



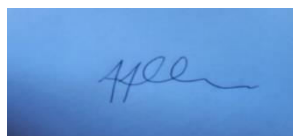
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# **PEACEHAVEN TOWN COUNCIL**

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

28<sup>th</sup> April 2021

Members of Peacehaven Town Council are summoned to the Annual Council meeting to be held on Zoom on Tuesday 4<sup>th</sup> May 2021 at 7.30 P.M.



Tony Allen  
Town Clerk

## **A G E N D A**

### **GENERAL BUSINESS**

#### **C742 OUTGOING MAYOR'S ADDRESS & ANNOUNCEMENTS**

- a) Presentation of Mayor's badge.

#### **C743 ELECTION OF MAYOR FOR 2021-2022 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

- a) Statement(s) from candidate(s).
- b) Voting.
- c) To resolve that the delivery by the Mayor/Chairman of the Council of the acceptance of office, and the signing of the Mayor's Handbook, to be done at a later date.

#### **C744 STATEMENT FROM NEW MAYOR**

#### **C745 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2021-2022**

#### **C746 ELECTION OF DEPUTY MAYOR FOR 2021-2022 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

- a) Statement(s) from candidate(s).
- b) Voting.
- c) To resolve that the delivery by the Deputy Mayor/Vice Chairman of the Council of the acceptance of office to be done at a later date.
- d) Statement from the new Deputy Mayor.

#### **C747 TO AGREE MAYOR'S CONSORT**

#### **C748 PUBLIC QUESTION TIME**

**Please contact the town Clerk for access to this online meeting.**

## **Agenda for the Annual Meeting of Peacehaven Town Council – 4<sup>th</sup> May 2021**

*There will be a 15-minute period when members of the public may ask questions (which have been submitted in writing and received by 12 noon on the day of the meeting) on any matters that affect the Town.*

### **C749 TO CONSIDER APOLOGIES FOR ABSENCE**

- a) To note the resignation of Cllr L Mills.

### **C750 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

### **C751 TO ADOPT STANDING ORDERS**

### **C752 TO ADOPT FINANCIAL REGULATIONS**

### **C753 TO ADOPT A COMPLAINTS POLICY**

### **C754 TO ADOPT FOI/DATA PROTECTION POLICY & MODEL PUBLICATION SCHEME**

### **C755 TO ADOPT A MEDIA & COMMUNICATIONS POLICY**

### **C756 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

### **C757 TO APPOINT MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE**

### **C758 TO APPOINT MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE**

### **C759 TO APPOINT MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE**

### **C760 TO APPOINT MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE**

### **C761 TO APPOINT MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE**

### **C762 TO APPOINT MEMBERS TO SERVE ON THE BUSINESS DEVELOPMENT COMMITTEE**

### **C763 TO APPOINT CHAIRMAN OF COMMITTEES**

### **C764 TO APPOINT MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP**

### **C765 TO APPOINT MEMBERS TO SERVE ON THE ESCC SLR FORUM**

### **C766 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS**

### **C767 CHECKING OF THE INVENTORY/ASSET REGISTER OF COUNCIL PROPERTY (DEEDS & TRUST INVESTMENTS) & INSURANCE ARRANGEMENTS**

### **C768 TO NOTE ANNUAL SUBSCRIPTIONS**

### **C769 CONSIDERATION OF CHAIRMAN'S ALLOWANCE**

### **C770 TO ACCEPT THE CORPORATE RISK ASSESSMENT**

**Agenda for the Annual Meeting of Peacehaven Town Council – 4<sup>th</sup> May 2021**

**C771 TO APPOINT THE INTERNAL AUDITOR**

**C772 TO APPROVE BANKING SIGNATORIES**

**C773 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE**

**C774 TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

**C775 TO REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

**C776 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

**C777 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 20<sup>th</sup> APRIL 2021**

**C778 TO RECEIVE MINUTES AND RATIFY ACTIONS:-**

- a. **Planning & Highways Committee:-**
  - i. To receive the meeting minutes of the 6<sup>th</sup> April 2021
  - ii. To note the draft meeting minutes of the 27<sup>th</sup> April 2021.
- b. **Grants Sub- Committee:-**
  - i. To receive the meeting minutes of the 22<sup>nd</sup> March 2021.
  - ii. To note the draft meeting minutes of the 29<sup>th</sup> April 2021.
  - iii. To approve recommended grants allocations.

**C779 TO RECEIVE URGENT MATTERS/REPORTS FROM COMMITTEES**

**C780 TO RECEIVE ANY OTHER URGENT ITEMS FOR NOTING OR FOR REFERENCE TO THE NEXT MEETING OF COUNCIL OR APPROPRIATE COMMITTEE**

**C781 TO RECEIVE AN UPDATE ON COVID RELATED MATTERS**

**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 are excluded from the discussion of the following items.***

**C782 TO ADOPT THE CONFIDENTIAL MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 20<sup>th</sup> APRIL 2021**

**C783 TO RECEIVE AN UPDATE IN RELATION TO THE MERIDIAN CENTRE REDEVELOPMENT AND AGREE ACTIONS**

**C784 TO RECEIVE AN UPDATE IN RELATION TO URGENT STAFFING MATTERS AND AGREE ACTIONS**

**C785 DATE OF THE NEXT MEETING – Tuesday 15<sup>th</sup> June 2021.**

# **NOTICE OF VACANCY IN OFFICE OF COUNCILLOR**

## **PEACEHAVEN TOWN COUNCIL PEACEHAVEN WEST WARD**

### **NOTICE IS HEREBY GIVEN**

That due to the resignation of Lyn Mills, a vacancy has arisen in the Office of Councillor for the Peacehaven Town Council, Peacehaven West ward.

If by 18 May 2021 (14\* days after the date of this notice) a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by TEN electors for the said Peacehaven West ward, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 21 July 2021.

Dated: 27 April 2021

Ian Fitzpatrick  
Returning Officer  
Electoral Services  
Lewes District Council  
Southover House  
Southover Road  
Lewes  
BN7 1AB

\* In computing any period of time for this purpose, a Saturday, Sunday, day of the Christmas Eve and ending the with the first week day after Christmas Day which is not a bank holiday, the "Easter Break" means the period beginning with the Thursday before and ending with the Tuesday after Easter Day, and "a bank holiday break" means any bank holiday not included in the Christmas break or the Easter break and the period beginning with the last week day before that bank holiday and ending with next week day which is not a bank holiday are excluded.

<b>Agenda Item:</b>	<b>C742 – C747</b>
<b>Committee:</b>	<b>Council</b>
<b>Date:</b>	<b>4<sup>th</sup> May 2021</b>
<b>Title:</b>	<b>Appointment of Mayor &amp; Deputy Mayor</b>
<b>Report Authors:</b>	<b>Town Clerk</b>
<b>Purpose of Report:</b>	<b>To provide required information for the Annual Meeting of Council</b>

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## **ELECTION OF MAYOR FOR 2021-2022**

To note that the procedure is as follows:-

1. The current Chairman/Mayor remains in post until the new Mayor is elected and is allowed to cast a vote for the new Mayor/Chairman.
2. The outgoing Mayor/Chairman will make a leaving address and any general statements.
3. The Civic Officer will deal with the Matter of the presentation of the outgoing Mayor's badge.
4. There are two Candidates for Mayor/Chairman:-
  - a. Cllr Isobel Sharkey (written statement attached).
  - b. Cllr Lucy Symonds (written statement attached).
5. The Candidates will be invited to make a verbal statement in support of their candidacy.
6. A vote will then take place by a simple show of hands. The person with the most votes is elected. In the case of a tie of votes, the current Mayor/Chairman must make a casting vote.
7. The matter of the Declaration of Acceptance of Office and signing of the Mayor's Handbook is dealt with, then the new Mayor/Chairman is officially in post.
8. The newly elected Mayor/Chairman will then make a short statement to the meeting.
9. The newly elected Mayor/Chairman will then propose their chosen charities.
10. The newly elected Mayor/Chairman will then propose their chosen Consort.
11. The Civic Officer will deal with the Matter of the presentation of the incoming Mayor's chain of office.

## **ELECTION OF DEPUTY MAYOR FOR 2021-2022**

To note that the procedure is as follows:-

1. There is one Candidate for Deputy Mayor/Vice-Chairman:-
  - a. Cllr Gloria Hill (written statement attached).
2. The Candidate will be invited to make a verbal statement in support of their candidacy.
3. A vote will then take place by a simple show of hands. The person is elected in the case of a majority of votes in favour.
4. The matter of the Declaration of Acceptance of Office is dealt with, then the new Deputy Mayor/Vice-Chairman is officially in post.
5. The newly elected Deputy Mayor/Vice-Chairman will then make a short statement to the meeting.

# PEACEHAVEN TOWN COUNCIL

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## DECLARATION OF ACCEPTANCE OF OFFICE

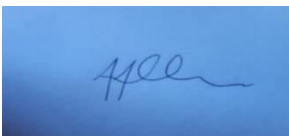
I .....

having been elected to the office of Mayor of Peacehaven Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I accept the Council's adopted Members Code of Conduct.

Signed ..... Date:- 4<sup>th</sup> May 2021

This declaration was made and signed before me:

Signed:-

A blue rectangular stamp containing a handwritten signature in blue ink. The signature appears to be 'A Allen'.

Date:- 4<sup>th</sup> May 2021

A Allen

Town Clerk & Proper Officer of the Council

Mayor of Peacehaven

## STATEMENT

I would like to put myself forward for the position of mayor of Peacehaven for the year 2021-2022. As you know, I have had the privilege of being the Mayor of Telscombe Town for the year 2019-2020 and then was asked to stay on because of Covid 19 and the lack of opportunities for a new mayor to make their mark.

I have really enjoyed this experience. From chairing full council meetings, to attending formal functions, to visiting local voluntary groups, and supporting fund-raising events, I believe I have brought something slightly different to the role of mayor and have helped to raise the profile of Telscombe in the wider Lewes district and East Sussex area. I feel I have also developed my own skills in all of these aspects of the role. Even though I have other commitments, including work and family, I have been able to attend most events because of the flexibility of being a retired teacher who is now a self-employed artist and musician, and, perhaps more importantly, have a very supportive family.

Through my time as Telscombe mayor I already have links with some groups in the town from the football club to Kempton House and so could build on these relationships. On a more personal level I have links with one of the local primary schools and also CATS Club.

If I have the opportunity, I would like to promote the art, poetry, and music of Peacehaven as these are three of my interests and I think the lack of a cultural hub is something a lot of us feel. The year 2021-22 will be a challenging one , but I feel I will be able to support the town and its residents through whatever we face.

To become mayor of the town that has been my home since 2012 would be something I would consider to be a real honour.

**Isobel Sharkey**

Proposer: Cllr White  
Secunder: Cllr Paul

I would like to be considered as a candidate for Mayor Elect 2021/22 as I feel that I would be a proactive and positive advocate for the local town. I feel that I would be able to engage and interact with members of the community with various activities and events with a drive to bring communities back together in the public domain, after a long and difficult period following lockdown due to Coronavirus. The current mayor, Cllr Claude Cheta, has been fully engaged throughout lockdown with appearances on social media which has heightened the community spirit and maintained the community link which, he had established in his role prior to lockdown, and I am very keen to continue raising the Mayors profile and presence in the town.

I have gained experience observing council meetings over the past 2 years and feel confident when presenting to an audience. I am willing to learn and accept help and guidance from Officers and Councillors to ensure that correct processes are followed when council meetings are conducted and believe that I have the necessary skills to uphold the meetings to the professional level that has been set. I have been actively involved in various committees and working parties and will continue to do so, as time allows me, and feel that my pro activeness illustrates the commitment and passion that I have had to the town and its residents over the past 2 years.

Since moving to Peacehaven in 1985, I have been involved with members of the public in both a working and community life. As a teenager, I held jobs at The Wimpy and as a Saturday shampooist at my mum's hairdressers J&S, which is now known as Mint Hair and Beauty so gained good customer relations experience from a young age. Following the birth and growing of my 3 children and through my own working career, I have organised many charity and fundraising events, networking events and supported local groups with their own events within the community, this work has spanned over some 36 years and continues to do so. If I was successful in becoming Mayor for Peacehaven Town Council, I want to be able to continue with strengthening the links between those communities and the council and have recently demonstrated this through my involvement with the Pumpkin and Easter Bonnet competitions where I have worked closely with the Civic and Marketing Officer's. As a continuation of this, I would fully support new ways of engaging with the residents and local community through special occasional dates such as Halloween, Christmas and Easter raising money for the Mayors Charities or alternative events which will help residents return to socialising post lockdown and become engaged with the local town council, using the facilities that the town council have to offer.

As my current working role is shift related with advanced notice of my rota, I can plan in advance for Mayoral attendances although, I welcome the opportunity to work closely with the elected Deputy Mayor so that a united relationship can be formed to maximise any representations requested.

Peacehaven Town is a wonderful town, full of wonderful people which is growing rapidly. As a Mayor of the town, I would do my utmost to ensure that as many of the existing and new residents to the town can be fulfilled with the community spirit that we regularly witness.

My proposers are: Cllr. David Seabrook and Cllr. Wendy Veck

Many thanks  
Cllr. Lucy Symonds



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## DECLARATION OF ACCEPTANCE OF OFFICE

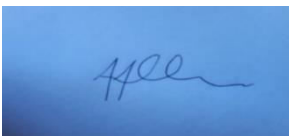
I .....

having been elected to the office of Deputy Mayor of Peacehaven Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I accept the Council's adopted Members Code of Conduct.

Signed ..... Date:- 4<sup>th</sup> May 2021

This declaration was made and signed before me:

Signed:-

A blue rectangular stamp containing a handwritten signature in blue ink. The signature appears to be 'A Allen'.

Date:- 4<sup>th</sup> May 2021

A Allen

Town Clerk & Proper Officer of the Council

## STATEMENT

FOR DEPUTY MAYOR 2021/22

I feel I would be able to support the new Mayor and give time and energy to assisting in any way that would be required of me. I have a strong sense of community and service to PTC which would continue if I were chosen as Deputy Mayor.

My other commitments would be to Kempton House as I help there from time to time but would not hinder the position of Deputy Mayor. I do not have any other commitments apart of course, from Council meetings to attend. I will add that I was surprised to have been asked to stand but am delighted my name has been put forward. I feel it would be a challenge to accept if chosen.

I have Cllr.Cathy Gallagher and Cllr.David Seabrook who would nominate me.

I would be very proud to represent PTC for the year 21/22. if I am successful to be chosen.

Thank you.

Cllr. Gloria Hill

**PEACEHAVEN TOWN COUNCIL - INDEX OF STANDING ORDERS**

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## **INTRODUCTION**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

## **DRAFTING NOTES**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

References to "chairman" and "vice-chairman" in the context of meetings of the whole council shall mean "Mayor" and "Deputy Mayor". References to gender are non-specific.

## **1 RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has already been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e Any amendment to a motion is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment shall have no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s), except those which reflect mandatory statutory or legal requirements.
- t Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- u Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

## **2 DISORDERLY CONDUCT**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct any councillor (including the chairman of the meeting) may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made in accordance with standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3 MEETINGS GENERALLY**

Full Council meetings	<b>FC</b>
Committee meetings	<b>C</b>
Sub-committee meetings	<b>SC</b>

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. (FC)**
- b **The minimum 3 clear days' notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (FC)**
- c **The minimum 3 clear days public notice for a meeting does not include the day on which notice was issued or the day of the meeting unless the meeting is convened at shorter notice. (C)**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. (FC, C)**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes, unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except where a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j Any person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. (FC, C)**
- m A person at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (FC, C)**
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. (FC, C)**
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chairman of the council may in his absence be done by, to or before the vice-chairman of the council (if there is one). (FC)**
- p The chairman of the council, if present, shall preside at a meeting. If the chairman is absent from a meeting, the vice-chairman of the council (if there is one) if present, shall preside. If both the chairman and the vice-chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. (FC)**



q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. (FC, C, SC)**

r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (FC, C, SC)**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the chairman of the council at the annual meeting of the council.*

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. (FC)**

t The minutes of a meeting shall include an accurate record of the following:

- i. The time and place of the meeting;
- ii. The names of councillors who are present and the names of councillors who are absent,  
noting those that have given apologies;
- iii. Interests that have been declared by councillors and non-councillors with voting rights;
- iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. Whether a councillor or non-councillor with voting rights left the meeting when matters  
that they held interests in were being considered;
- vi. If there was a public participation session; and
- vii. The resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. (FC, C, SC)**

v **No business may be transacted at a meeting unless at least one third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than 3. (FC)**

*See standing order 4d (viii) for the quorum of a committee or sub-committee meeting.*

w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall**

be closed. The business on the agenda for the meeting shall be adjourned to another meeting. **(FC, C, SC)**

- x Meetings shall not exceed a period of three hours.

#### **4 COMMITTEES AND SUB-COMMITTEES**

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and times of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4 (b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend. Substitute members will have full rights for voting;
  - vi. Shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. Shall permit a committee, other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which , in both cases, shall be no less than three;
  - ix. Shall determine if the public may participate at a meeting of a committee;
  - x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

- e Councillors who cannot attend a committee or sub-committee can appoint a councillor to attend in their absence. The absent councillor must advise the Town Clerk or Committee Clerk of the nomination.
- f All councillors who are not members of a committee or sub-committee are entitled to attend the said meeting and participate, but not vote. Non committee or sub-committee councillors however will be excluded for confidential items at these meetings.

## **5 ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.**
- e **The first business conducted at the annual meeting of the council shall be the election of the chairman and vice-chairman (if there is one) of the council.**
- f **The chairman of the council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The vice-chairman of the council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the chairman of the council at the next annual meeting of the council.**
- h **In an election year, if the current chairman of the council has not been re-elected as a member of the council, he shall preside at the annual meeting until a successor chairman of the council has been elected. The current chairman of the council shall not have an original vote in respect of the election of the new chairman of the council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current chairman of the council has been re-elected as a member of the council, he shall preside at the annual meeting until a new chairman of the council has been elected. He may exercise an original vote in respect of the election of the new chairman of the council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the chairman of the council and vice-chairman (if there is one) of the council at the annual meeting, the order of business shall include:
- i. **In an election year, delivery by the chairman of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chairman of the council of his acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of references for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the council's and/or staff subscriptions to other bodies;
  - xvi. Review of the council's complaints procedure;
  - xvii. Review of the council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation (see also standing orders 11,20 and 21);
  - xviii. Review of the council's policy for dealing with the press/media;
  - xix. Review of the council's employment policies and procedures;
  - xx. Review of the council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
  - xxi. Determining the dates, times and place of ordinary meetings of the council up to and including the next annual meeting of the council.

## **6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The chairman of the council may convene an extraordinary meeting of the council at any time.**
- b If the chairman of the council does not call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.**
- d If the chairman of a committee (or a sub-committee) does not call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee (or the sub-committee) any 2 members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee).**

## **7 PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice of at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the report or recommendation of a committee or a sub-committee.**
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.**

## **8 VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.**

## **9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

## **10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. To correct an inaccuracy in the draft minutes of the meeting;

- ii. To move to a vote;
- iii. To defer consideration of a motion;
- iv. To refer a motion to a particular committee or to a sub-committee;
- v. To appoint a person to preside at a meeting.
- vi. To change the order of business on the agenda;
- vii. To proceed to the next business on the agenda;
- viii. To require a written report;
- ix. To appoint a committee or sub-committee and their members;
- x. To extend the time limits for speaking;
- xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. To not hear further from a councillor or a member of the public;
- xiii. To exclude a councillor or a member of the public for disorderly conduct;
- xiv. To temporarily suspend the meeting;
- xv. To suspend a particular standing order (unless it reflects mandatory or legal requirements);
- xvi. To adjourn the meeting; or
- xvii. To close the meeting.

## **11 MANAGEMENT OF INFORMATION**

*See also standing order 20*

- a The council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12 DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the**

agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a) (i).
- c The accuracy of the draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **13 CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u)*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct. He may return to the meeting after



it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### **14 CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the chairman of council of this fact, and the chairman shall nominate another staff member to assume the duties of the Proper Officer in relation

to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15 PROPER OFFICER

- a The council's Proper Officer shall be either (i) the Town Manager or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer during the Proper Officer's absence.
- b The council's Proper Officer shall:
  - i. **At least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, the public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. Subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ten days before the meeting confirming his withdrawal of it;
  - iii. **Convene a meeting of the council for the election of a new chairman of the council, occasioned by a casual vacancy in his office;**
  - iv. **Facilitate inspection of the minute book by local government electors;**
  - v. **Receive and retain copies of byelaws made by other local authorities;**
  - vi. Hold acceptance of office forms from councillors;
  - vii. Hold a copy of every councillor's register of interests;

- viii. Assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
- ix. Liaise, as appropriate, with the council's Data Protection Officer;
- x. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. Arrange for legal deeds to be executed (*See also standing order 23*);
- xiii. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. Record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. Refer a planning application received by the council to the chairman or in his absence vice-chairman (if there is one) of the Planning and Highways Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Highways Committee.
- xvi. Manage access to information about the council via the publication scheme; and
- xvii. Retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect. (*see also standing order 23*)

## **16 RESPONSIBLE FINANCIAL OFFICER**

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17 ACCOUNTS AND ACCOUNTING STATEMENT**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - (i) The council's income and expenditure for each quarter;
  - (ii) The council's aggregate income and expenditure for the year to date;

- (iii) The balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - (i) Each councillor with a statement summarising the council's income and expenditure for the last quarter and the year to date for information: and
  - (ii) to the council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all councillors at least 14 days prior to its anticipated approval by the council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

## **18 FINANCIAL CONTROLS AND PROCUREMENT**

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £50,000 due to special circumstances are exempt from a tendering or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the council to advertise the contract opportunity In the Contract Finder website regardless of what other means it uses to advertise the opportunity.**

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification of the goods, materials, services or the execution of works shall be drawn up
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer
  - v. tenders shall be opened by the Proper Officer in the presence of at least two councillors, after the deadline for submissions of tenders has passed
  - vi. tenders are to be reported to and considered by the appropriate meeting of council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 19 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the council or the Personnel Committee or the Grievance / Disciplinary sub-committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Personnel Committee or, in his absence, the Vice-Chairman (if there is one) of the Personnel Committee of any absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The chairman of the council, or in his absence the vice-chairman of the council (if there is one) and the chairman of the Personnel Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The review and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Personnel Committee, or in his absence, the vice-chairman (if there is one) of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a staff member relates to the chairman or vice-chairman (if there is one) of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20 RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21*

- a **In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**

- b The council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list)

*See also standing order 11*

- a The council may appoint a Data Protection Officer.**
- b The council shall have policies and procedures in place to respond to an individual exercising his statutory rights concerning his personal data.**
- c The council shall have a written policy in place for responding to and managing a personal data breach.**
- d The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f The council shall maintain a written record of its processing activities.**

## **22 RELATIONS WITH THE PRESS/MEDIA**

- a All requests from the press or other media for an oral or written statement or comment from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.**

## **23 EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing order 15(b) (xiii) and (xvii)*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.**
- b Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## **24 COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.**

- b Unless the council determines otherwise, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

## **25 RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue any orders, instructions or directions.

## **26 STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or to vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ten councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.
- e Councillors will where possible attend all training delivered by or on behalf of Peacehaven Town Council. Expenditure for additional travel to and from training will be reimbursed by the council.
- f Councillors and officers who have breached standing orders will, by resolution of the council, be reported to the District Monitoring Officer.





## PEACEHAVEN TOWN COUNCIL

### FINANCIAL REGULATIONS

*Draft for adoption by Peacehaven Town Council at its Annual Meeting on the 4<sup>th</sup> May 2021*

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These Financial Regulations are based on the model financial regulations template produced by the National Association of Local Councils (NALC) in July 2019. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and

- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy & Finance committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Finance committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The

RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £1,000 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to the Policy & Finance committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Policy & Finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Policy & Finance Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council the Policy & Finance Committee; or

- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI, superannuation fund and regular maintenance contracts and the like for which the Policy & Finance Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any revenue or capital grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council or, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.



- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy & Finance Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the ~~Clerk~~[RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO, and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Finance and Policy committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Policy committee. Transactions and purchases made will be reported to the Finance and Policy committee and authority for topping-up shall be at the discretion of the Finance and Policy committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. [The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £520 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the full

council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is

counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Mayor and Deputy Mayor of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
  - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
  - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
  - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
  - i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
  - j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing,

<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in

writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances affected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **16. CHARITIES**

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.



## **17. RISK MANAGEMENT**

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

## **PEACEHAVEN TOWN COUNCIL - COMPLAINTS PROCEDURE**

### **1. Introduction and duties**

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (February 2013) for local councils.

### **2. Guidelines**

- 2.1 The code of practice that follows is aimed at those situations where a complaint is made about the administration of the council or about its procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.
- 2.2 The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.
- 2.3 It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

<b>Type of conduct</b>	<b>Refer to</b>
Financial irregularity	Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission.
Criminal activity	The police
Councillor conduct	A complaint relating to a councillor's failure to comply with the Code of Conduct must be submitted to Catherine Knight District Council, Monitoring Officer
Employee conduct	Dealt with by internal disciplinary procedure

### **3. The code of practice**

- 3.1 The aims of the code of practice are:
- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
  - To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
  - To make the process reasonable, accessible and transparent.
  - At all times, the rules of natural justice will apply:

- i. That every person whose civil rights are affected, must have a reasonable notice of the case he has to meet.
  - ii. That he must have reasonable opportunity of being heard in his defence.
  - iii. That the hearing must be by an impartial tribunal.
  - iv. That the authority must act in good faith and not arbitrarily.
  - v. The order should be a speaking order.
- All complaints shall be heard by the council's complaints panel, which shall consist of three (3) Councillors, and shall report its findings to Peacehaven Town Council.

#### **4. Before the meeting**

- 4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Mayor in writing, marked private and confidential.
- 4.3 The Clerk/Mayor shall acknowledge the receipt of the complaint within seven (7) working days and advise the complainant when the matter will be considered by the complaints panel.
- 4.4 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.5 Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the council with copies of any documentation or other evidence, which they intend to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

#### **5. At the meeting**

- 5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.
- 5.2 The panel chairman to introduce everyone.
- 5.3 The panel chairman to explain the procedure.
- 5.4 Complainant (or representative) to outline grounds for complaint.
- 5.5 Panel members to ask questions of the complainant.

- 5.6 If relevant, the Clerk or other nominated officer, to explain the council's position.
- 5.7 Panel members to ask questions of the Clerk or other nominated officer.
- 5.8 The Clerk or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.9 The Clerk or other nominated officer and complainant to be asked to leave the room while the panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
- 5.10 The Clerk or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

**6. After the meeting**

- 6.1 Decision confirmed in writing within seven (7) working days together with details of any action to be taken.

**Information available from PEACEHAVEN TOWN COUNCIL under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan / Vision Document	Hard copy Website	Disbursement cost
Annual report to Town Conference / Parish Assembly	Hard copy Website	Disbursement cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	Disbursement cost
Agendas of meetings (as above)	Hard copy Web site	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude</i>	Hard copy	Disbursement cost

*Date adopted*

<i>information that is properly regarded as private to the meeting</i>	Web site	
Responses to consultation papers	Hard copy Web site	Disbursement cost
Responses to planning applications	Hard copy Web site	Disbursement cost
Bye-laws	Hard copy	Disbursement cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Web site	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Web site	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Web site	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy Web site	Disbursement cost
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – some information may be available for inspection only	Disbursement cost
Asset Register	Hard copy Web site	Disbursement cost
Register of members' interests	Hard copy Web site	Disbursement cost
Register of gifts and hospitality	Hard copy Web site	Disbursement cost
<b>Class 7 – The services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Available for inspection	Free of charge
Burial grounds and closed churchyards	Available for inspection	Free of charge
Community centres and village halls	Hard copy booking form	Free of charge

*Date adopted*

Parks, playing fields and recreational facilities	Hard copy booking form	Free of charge
Seating, litter bins, clocks, memorials and lighting	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge
Newsletters	Delivered to all properties in the parish	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Web site	Disbursement cost



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TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

# **PEACEHAVEN TOWN COUNCIL**

## **Data Protection Policy**

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Adopted:  
Review Date:

### **1. INTRODUCTION**

Peacehaven Town Council (the Council) supports the objectives of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) and seeks to ensure compliance with this data protection legislation.

The processing of data by the Council is essential to services and functions, at times involving the use of personal data, and compliance with the data protection legislation will ensure that such processing is carried out fairly and lawfully.

The Council is open and transparent about its operations and works closely with the community. In the case of information that is not personal or confidential, the Council is prepared to make information available to the public as per the Council's Publication Scheme.



## 2. SCOPE

This Data Protection Policy applies to all Council employees, Councillors, volunteers and contractors. See the 'Roles & Responsibilities' section of this policy for more information.

This policy governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information.

This policy provides a framework within which the Town Council will ensure compliance with the data protection legislation and will underpin any operational procedures and activities connected with the implementation of the legislation.

## 3. POLICY STATEMENT

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under data protection legislation. The Council will use all appropriate and necessary means at its disposal to comply with data protection legislation through this adopted Data Protection Policy.

## 4. DATA PROTECTION LEGISLATION

The GDPR and DPA govern the rights of individuals regarding their personal data and the way in which this data is controlled and processed by those with legitimate reasons for using the personal information. It provides a mechanism by which individuals about whom the data is held ('data subjects') can have a certain amount of control over the way in which it is handled.

### 4.1. Core Principles

The regulations are based on six core principles with a new principle of accountability meaning the Council must ensure compliance. This is achieved through the Council producing and maintaining documents that demonstrate what actions have been taken to achieve compliance, such as privacy notices and consent forms clearly showing for what purpose the data is being used and demonstrating that data subjects have 'opted in'.

- 4.1.1. **Lawfulness, Fairness & Transparency** – processed lawfully, fairly and in a transparent manner in relation to the data subject.
- 4.1.2. **Purpose** – Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- 4.1.3. **Data Minimisation** – Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- 4.1.4. **Accuracy** – Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- 4.1.5. **Storage Limitation** – Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

- 4.1.6. ***Integrity and Confidentiality*** – Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

In addition to the above principles, the data protection legislation sets out specific strengthened sanctions over sharing data outside the European Economic Area. This requires councils to ensure appropriate privacy safeguards are in place when using cloud-based services. The Council's data is backed up by Schools ICT (computer networks) in the United Kingdom and Microsoft Office (email services) in three separate locations within the United Kingdom to ensure the safety of data.

## **4.2. Lawfulness of Processing**

The data protection legislation sets out six lawful bases for processing personal data.

Unless an exemption applies, at least one of these will apply in all cases where personal data is processed by the Council; often a number of different lawful bases will apply at the same time. For example, the Council may be performing a task in the public interest, under a legal obligation e.g. processing data in the exercise of a statutory power, and sometimes as a result of contractual necessity.

In addition to the lawful bases below, the Council will ensure additional conditions are met, in accordance with the legislation, with regards to the processing of any sensitive personal information.

### **4.2.1. *Consent***

- i. A controller must be able to demonstrate that consent was given. Transparency is key: consents given in written declarations which also cover other matters must be clearly distinguishable, and must be intelligible, easily accessible and in clear and plain language.
- ii. Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes – either by a statement or by a clear affirmative action.

### **4.2.2. *Legitimate interests***

- i. This involves a balancing test between the controller (or a third party's) legitimate interests and the interests or fundamental rights of and freedoms of the data subject – in particular where the data subject is a child. The privacy policy of a controller must inform data subjects about the legitimate interests that are the basis for the balancing of interests.
- ii. Please note, councils and parish meetings are public authorities and under the GDPR public authorities cannot rely on legitimate interests as a legal basis for processing personal data.

### **4.2.3. *Contractual necessity***

- i. Personal data may be processed if the processing is necessary in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract).

### **4.2.4. *Compliance with legal obligation***

- i. Personal data may be processed if the controller is legally required to perform such processing e.g. complying with the requirements of legislation.

#### 4.2.5. ***Vital Interests***

- i. Personal data may be processed to protect the ‘vital interests’ of the data subject e.g. in a life or death situation it is permissible to use a person’s medical or emergency contact information without their consent.

#### 4.2.6. ***Public Interest***

- i. Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

### 4.3. **Individual Rights**

The Council will ensure that individuals on whom personal information is kept are aware of their rights under data protection legislation and have access to that information on request.

Subject to some legal exceptions, individuals will have the rights below:

- 4.3.1. ***Right to access personal data the Council holds on you*** – At any point you can contact the Council to request the personal data held on you, as well as why the Council has that personal data, who has access to the personal data and where the data was obtained from.
- 4.3.2. ***Right to correct and update the personal data the Council holds on you*** – If the data the Council holds on you is out of date, incomplete or incorrect, you can inform the Council and your data will be updated.
- 4.3.3. ***Right to have your personal data erased*** – If you feel that the Council should no longer be using your personal data or that the Council is unlawfully using your personal data, you can request that the Council erase the personal data it holds.
- 4.3.4. ***Right to object to processing of your personal data or to restrict it to certain purposes only*** – you have the right to request that the Council stop processing your personal data or ask the Council to restrict processing.
- 4.3.5. ***Right to data portability (personal data transferred from one data controller to another)*** – You have the right to request that the Council transfer some of your data to another controller.
- 4.3.6. ***Right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*** – You can withdraw your consent easily by telephone, email or by post.
- 4.3.7. ***Right to lodge a complaint with the Information Commissioner’s Office*** – You can contact the Information Commissioner’s Office via contact details on their website at <https://ico.org.uk/global/contact-us/>

The process for making a request for personal data the Council holds on you (a ‘Subject Access Request’) or any similar requests as above is set out as an addendum to this policy.

## **5. ROLES & RESPONSIBILITIES**

### **5.1. Data Protection Officer**

Within DPA 2018 it was agreed that Town and Parish Councils are not required to appoint an external Data Protection Officer as is required by other 'public authorities'.

The Council does however have an internally appointed Data Protection Officer, the Responsible Finance Officer, who is responsible for the following tasks:

- 5.1.1. Informing and advising the Council, any processor engaged by the Council as data controller, and any employee of the Council who carries out processing of personal data, of that person's obligations under the legislation.
- 5.1.2. Providing advice and monitoring for the carrying out of data protection impact assessments.
- 5.1.3. Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office.
- 5.1.4. Assigning responsibilities under the Council's data protection policies, raising awareness of the policies, training staff involved in processing operations and conducting audits required under those policies.

The Council will provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

### **5.2. Town Council**

The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the data protection legislation through monitoring or activities and incidents via reporting by the Data Protection Officer.

### **5.3. All Staff & Councillors**

All staff and councillors will ensure that:

- 5.3.1. Personal information is treated in a confidential manner in accordance with this and any associated policies.
- 5.3.2. The rights of data subjects are respected at all times.
- 5.3.3. Privacy notices will be made available to inform individuals how their data is being processed.
- 5.3.4. Personal information is only used for the stated purpose, unless explicit consent has been given by the data subject to use their information for a different purpose.
- 5.3.5. Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- 5.3.6. Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- 5.3.7. Personal information is recorded accurately and is kept up to date.

- 5.3.8. Records they are responsible for retaining are disposed of in accordance with the Council's Data Retention Policy, by shredding or other confidential method where required.
- 5.3.9. They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- 5.3.10. They raise actual or potential breaches of the DPA to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

#### **5.4. Contractors and Employment Agencies**

Where contractors are used, the contracts between the Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation.

#### **5.5. Volunteers**

All volunteers are bound by the same code of behaviour as Town Council members of staff and councillors in relation to data protection legislation. It is the staff member's responsibility that is arranging volunteer work to ensure that the volunteers are aware of the responsibilities on them under this policy.

### **6. DATA RETENTION**

Good records management plays a vital role in ensuring that the Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meeting the requirements of the data protection legislation. Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.

All records will be retained and disposed of in accordance with the Council's Document Retention Policy. Sensitive or confidential documents are disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.

No document list can be exhaustive. Questions regarding the retention period for any specific document or class of document not in the Council's Document Retention Policy should be addressed to the Data Protection Officer.

### **7. INFORMATION REQUESTS**

#### **7.1. Personal Data**

Requests from data subjects for copies of personal data the Council holds about them ('Subject Access Requests') or any other requests for information under the individual rights of data protection legislation should ideally be made in writing but can also be made verbally. The Subject Access Request procedure, covering submitting subject access requests and the Council responding, is provided as an addendum to this policy.

## **7.2. Non-Personal Data**

The Council's Publication Scheme is a means by which the Council can make a significant amount of information routinely available without waiting for someone to specifically request it.

In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council published or intends to publish, as well as an information guide giving greater detail of what the Council will make available. This aims to make it easier for public to access information.

Requests for information that is not personal data can be made verbally or in writing and will be dealt with in accordance with the Council's Freedom of Information Request Policy.

Much of the Council's information is however available on its website at [www.peacehaventowncouncil.gov.uk](http://www.peacehaventowncouncil.gov.uk) and individuals are encouraged to first look on the website for the information they seek.

## **8. COMPLAINTS**

Any expression of dissatisfaction from an individual with reference to the Council's handling of personal information will be treated as a complaint and handled under the Council's Complaints Procedure. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>

## **Subject Access Request Procedure**

### **1. What is a Subject Access Request?**

A Subject Access Request (SAR) is a written request made by or on behalf of an individual for personal data held on said individual which he or she is entitled to ask for under data protection legislation.

### **2. How do I submit a SAR?**

A SAR must be made either verbally or in writing and can be in any form; it does not have to include certain phrases such as ‘subject access’ or ‘data protection legislation’.

It is recommended that a SAR be submitted in writing to the Council either via post or via email to [admin@peacehaventowncouncil.gov.uk](mailto:admin@peacehaventowncouncil.gov.uk), requests may however also be submitted via social media, the Council’s website or any other written means of contact.

Due to the nature of SARs and the communication required, a request submitted via social media or the website will often need to be supplemented with another form of communication; ideally email.

It is recommended that, for the ease of identifying the exact request, the written request clearly set out:

- a. The individual the request is regarding (the ‘data subject’)
- b. The information/data you are requesting (the ‘personal data’)
- c. How you would like to receive the data e.g. electronically via email, posted paper copies etc. The default format will be electronic, wherever possible.

### **3. What process will the Council follow to respond?**

Upon receipt of a SAR, this will be passed to the Town Clerk (or in their absence, the Deputy Town Clerk) to undertake the following process:

#### Upon Receipt of a SAR

- a. Verify that the Council is the controller of the data subject’s personal data that is being requested. If the Council is not the controller, but merely a processor, you will be informed so and referred to the data controller.
- b. Verify the identity of the data subject; if needed, the Council may request further evidence that you are the data subject (the Council will provide a list of example identification that will be accepted). If you are making the request on behalf of the data subject, the Council will need to satisfy itself that you are entitled to act on behalf of the individual. The Council does have the right to send the response direct to the data subject rather than through a third party, where it feels relevant.
- c. Verify the access request; is it sufficiently substantiated? Is it clear what data you are requesting? If not, the Clerk will contact you for further information.
- d. Verify whether requests are unfounded or excessive (in particular if in a repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.



- e. Promptly acknowledge receipt of the SAR and inform you of any costs involved in processing the SAR. Where a cost is to be incurred, the Clerk will await your agreement with the cost before proceeding with a response to your request.
- f. Verify whether the Council processes any data requested by carrying out a full exhaustive search of all records. If no data is processed, the Clerk will inform you accordingly.
- g. Verify whether the data requested also involves other data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, the Council will first have to ensure that other data subjects have consented to the supply of their data as part of the SAR.

#### Responding to a SAR

- h. Respond to a SAR within one month after receipt of the request:
  - (i) If more time is needed to respond to a complex request, an extension of another two months is permissible, provided this is communicated to you in a timely manner within the first month
  - (ii) If the Council cannot provide the information requested it will inform you on this decision within one month of receipt of the request.
- i. Where possible, the Council will include the following in its response:
  - (i) The purpose for processing this data;
  - (ii) The categories of personal data concerned;
  - (iii) The recipients or categories of recipients to whom the personal data has been or will be disclosed;
  - (iv) Where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;
  - (v) The existence of the right to request rectification or erasure of personal data or restriction of processing personal data concerning the data subject or to object to such processing;
  - (vi) The right to lodge a complaint with the Information Commissioner's Office;
  - (vii) If the data has not been collected from the data subject, the source of such data;
- j. Provide a copy of all the personal data requested that the Council processes, unless an exemption applies.
- k. The Council will ensure the data is in an 'intelligible form', which includes giving an explanation of any codes, acronyms and complex terms, where relevant.
- l. The Council will not erase any data or change any data prior to a response to a SAR, unless this would have been done regardless of the SAR being received or not; under data protection legislation, the Council is not allowed to erase data to prevent it being released.



- m. If the data cannot be supplied in a permanent form i.e. electronic or hard copies, the Council may request that you come and inspect any data on screen or files on its premises. This will need to be arranged at a mutually agreeable time.
- n. The Council will maintain a record of all SARs received, the outcomes and showing compliance against the statutory timescales.

#### **4. How will I receive the information?**

Wherever possible, the Council will provide you with any personal data electronically, except where a request has been made otherwise or the data is not available electronically.

The Council may decline to supply information via social media if technological constraints make it impractical or if information security considerations make it inappropriate to do so. In these circumstances, the Council will ask you for an alternative delivery method for the response.

#### **5. Will there be a cost?**

SAR's will be undertaken free of charge to you unless the legislation permits reasonable fees be charged; this could be an administrative cost of complying with the request where the request is considered unfounded or excessive or where an individual requests further copies of their data following an original request.

#### **6. Can the Council refuse to comply with a request?**

If the Council believes the request is manifestly unfounded or excessive it can either request a 'reasonable fee' from you to deal with the request (an administration fee for locating and producing the data) or refuse to deal with the request. In either case, the Council will justify its decision.

If the request is refused or you are quoted a fee to produce the data, you will be informed of your right to make a complaint to the Information Commissioner's Office.

#### **7. What data is exempt from a SAR?**

Each SAR will be assessed on its own merits upon receipt and careful consideration given to whether or not an exemption applies. If any exemption applies the Council may refuse the release of that data or may be able to redact the data being disclosing it to the individual.

Any example of an exemption is where the personal data is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to ongoing or preparation for litigation.

If an exemption is considered to apply, the Council will clearly set this out in its response to you.

The Council may seek external professional advice if it is felt necessary to determine whether an exemption applies and the best course of action.

#### **8. What if I am unhappy with the response received?**

If you are unhappy with the response received, you should inform the Council; this will then be dealt with as a complaint in accordance with the Council's Complaints Procedure.

If, once the complaint has been considered and decided upon by the Council, you are still unhappy with the outcome, you have a right to make a complaint to the Information Commissioner's Office.

The contact details for the Information Commissioner Office can be found online at <https://ico.org.uk/global/contact-us/>

# **PEACEHAVEN TOWN COUNCIL**

Tony Allen  
ACTING TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townmanager@peacehaventowncouncil.gov.uk](mailto:Townmanager@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX

## **FREEDOM OF INFORMATION POLICY**

### **1. Introduction**

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
  - Advise you why, and give an estimated date by which the information will be provided, and
  - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

### **2. How to make a request**

2.1 A large amount of information is freely available on the council's website, which can be found at [www.peacehaventowncouncil.gov.uk](http://www.peacehaventowncouncil.gov.uk)

2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to the Clerk at the above address

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

### 3. Complaints

- 3.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.
- 3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.
- 3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address:       The Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire  
SK9 5AF

Website:               [www.ico.gov.uk](http://www.ico.gov.uk)

Telephone:            0303 123 1113

### 4. Charges

- 4.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.
- 4.2 Information which is published and accessed on the council's website is provided free of charge.
- 4.3 Charges will be made for actual disbursements incurred as detailed below:

#### **Information available from Peacehaven Town Council under the FOI model publication scheme**

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost

Staffing structure	Hard copy Website	Disbursement cost
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan / Vision Document	Hard copy Website	Disbursement cost
Annual report to Town Conference / Parish Assembly	Hard copy Website	Disbursement cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	Disbursement cost
Agendas of meetings (as above)	Hard copy Web site	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Responses to consultation papers	Hard copy Web site	Disbursement cost
Responses to planning applications	Hard copy Web site	Disbursement cost
Bye-laws	Hard copy	Disbursement cost
<b>Class 5 – Our policies and procedures</b>		

(Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Web site	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Web site	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Web site	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy Web site	Disbursement cost
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – some information may be available for inspection only	Disbursement cost
Asset Register	Hard copy Web site	Disbursement cost
Register of members' interests	Hard copy Web site	Disbursement cost
Register of gifts and hospitality	Hard copy Web site	Disbursement cost
<b>Class 7 – The services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Available for inspection	Free of charge
Burial grounds and closed churchyards	Available for inspection	Free of charge
Community centres and village halls	Hard copy	Free of charge

	booking form	
Parks, playing fields and recreational facilities	Hard copy booking form	Free of charge
Seating, litter bins, clocks, memorials and lighting	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge
Newsletters	Web Site E-Distribution to subscribers	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Web site	Disbursement cost

# **PEACEHAVEN TOWN COUNCIL**

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MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## **MEDIA AND COMMUNICATIONS POLICY**

### **1. Introduction**

1.1 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore councils must have regard to it and follow its provisions.

1.2 Failure to follow the council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all Councillor and officers understand the implications of this code which this policy explains within a local context.

1.3 This policy should be read in conjunction with the Members' Code of Conduct.

### **2. Approach to publicity**

2.1 The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.

2.2 Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner, and is accessible via as many media sources as possible including emerging social media platforms.

### **3. Principles of communication**

3.1 The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:

- Is lawful
- Is cost effective
- Is objective
- Is even-handed
- Is appropriate
- Has regard to equality and diversity
- Is issued with care during periods of heightened sensitivity

### **4. Official council press releases**

4.1 The council recognises that the use of press releases is a key technique for publicising council activities, decisions and achievements.



- 4.2 An official council press release is made on behalf of the council as a whole. In certain circumstances, it may be appropriate for a Councillor (normally the Mayor, Deputy Mayor or committee Chairman) to draft the press release, but the Town Clerk (or other nominated officer) will be responsible for checking and subsequently issuing any official council press release.
- 4.3 All press releases will accurately reflect the corporate view of the council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor's political party or persuade the general public to hold a particular view.
- 4.4 Press releases will be issued to local newspapers and copies will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story available.

## **5. Requests for interview**

- 5.1 Any request for an interview with a Councillor or officer should be referred to the Town Clerk (or other nominated officer) in the first instance. The Town Clerk, in liaison with the Mayor, will determine the most appropriate Councillor or officer to be put forward for interview.
- 5.2 Where a Councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.
- 5.3 Where an officer is authorised to speak on behalf of the council, they must never give their opinion on specific council policy and must remember their role is to provide expertise and factual knowledge in support of the council's agreed policies.
- 5.4 If a Councillor has not been specifically authorised by the council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

## **6. Publicity during elections**

- 6.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (purdah), all proactive publicity about candidates is halted.
- 6.2 During the purdah period, all council publicity shall be managed by the Town Clerk (or other nominated officer), and any quotes provided in support of press releases will be given by authorised officers.

## **7. Social media**

- 7.1 The council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.
- 7.2 Social media sites will be used to support other communications issued by the council, and will help provide a consistent message across all media formats. To help achieve this, all social media releases will be approved by the Town Clerk (or other nominated officer).
- 7.3 Where officers use social media in a professional capacity to represent the council, the council's corporate identity will be used and not that of any individual officer.
- 7.4 Officers using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language, or engage in any conduct that would not be acceptable in the workplace or elsewhere.

## **8. General guidance for Councillors and officers**

- 8.1 Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.
- 8.2 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- 8.3 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating council policy, which is not necessarily consistent with your personal opinion.
- 8.4 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.5 Any officer failing to follow the guidance set out in this policy could face disciplinary action.



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# **PEACEHAVEN TOWN COUNCIL**

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

## **PEACEHAVEN TOWN COUNCIL**

### **ANNUAL MEETING 2021**

#### **TO APPOINT MEMBERSHIP & CHAIRMEN OF COMMITTEES & OUTSIDE BODIES REPRESENTATIVES**

*The Policy & Finance Committee shall have 9 members consisting of the Chairman and Vice-Chairman of Council, the Chairman of the other Standing Committees (or if unavailable, their Vice-Chairmen) and two other members.*

*The Planning & Highways Committee shall have 9 members, if possible to include at least one Member from each Ward of the Town.*

*The Leisure, Amenities & Environment Committee, the Personnel Committee, the Business Development Committee and the Civic & Community Events Committee shall each have 9 members.*

*The quorum for all Committees shall be three members.*

#### **MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE**

Cllr Milliner (Chairman), Cllr Goble, Cllr Paul, Cllr Griffiths, Cllr Seabrook, Cllr White, Cllr Harris, **VACANCY, VACANCY.**

#### **MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE**

Cllr Collier (Chairman), Chairman and Vice-Chairman of Council, Cllr Goble, Cllr Gallagher, Cllr Cheta, Cllr Griffiths, Cllr Seabrook, Cllr Milliner.

#### **MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE**

Cllr Griffiths (Chairman), Cllr White, Cllr Seabrook, **VACANCY, VACANCY, VACANCY.**

#### **MEMBERS TO SERVE ON THE BUSINESS DEVELOPMENT & E-COMMUNICATIONS COMMITTEE**

Cllr Gallagher (Chairman), Cllr Cheta, Cllr Milliner, Cllr White Cllr Collier, Cllr Hill, Cllr Harris, **VACANCY, VACANCY.**

#### **MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE**

Cllr Griffiths (Chairman), Cllr Simmons, Cllr Seabrook, Cllr Gallagher, Cllr White, Cllr Paul, Cllr Symonds, Cllr Cheta, Cllr Veck, Cllr Harris.

#### **MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE**

Cllr Seabrook (Chairman), Cllr Collier, Cllr Gallagher, Cllr Symonds, Cllr Veck, **VACANCY, VACANCY, VACANCY.**

#### **MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE**

Cllr Duhigg (Chairman), Cllr Paul, Cllr Simmons, Cllr Symonds, Cllr Veck, **VACANCY, VACANCY, VACANCY.**

#### **MEMBERS TO SERVE ON THE NEIGHBOURHOOD PLANNING STEERING GROUP**

Cllr White, Cllr Gallagher & Cllr Paul.

## **MEMBERS TO SERVE ON THE ESCC SLR FORUM**

Cllr Paul, **VACANCY**.

**NOTE: The Chairman and Vice-Chairman of Council are ex-officio members of all committees.**

## **MEMBERS TO SERVE ON OUTSIDE BODIES & ASSOCIATIONS**

1. Citizens Advice Bureau – Cllr Sharkey.
2. Community Transport Lewes Association – Cllr Paul.
3. Crime Stoppers – Cllr Harris.
4. Lewes District Association of Local Councils – Cllr Seabrook.
5. Peacehaven & Telscombe Housing Association – **VACANCY**
6. Peacehaven & Telscombe Access Group – Cllr Duhigg.
7. Royal British Legion – Cllr Harris.
8. The House Project – Cllr Gallagher.
9. Town Forum – Cllr Simmons.
10. Community Orchard – **VACANCY**.
11. Community Garden – Cllr Paul.
12. South Downs National Park Authority – Cllr Gallagher.
13. Peacehaven & District Residents Association – **VACANCY**.
14. Green Havens Network – **VACANCY**.
15. Lewes & Havens Community Network – Cllr Griffiths.
16. Downlands Court – Cllr Collier.
17. Joint Action Group – Cllr Symonds, **VACANCY**.
18. Age UK/Kempton House – **VACANCY**.
19. ESALC/SSALC – **VACANCY**, **VACANCY**.
20. Havens Health PPG – Cllr Paul.
21. Peacehaven Chamber of Commerce – Cllr Gallagher.
22. Kempton House – Cllr Hill.
23. Peacehaven and Telscombe Football Club – Cllr Gallagher, Cllr Collier.

## **PEACEHAVEN TOWN COI**

<b>Land - Buildings</b>
<b>Community House</b>
<b>IT - Comms</b>
<b>Grounds Team</b>
<b><u>Total</u></b>

**JNCIL ASSET REGISTER**

£2,953,785.00
£290,856.00
£23,396.00
£260,600.00
<b><u>£3,528,637.00</u></b>











Asset number	Name of asset	Serial number (If known)	Item type
1	Epinay Park	ESX 60704	Land
2	Firle Road West Play Area	ESX 67202	Land
3	Mitcheldean	ESX 291299	Land
4	Foxhill, Abbey Close	ESX 46829	Land
5	Howard Park	ESX 296811	Land
6	Crocks Dean / Coney Furlong	ESX 111461	Land
7	Community House	ESX 263030	Building
8	Shepherds Down	ESX 12893	Land
9	The Dell	ESX 83712	Land
10	The Dell	ESX 69246	Land
11	The Oval	ESX 28492	Land
12	Sports Park & Big Park	ESX 145121	Land
13	Sports Park & Big Park	ESX 32253	Land
14	The Café	ESX 361750	Building
15	Cliff Top Land George V Memorial	ESX 320481	Land
16	Greenwich Way	ESX 160687	Land

17	Keymer Avenue	ESX 273853	Land
18	Flint Way	ESX 381213	Land

Model number	manufacturer/ Supplier	Location	Expected lifetime (years)	Date of purchase
		BN10 8DW		1981
		BN10 8EQ		2005
		BN10 8EF		2005
		BN10 8SE		1989
		BN10 8HW		2006
		BN10 8JD		1985
		BN10 8BB		
		BN10 8DA		1981
		BN10 8JD		1983
		BN10 8JD		1996
		BN10 8SJ		1978
		BN10 8RJ		
		BN10 8RJ		
		BN10 8RJ		
		BN10 8LN		
		BN10 8RB		

		BN10 8EX		
		BN10 8GN		
			Total for asset register	

Purchase cost	Insurance value	Expected replacement cost
£1		
£1		
£1		
£1		
£1		
£1		
£1,977,723		
£1		
£1		
£5,190		
£1		
£710,226		
£1		
£239,935		
£20,698		
£1		

£1		
£1		
<b>£2,953,785</b>		



ROOM  
FOYER /CARETAKERS

- 4 HAND CARVED SHIELDS
- 2 CLOCK
  - CLAVINOVA AND CHAIR
  - TELEVISION DISPLAY
- 9 WALL DISPLAY HOLDER CLIP FRAMES VARIOS SIZES
  - VARIOUS WALL PICTURE HANGING
- 2 LARGE LADDERS
- 10 HAND SANITIZERS
  - HAND TOWLES HOLDERS
  - AND BLOWERS
  - TOILET SANITIZER BINS
  - NAPPY BINS
  - BABY CHANGING UNIT
  - SOAP DISPENSERS
  - AIR SPRAYS
- 2 HAND HELD MICROPHONES
- 4 LARGE BINS
- 5 FIRST AID KITS
  - BURNS FIRST AID KIT
  - PROJECTOR
- 2 AFRAMES
- 5 DISPLAY BOARDS
- 1 WIPE BOARD
- 3 DESK FANS
  - LEWES DISTRCT COUNCIL EMERGENCY BOX
- 5 DOOR MATS
- 3 WHEEL CHAIRS
- 1 DIVIDER DOOR

ROOM

CHARLES NEVILLE

1  
  
1  
2  
3  
1

ROOM

COPPER ROOM

2

3

2

ROOM

KITCHETTE

1

ROOM

MAIN HALL

2

2

2

3

20

2

4

ROOM

TABLES AND CHAIRS

42  
31  
175  
33  
30  
26  
14

UNDER THE STAGE

ROOM

ROOF

3

ROOM

PHONIX ROOM

RENTED BY DIMENTION GROUP

ROOM

POLICE ROOM

RENTED BY THE POLICE

ROOM

ANZAC ROOM

2

2

3

4

5

14

26

1

10

2

1

1

1

1

3

1

ROOM

ANZAC KITCHEN

2  
1  
2  
2  
1  
1  
1  
8  
1  
1  
60  
60  
60  
50  
50  
50  
20  
100  
30  
13

10

ROOM

MAIN KITCHEN

4  
2  
2

2

3  
3

200

ROOM

TOILETS

LADIES

5  
4  
2  
2  
5  
5  
1  
2  
3  
1  
5

ROOM

TOILETS

MEN

2  
6  
2  
2  
2  
2  
2

4

3

1

1

ROOM

DISABLED TOILET

2

ROOM

## STAFF TOILETS

ROOM

## CARETAKERS CLEANING CUPBOARD

2

1

2

3

2

2

4

2

1

2

ROOM

DEBBIE CUPBOARDS

200

200

200

200

200

200

200

200

172

46

7

10

3

1

5

1

1

8

2

3

2

1

26

2

30

200



	200
	200
	200
ROOM	
DEBBIE CUPBOARDS	
	6
	30
	26
	4
	35
	24
	3
	3
	94
	1
	26
	4
	6
	4
	1
	72
	50
	10
	15
	15
	1000
	400
	10
	1
	20
ROOM	
MAIN OFFICE AND RECEPTION	
	8
	12
	1
	5
	7
	5
	1
	2
	1

1  
1  
1  
25  
10  
4  
9  
500

2  
3  
8  
2  
2

1  
1  
2  
8  
1  
1

2  
1  
6  
3  
2  
2  
5  
1  
1

3  
2  
1

ROOM  
MAIN OFFICE PART 2

ROOM

ROOM  
ANDYS CUPBOARD

ROOM  
FIELD AND ROBSON ROOM

3

ROOM  
FIELD AND ROBSON TOILETS

2  
2

ROOM

DISCRIPTION OF ASSET

WOODEN ENGRAVED

DISCRIPTION OF ASSET

WALL WIPE BOARD  
PAPER EASLE  
CLOCK  
VERTICAL BLINDS  
PICTURES LARGE  
BIN

DISCRIPTION OF ASSET

VERTICAL BLINDS  
LARGE GAZEBO  
PICTURES  
BIN  
WIPEBOARD  
FILE CABINET  
LARGE 6FT CABINET  
CLOCK  
PROJECTOR SCREENS  
CLOCK

#### DISCRIPTION OF ASSET

MICROWAVE  
KETTLE  
BIN LARGE  
VARIETY OF CROCKERY AND CUTLERY  
KITCHEN UNITS AND SINK AND TAPS

#### DISCRIPTION OF ASSET

CHRISTMAS DECORATIONS  
SPOTTING LIGHT MOTHER BOARD  
PA SYSTEM  
LIGHT SYSTEM  
MICROPHONES  
SETS OF BADMINTON NETS  
FULL SET OF STAGE CURTAINS FIRE PROOF  
TIERED SEATING  
ROLLER BLINDS WINDOW  
BOARDS AND 2 TROLLIES FOR TIRED SEATING  
FLOOR WATER CLEANER  
VERY LARGE LADDER  
TABLE TROLLY HOLDER LARGE  
SPOTT LIGHTS AND RAILS  
LECTURNS  
HEARING LOOPS  
BLACK /WHITE CURTAINS ON STAGE  
BLACK BACK CURTAINS  
CLOCK  
8ft LADDER  
LIGHT BULBS AND TUBES  
VERY LARGE PULL DOWN PROJECTOR SCREEN

PEACEHAVEN PLAYERS STORAGE /COSTUME / PROPS£15000.00

MEMERBILIA UNDER THE STAGE

DISCRIPTION OF ASSET

LARGE GO PACS

SMALL GO PACS

BLACK CHAIRS

RED CHAIRS

WOODEN CHAIRS

COUNCIL CHAIRS

COUNCIL TABLES

BOARD TABLE LARGE

DUVETS /PILLOWS FOR EMERGANCYS

METAL GRATE

FLOOR CARPETS SPARE

MEMORABILIA OF PAST PEACEHAVEN

DISCRIPTION OF ASSET

AIR CONDITION UNIT

EXTRACTOR

SOLAR PANELS AND BOARD

FIX METAL LADDERS

DISCRIPTION OF ASSET

SMALL GO PAC TABLE

BIN

CHAIR

VERTICAL BLINDS

FILING CABINETS  
WIPE BOARD

DESCRIPTION OF ASSET

OWN FURNITURE  
DESK  
COMPUTER CHAIR  
COMPUTER  
SAFE  
DRAWERS  
2 X CHAIRS

DESCRIPTION OF ASSET

VERTICAL BLINDS  
WALL GLASS CABINETS  
MAYORS BOARDS  
PICTURES LARGE FRAMES  
LARGE DISPLAY FRAMES  
COUNCIL TABLES  
COUNCIL CHAIRS  
SOUND SYSTEM AND MUSIC CENTRE  
TABLE MICROPHONES  
HAND HELD MICROPHONES  
PROJECTOR SCREEN  
CLOCK  
PROJECTOR  
LARGE PIN DISPLAY BOARDS  
I BOARD  
VARIOUS MEMORABILIA IN GLASS CABINETS

STORAGE FOR THE CHURCH  
KEY BOARD  
KEY BOARD STAND  
MUSIC  
STALL

## BITS AND BOBS

### DISCRIPTION OF ASSET

KETTLES  
BURCO  
MICROWAVES  
TEA POTS  
FRIDGE  
COOKER HOOD  
TOASTER  
TRAYS  
LARGE BIN  
DISHWASHER  
BEIGE CUPS  
BEIGE SIDE PLATE  
BEIGE SAUSERS  
SMALL TUMBLERS  
ASSORTMENT OF CUPS AND SAUSERS  
ASSORTMENT OF GLASSES  
WHITE CUPS AND SAUSERS  
WHITE MUGS  
LARGE TUMBLERS  
WATER JUGS

FULL FITTED KITCHEN  
SINK WITH TAPES  
SOAP DISPENCER  
HAND TOWEL HOLDER

CUPBOARDS ARE FULL OF HIRERS BELONINGS

### DISCRIPTION OF ASSET

FULL STAINLESS STEAL FITTED KITCHEN  
LARDER FRIDGE  
FIRE BLANKETS  
WATER HEATER  
TOATERS  
MICROWAVE  
LARGE SELECTION OF CHINA TEA SERVICE  
KETTLES



SMALL UNDER COUNTER FRIDGE  
SMALL UNDER COUNTER FREEZER  
SANATIZER UNIT  
MOTORIZED SHUTTERS  
RINSING HAND CLEANER OVER SINK  
6 BURNER GAS COOKER  
LARGE INDUSTRIAL COOKER HOOD  
FLY ZAPPER  
CLOCK  
COPPING BOARDS  
LARGE BIN  
VARIOUS DINNER SERVICE  
TEA POTS  
LARGE TRAYS  
HAND SANATIZER HOLDERS  
HAND TOWLEL HOLDER  
WHITE CUPS

STORAGE IN 2 CUPBOARDS FOR HIRERS

DISCRIPTION OF ASSET

TOILETS  
SINKS  
HAND BLOWERS  
HAND TOWELS  
TOILET ROLL HOLDERS  
SANITERY BINS  
BIN  
VERY LARGE GLASS MIRRORS  
HAND SOAP DISPENCERS  
AIR FRESHNER  
DIVIDERS AND DOORS

DISCRIPTION OF ASSET

TOILETS  
URINALS  
TOILET ROLL HOLDERS  
HAND BLOWERS  
TOWEL HOLDERS  
VERY LARGE GLASS MIRRORS

SINKS  
SOAP DISPENSERS  
BIN  
AIR FRESHNER  
SANATIZER BIN  
BABY CHANGING UNIT  
DEVIDERS AND DOORS

DISCRIPTION OF ASSET

TOILET  
SINK  
HAND TOWEL HOLDER  
HAND RAILS DIABLED TOILET  
CRAB HANDLES  
BIN  
MIRROR  
HAND SOAP HOLDER  
HAND BLOWER  
AIR FRESHNER

DISCRIPTION OF ASSET

TOILET  
SINK  
HAND TOWEL HOLDER  
HAND BLOWER  
HAND SANITIZER  
AIR FRESHNER  
HAND CRAP RAIL  
MIRROR  
WASTE BIN  
SANATIZER BIN

DISCRIPTION OF ASSET

HENRY HOOVER  
HOOVERS UPRIGHT  
CARPET CLEANER  
SINKS

CLEANING PRODUCTS  
MICROWAVE  
V SWEEPER  
DUST PAN AND BRUSHES  
MOPS AND BUCKETS  
TROLLY SACK TRACK  
CHAIR TROLLIES  
SIGNS AND CONES  
CLEANING TROLLEY  
SNOW SHOVELS  
BAG OF SALT  
WHEELIE BIN  
VARIOUS UNIFORMAND COATS  
SHELVING UNITS  
LARGE BROOMS

#### DISCRIPTION OF ASSET

SHELVING UNITS  
WHITE DINNER PLATES  
POSH FORKS  
POSH KNIVES  
POSH SPOONS  
PLAIN FORKS  
PLAIN KNIVES  
PLAIN SPOONS  
TEA SPOONS  
WINE GLASSES  
VARIOUS GLASSES  
WINE BUCKETS  
BOTTLES OF WINE  
THERMOS FLASKS  
LARGE GAZEBO  
CAKE STANDS  
BOX OF BINGO CARDS  
BOX OF VARIOUS FLAGS  
GO PAC TABLE CLOTHS LACE  
GREEN LARGE GO PAC TABLE CLOTHES  
CREAM LARGE GO PAC TABLE CLOTHES  
WEDDING TABLE SILK CLOTHES  
RACE NICE EQUIPMENT  
TARTEN TABLE CLOTHES  
KETTLES  
BREAD BASKETS LARGE  
PLASTIC KNIVES

PLASTIC FORKS  
PLASTIC SPOONS  
PLASTIC TEA SPOONS  
DISCRIPTION OF ASSET

GREEN APRONS  
CLEAR STAND UP HOLDERS  
PLASTIC LARGE GO PAC TABLECLOTHES  
WHITE ROLL PAPER CLOTHS  
SHERRY GLASSES  
TOILET ROLLS  
LARGE CANVAS OF LONDON  
WOODEN DISPLAY BOARDS  
CHAMPAIN GLASSES  
TOMBOLA BOX  
WHITE TABLE CLOTHS  
BOX OF TIES AND SCARVES UNIFORM  
LARGE COLLECTION BOX  
COTTON WHITE TABLE CLOTHS 3FT  
COTTON WHITE TABLE CLOTHES 6FT  
LARGE BOX OF TEA TOWLES  
REVEALING BOARD  
BEER GLASSES  
HIGH VICE JACKETS  
CHARITY BOXES VARIOUS  
WOODEN CHEESE BOARDS  
CAN OPENERS  
PAPER PLATES  
PTC PIN BADGES  
SAUSPANS VARIOUS SIZES  
VARIOUS INDIAN CLOTHES  
ICE BOX LARGE  
LARGE BOX OF JUBLIE ITEMS  
LARGE GOLD SCARVES FOR  
LARGE VARIATY OF SHARPE KNIVES  
CONDOLANCE BOX OF ITEMS  
DISCRIPTION OF ASSET

COMPUTER TABLE  
COMPUTER CHAIRS  
LARGE MAIN RECEPTION DESK  
VERTICAL BLINDS  
FOOTSTALLS UNDER DESK  
COMPUTER STANDS  
TILL  
PDQ MACHINE  
LARGE PRINTER RICO  
LARGE FRIDGE FREEZER

KETTLE  
LAMINATOR  
SCANNER  
FIRE EXSTIQUISHERS  
3 DRAW UNDER COMPUTOR DESK  
6FT CUPBOARDS LOCKABLE  
WALL WOODEN DISPLAY UNITS  
WALL UNIT DISPLAY HOLDERS VARIOUS SIZES  
WOODEN LETTER HOLDER  
LARGE AND SMALL SAFES  
LARGE FILE CABINTS  
TELEPHONES  
SMALL ROUND RECEPTION TABLES  
SMALL BROWN WOODED CABINETS  
FRANKING MACHINE  
SMALL GLASS DISPLAY UNIT  
BOOK INFORMATION DISPLAY UNIT  
BOOK CASES  
CASH BOXES ALL SIZES  
LARGE METAL BOX  
FRONT TAMBOUR CABINIT  
DISCRIPTION OF ASSET

LARGE KEY HOLDERS  
MEGAPHONE  
DOOR FLOOR CARPETS  
PIN BOARD  
CLOCKS  
RECEPTION CHAIRS  
BENCH DESK SCREENS  
STEP STOOL  
DESK FAN  
VAIOUS CUTLERY AND CROCKERY  
SHELVING UNITS LARGE  
PAPER CUTTERS  
PROJECTOR

DISCRIPTION OF ASSET

STATIONARY IN ALL DEPARTMENTS AND CUPBOARD

DISCRIPTION OF ASSET

TOOLS VARIOUS

VARIOUS EXTENSIONS  
SHELVING UNIT  
VARIOUS TOURCHES

DISCRIPTION OF ASSET

VERTICAL BLINDS  
FITTED KITCHENETT

THE ROOM IS HIRED OUT FOR EMCOR  
WHO HAVE THEIR OWN FURNITURE

DISCRIPTION OF ASSET

TOILETS  
SINKS AND TAPS

DISCRIPTION OF ASSET

BOILER  
ALARM SYSTEM

**TO ASSET REGISTER TOTAL**

VALUE OF ASSET                      LFE EXPECTANCY

£70.00  
£1,000.00  
£600.00  
£1,000.00  
£2,400.00  
£680.00

ON LEASE  
ON LEASE

ON LEASE

£270,00  
£420.00  
£100.00  
£30.00  
£280.00  
£300.00  
£1,000.00  
£250.00  
£100.00

ON LEASE

£1,500.00  
£150.00

VALUE OF ASSET                      LFE EXPECTANCY

£100.00  
£250.00  
£10.00  
£500.00  
  
£10.00

VALUE OF ASSET                      LIFE EXPECTANCY

£500.00  
£1,000.00

£10.00  
£100.00  
£280.00  
£270.00  
£10.00  
£410.00  
£10.00

VALUE OF ASSET                      LIFE EXPECTANCY

£45.00  
£30.00  
£25.00  
£50.00  
£1,000.00

VALUE OF ASSET                      LIFE EXPECTANCY

£3,000.00  
£5,000.00  
£10,000.00  
£10,000.00  
£500.00  
£1,000.00  
£5,300.00  
£30,000.00  
£350.00  
£2,800.00  
£3,500.00  
£395.00  
£2,000.00  
£20,000.00  
£400.00  
£1,000.00  
£2,000.00  
£3,000.00  
£20.00  
£795.00  
£500.00  
£1,000.00



£15,000.00

VALUE OF ASSET

LIFE EXPECTANCY

£6,000.00

£3,200.00

£4,895.00

£1,500.00

£300.00

£260.00

£4,800.00

£550.00

£500.00

£200.00

£250.00

VALUE OF ASSET

LIFE EXPECTANCY

VALUE OF ASSET

LIFE EXPECTANCY

£100.00

£15.00

£70.00

£350.00

£500.00  
£100.00

VALUE OF ASSET                      LIFE EXPECTANCY

£1,000.00

VALUE OF ASSET                      LIFE EXPECTANCY

£300.00  
£600.00  
£3,000.00  
£1,000.00  
£250.00  
£3,450.00  
£1,960.00  
£2,000.00  
£800.00  
£250.00  
£150.00  
£20.00  
£320.00  
£1,600.00  
£5,500.00

£1,500.00

VALUE OF ASSET

LIFE EXPECTANCY

£90.00  
£150.00  
£240.00  
£140.00  
£390.00  
£270.00  
£45.00  
£40.00  
£65.00  
£560.00  
£180.00  
£260.00  
£180.00  
£45.00  
£300.00  
£300.00  
£100.00  
£150.00  
£40.00

£5,000.00

VALUE OF ASSET

LIFE EXPECTANCY

£6,600.00  
£700.00  
£140.00  
  
£90.00  
£200.00  
£500.00  
£130.00

£290.00  
£310.00  
£2,320.00  
£6,000.00  
£340.00  
£1,850.00  
£1,400.00  
£90.00  
£25.00  
£45.00  
£80.00  
£100.00  
£120.00  
£45.00

£200.00

£200.00

VALUE OF ASSET

LIFE EXPECTANCY

£500.00  
£360.00

£40.00  
£2,000.00

£800.00

VALUE OF ASSET

LIFE EXPECTANCY

£200.00  
£1,500.00

£2,000.00

£350.00

£40.00

£185.00

£150.00

VALUE OF ASSET                      LIFE EXPECTANCY

£95.00

£80.00

£240.00

£180.00

£40.00

£200.00

VALUE OF ASSET                      LIFE EXPECTANCY

£100.00

£80.00

£100.00

£80.00

£40.00

VALUE OF ASSET                      LIFE EXPECTANCY

£260.00

£520.00

£320.00

£340.00

£800.00  
£120.00  
£100.00  
£60.00  
£100.00  
£160.00  
£380.00  
£100.00  
£240.00  
£80.00  
£45.00  
£85.00  
£500.00  
£400.00  
£50.00

VALUE OF ASSET

LIFE EXPECTANCY

£500.00  
£800.00  
£800.00  
£800.00  
£800.00  
£400.00  
£400.00  
£400.00  
£200.00  
£172.00  
£46.00  
£140.00  
£60.00  
£180.00  
£210.00  
£55.00  
£70.00  
£300.00  
£160.00  
£40.00  
£60.00  
£80.00  
£150.00  
£500.00  
£90.00  
£120.00  
£300.00

	£300.00
	£300.00
	£300.00
VALUE OF ASSET	LIFE EXPECTANCY

£60.00  
£200.00  
£150.00  
£55.00  
£35.00  
£14.00  
£60.00  
£90.00  
£140.00  
£40.00  
£300.00  
£400.00  
£30.00  
£60.00  
£60.00  
£40.00  
£350.00  
£144.00  
£150.00

£70.00  
£30.00  
£50.00

£170.00  
£200.00  
£20.00  
£100.00  
£100.00  
£70.00  
£90.00

VALUE OF ASSET	LIFE EXPECTANCY
----------------	-----------------

£4,400.00  
£2,500.00  
£2,700.00  
£1,740.00  
£300.00  
£280.00  
£350.00

£500.00

£25.00  
£115.00  
£130.00

£2,500.00  
£2,000.00  
£2,800.00  
£1,500.00  
£400.00  
£3,000.00  
£1,000.00

£1,300.00  
£1,000.00

£400.00  
£900.00  
£450.00  
£200.00  
£250.00  
£570.00

VALUE OF ASSET

LIFE EXPECTANCY

£1,000.00  
£170.00

£270.00  
£40.00  
£300.00  
£1,200.00  
£115.00  
£45.00  
£35.00  
£1,600.00  
£180.00  
£350.00

VALUE OF ASSET

LIFE EXPECTANCY

£8,000.00

VALUE OF ASSET

LIFE EXPECTANCY

£5,000.00



£200.00  
£1,600.00  
£70.00

VALUE OF ASSET	LIFE EXPECTANCY
----------------	-----------------

£1,200.00  
£2,000.00

VALUE OF ASSET	LIFE EXPECTANCY
----------------	-----------------

£180.00  
£300.00

VALUE OF ASSET	LIFE EXPECTANCY
----------------	-----------------

**£290,856.00**

Device CPU	Memory	Manufacturer
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU
Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz	15.8 GB	FUJITSU
Intel(R) Core(TM) i5-3210M CPU @ 2.50GHz	3.9 GB	Main Board
Intel(R) Core(TM) i7-10710U CPU @ 1.10GHz	15.9 GB	Dynabook Inc.
Intel(R) Core(TM) i5-8250U CPU @ 1.60GHz	7.9 GB	FUJITSU CLIENT COMPUTING LIMITED
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.
Intel(R) Core(TM) i5-1035G1 CPU @ 1.00GHz	7.8 GB	Dell Inc.
Intel(R) Core(TM) i3-4000M CPU @ 2.40GHz	7.9 GB	FUJITSU
Intel(R) Xeon(R) CPU E5-2420 v2 @ 2.20GHz	64.0 GB	FUJITSU
		Netgear
		Netegar
		Draytek
		iiyama
		Ubiquiti
		Brother

**TO ASSET REGISTER TOTAL**

**Est Replacement Costs**

£599.00
£599.00
£599.00
£599.00
£599.00
£599.00
£599.00
£599.00
£5,490.00
£839.00
£599.00
£699.00
£699.00
£699.00
£699.00
£699.00
£699.00
£361.00
£4,999.00
£119.00
£199.00
£259.00
£1,428.00
£447.00
£369.00
£23,396.00

Asset number	Name of asset
1	Allet c24
2	Chemical cupboard plus chemical
3	Atco Mower
4	Atom marking machine
5	Axel stands
6	Barnard sharpener
7	Battery charger
8	Bench etc
9	Bench grinder
10	Car jack
11	Chain harrow
12	Chainsaw
13	Chairs various
14	Compressor

15	Cordless drill Makita
16	cupboard
17	Dew brush
18	Diesel tank
19	Disposal drums
20	Drain rods 2 sets
21	Electric circular saw
22	Electric drill
23	Even spray 250 battery sprayer
24	Extended stihl hedge cutter
25	Fertilisers
26	Filing cabinet +contents
27	Fire extinguishers
28	Floor radiator
29	Flower display boxes
30	Flymo vacuum

31	goal posts county pitch
32	<b>Ford tipper truck</b>
33	Fridge
34	Garden tools
35	Generator Honda
36	Graffiti removal kit
37	Grinder 9"
38	Groundsman aerator
39	Halogen floodlights
40	Hand tools (spanners etc)
41	Hard hats/ P.P.E.
42	Hayter 48pro mower
43	Hedge cutter stihl hs 81r
44	Honda pedestrian rotary
45	Hover mower
46	Irrigation sprinkler standing

47	Irrigation travelling sprinkler
48	Jump leads
49	<b>Kawazaki mule 600</b>
50	<b>Kubota f3890</b>
51	<b>Kubota G18 collector mower</b>
52	<b>Kubota L4200 tractor</b>
53	Ladders
54	Lead light
55	Loading ramps
56	Marking fluid
57	Measuring line and pins
58	Measuring tapes
59	Metal landscaping rakes
60	Metal lockers
61	Microwave oven
62	Other pitch senior/ youth goal posts

63	Paint various
64	Pedestrian fertiliser spreader
65	Petrol cans
66	<b>Peugeot partner van</b>
67	Plumbing tool box
68	Power washer
69	Radio
70	<b>Ransomes ride on rotary 933 mower</b>
71	<b>Ransoms ride on triple 2130 mower</b>
72	tractor Roller
73	Ropes and pins
74	samsung tablets
75	Sisis slitter
76	Stihl blower x 2
77	Stihl strimmer fs 200



<b>78</b>	Stihl strimmer fs240 x2
<b>79</b>	Sundries/ oils etc
<b>80</b>	Tennis posts and nets
<b>81</b>	Titan SDS drill
<b>82</b>	Toro wheel horse
<b>83</b>	Tractor box
<b>84</b>	Tractor spreader
<b>85</b>	Trailer
<b>86</b>	Back lapping machine
<b>87</b>	tug of war rope
<b>88</b>	Various wood
<b>89</b>	Knapsack sprayer
<b>90</b>	Wall heaters x 2
<b>91</b>	Genrator Kohler

92	Telephone
93	wireless router
94	computer desk
95	eliet prof 6 shredder
96	samsung tablets x 1

key

road going vehicles

Serial number known)	(If Item type
	Greens mower
	workshop
	Old greens mower
	football marking
	workshop
	workshop
	workshop
	workshop
	workshop
	workshop
	football
	general
	workshop
	workshop

	workshop
	workshop
	bowls
	workshop
	workshop
	workshop
	workshop
	workshop
	workshop
	bowls
	general
	bowls/ football
	workshop
	workshop
	workshop
	general
	general

	football
	general
	workshop
	general
	general
	general
	workshop
	bowls
	workshop
	workshop
	workshop
	general
	general
	general
	general
	football

	football
	workshop
	general
	general
	general
	general
	general
	general
	general
	football
	football
	football
	general
	workshop
	workshop
	football

	general
	bowls
	general
	general
	general
	general
	workshop
	general
	football
	football
	general
	general
	football
	general
	general

	general
	general
	muga
	workshop
	bowls
	football
	general
	workshop
	general
	workshop
	general
	general
	workshop



	workshop
	workshop
	workshop
2102003	shredder

Model number	manufacturer/Supplier
	Allet
	Allet
	Bowcom
	Halfords
	Barnard
	halfords
	b&q
	halfords
	stihl
	compac

[illegible]

	edward sport
	ford
	honda
	aquarius
	ryiobi
	groundsman
	hayter
	stihl
	honda
	allet

[illegible]

	peugeot
	karcher
	Ransomes
	Ransomes
	samsung
	sisis
	stihl
	stihl

	stihl
	harrod sport
	titan
	toro
	suire
	suire
	iford
	Gear rite
	cooper/pegler
	Perform 3000 xl

MA032010131	eliet/ AMP services



Location	Expected lifetime (years)
Groundsmans shed	2 years
Groundsmans shed	5 years
Groundsmans shed	2 years
Groundsmans shed	2-3 years
Groundsmans shed	5 years
Groundsmans shed	3 years
Groundsmans shed	3 year
Groundsmans shed	5 years
Groundsmans shed	3 years
Groundsmans shed	5 years
county ground	5 years
Groundsmans shed	3 years
Groundsmans shed	5 years
Groundsmans shed	2 years

Groundsmans shed	3 years
Groundsmans shed	3 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	3 years
Groundsmans shed	2 years
Groundsmans shed	3 years
Groundsmans shed	2 years
Groundsmans shed	
Groundsmans shed	10 years
Groundsmans shed	3 years
Groundsmans shed	5 years +
Groundsmans shed	5 years
Groundsmans shed	2 years

county ground	1 year
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	2 years
Groundsmans shed	2 year
Groundsmans shed	5 years
Groundsmans shed	2 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	1 years
Groundsmans shed	3 years
Groundsmans shed	1 years
Groundsmans shed	1 years
Groundsmans shed	2 years

county ground	5 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	4 years
Groundsmans shed	3 years
Groundsmans shed	2 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	
Groundsmans shed	3 years
Groundsmans shed	2 years
Groundsmans shed	5 years
Groundsmans shed	5 year
Groundsmans shed	2 years
Groundsmans shed	5 years

Groundsmans shed	
Groundsmans shed	1 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	
Groundsmans shed	2 year
Groundsmans shed	2 years
Groundsmans shed	2 years
Groundsmans shed	3 years
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	4 years
Groundsmans shed	5 years
Groundsmans shed	3 years
Groundsmans shed	2 years

Groundsmans shed	1 years
Groundsmans shed	
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	1 years
Groundsmans shed	1 year
Groundsmans shed	4 years
Groundsmans shed	2 year
Groundsmans shed	5 years
Groundsmans shed	5 years
Groundsmans shed	
Groundsmans shed	2 years
Groundsmans shed	3 years
Groundsmans shed	

Groundsmans shed	
Groundsmans shed	
Groundsmans shed	
Groundsmans shed	10 years

Date of purchase	Purchase cost
2005 ish	£4,500.00
1992	£2,000.00
2017	£450.00
2009	£200.00
2013	£600.00
2009	£200.00





2016	£18,000.00
1998	£500.00
2017	£450.00
2008	£80.00
1997	£6,000.00
2005	£500.00
2010	£600.00
2010	£650.00
2005	£400.00
2000	£100.00

[illegible]

2010	£180.00
2006	£6,000.00
2017	£90.00
2009 used	£4,000.00
2003	£18,000.00
Jän.21	£110.00
2018	£6,000.00
2018	£450.00
2014	

2017	£700.00
2012	
2010 used	£300.00
1995	£300.00
2016	£700.00
2014	£2,000.00
2003	£400.00
2007	
2014	£70.00
2018	£500.00

15.02.2021	£9,000.00
Jän.21	

Insurance value	Expected replacement cost
	£6,500.00
	£1,000.00
	£4,000.00
	£450.00
	£30.00
	£300.00
	£50.00
	£500.00
	£100.00
	£100.00
	£1,000.00
	£800.00
	£200.00
	£300.00

	£350.00
	£120.00
	£300.00
	£2,000.00
	£500.00
	£100.00
	£350.00
	£100.00
	£500.00
	£800.00
	£1,000.00
	£500.00
	£500.00
	£100.00
	£2,000.00
	£300.00



	£1,000.00
	£20,000.00
	£150.00
	£800.00
	£900.00
	£500.00
	£100.00
	£8,000.00
	£100.00
	£1,000.00
	£500.00
	£900.00
	£700.00
	£900.00
	£500.00
	£200.00

	£1,000.00
	£50.00
	£8,000.00
	£18,000.00
	£16,000.00
	£50,000.00
	£500.00
	£50.00
	£800.00
	£500.00
	£150.00
	£100.00
	£300.00
	£200.00
	£50.00
	£3,000.00

	£300.00
	£250.00
	£100.00
	£8,000.00
	£500.00
	£150.00
	£100.00
	£20,000.00
	£40,000.00
	£500.00
	£500.00
	£300.00
	£6,000.00
	£450.00 each
	£800.00

	£800.00 each
	£500.00
	£4,000.00
	£250.00
	£2,000.00
	£1,000.00
	£1,000.00
	£3,000.00
	£500.00
	£250.00
	£1,000.00
	£200.00
	£100.00
	£500.00

<i>£9,000.00</i>	£9,000.00

**TO ASSET REGISTER TOTAL**

**£260,600.00**

**Agenda Item:** C768 – C775  
**Committee:** Council  
**Date:** 4<sup>th</sup> May 2021  
**Title:** Annual Meeting Processes  
**Report Authors:** Town Clerk  
**Purpose of Report:** To provide required information for the Annual Meeting of Council

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#### **C768 TO NOTE ANNUAL SUBSCRIPTIONS**

Council's annual subscriptions are made to:-

- ESALC & NALC
- RBS Annual Support & Maintenance
- ESCC Streetlights Maintenance
- Allotments software Support & Maintenance
- TV Licence
- SLCC
- Parish Online
- DPA Registration

#### **C769 CONSIDERATION OF MAYOR'S/CHAIRMAN'S ALLOWANCE**

Last year this allowance was set at £1,500. This is paid in addition to the standard Councillor's allowance.

#### **C770 TO ACCEPT THE CORPORATE RISK ASSESSMENT**

Included with the meeting papers.

#### **C771 TO APPOINT THE INTERNAL AUDITOR**

It is recommended that Mulberry & Co. are retained again as the Council's Internal Auditors. There are a number of Auditors now working for this Company and it is considered one of the top Auditing firms in the country.

#### **C772 TO APPROVE BANKING SIGNATORIES**

Current bank signatories are;

- Cllr Cathy Gallagher
- Cllr Claude Cheta
- Cllr David Seabrook
- Cllr Susan Griffiths
- Cllr Lynda Duhigg
- Town Clerk Anthony Allen

#### **C773 TO NOTE THAT THERE IS NO PLANNED S.137 EXPENDITURE**

There is no planned S.137 expenditure as the Council has the Power of General Competence.

#### **C774 TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

Included with the meeting papers.

#### **C775 TO REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

The Sickness Absence, Disciplinary and Grievance procedures were recently checked by HR Services Partnership and found to be fully fit for purpose.

The remainder of the Employee Handbook will have a full 'health check' by the end of the year.

**Agenda Item:** C770  
**Committee:** Full Council  
**Date:** 4<sup>th</sup> May 2021  
**Title:** Risk Assessment  
**Report Author:** Town Clerk  
**Purpose of Report:** To accept the corporate risk assessment

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### **Summary of recommended actions**

1. To **note** the contents of the report
2. To **resolve** that relevant committee will review and update the detailed risk assessments during the next 6 months.

### **Introduction**

On an annual basis, the council is required to review its corporate risk assessment.

### **Background**

The council has a responsibility to manage the risks of all of its associated activities and to take all reasonable and practical measures to reduce risk wherever possible.

In most instances it is impossible to completely eliminate all risks. However, through the adoption of sensible risk management policies and detailed risk assessments, the council can reduce risk as far as reasonably practical.

### **Analysis**

There are a number of aspects to risk management covering all areas of activity of the council. Consequently, there are a number of risk assessments in place which focus specifically on the relevant areas of activity.

The table below provides a breakdown of the types of risk assessment in place, and a suggestion of which committee should take responsibility for reviewing and updating the assessments over the coming months:

Type of risk assessment	Covering	Committee responsible
Financial	All areas dealing with financial transactions, including management of cash and other income, expenditure and compliance with Financial Regulations	Policy and Finance
Event Based	Individual risk assessments completed for each event, using a standard template and risk matrix methodology	Civic and Community Events
External areas (parks, etc.)	Risk assessments completed	Leisure and Amenities

	including reviews of playground equipment, boundary fencing and trees, etc.	
Community House	Risk assessments completed for all aspects of the councils main building, including fire safety, emergency lighting, etc.	Policy & Finance

### **Implications**

The Town Council has a duty to consider the following implications:

<b><u>Financial</u></b>	Within the agreed budget, there are nominal codes allocated to support any necessary expenditure related to health and safety and risk management issues
<b><u>Legal</u></b>	The council has a legal responsibility to ensure it has taken all reasonable and practical measures to safeguard its employees and the people it provides services to
<b><u>Environmental and sustainability</u></b>	The council has a responsibility to protect the natural and built environments it is responsible for
<b><u>Crime and disorder</u></b>	There are no direct crime and disorder implications, although good risk management may help reduce crime and disorder on council property

### **Appendices/Background papers**

None



Mr Tony Allen  
Peacehaven Town Council  
Town Council Office  
Community House  
Meridian Centre  
PEACEHAVEN  
East Sussex  
BN10 8BB

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720437543
Insured	Peacehaven Town Council
Business	Parish / Town Council
Period of Insurance	
From	08 <sup>th</sup> September 2020
To	05 <sup>th</sup> June 2021
and any other period for which cover has been agreed.	
Adjustment Premium	£ 86.51

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	78087404
Long term agreement active until	06 <sup>th</sup> June 2022
Preparation Date	11 <sup>th</sup> September 2020
Prepared by	Mr Jonathan Meiseles

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that

we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### **Taking reasonable care**

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Community House, Meridian Centre, Peacehaven, East Sussex, BN10 8BB	£2,161,112.38	£40,000.00	£223,511.47	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Hub, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£776,083.60	N/A	£8,708.48	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Cafe Building, Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	£262,183.98	£18,000.00	£0.00	£34,102.92	£0.00	£0.00	£0.00	£0.00	£0.00

**For Premises: 1, 2, 3**

**Insured Perils applicable to Material Damage: 1-16**

#### Excesses Applicable to Premises 1, 2 & 3

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Subsidence

£1,000

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

## Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Meridian Centre, Peacehaven, East Sussex, BN10 8BB	£100,000	24	N/A		£50,000	24
Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ	N/A		N/A		N/A	

**For Premises: 1, 2, 3**

**Insured Perils applicable to Business Interruption: 1-16**

### Operative Endorsements:

Section 5 – Special Extensions – 2 is held to be removed and restated as follows:

2. The insurance by this Part is extended to include loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:
  - (a)
    - (i) any occurrence of a Notifiable Disease (as defined below) at the **premises** or attributable to food or drink supplied from the **premises**
    - (ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Notifiable Disease
    - (ii) any discovery of a Notifiable Disease within 10 miles radius of the **premises**
  - (b) the discovery of vermin or pests at the **premises**
  - (c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority
  - (d) any occurrence of murder or suicide at the **premises**.

### Special Provisions

- (d) 'Notifiable Disease' will mean illness sustained by any person resulting from:
  - (i) food or drink poisoning
  - (ii) one of the following specified human infectious or human contagious diseases:
 

Acute encephalitis	- Ophthalmia neonatorum
Acute poliomyelitis	- Paratyphoid fever
Anthrax	- Rabies
Bubonic Plague	- Relapsing fever
Cholera	- Rubella
Diphtheria	- Scarlet fever

Dysentery	- Smallpox
Legionellosis	- Tetanus
Legionnaires Disease	- Tuberculosis
Leprosy	- Typhoid fever
Leptospirosis	- Typhus fever
Malaria	- Viral hepatitis
Measles	- Viral haemorrhagic
Meningitis	- Whooping cough
Meningococcal Infection	- Yellow fever
Mumps	

an outbreak of which the competent local authority has stipulated shall be notified to them.

(b) For the purposes of this Special Extension:

- (i) 'Indemnity Period' will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied (or in the case of (d) above, with the date of the occurrence) and ending not later than the Maximum Indemnity period thereafter

'Maximum Indemnity Period' will mean 3 months

- (ii) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.

(c) The **insurer** will not be liable under this Special Extension for:

- (i) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the **insured** or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto
- (ii) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.

(d) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.

(e) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto.

(f) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident and then only for an amount not exceeding £250,000 or the Sum

Insured whichever is the lesser.



## Part C – All Risks

### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (b)	Unit 14, Farrington Enterprise Estate, Hoyle Road, Peacehaven, East Sussex, BN10 8LW	£87,600.00	£100

### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Oil Tank Maintenance Yard	£2,009.18	£100
Street Furniture	£79,430.30	£100
War Memorial	£22,617.10	£100
Obelisk	£34,780.83	£100
Adult Fresh Air Gym in Meridian Park	£21,854.54	£100
Civic Regalia	£6,255.49	£100
Garden Machinery	£35,890.33	£100
Radio, TV & Audio Equipment	£3,861.59	£100
iBoard	£7,025.20	£100
Office Equipment Lease # 22452043	£13,915.76	£100
Archaeological Items inc. Flint Pot & Stone Axes	£2,185.45	£100
Play Equipment & Surfacing	£546,363.50	£100
Skate Park	£218,545.40	£100
Kubota S/N12093	£16,390.91	£100
IT/PC Equipment	£5,631.00	£100

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (see pages 35 - 37)

## Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any <b>Member</b> or <b>Employee</b>	£500
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£500

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

Operative Endorsements:

‘In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.’

## Part E – Public Liability

**Limit of Indemnity:** £15,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

### 3. Officials Indemnity

#### Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**

**Part F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

**Part H – Libel and Slander**

**Sum Insured**

£1,000,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Part I – Motor Vehicles**

**Insured Vehicle:** All as described in  
**Persons Entitled to Drive:** the Certificate of  
**Limitation as to Use:** Motor Insurance

**Cover:** Section 22

A. Comprehensive

**excess :** Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other Excess which applies

**Age and Inexperienced Driver Excess:** Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

**Repair Limit:** £Nil

Section 12

**Damage to Property Limit:**

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

**Personal Effects Limit:** £150

Section 13

**Medical Expenses Limit:** £250

Section 14

**Additional Cover :** Section 25

U. Occasional Business Use

V. Loss of No Claim Discount/Excess

Not Operative

Not Operative



**Operative Endorsements:**

**Part J – Motor Legal Expenses and Uninsured Loss Recovery**

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited

**Limit of Indemnity:** £100,000 per insured incident

## Part N – Fidelity Guarantee

**Persons Guaranteed:**  
All members and employees

**Sum Guaranteed**  
£1,000,000

**Excess:** £100 each and every loss

## Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

### Persons Insured:

#### Employees

Capital	4.00 times annual earnings
Weekly	1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Volunteers

Capital Sum	£100,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Directors/Councillors

Capital Sum	£100,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Key Personnel

Key Personnel	Town Clerk/Manager, RFO, Parks Officer
Capital Sum	£100,000.00
Weekly Sum	£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover

### Operative Endorsements:

#### 1) Age extension endorsement

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

#### 2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

Section 4 - Excluded Causes is extended to; motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus.

## Part P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

### Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
(C) Service Occupancy	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	
(A) Inland Revenue Investigations, Full or Aspect Enquiries	Operative
(B) Employers compliance	Operative
(C) VAT disputes	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£200,000

### Operative Endorsements

Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

#### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

#### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
  - i) any settlement payable under an insurance policy
  - ii) any lease, licence or tenancy of land or buildings
  - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

### 3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
Buildings, Contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business Interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Computer		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Money			
Public Liability	Liability Claims	Tel:	0800 876 6984
Employers Liability			
Personal Assault under Money		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (New Claims) <a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (Subsequent correspondence)
Personal Accident			
Financial and administrative liability		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Professional Negligence			
Hirers Liability			
Fidelity Guarantee			
Libel and Slander			
Engineering Insurance			
Engineering – Deterioration of Stock			
Business Travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new claims) 0800 232 1913 (customer damage)
		Email:	<a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 976 2030 (Switchboard)

### General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

Zurich Municipal is a trading name of Zurich Insurance plc, a public limited company incorporated in Ireland Registration No. 13460 Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance plc is authorised by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our authorisation by the Financial Conduct Authority are available from us on request. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.



**1. Introduction**

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions with regard to community engagement.

**2. The community**

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Businesses and their representative bodies
- Those who use the services provided by the council, whether residents or not
- Non-residents working in the town
- Visitors, whether tourists or those using the town's facilities and shops
- Voluntary groups including church and youth organisations
- Schools and other educational establishments
- Other statutory bodies providing services within the council area

**3. Aims and objectives**

3.1 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.2 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area
- A greater sense within the community that people are involved in decisions which affect them
- Greater awareness within the community of the role and responsibilities of the council

**4. Opportunities for community involvement**

4.1 The council will engage with the community by providing:

- An accessible council office at the heart of the community
- A website <https://www.peacehaventowncouncil.gov.uk/> which includes a wide range of information and how the community can contact the council or councillors
- A monthly newsletter

- An Annual Report summarising the council's activities for the year and providing details of the council's financial position
- A timetable of council and committee meetings and encouraging public attendance
- Details of agendas for all council and committee meetings on noticeboards throughout the town, as well as on the council website
- A period of time at the start of council and committee meetings for questions from members of the public
- Minutes of all council and committee meetings on the council website
- Nominated councillors as representatives to outside bodies with interests affecting the area
- The organisation for the Annual Town Assembly, which is open to all residents

## **5. Opportunities for formal representation to the council**

5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.

5.2 On a day-to-day basis, the Clerk is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern.

5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.



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# **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
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BN10 8BB

## **DRAFT Minutes of the meeting of Peacehaven Town Council, held on Zoom, at 7.30pm on Tuesday 20<sup>th</sup> April 2021**

**Present** – Mayor Cllr Claude Cheta, Dep. Mayor Cllr Job Harris, Cllr Gloria Hill, Cllr Lynda Duhigg, Cllr Sue Griffiths, 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 Emilia Simmons, Cllr Ron White, Cllr Alan Milliner, Cllr Wendy Veck.  
**Officers**; Town Clerk, Tony Allen; Civic & Marketing Officer, Deborah Donovan; Senior Projects Officer, Michelle Edser, Parks Officer Kevin Bray, Information Officer, Karen Bray, Vicky Onis, Admin. Officer.

**Public**; Two members of the public were present.

### **C727 Mayor's/Chairman's announcements.**

The Chairman reflected on the passing of the Duke of Edinburgh and wished long life to the Queen for her birthday.

### **C728 Public session.**

A member of the public questioned a conflict, regarding the charges and timings for boot sales at The Dell, between what was agreed by the Leisure, Amenities & Environment Committee on 3<sup>rd</sup> November last year and what was being proposed currently by the Council's Covid Working Party.

The Clerk stated that this matter was to be brought for discussion at the appropriate point in the agenda.

*[Cllr Collier joined the meeting]*

### **C729 To approve apologies for absence.**

All Members were present.

### **C730 To receive declarations of interests.**

Cllr Duhigg as a member of the LDC Planning Committee.

Cllr Paul as an acquaintance of a person who is to be discussed in Item 739 (a).

Cllr White as a share holder in the Meridian Health Centre.

### **C731 To adopt the minutes of the previous Council meeting held on the 9<sup>th</sup> March 2021.**

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

### **C732 To ratify actions, receive minutes, Chairmen's reports and referrals from Committees & Working Parties.**

#### **a. Policy & Finance Committee:-**

##### **i. To receive the Committee's financial report.**

The financial reports were received and noted, approving the February 2021 payments amounting to £65,923.14, and the signing of the Bank Reconciliations, as set out in the meeting papers.

## **Minutes - Meeting of Peacehaven Town Council 20<sup>th</sup> April 2021**

- ii. **To receive the public meeting minutes of the 2<sup>nd</sup> March 2021.**  
It was resolved to receive these minutes.
- iii. **To note the draft public meeting minutes of the 13<sup>th</sup> April 2021.**  
These draft minutes were noted.

### **b. Planning & Highways Committee:-**

- i. **To receive the public meeting minutes of the 23<sup>rd</sup> February 2021.**  
It was resolved to receive these minutes.
- ii. **To receive the public meeting minutes of the 16<sup>th</sup> March 2021.**  
It was resolved to receive these minutes.
- iii. **To note the draft public meeting minutes of the 6<sup>th</sup> April 2021.**  
These draft minutes were noted.
- iv. **PTC & LDC Developer Liaison meeting reports and related matters.**  
No reports.

### **c. Personnel Committee:-**

- i. **To receive the public meeting minutes of the 17<sup>th</sup> February 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft public meeting minutes of the 31<sup>st</sup> March 2021.**  
These draft minutes were noted.

### **d. Leisure, Amenities & Environment Committee:-**

- i. **To receive the meeting minutes of the 9<sup>th</sup> February 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 23<sup>rd</sup> March 2021.**  
These draft minutes were noted.

### **e. Civic & Community Events Committee:-**

- i. **To receive the meeting minutes of the 19<sup>th</sup> January 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 30<sup>th</sup> March 2021.**  
These draft minutes were noted.

### **f. Business Development & E-Comm's Committee:-**

- i. **To receive the meeting minutes of the 16<sup>th</sup> February 2021.**  
It was resolved to receive these minutes.
- ii. **To note the draft meeting minutes of the 7<sup>th</sup> April 2021.**  
These draft minutes were noted.
- iii. **To adopt updated Terms of Reference for the Committee.**  
It was resolved to adopt these updated T-O-R's

### **g. PTC Climate Change Working Party:-**

- i. **To receive the meeting notes of the 10<sup>th</sup> February 2021.**  
It was resolved to receive these notes.
- ii. **To note the draft meeting notes of the 31<sup>st</sup> March 2021.**

These draft notes were noted.

**h. PTC Libraries Working Party:-**

**i. To receive the meeting notes of the 22<sup>nd</sup> March 2021.**

It was resolved to receive these notes.

Cllr Goble noted that it had been intimated that the developers for the Meridian Centre were looking at an increase in the size of the proposed library space, but that this is ESCC's remit.

**ii. Motion by Cllr Goble that ESCC be requested to change the name of the Peacehaven Public Library to the Peacehaven & Telscombe Library.**

This Motion was moved and resolved unanimously.

**i. Youth Working Party:-**

**i. To receive a report and to note the meetings action plan.**

Received and noted.

**j. CCTV Working Party:-**

**i. To receive a report and to note the meetings action plan.**

Received and noted.

**C733 To receive a report from the Neighbourhood Development Plan Steering Group.**

Cllr Gallagher referred to the circulated meeting minutes and other documents and gave an update on current developments.

A report/presentation by Jim Boot was shown by the Clerk, covering the following areas:-

- Masterplan consultation, statement policy, recommendations for the NDP
- Strategic Environmental Assessment (SEA)
- University of Brighton – Green Infrastructure studies
- South Downs National Park Authority feedback
- Design Codes & Character Assessment Report

The Clerk reported that the application to Locality for technical support for the Housing Needs Assessment (HNA) had been successful.

**C734 To discuss and review the current situation and Government advice regarding COVID-19 measures and agree actions taken relating to meetings, events, etc.**

**a. Working Party Action Plan.**

The Action Plan was received and discussed.

In relation to the matter raised in the public session, it was resolved (Cllr Duhigg & Cllr Goble abstained), that what was agreed by the Leisure, Amenities & Environment Committee on 3<sup>rd</sup> November last year should stand, i.e. boot sales allowed on a weekly basis until the end of October 2021 at a cost of £70 per event. This to be subject to weather conditions and hiring by charities and larger events. It was resolved to review this situation in six-months' time. It was resolved that the charge of £70 per event would apply to anyone hiring The Dell for such an event.

Cllr Seabrook reported on the progress of the Council's Staff Hybrid Working policy.

**b. Clerk's paper and related actions.**

The Clerk's paper was received and discussed.

The Clerk related the background to this item.

The Clerk's recommendations and other options were discussed.

The Clerk reported on an impending Court case to seek a determination as to whether the existing Law can be interpreted to allow online Council meetings.

It was resolved that, subject to the Court's ruling, the Clerk's recommendations should be adopted, as follows:-

1. Delegation of matters to the Clerk (including planning applications responses), to reinforce the delegated provisions made by Council in March 2020, in order to maintain the business of Council.
2. Move the Annual Statutory Council meeting to the 4<sup>th</sup> May 2021.
3. Revise the Council's meetings schedule so that between the 7<sup>th</sup> May and until end June 2021, Committee meetings will not be held.
4. Hold the Annual Town Assembly/Meeting as planned on the 12<sup>th</sup> May as a virtual meeting. This is allowed as it falls before the 17<sup>th</sup> May when public can return to venues and it is not a Council meeting.
5. Hold a meeting of Council in June 2021 to review the situation and latest advice.

**C735 To discuss arrangements for the Annual Town Meeting/Assembly on the 12<sup>th</sup> May 2021.**

Mrs Donovan and the Clerk reported that arrangements are on track.

The Clerk requested that any outstanding reports are sent to Mrs Donovan as soon as possible.

**C736 To agree a policy for Working Parties.**

The Clerk's paper was received and discussed.

It was resolved that Committees will review the original stated purpose of their WP's against current position and need. If necessary, WP's brief to be tightened-up to ensure that clear objectives and terms are set going forward. The question of merging some WP's to also be considered. Those WP's that are not 'task & finish' to be reviewed annually.

Clerk's paper to be reviewed, as part of this exercise, for later submission to Council.

**C737 Report from Cllr Emilia Simmons on local activities.**

Cllr Simmons' report was noted.

Cllr Simmons expressed her thanks for the help she had received and noted that the residents were grateful for these initiatives.

**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:-***

**C738 To receive a report on the redevelopment of the Meridian Centre/ Community House.**

The SPO's paper was received and discussed in detail.

The SPO detailed the current position in this matter, the options for Council in moving forwards and the potential outcomes.

A structured way forward was agreed.

**C739 Personnel Committee:-**

**a. To discuss current confidential staffing matters.**

The Clerk's paper was received and discussed.

The Clerk related the background to this item, the current position and the proposed way forward.

The way forward was agreed.

## **Minutes - Meeting of Peacehaven Town Council 20<sup>th</sup> April 2021**

- b. To receive the confidential meeting minutes of the 17<sup>th</sup> February 2021.**  
It was resolved to receive these minutes.
- c. To note the draft confidential meeting minutes of the 31<sup>st</sup> March 2021.**  
These draft minutes were noted.

### **C740 Policy & Finance Committee:-**

- a. To receive the confidential meeting minutes of the 2<sup>nd</sup> March 2021.**  
It was resolved to receive these minutes.
- b. To note the draft confidential meeting minutes of the 13<sup>th</sup> April 2021.**  
These draft minutes were noted.

**C741 Date of next meeting – Annual Meeting of Council - Tuesday 4<sup>th</sup> May 2021 at 7.30pm.**

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



# **PEACEHAVEN TOWN COUNCIL**

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## **Draft Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 6<sup>th</sup> April 2021**

**Present;** Cllr I Sharkey (Chair) Cllr A Milliner (Vice Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr L Mills, Cllr R White, Cllr A Goble, Cllr C Gallagher,

**Officers;** Michelle Edser SPO, Victoria Onis - Admin & Meeting Officer,

**Public;** One member of the public

It was resolved that Cllr C Gallagher participates in the meeting in a non-voting capacity.

### **1 PH1039 CHAIR ANNOUNCEMENTS**

The Chairman reported that, having discussed some of the planning applications from the last P&H meeting with the SPO, areas of improvement have been identified about how, as a committee, we prepare for meetings. Suggestions were made on how each Committee member could take ownership of planning applications and visit the sites in question. The SPO is also working on some training ideas for this Committee.

The Chairman requested that all Committee members note the email titled Planning Committee Workings – sent on 23/3/21, as not all responses have been given.

### **2 PH1040 PUBLIC QUESTIONS**

There were no public questions.

### **3 PH1041 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Committee members were present.

### **4 PH1042 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interests.

### **5 PH1043 TO ADOPT THE MINUTES FROM THE 16<sup>th</sup> MARCH 2021**

It was resolved to adopt the minutes as a true record

### **6 PH1044 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

- Next Steering Group Meeting Thursday 8<sup>th</sup> April 2021.
- Final report covering survey undertaken on the AECOM Masterplan for the Meridian Centre has been completed, press release and website updated with full results.
- Housing Needs Survey, AECOM Technical support has been obtained to finish off report.
- Strategic Environmental Assessment report still awaited.
- Design Codes and Character areas, consultation completing, full report expected within a week.
- HDD feeding back results of their survey on 7<sup>th</sup> April 2021 to PTC.

### **7 PH1045 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The circulated report was noted



## Minutes of the meeting of the Planning & Highways Committee – Tuesday 6th April 2021

### 8 PH1046 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE

The circulated report was noted

Cllr Sharkey noted that in the actions from a previous Development Liaison WP meeting, it was suggested that a letter is sent to Lloyd Russell-Moyle MP regarding the National process for planning application consultations and use of reserved matters, procedures.

It was resolved that Cllr Sharkey and the SPO will draft a letter to Lloyd Russell - Moyle

### 9 PH1047 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The circulated report was noted.

### 10 PH1048 VERBAL UPDATE ON ACTIVE TRAVEL

Cllr Seabrook reported that he and the SPO had met with ESCC regarding the cycle way next to PCS.

Although a positive meeting, there are Government guidelines LTN 1/20 which define what requirements a cycle path has to adhere to. Under these guidelines, it is not possible to meet these requirements in Peacehaven due to lack of room; need a 6 meter wide path to accommodate both pedestrians and cyclists. Need to look at other ways around this but there will not be any updates until after the local elections.

In the meantime, ESCC have gone away to find out who owns the strip of land next to the school and then take it from there.

### 11 PH1049 TO CONSIDER Planning applications as follows:-

<b>PH1050</b> LW/21/0081 38 Lincoln Avenue Peacehaven  <b>Case Officer</b> Tom Bagshaw  <b>Comments by</b> 9 <sup>th</sup> April	Single storey rear extension  <b>It was resolved to recommend approval</b> All in favour.
<b>PH1051</b> LW/21/0121 12a Cripps Avenue Peacehaven  <b>Case Officer</b> Rita Burns  <b>Comments</b> 16 <sup>th</sup> April	Creation of gable end on the north-east plane of the roof of the host dwelling and a dormer on the north-west side of the roof, installation of 2no skylights on south-east side of the roof  <b>It was resolved to recommend approval</b> All in favour.

### 12 TO NOTE the following Planning Application Decisions:-

<b>PH1052</b> LW/21/0031 48 Victoria Avenue Peacehaven	Householder for Single storey extension and replacement of conservatory Roof  <b>Lewes DC Grants permission</b> Peacehaven's Planning & Highways Committee supported this application
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## **Minutes of the meeting of the Planning & Highways Committee – Tuesday 6th April 2021**

### **13 PH1053 TO REVIEW & UPDATE THE P&H ACTION PLAN.**

- Letter to the MP to be added to the action plan (see above).
- Request an update from the Matt Gunn, Marketing Assistant on the new license for the planter outside of subway.
- Cllr Paul highlighted that there are some development sites that are looking untidy and neglected whilst waiting for planning permission. It was resolved to add this to the Developers Liaison agenda; this may come under LDC Building Control.

### **DATE OF NEXT MEETING OF THE COMMITTEE 27TH APRIL 2021**

There being no further business, the meeting closed at 20.00.



# **PEACEHAVEN TOWN COUNCIL**

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## **DRAFT Minutes of the meeting of the Planning & Highways Committee held online (Zoom) at 7.30pm on Tuesday 27<sup>th</sup> April 2021**

**Present;** Cllr Sharkey (Chair) Cllr A Milliner (Vice Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr D Paul, Cllr R White, Cllr A Goble, Cllr C Gallagher,

**Officers;** Michelle Edser (PTC SPO), Victoria Onis (Admin & Meeting Officer),

**Public;** one member of the public was present.

It was resolved that Cllr C Gallagher participates in the meeting in a non-voting capacity.

### **1 PH1054 CHAIR ANNOUNCEMENTS**

The chair welcomed everyone to the meeting.

### **2 PH1055 PUBLIC QUESTIONS**

There were no public questions.

### **3 PH1056 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Committee members were present.

### **4 PH1057 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Paul - Planters – down on the rota for them

### **5 PH1058 TO ADOPT THE MINUTES FROM THE 6<sup>th</sup> APRIL 2021**

It was resolved to adopt the minutes as true record.

### **6 PH1059 UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP**

- A meeting was held with Consultants from AECOM and Andrew Coleman from the University of Brighton concerning the Strategic Environmental Assessment.
- The SEA is going to be a very important document for Peacehaven. This report is the Scoping Report and they will now go more deeply into Environment impacts of development.
- AECOM are also completing the Housing Needs Assessment which will be evidence of the type of housing needed in Peacehaven. this will take 12 weeks.
- Communication improvements, Non-technical Newsletter and Pamphlets.
- Next steering group meeting Thursday 13<sup>th</sup> May 2021

## **Minutes of the meeting of the Planning & Highways Committee – Tuesday 27<sup>th</sup> April 2021**

### **1 PH1060 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The circulated report was noted.

### **2 PH1061 THE DEVELOPERS' LIAISON WORKING PARTY UPDATE**

Circulated report was noted.

### **3 PH1062 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

Circulated report was noted.

Cllr Sharkey noted that it would be a benefit to try and work towards sponsorship for the Towns planters.

### **4 PH1063 TO NOTE THE PLANTERS ON THE A259**

The circulated report from the Parks Officer was noted and discussed.

After discussion it was noted that there are some additions to the list and some Planters have since been removed due to rot.

- The Boat on the South Coast Road is missing
- Plastic planters on the railings have been removed.
- The Planter by the Havens Doctors Surgery has been removed.

The planters and maintenance were discussed.

- The Planters are not lined so the water goes straight through and not retaining water in the summer.
- If the planters are lined, the planters are then waterlogged in the winter.
- The need for drought hardy plants/bulbs.

**It was resolved to replace the planters with recycled plastic timber, ideally from a local supplier and investigate water retention/drought hardy plants.**

**Proposed** Cllr Paul

**Seconded** Cllr Harris

**All in favour**

**It was proposed to also re paint the boat situated on the South Coast Road.**

**Proposed** Cllr Seabrook

**Seconded** Cllr Harris

**All in favour**

### **11 PH1064 ITEM OF CORRESPONDENCE REGARDING THE CLOSURE OF RODERICK AVENUE NORTH & VALLEY ROAD TO HGV'S'**

The correspondence was discussed, and it was agreed that the SPO will respond to the Residents' Concerns.

## Minutes of the meeting of the Planning & Highways Committee – Tuesday 27<sup>th</sup> April 2021

### 12 PH1065 TO DISCUSS APPEAL DECISION RELATING TO THE PUBLIC FOOTPATH AT CISSBURY AVENUE

Cllr Griffiths would like to propose a thank you letter to Peter Seed, for his hard work to try and get the footpath registered and following through to appeal.

**Proposed** Cllr Griffiths

**Seconded** Cllr Seabrook

All in favour

### 13 TO CONSIDER Planning applications as follows:-

<p><b>PH1066</b> LW/21/0172 73 Ashington Gardens, Peacehaven</p> <p><b>Case Officer</b> James Emery</p> <p><b>Comments by</b> Date requested from LDC no response.</p>	<p>Change of use from C3(a) dwelling house occupied by a single family to C3(b) a single household for six persons and receiving care for people with learning disabilities or mental health problems., Internal works to facilitate the change of use including adapted building services, forming partitions, and installing new en-suite shower rooms to the six proposed bedrooms. Infill of the existing garage door opening as shown to proposed drawings and install of new window to front elevation. New Velux type roof window to the front roof slope. New wastewater connections to existing drainage on site. Renewal of internal finishes.</p> <p><a href="https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0172">https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0172</a></p> <p>This application was noted</p> <p>Response to lady re parking</p>
<p><b>PH1067</b> LW/21/0171 66A Telscombe Road Peacehaven</p> <p><b>Case Officer</b> Tom Bagshaw</p> <p><b>Comments by</b> Date requested from LDC no response.</p>	<p>Change of use from C3(a) dwelling house occupied by a single family to C3(b) a single household for six persons and receiving care for people with learning disabilities or mental health problems. Internal works to facilitate the change of use including adapted building services, forming partitions and installing new en-suite shower rooms. Infill of the existing garage door opening as shown to proposed drawings and install of new window to front elevation. New waste water connections to existing drainage on site. Renewal of internal finishes</p> <p><a href="https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0171">https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0171</a></p> <p>This application was noted</p>

## Minutes of the meeting of the Planning & Highways Committee – Tuesday 27<sup>th</sup> April 2021

### 14 TO NOTE the following planning applications:-

<b>PH1068</b> LW/20/0737 10 Cheney Road Peacehaven  <b>Case Officer</b> Julie Cattell	<b>Installation of boundary fence and gates (retrospective) together with raised patio, partially on pre-existing embankment, together with new retaining wall and new pergola structure.</b>  The above application, which you submitted comments on, will be considered by the <b>LDC</b> Planning Applications Committee on <b>Wednesday 21 April 2021</b> starting at <b>4pm</b> .
<b>PH1069</b> LW/21/0257 Lower Hoddern Farm Hoddern Farm Lane Peacehaven  <b>Case Officer</b> Tom Bagshaw	Amendment to Schedule 4 Clause 7.1 and 8.1.1 of Section 106 relating to application LW/17/0226  <a href="https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0257">https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/21/0257</a>

### 15 TO NOTE the following Planning Application Decisions:-

<b>PH1070</b> LW/21/0085 21 Slindon Avenue Peacehaven	<b>Planning Application for Loft conversion composing of hip to gable extensions and rear dormer, 4m side extension, front porch roof extension to form central bay and to render the facade.</b>  <b>Lewes DC Grants permission</b> Peacehaven's Planning & Highways Committee supported this application
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### 16 PH1071 TO REVIEW & UPDATE THE P&H ACTION PLAN.

At the Committee meeting on the 6<sup>th</sup> April, it was proposed at item PH1046 to write to the local MP regarding the National process for planning application consultations and use of reserved matters, procedures. After much deliberation it was decided by Cllr Sharkey and the SPO that it would not be a good use of the MP's time to take this further.

### DATE OF NEXT MEETING OF THE COMMITTEE 5<sup>TH</sup> MAY 2021

There being no further business, the meeting closed at 20.10

# **PEACEHAVEN TOWN COUNCIL**

Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
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E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

## **Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held on-line (by Zoom) on Monday 22<sup>nd</sup> March 2021 at 3.00 p.m.**

### **Present:-**

Cllr. Sue Griffiths (Chair of Sub-Committee), Cllr. Isobel Sharkey, Cllr David Seabrook, Cllr Ron White, Cllr Dawn Paul, Cllr Wendy Veck.

### **1 GSC050 CHAIRS ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

### **2 GSC051 PUBLIC QUESTIONS**

There were no public questions.

### **3 GSC052 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr Collier and Cllr Symonds. It was resolved that the following Councillors, Cllr Veck and Cllr Paul would substitute, respectively.

### **4 GSC053 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Griffiths as Chair of the Community Orchard.

Cllr Seabrook as being Secretary of the Community Orchard

### **5 GSC054 TO ADOPT THE MEETING MINUTES OF MONDAY 8<sup>th</sup> MARCH 2021**

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

### **6 GSC055 TO REVIEW APPLICATIONS RECEIVED FOR THE EMERGENCY COMMUNITY GRANTS**

The grants received were reviewed in detail against the Council's stated policy and it was resolved to recommend the following grant awards:-

- Peacehaven Horticultural Society £500 To support the loss of funding and loss of recruitment of new members
- Community Orchard £1000 Support ongoing maintenance costs for the Orchard as fund raising has not been possible
- Telscombe Raiders FC  
It was decided that the Main Grants round in April would be more suitable for this organisation. It was noted that it is a newly formed Club and the Emergency Grant fund is for groups and organisations affected by the virus

*[Cllr Griffiths and Cllr Seabrook left the zoom call and abstained from voting and for the discussion of the grant award for The Community Orchard].*

### **1 GSC056 DATE OF NEXT MEETING**

Thursday 29<sup>th</sup> April at 6.30pm

*There being no further business, the meeting closed at 15:35.*

<u>ORGANISATION</u>	<u>2020/21 second round awarded</u>	<u>2021/22 Amount Requested</u>	<u>Summary of reasons for grant request</u>	<u>Approve d Yes / No</u>	<u>Amount approved by Council for 21/22</u>	<u>Comments on Decision</u>
Children with Cancer Fund		£ 500.00	Children with cancer is a small charity that aims to grant wishes to children who have/had cancer and their families across East Sussex. There are four families being supported in Peacehaven.	Yes	£ 500.00	
Chichester Diocesan Association for Family Support Work	£750	£ 750.00	seeking funding to run wellbeing activities for socially isolated families in Peacehaven.	Yes	£ 600.00	
Family support work		£ 1,500.00	To seek funding to run wellbeing activities for low income families. The aim of the project is to inspire and educate our families to improve their health and wellbeing and that of their children.	No	£ -	Same Project as one above. Duplicate application.
Peacehaven and Telscombe Bowls Club			Seagulls have used the green as a food source and the surface is mud. To return the green to a playable condition will take many hours of labour and investment for unplanned materials when there is no generated income.	Yes	£ 750.00	Bowls club pay for work done on the Bowling Green.
CTLA		£ 1,000.00	To purchase covid 19 test kits (in Feb The Town Clerk did list some other options in an email - ESCC Community Trust and trustdevcom.org.uk)	No	£ -	This has previously been turned down.
Peacehaven & Telscombe Football Club	£750	£ 1,000.00	to enable them to continue offering development in grass roots football all year round. to help with training and development of Peacehaven children in football. The grant was to be used to offset the charges the council charge for training	Yes	£ 750.00	
Kempton House Day Centre	£750	£ 500.00	To carry on the garden project to the next stage, to build seating for outside and to support the drop in tea and coffee for families.	Yes	£ 500.00	
ABC Fund		£ 750.00	to continue vouchers for days out for local families	Yes	£ 750.00	
Seahaven Fibromyalgia, M.E & C F S support group			would like to apply for free use of the Anzac room and kitchen. 22 x 2hrs. Members are too ill to work and are unable to pay a membership fee.	Yes	£ 750.00	Up to £750 maximum to 31st March 2022
Telscombe Raiders Football Club		£2,030.00	equipment storage container on site and equipment for cleaning up community fields/pitch areas	Yes	£ 750.00	For folding goals, first aid kits and wheelie bins. Advise they contact LDC for signage, litter pickers & Gloves. Recommend to apply to Telscombe Town Council as well
Peacehaven & Newhaven Youth Theatre		£ 750.00	Grant needed for advertising / pay for a company to film and edit the footage to pay hire Community house cinema screen to air the film.	Yes	£ 300.00	For filming on one day. Plus free use of community house cinema screen.
Integration Access & Advice (INAA) Referral Community Group	£250 to cover room hire	£ 1,500.00	* internet and telephone service * insurance * office hire * volunteers expenses * postage and stationary	Yes	£ 750.00	
Release Counselling and Therapy for Women		£ 750.00	seeking funding to enable us to develop and deliver a 10-week Covid-safe, face to face counselling group (called Mummyshock) for 12 new mums and their babies within Peacehaven, with a particular focus on those people experiencing, or at risk of, post-natal depression and anxiety	Yes	£ 750.00	
Friends of Meridian		£ 750.00	to supplement school trips for all students. So all children can participate.	Yes	£ 500.00	
<b>TOTALS</b>		<b>£ 11,780.00</b>			<b>£ 7,650.00</b>	



## List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/03/2021	FENLAND LEISURE PRODUCTS	120441	1,292.40		SWING JOINTS / NEST
03/03/2021	AMP Services	120446	220.00		KUBOTA REPAIRS
03/03/2021	Trade UK	120447	6.99		STRAPS FOR FLOWER BEDS
03/03/2021	L&N CONSULTANCY LIMITED	120448	1,584.00		FEBRUARY CONSULTANCY
03/03/2021	Anthony Meadows Antique Repair	120449	155.00		MAYORAL NAME ON BOARD
03/03/2021	Heatcraft And Ventilation Ltd	120450	2,668.62		BOILER REPAIRS
03/03/2021	SIEMENS FINANCIAL SERVICES	120451	281.83		FRANKING MACHINE MAR-JUN21
03/03/2021	UK Safety Management Ltd	120452	356.63		MICROWAVE/SOCKET PAT TESTS
03/03/2021	METROSIGNS 2000	120453	780.00		NOTICEBOARD
03/03/2021	MICHAEL RIPLEY	120454	18.00		SOUTH COAST GLAZING
03/03/2021	HMRC	120455	7,802.95		FEBRUARY SALARIES
03/03/2021	EAST SUSSEX PENSION FUND	120456	6,995.37		FEBRUARY SALARIES
03/03/2021	Aspen Service Ltd	120457	240.00		F-GAS SERVICE
03/03/2021	R.J.Meaker Fencing Ltd	120458	86.34		MATERIALS
03/03/2021	FRONT YARD COMPANY	120459	506.00		PLANTLOCK/BIKE LOCKING
03/03/2021	Rialtas Business Solutions Ltd	120460	979.20		ANNUAL SUPPORT & MAINT
04/03/2021	Northstar IT	dd	1,394.14		MONTHLY SUPPORT
08/03/2021	The Fuelcard People	DD	10.80		FUELCARD SERVICE
08/03/2021	Barclays	DD1	3.00		BACS CHARGES
09/03/2021	02	DD2	85.81		MOBILE CHARGES
10/03/2021	EAST SUSSEX PENSION FUND	120461	549.75		TO BALANCE 2020/21
10/03/2021	MR TORSTEN C DE LANGE	120462	1,000.00		COVID MUTUAL AID GRANT
10/03/2021	GIRL GUIDING P/H DISTRICT	120463	250.00		GIRL GUIDES GRANT
10/03/2021	1ST PEACEHAVEN BROWNIES	120464	400.00		BROWNIES GRANT
10/03/2021	RNLI NEWHAVEN	120465	1,000.00		RNLI NEWHAVEN GRANT
10/03/2021	THE DEANS SENIOR TEA CLUB	120466	1,000.00		DEAN TEA CLUB GRANT
10/03/2021	SECRETARY OUTSOURCE	120467	93.75		SECRETARY OUTSOURCE
10/03/2021	TOTAL GAS & POWER	120468	199.84		GAS - JANUARY
10/03/2021	Trade UK	120469	17.99		TRAILER BOARD FOR TRACTOR
10/03/2021	BROXAP	120470	831.60		TRAFFIC BOLLARD
10/03/2021	Corona Energy	120471	732.85		REISSUE CHQ FEB 20 USE
10/03/2021	Peacehaven & District Chamber	120472	42.50		ANNUAL SUBSCRIPTION RENEWAL
10/03/2021	Caroline Reid	120473	609.00		MARCH TOILET CLEANING
10/03/2021	HIGH SPEED TRAINING LTD	120474	96.00		MINUTE TRAINING
10/03/2021	WILD FLOWER LAWNS	120475	379.81		WILD FLOWER LAWNS
10/03/2021	ANDY PICTON	120476	57.24		ANDY PICTON
10/03/2021	Barclays	DD3	42.00		PDQ CHARGES
18/03/2021	Northstar IT	DD	58.80		ANNUAL DOMAIN
18/03/2021	Information Commissioner's Off	DD	35.00		DATA PROTECTION REGISTRATION
19/03/2021	GYMAID LIMITED	120477	81.36		DELL TRAMPOLINE
19/03/2021	Spy AlarmsLtd	120478	199.20		QUARTERLY FIRE MAINTENANCE
19/03/2021	AMP Services	120479	20.64		MUFFLER FOR CHAINSAW
19/03/2021	East Sussex County Council	120480	230.40		STREET LIGHT MAINTENANCE
19/03/2021	Lewes District Council	120481	523.50		NNDR UNIT 14
19/03/2021	CTLA	120482	42.50		PATMENT MADE TO PTC IN ERROR
19/03/2021	SECRETARY OUTSOURCE	120483	125.00		SECRETARY OUTSOURCE
19/03/2021	PCHELP (SUSSEX)	120484	29.95		PCHELP (SUSSEX)

## List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/03/2021	B & S CHAINS Ltd	120485	247.15		CRADLE SEATS
19/03/2021	TOTAL GAS & POWER	120486	187.49		GAS USE - JANUARY
22/03/2021	EDF	DD	90.16		FEB STREET LIGHTS
24/03/2021	Castle Water Limited	120487	2,362.40		WATER JUNE20 - JAN 21
24/03/2021	Conect Total Communications	120488	480.98		MARCH TELEPHONES
24/03/2021	L&N CONSULTANCY LIMITED	120489	1,980.00		MARCH CONSULTANCY
24/03/2021	East Sussex County Council	120490	648.00		ENERGY SERVICES APR20-MAR21
24/03/2021	Roger Brown Trophies & Engravi	120491	32.00		BRASS LASER MARKED
24/03/2021	Corona Energy	120492	468.86		FEB GAS
24/03/2021	Rigby Taylor	120493	139.20		TURF FOR BOWLS GREEN
24/03/2021	SECRETARY OUTSOURCE	120494	87.50		SECRETARY OUTSOURCE
24/03/2021	SUSSEX COMMUNITY	120495	1,259.00		SCDA
24/03/2021	PEACEHAVEN HORTICULTURAL	120496	500.00		HORTICULT - GRANT
24/03/2021	PEACHAVEN COMMUNITY	120497	1,000.00		PEACHAVEN COMMUNITY ORCHARD
24/03/2021	BRITISH GAS	120498	979.13		FEB-MAR ELECTRICITY - UNIT 14
25/03/2021	MARCH SALARIES	MARCH PAY	26,033.91		MARCH SALARIES
30/03/2021	Block Busters Contracts ltd	120499	150.00		CLEAR BLOCKED TOILETS
30/03/2021	AMADEUS	120500	156.00		BLUE GLOVES
30/03/2021	PROLUDIC LTD	120501	464.74		MATERIAL FOR DELL SANDPIT
30/03/2021	AMP Services	120502	84.00		ROTOVATOR HIRE
30/03/2021	Sats4u	120503	60.00		CCTV CAMERA SERVICE JAN-MAR 21
30/03/2021	Wightman & Parrish Ltd	120504	200.65		CLEANING PRODUCTS
31/03/2021	HMRC	120505	7,844.01		HMRC - MARCH SALARIES
31/03/2021	EAST SUSSEX PENSION FUND	120506	7,008.66		LGPS - MARCH SALARIES
31/03/2021	Reserve Account	int	4.49		MOVE TO CORRECT ACC
31/03/2021	SOUTHCOAST LOCKSMITHS LTD	120507	179.16		UNIT 14 KEYS
31/03/2021	Rigby Taylor	120508	153.00		TURF FOR BOWLS GREEN
31/03/2021	M.D.J Light Brothers Ltd	120509	288.00		SKIP HIRE
31/03/2021	STAR FUELS	120510	688.06		FUEL JUN-MAR
31/03/2021	R.J.Meaker Fencing Ltd	120511	84.60		POSTMIX FOR BOLLARDS

<b>Total Payments</b>	<b>87,976.91</b>
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## List of Payments made between 01/04/2021 and 28/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2021	The Fuelcard People	DD	72.25		HK66WMJ FUEL
07/04/2021	Barclays	DD2	3.00		MARCH BACS CHARGES
08/04/2021	Northstar IT	DD1	1,394.14		APRIL IT SUPPORT
08/04/2021	02	DD3	85.33		APRIL MOBILES
12/04/2021	Barclays	DD	43.97		PDQ CHARGES
12/04/2021	The Fuelcard People	DD1	23.11		FUEL CHARGES
13/04/2021	R.J.Meaker Fencing Ltd	120519	33.06		POSTMIX
13/04/2021	SOUTHCOAST LOCKSMITHS LTD	120514	81.00		KEY FOR REF CHANGING ROOM
13/04/2021	BLT DIRECT	120515	486.00		BULBS FOR MUGA
13/04/2021	East Sussex County Council	120516	10,424.40		ANNUAL GRASS CUTT
13/04/2021	BIONEMA LTD	120517	341.18		BOWLS GREEN TREATMENT
13/04/2021	Caroline Reid	120518	609.00		APRIL CLEANING
13/04/2021	Lewes District Council	120520	2,345.00		nndr 2021/22
13/04/2021	Rigby Taylor	120513	1,439.00		BOWLS GREEN BIG PAK MAINTENANC
13/04/2021	JAMES BOOT	120512	1,312.50		JAMES BOOT NHP
21/04/2021	Roger Brown Trophies & Engravi	120521	98.95		GIFT FOR JOB (DEP MAYOR)
21/04/2021	Hugh Page Sussex Ltd	120522	300.04		MACHINE MAINTENANCE
21/04/2021	BRITISH GAS	120523	127.39		ELECTRICITY - THE HUB
21/04/2021	Conect Total Communications	120524	480.60		APRIL TELEPHONES
21/04/2021	Corona Energy	120525	528.74		MARCH GAS
21/04/2021	Spaldings Limited	120526	140.80		MAINTENANCE EQUIPMENT
21/04/2021	Symbio	120527	371.28		BOWLS GREEN TREATMENT
21/04/2021	ESALC Limited	120528	2,653.53		ESALC/NALC SUBS 2021/22
21/04/2021	HMRC	120529	4,017.58		VAT RETURN JAN-MAR
21/04/2021	JAMES KENDALL	120530	50.00		DEPOSIT REFUND JK
21/04/2021	SECRETARY OUTSOURCE	120531	93.75		NDP MINUTES 8/4/21
21/04/2021	RICOH UK	120532	1,279.88		photocopy hire - april-june
21/04/2021	Rigby Taylor	120533	8.34		SOCKET CAPS
21/04/2021	Farrington Property Developmen	120534	4,404.00		UNIT 14 & YARD W/C 22/04
21/04/2021	ANDREW PICTON	120535	39.15		ANDY P MILEAGE

<b>Total Payments</b>	<b>33,286.97</b>
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**Agenda Item:** C781  
**Committee:** Council  
**Date:** 04/05/2021  
**Title:** Council & Committee Meetings  
**Report Authors:** Town Clerk  
**Purpose of Report:** Status Report regarding use of Hybrid Meetings

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Following a useful report from the House of Lords about Hybrid Working, we cross to the other side of the House to deal with the result of this Court case. Part of the ruling states:-

*"...meetings must take place at a single, specified geographical location; attending a meeting at such a location means physically going to it; and being "present" at such a meeting involves physical presence at that location...."*

So a strict interpretation of these two old Laws (LGA 1960 & LGA 1972) with no mention at all of hybrid meetings.

There will be a massive fallout from this ruling. There is already pressure on Ministers and Government to redress this situation (of its own making), but it looks like this can only be done through emergency Primary Legislation.

I have included some initial responses below.

Following the plan agreed at last Council, (and aside from the LA&E Committee meeting), this will first concern us for the Council meeting scheduled on the 15<sup>th</sup> June 2021.

The problem with this isn't just about the lawfulness of meetings or the decisions made at them. It's also that:

1. To attend a physical meeting people can get infected with COVID-19, or
2. People protected by a single jab may attend a physical meeting, carry COVID-19 away from it on their person, and then infect friends and/or family who, may not be getting the vaccination anytime soon.

We have a partially vaccinated population who are already mixing in greater numbers and with less protective measures, coupled with a situation (physical meetings) which can represent nothing other than an elevated risk. So, how do we strike a balance?

There are numerous other worrying scenarios.

Dear Anthony,

### **High Court delivers judgement on remote meetings**

It has been announced today that the High Court has ruled against Lawyers in Local Government (LLG), Association of Democratic Services Officers (ADSO) and Hertfordshire County Council and their bid to enable local councils to continue meeting remotely.

The court concluded that:

*“.... the Secretary of State was correct in November 2016 and July 2019 to say that primary legislation would be required to allow local authority “meetings” under the 1972 Act to take place remotely. In our view, once the Flexibility Regulations cease to apply, such **meetings must take place at a single, specified geographical location; attending a meeting at such a location means physically going to it; and being “present” at such a meeting involves physical presence at that location**. We recognise that there are powerful arguments in favour of permitting remote meetings. But, as the consultation documents show, there are also arguments against doing so. The decision whether to permit some or all local authority meetings to be conducted remotely, and if so, how, and subject to what safeguards, involves difficult policy choices on which there is likely to be a range of competing views. These choices have been made legislatively for Scotland by the Scottish Parliament and for Wales by the Senedd. In England, they are for Parliament, not the courts”. [The judgement can be viewed here.](#)*

SLCC Chief Executive, Rob Smith said ‘This is a huge disappointment for local councils. The ability to meet remotely has seen a significant increase in public engagement and awareness of the important work carried out by this tier of local government and it is a shame that on a purely logistical level, legitimate concerns of officers and councillors are not being taken into account. Our members will have prepared for this eventuality and will continue to lawfully serve their communities within current guidelines. LLG, ADSO and Hertfordshire County Council are to be applauded for their hard work in bringing this legal action and I would encourage local councils to consider joining SLCC in contributing to the considerable cost involved by [visiting their crowdfunding page here](#). Looking to the future, I would also urge members to complete the government consultation on the future of remote meetings [which can be found here](#).’

**Sent:** 28 April 2021 18:30

**To:** East Sussex Admin <[admin@esalc.co.uk](mailto:admin@esalc.co.uk)>

**Subject:** Remote Meetings Judgement Decision

Dear Clerk,

A decision has been made today in the High Court that **remote meetings will not be able to continue after 6<sup>th</sup> May.**

NALC have issued the following statement:

Responding to today's judgement in the High Court on holding remote meetings, Cllr Sue Baxter, chairman of the National Association of Local Councils (NALC), said:

"I am extremely disappointed that the application to the High Court regarding remote meetings has been dismissed.

"All councils must now return to holding physical meetings from 7 May. This includes around 2,000 local (parish and town) councils with elections who must hold an annual meeting in May following those elections.

"Such physical meetings, to which all members of the public are entitled to attend, will result in both a health risk given the current pandemic and significant additional costs incurred by councils in securing suitable venues which allow social distancing and other safety measures.

"Over the last year, the ability to hold remote meetings has delivered extensive benefits including leading to increased participation and engagement by members of the public with their most local council and the decisions they make about their local areas from tackling climate change to improving health and wellbeing and the provision of highly valued local services.

"Given the government's apparent support for allowing remote meetings, including their evidence to the Court Hearing, I am appealing to ministers to pull out all the stops over the coming days and weeks to introduce the necessary primary legislation. The Scottish and Welsh Governments have already passed legislation to allow for remote meetings and I urge the Government to follow their lead."

County Officers have been called to an emergency meeting tomorrow morning (Thursday 29<sup>th</sup> April) and further information and guidance will be circulated when available.

[\*\*Read the full court judgement\*\*](#)

[\*\*Read the Lawyers in Local Government/Association of Democratic Services Officer press release\*\*](#)

Kind regards,

Emily Simpson

Admin & Finance Assistant, ESALC



Association of  
Democratic Services  
Officers

## Application to the High Court in relation to virtual meeting provision outcome

28th April 2021

By [Joanna Boaler](#)

### Press Release 28<sup>th</sup> April 2021

The application to the High Court made by ADSO, LLG and Hertfordshire County Council in relation to virtual meeting provision for local authorities has today been dismissed. You can read the

[Judgement here.](#)

extension: docx

The court concluded that:

*".... the Secretary of State was correct in November 2016 and July 2019 to say that primary legislation would be required to allow local authority "meetings" under the 1972 Act to take place remotely. In our view, once the Flexibility Regulations cease to apply, such meetings must take place at a single, specified geographical location; attending a meeting at such a location means physically going to it; and being "present" at such a meeting involves physical presence at that location. We recognise that there are powerful arguments in favour of permitting remote meetings. But, as the consultation documents show, there are also arguments against doing so. The decision whether to permit some or all local authority meetings to be conducted remotely, and if so, how, and subject to what safeguards, involves difficult policy choices on which there is likely to be a range of competing views. These choices have been made legislatively for Scotland by the Scottish Parliament and for Wales by the Senedd. In England, they are for Parliament, not the courts".*

In view of the level of support for the option of remote meetings LLG and ADSO are very disappointed at the decision of the court to refuse to support the updated interpretation we proposed which would have enabled councils to continue providing the option of remote attendance.

We recognise that this will be a great disappointment for many across the sector and we will now direct our energy, and the momentum that has been generated, into lobbying government to quickly bring forward the necessary legislation to overcome this impasse and to ensure that councils have local choice to determine the methodology by which meetings can take place. Not just during the pandemic, but for the long term, in perpetuity. The Government's call for evidence is currently open. It is vitally important that you respond to that call and ensure our voice continues to be heard.

***John Austin, Chair of ADSO***

# LGA: Response to High Court judgement on council meetings

The Local Government Association (LGA) has expressed its disappointment that councils will be required to hold full council meetings, despite Covid-19 restrictions still being in place.

It comes after the judgement in the High Court case brought forward by Hertfordshire County Council, Lawyers in Local Government and the Association of Democratic Services Officers.

The case decided whether councils could continue to meet remotely beyond 7 May 2021, which has been in place for over a year due to Covid-19 but will expire on the aforementioned date.

Commenting, Chairman of the Local Government Association (LGA), Councillor James Jamieson said: "It is very disappointing that this last avenue to allow councils to hold online and hybrid meetings whilst Covid-19 restrictions are still in force has not been successful.

"Councils by law have to hold annual meetings within 21 days following local elections, so many will now have to use very large external venues to allow all members of the council to meet in person.

"Councils want to continue to have powers to hold online and hybrid meetings, even when restrictions have been lifted.

"The current flexibility has been paramount in allowing access for both councillors and the public into council meetings. Many councils have, in fact, seen significantly increased participation by the public in meetings where important decisions are made about planning, housing and the provision of local services.

"Councils want the flexibility to continue to meet in this way and continue their business, especially in times of emergency, such as when flooding occurs or if there is significant traffic disruption due to weather conditions.

"The government gave clear evidence at the hearing in support of allowing the option of online and hybrid meetings. Unfortunately, the judgement is clear that primary legislation is needed to allow councils to use technology to hold meetings."

A recent survey of 243 English councils that was conducted by the LGA showed that 83% of authorities would be very likely or fairly likely to conduct meetings online or as a hybrid meeting once the Covid-19 emergency was over if they had the power to do so.

Also, 79% said they would be very likely or fairly likely to hold hybrid meetings, where members can choose to attend in person or remotely.