



TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 21st April 2020

Present – Mayor Cllr Claude Cheta, Cllr Lynda Duhigg, Cllr Sue Griffiths, Cllr Gloria Hill, Cllr Isobel Sharkey, Cllr Dawn Paul, Cllr Lyn-Mai Mills, Cllr David Seabrook, Cllr Chris Collier, Cllr Alan Goble, Cllr Catherine Gallagher, Cllr Lucy Symonds, Cllr Wendy Veck, Cllr Emilia Simmons, Cllr Ron White.

Officers; Town Clerk, Tony Allen; Finance Administrator, Zoe Malone; Civic & Marketing Officer, Deborah Donovan; Parks Officer, Kevin Bray.

Public; One member of the public was present.

1. C590 Welcome, introductions, meeting protocols and any general announcements.

The Mayor paid tribute to Her Majesty the Queen on the occasion of her 94th birthday.

Cllr Cheta related the meeting ground rules and asked for ideas for items to be included in his weekly video message.

It was resolved, for the time being, to temporarily amend Standing Orders to allow the holding of virtual on-line meetings, as provided for in the Coronavirus Act 2020 – Local Authority Flexibility of Meetings Regulations 2020.

2. C591 Public session.

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

3. C592 To approve apologies for absence.

Deputy Mayor Cllr Job Harris, Cllr Alan Milliner.

4. C593 To receive declarations of interests.

There were no declarations of interests.

5. C594 To adopt the minutes of the previous Council meeting held on the 24th March 2020

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

6. C595 To resolve to defer the Annual Meeting of Council; current appointments continue.

It was resolved to defer the Annual meeting of Council for the time being; to be reviewed when working practices are returning to normal.

It was resolved that Cllr Cheta remain as Mayor/Chairman and that all Councillor and other appointments normally made at the Annual meeting of Council remain in place in the interim.

It was resolved that Standing Orders, Financial Regulations and other policies and procedures remain in place, subject to review and amendment as required.

It was resolved to extend the services of the Locum Finance Officer beyond the 30th April 2020 to allow for any outstanding financial year-end tasks and the Clerk's training on the RBS Omega accounts system.

7. C596 To highlight any remaining PTC support requirements with Government, other Councils and voluntary organisations, etc.

The question of the reinstatement of a food bank in Peacehaven was discussed in detail.

Cllr Paul reported on the current SCDA operations, noting that the current situation is very positive; there have been successful fund-raising initiatives and there is now a dedicated 'Go Fund Me' web site for the Seahaven food bank. It was noted that, at the moment, monetary donations are preferred and that reinstating a food bank in Peacehaven would not really be of benefit at present, particularly as it may encourage increased public activity. It was agreed that the SCDA food bank project and fund-raising initiative would be promoted by PTC

8 C597 To receive minutes, actions, Chairmen's reports and urgent referrals from Committees & Working Parties.

a. Policy & Finance Committee:-

i. Financial reports.

The financial reports were noted and received. Chairman/Councillors to sign the list of March 2020 payments and for the Bank Reconciliation at the earliest opportunity.

The Clerk explained the end of financial year programme and the work processes involved.

ii. Request for a new PTC laptop PC.

The Clerk reported that both of the Council's laptop PC's are very old and not compatible with modern working. It was noted that the Marketing Assistant needs the higher spec PC facilities for design, marketing and publishing and a new laptop could also become his workstation at the office, with his current office PC given to the new Senior Projects Officer.

It was resolved to purchase a new laptop up to a cost of £850; it was noted that its purchase should not cause the computing budget to be overspent.

b. Planning & Highways Committee:-

i. Processing of planning applications.

Cllr Sharkey noted that there have been fewer than the normal amount of applications being received and that the delegated process for reviewing them is working well.

Cllr Seabrook noted that there were three planning applications received by LDC in March 2020 that had not been notified to PTC; these have now been forwarded to Councillors for comment.

Cllr Duhigg reported on the Total garage development, which had taken nine months of discussions before being recently approved by LDC.

Cllr Duhigg gave a briefing on call-in procedures for planning applications; the process for reviewing applications by PTC; and the correct level of representation to LDC that is required.

c. Personnel Committee:-

i. Recruitment of a Senior Projects Officer.

Cllr Seabrook reported that there had been four applications for this position, with one applicant subsequently being rejected for not having the skills and experience required.

The remaining three applicants will now be invited for interview using Zoom. It was agreed that a job offer/starting date would be determined by Council taking into account the impact of the current COVID-19 crisis.

ii. To note the DRAFT public meeting minutes of the 17th March 2020.

Noted.

d. Leisure, Amenities & Environment Committee:-

- i. To note the DRAFT meeting minutes of the 17th March 2020.
Noted.

e. Civic & Events Committee:-

- i. To note the DRAFT meeting minutes of the 25th February 2020.
Noted.

f. Business Plan & E-Comm's Committee:-

- i. To note the DRAFT meeting minutes of the 10th March 2020.
Noted. The Committee's report on actions was noted.

g. Climate Change Working Party.

Cllr Seabrook reported that a meeting of this Working Party (using Zoom) will be arranged soon.

h. CIL Working Party.

Cllr Gallagher that discussions and information gathering with LDC had been delayed due to the current COVID-19 crisis.

It was noted that LDC is inviting expressions of interests for bidding for CIL monies.

Cllr Gallagher reported that a meeting of this Working Party (using Zoom) will be arranged soon.

9. C598 To receive the report from the Neighbourhood Development Plan Steering Group.

Cllr Gallagher's reports contained in the meeting papers were noted.

Cllr Gallagher reported that an on-line presentation by AECOM will be held on the 23rd April 2020, to give feedback on its master planning work.

Cllr Gallagher noted that further feedback is awaited from the University of Brighton team, following which another workshop will be held, with all Councillors invited to attend.

10. C599 To discuss any requirement for holding Committee, Sub-Committee and Working Party meetings.

It was noted that the Grants Sub-Committee will convene a meeting on Zoom, to discuss grant applications received for Round 1 2020/21.

Cllr Duhigg stated that members of the Civic & Events Committee will meet on Zoom for a catch-up.

Cllr Seabrook noted that a meeting of the Policy & Finance Committee will need to be held soon. It was agreed that all Committees, Sub-Committees and Working Parties should continue to meet (on-line) as required.

It was agreed that Councillors' surgeries will be suspended for the time being.

Mrs Donovan reported on the advice given by HM Pageant Master regarding VE Day (8th May) celebrations, which is for individual households to mark the occasion in their own way, perhaps with a toast at 3pm on the day. Mrs Donovan to arrange publicity and Councillors to liaise with Mrs Donovan with suggestions, requirements for suggested enhanced local activities.

The member of the public left the meeting

The Chairman closed the public session of the meeting.

CONFIDENTIAL

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:-

11. C600 Policy & Finance Committee:-

a. To discuss making financial arrangements for our lessees and renters.

The circulated reports were noted.

Cllr Collier referred to the current financial impacts for all renters and lessees and noted the need to make financial arrangements and offer other support during the current COVID-19 situation.

It was agreed that, apart from two accounts for larger organisations which will continue to be billed as normal, all other renters and lessees will be sent a statement of their account with an accompanying letter to find out their current situation and to offer help and support.

b. To look at an overview of loss of income considerations.

The circulated reports and monthly estimated loss of income projections were noted and the impacts of the current situation discussed.

The Clerk noted that a worst-case scenario projection report was being produced and should be available shortly.

It was noted that the LGA and NALC are petitioning the Government for financial support packages to help councils with loss of income/earnings. To-date, as publicly funded bodies, Councils have been expected to absorb the financial impact of COVID-19 measures.

c. To receive the Aged Debts report.

The circulated report was noted and discussed.

It was agreed that some debts would not be pursued during the current COVID-19 crisis.

12. C601 Personnel Committee:-

d. To note the DRAFT confidential meeting minutes of the 17th March 2020.

Noted

e. To receive a staffing report.

The circulated report was noted and discussed.

It was noted that the LGA and NALC are petitioning the Government for clarification of the use by Councils of the Government's employment financial support packages, such as furloughing. To-date, as publicly funded bodies, Councils have been expected to absorb the financial impact of COVID-19 measures.

The Clerk noted that he had recently sent a report outlining the personal situation of all staff members during the current COVID-19 crisis.

Mrs Donovan reported that a record of enquiries to the PTC Information Office is being kept; number of calls, subject, names, contact details; etc.

It was noted that the Council staff team are regularly in contact with each other, both individually and as a group, including weekly Zoom team meetings.

13. C602 Date of next meeting.

It was resolved to hold the next meeting on Tuesday 26th May 2020 at 7.30pm.

There being no further business, the meeting closed at 21:32.