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PEACEHAVEN TOWN COUNCIL

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Minutes of an Emergency meeting of Peacehaven Town Council, held in the Main Hall, Community House, Meridian Centre, at 3.00pm on Tuesday 24th March 2020

NOTE: This meeting was held under strictly controlled conditions, with approved separation of participants and sanitization measures in place.

Present – Mayor Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Dawn Paul, Cllr David Seabrook, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Emilia Simmons.

Officers; Town Clerk, Tony Allen.

1 C574 MAYOR'S REPORT & ANNOUNCEMENTS

No announcements.

2 C575 PUBLIC QUESTION TIME

No members of the public were present.

3 C576 CORONA VIRUS – LATEST POSITION AND ACTIONS REQUIRED

The Clerk introduced his paper, which was received and discussed, with updates in this fast-moving situation highlighted.

Impacts on working arrangements, procedures, ongoing works, internal and external communications and payments and receipts were discussed. Clerk to arrange a discussion regarding the Council's lessees and hirers affected regarding possible help and financial support measures that the Council can implement.

Cllr Symonds highlighted on-line training opportunities and will pass the details on to the Clerk.

Clerk to investigate and set-up a.s.a.p. improved 'electronic' and phone communications to allow Councillors and staff to better interact remotely, including the holding of virtual meetings; a number of methods and sources of advice were suggested.

Reaching the c.20% of people who do not use these means of communicating was also discussed. Use of leaflets/posters in supermarkets, chemists, Government Hub & Newhaven Food Bank parcels was suggested for further investigation.

It was resolved to ratify the emergency actions taken to-date, including:-

- The Summer Fair scheduled for the 11th July will be cancelled.
- The Mayor's reception scheduled for the 25th April will be postponed.
- The Annual Town Meeting scheduled for the 21st April will be postponed.
- All other Community House events, bookings and activities, including the café, cancelled from the 18th March 2020, until further notice.
- All football games and practice sessions have been cancelled.
- Refunds will be given for activities cancelled by the Council.
- The current Mayor will continue in post until Council can hold its Annual meeting.

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It was resolved to agree authority for any additional actions required, including:-

- Working from home.
- Safe working externally.
- Ongoing maintenance, health & safety measures required.
- To reassure all staff that they will be looked after and paid, whatever the impact is on their job, or whatever personal measures they need to take to mitigate the impact of the virus.
- Flexibility in working practices and type of work undertaken; including community support work.

It was resolved to introduce emergency powers which, when necessary, suspend Standing Orders, Financial Regulations, Committees etc. Terms-of-Reference, and give the Clerk delegated authority (in liaison with the Chairman of Council, Committee Chairmen and other Councillors and Officers as appropriate), particularly with regard to:-

- Spending authority and levels.
- Making recommendations on planning applications.
- Holding Council and Committee meetings, or alternatively to deal with urgent related matters.
- Staffing matters day-to-day.
- Buildings/estates management.
- Payments & other financial requirements.

Advice from Government, ESCC, LDC and solicitors to inform decisions as necessary.

The Clerk to keep a clear record of these required actions and then submit them as an agenda item to the Council for approval and minuting when normality returns.

4 C577 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies for absence were approved from Deputy Mayor Cllr Job Harris, Cllr Lynda Duhigg, Cllr Gloria Hill, Cllr Isobel Sharkey, Cllr Lyn-Mai Mills, Cllr Chris Collier, Cllr Alan Goble, Cllr Alan Milliner, Cllr Wendy Veck, Cllr Ron White.

5 C578 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interests.

[Clerk's Note:- Items 4 & 5 were taken before Item 3].

6 C579 TO ADOPT THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 14th JANUARY 2020

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

7 C580 TO RECEIVE THE MINUTES, ACTIONS, CHAIRMEN'S REPORTS & REFERRALS FROM COMMITTEES & WORKING PARTIES

7.1 Policy & Finance Committee:-

- 7.1.1 To note and receive the minutes of the 18th February & 10th March 2020 – received.**

7.2 Planning & Highways Committee:-

- 7.2.1 To note and receive the minutes of the 4th February & 3rd March 2020 – received.**
- 7.2.2 Minutes of the ESCC SLR meeting held on the 24th January 2020 – received.**

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7.3 Personnel Committee:-

7.3.1 To note and receive the minutes of the 18th February – received.

7.4 Leisure, Amenities & Environment Committee:-

7.4.1 To note and receive the minutes of the 21st January – received.

7.5 Civic & Events Committee:-

7.5.1 To note and receive the minutes of the 25th February 2020 – received.

7.5.2 **Town Twinning update** – noted that the Committee had resolved not to proceed in this matter.

7.6 Business Plan & E-Comm's Committee:-

7.6.1 To note and receive the minutes of the 28th January & 10th March 2020 – received.

7.7 Climate Change Working Party:-

7.7.1 WP/Action Plan update

7.7.2 To agree the Terms-of-Reference for the Working Party

7.7.3 To agree the Single Use Plastic Policy

It was resolved to defer this item.

7.8 CIL Working Party – No new updates or reports to be received.

8 C581 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (NDPSG):-

8.1 Notes from the public meeting held on the 24th February 2020 – received.

8.2 NDP progress chart – received and noted.

9 C582 TO RECEIVE REPORTS FROM COUNTY & DISTRICT COUNCILLORS - No new updates or reports to be received.

10 C583 TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES – Councillors to send any reports to the Clerk for circulation.

11 C584 SUSSEX POLICE CCTV PARTNERSHIP – The report from Cllr Symonds was noted; for further discussion at a later date.

12 C585 ANNUAL TOWN MEETING:-

12.1 Arrangements

12.2 Mayor's awards

12.3 Annual Town report

It was resolved to defer this item.

13 C586 YOUNG MEN'S YOUTH PROVISION AT THE JOFF

It was resolved to defer this item.

CONFIDENTIAL

NOTE: In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, 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:-

14 C587 CONFIDENTIAL REPORTS & ACTIONS TO RECEIVE & RATIFY FROM THE PERSONNEL COMMITTEE

The Committee's Action Plan was noted and received.

It was noted that the starting date for the newly appointed Groundsman had been deferred by mutual agreement.

It was resolved that the recruitment process for the new Senior Projects Officer would continue.

It was resolved that the annual review of Council's staffing structure and salaries by the newly set up Working Party would be deferred.

It was resolved that, apart from the changes approved by the Policy & Finance Committee in relation to two individuals, only the standard pay increments required under the Council's employment policy would be paid for now, along with any cost of living increase which is automatically applied to pay scales by the Government.

15 C588 SALES LEDGER (AGED DEBTS) WRITE-OFFS

The Finance Administrator's paper was noted and discussed. It was resolved to take the action as proposed in this paper.

16 C589 DATE OF THE NEXT SCHEDULED MEETING – To be advised.

There being no further business, the meeting closed at 15:52.