**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 2nd March 2021 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher.

Town Clerk T Allen, Finance Officer Z Malone, Parks Officer K Bray.

**PF584 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF585 PUBLIC QUESTIONS**

No members of the public were present.

**PF586 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Members were present.

**PF587 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths re. Item PF600, as a friend of one of the contractors concerned.

**PF588 TO ADOPT THE PUBLIC MINUTES OF 18th January 2021**

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

*[It was resolved to take Item PF595 at this point]*

**PF595 TO AGREE COMPANY TO CARRY OUT REQUIRED TREE WORKS (FROM LA&E COMMITTEE)**

The Parks Officer’s report was noted and discussed.

The Parks Officer reported on the required tree works and the responses to the request for a quote from four companies.

Two firm quotes had been received; from companies that had been used before and had performed good works.

It was resolved that, in view of the almost identical quotes, the Parks Officer would choose the company which can perform the required works the earliest, so that they can be completed ahead of the bird nesting season.

*[The Parks Officer left the meeting].*

**PF589 TO REVIEW THE 2020/21FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

1. **Finance Officer’s report**

Received and noted.

The Finance Officer stated that she will be talking to Committee Chairmen and Officers regarding accruals and earmarked reserves (EMR’s)to be carried forward to the new financial year.

1. **Bank account summary**

Received and noted.

1. **Bank Reconciliation statements (for signing)**

Received and resolved to sign.

1. **Income & Expenditure report**

The Finance Officer’s reports were received and noted.

The Chairman reported that the end of year position was still looking strong, noting that the final figures were subject to remaining expenditure, EMR’s and accruals.

1. **Balance Sheet**

Received and noted.

1. **CIL & S.106 report**

Received and noted.

1. **List of payments (for approval)**

It was resolved to approve the January 2021 payments amounting to £60,043.20, as scheduled in the meeting papers.

1. **Review of external contracts & their ongoing authorisations.**

There were no items for discussion.

1. **Accruals & earmarked reserves to be carried forward to 2021/22**

The report showing all EMR categories and current amounts was noted.

It was noted that the sourcing of a new supplier for the Council’s utilities was still being investigated.

**PF590 TO RECEIVE AN UPDATE ON THE ESTABLISHMENT OF SLA’S WITH CTLA & WCAB**

The circulated draft SLA with Lewes CA was discussed. It was resolved to adopt this SLA as drafted.

The Clerk reported that the first draft of the SLA with CTLA is expected very shortly.

**PF591 TO REVIEW & UPDATE THE COMMITTEE’S INPUT TO THE PTC INTERNAL BUSINESS PLAN**

It was resolved to defer further review of this document until after the end-of-year audits, so that any new requirements can be added.

**PF592 TO REVIEW AND ADOPT A CIL APPLICATION PROCESS**

The Clerk reported that the circulated document now included a more detailed definition of small and large projects and also when the CIL WP should be convened.

It was resolved to adopt this process as documented.

**PF593 TO DISCUSS 2021/22 FACILITIES RENT INCREASES**

The Finance Officer related the background to this item.

After discussion, it was resolved to defer the review of the annual rent and maintenance increases until September 2021.

Finance Officer to notify those concerned.

**PF594 TO DISCUSS CHANGING COUNCIL’S BANKERS**

The Clerk’s paper was noted and discussed.

It was noted that Unity Trust Bank was used and recommended by a large number of Councils and was seen as an ‘ethical’ bank.

The Clerk stated that he needed to do more research into appropriate savings accounts and the Bank’s investment policy.

Clerk to report in due course.

**PF595 TO AGREE COMPANY TO CARRY OUT REQUIRED TREE WORKS (FROM LA&E COMMITTEE)**

*[See above.]*

**PF596 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE**

* + 1. **To receive the meeting minutes of the 8th February 2021**

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

* + 1. **To note the draft meeting minutes of the 22nd February 2021**

These minutes were noted.

* + 1. **To authorise payment of grants as proposed.**

Cllr Griffiths reported that Seahaven Responders had subsequently had a new 4x4 vehicle donated to it. Therefore, the original purpose of the grant awarded, replacement of its current vehicle’s clutch, was no longer valid. Seahaven Responders had asked to retain the grant money to go towards its operations. This will be discussed further at the Sub-Committee’s next meeting.

It was resolved to authorise the remaining proposed grants for Round 1 of the Covid Emergency Community Grants, amounting to £4,035.00, as detailed in the schedule in the meeting papers.

***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.*

**PF597 TO ADOPT THE CONFIDENTIAL MINUTES OF 18th January 2021**

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

**PF598 AGED DEBT ANALYSIS**

The Finance Officer’s report was noted and discussed.

It was resolved to approve the write-offs, as set out in the circulated paper.

**PF599 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT**

The current arrangements were discussed.

It was resolved that the Council would continue with the current arrangements until the 30th April 2021.

Situation to be reviewed at the Committee’s next meeting.

*[Cllr Griffiths left the meeting].*

**PF600 TO REVIEW STATUS OF COUNCIL’S SUB-CONTRACTORS**

Current arrangements were noted and discussed. It was resolved that the current contractual arrangements should be extended until the 30th June 2021.

**PF601 DATE OF NEXT MEETING – Tuesday 13th April 2021 at 7.30pm**

*There being no further business, the meeting closed at 20:32.*