

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 10<sup>th</sup> March 2020 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr C Cheta, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher.  
Finance Officer A Beams, Finance Administrator Z Malone.  
One member of the public.

**PF465 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and read out the safety and housekeeping announcements.

**PF466 PUBLIC QUESTIONS**

One member of the public was present to observe the meeting.

**PF467 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllrs L Duhigg and A Milline and Town Clerk T.Allen

**PF468 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Collier declared an interest in agenda items PF471 as the Lewes District Council legal team fell within his portfolio as a District Councillor, and PF472 as a member of the East Sussex Pension Fund Board

**PF469 TO ADOPT THE MINUTES OF 18<sup>th</sup> FEBRUARY 2020**

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

**PF470 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE**

The circulated financial reports and statements were received and discussed.

The Finance Officer alerted the committee to the receipt of invoices from LDC for elections costs. These totaled £17,050 for the 2019 election and a further £13,062.84 for two elections in 2018 which had not previously been invoiced for. The Finance Administrator had requested a full breakdown of the costs from LDC.

The Chairman noted that other than in respect of the election invoices, the improvement in the Council's financial position continued, and the election EMR would be used to pay part of the relevant outstanding invoices.

It was resolved for the Chairman to sign the bank reconciliation.

The CIL report and S.106 spreadsheets were noted. Cllr Gallagher questioned if there were any more recent developments missing from the S.106 report. The Finance Officer explained that more recent developments were likely to have attracted CIL rather than S.106, but the Finance Administrator was asked to contact Chris Bibb to ensure the list was accurate.

It was resolved to approve the list of payments totaling £51,544.58 for the period 31 January to 28 February 2020 inclusive.

**PF471 TO ARRANGE A NEW LEASE FOR PTFC AND THE CATS CLUB**

The circulated report was noted and discussed.

Cllr Gallagher raised concerns regarding previous agreements for the Cats Club signed by the Town Manager in 2016. Cllr Griffiths confirmed that the Cats Club were happy with the proposed arrangement of sub-leasing through the football club, as this had been discussed in full at a meeting with both parties, the Town Clerk, Parks Officer and Cllr Griffiths.

With regard to the legal fees, it was resolved that the Town Council should not pay the fees, although it would be happy to place the work through the LDC legal team on behalf of the football club at a reduced cost compared to a high street solicitor.

It was noted that the football club could appoint their own contractors to carry out pitch maintenance, subject to approval of the Parks Officer to ensure work standards are maintained.

It was resolved to proceed with a single lease through the football club, incorporating the Cats Club rental, and to increase the maintenance fee from 1<sup>st</sup> April 2020 as per the recommendation in the report.

**PF472 TO NOTE THE LGPS REQUIREMENTS AND AGREE DISCRETIONS**

The circulated report was noted and discussed.

It was resolved to agree the discretions as per the draft prepared by the Finance Officer.

## **Meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 10<sup>th</sup> March 2020**

### **PF473 TO APPROVE FUNDING FOR THE REPAIR OF THE GATEWAY CAFÉ SHUTTERS**

The circulated report was noted and discussed.

The committee agreed the importance of the work and resolved to proceed with payment subject to the budget virements as outlined in the report.

***NOTE: 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.***

### **PF474 AGED DEBT ANALYSIS**

The Finance Administrator reported on an improving situation and measures being put in place with effect from 1<sup>st</sup> April for hire payments to be made in advance to prevent debts accruing.

The write-off list was reviewed. It was agreed that the final four items would be cleared through the income from the Christmas event, as these had been double counted.

It was resolved to recommend to Full Council to write off the amount of £1.876.43 as per financial regulation 1.13.

The Chairman thanked the Finance Administrator for the continued improvement in the management of the Council's finances.

### **PF475 DATE OF NEXT MEETING – TUESDAY 12<sup>th</sup> May 2020 at 7.30pm**

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