retaining monies to supplement the general reserves
- Andy Beams to investigate the setting up of a separate cost centre for staff costs in relation to the summer fair.
- Andy Beams to provide a list of sponsorship received for the next meeting of the Civic & Events Committee.
- A report on where the Mayor's charity funds are spent is required for the Committee's next meeting.

It was noted that currently the cost centres are not split around Committees. Andy beams advocated that, for the 2020/21 budget, each Committee takes responsibility for budgets within their remit, which are overseen and reviewed by the Policy & Finance Committee.

It was noted that the Interim Internal Audit will be carried out within the next couple of months.

### **PF400 TO ADOPT UPDATED FINANCIAL REGULATIONS**

It was noted that the new NALC version of these Regulations was not significantly different from the Council's currently adopted version, except that, in some cases, there were differences between the Council's financial limit figures and those in the NALC draft

It was noted that Councils are free to set their own limits in these cases with figures that are appropriate to their size.

It was agreed to defer this item to the Committee's next meeting so that Andy Beams can recommend appropriate figures for PTC.

### **PF401 TO RECEIVE A REPORT FROM THE BUSINESS PLAN & E-COMMUNICATIONS WORKING PARTY**

### **PF402 TO APPROVE AN OFFICE IT UPGRADE REQUIRED IN THE CURRENT FINANCIAL YEAR**

### **PF403 TO APPROVE THE COUNCIL'S REGISTRATION FOR THE LOCAL COUNCIL AWARDS SCHEME (LCAS)**

### **PF 405 TO APPROVE THE PURCHASE OF A BROWSE ALOUD PLUG IN TO EFFECT COMPLIANCE WITH ACCESSIBILITY FOR THE PTC WEB SITE**

*Cllr Seabrook moved that, in view of the fact that the Committee's meeting was an interim financial review meeting, Items 401, 402, 403 & 405 be deferred to the Committee's next meeting. This was resolved.*

### **PF404 TO APPROVE THE USE OF CIL FUNDS TO CREATE ADDITIONAL CAR PARKING SPACES AT THE BIG PARK FOR PEOPLE WITH DISABILITIES**

The background to this matter was discussed. Cllr Seabrook suggested that the traffic flow could be reversed. It was resolved to recommend to Council that CIL money is used for this purpose; proposed by Cllr Griffiths, seconded by Cllr Sharkey.

*Cllr Hill and the members of the public left the meeting.*

*In accordance with Standing Order No. 3(d) 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 the rest of the meeting.*

**PF406 AGED DEBT ANALYSIS**

The report from Andy Beams was noted and discussed, with an improving situation noted. It was noted that some payments were sporadic and that this is related to when invoices are sent out; when the new Financial Administrator is in post, invoices will be sent out on a more frequent and regular basis.

For some organisations, payment plans had been put in place to clear their arrears.

It was noted that a review of leases and hire fees will be carried out by the relevant Committees, which will report back to the Policy & Finance Committee.

In relation to the Budget/Precept setting round for 2020/21, Andy Beams stated that, at their next meeting, each Committee will be asked to propose their requirements to the Policy & Finance Committee, noting that he would be available to assist as required.

**PF407 DATE OF NEXT MEETING – TUESDAY 17<sup>th</sup> September 2019 at 7.30pm**

*There being no further business, the meeting closed at 20:35.*