**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 14th September 2021 at 7.30pm in Community House**

**Present** – Cllr C Collier (Chair), Cllr A Goble (Vice Chairman), Cllr A Milliner, Cllr S Griffiths,

Cllr D Seabrook, Cllr C Gallagher.

Town Clerk T Allen, Finance Officer Z Malone.

**PF649 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

Cllr Gallagher stated that she would be recording the meeting.

**PF650 PUBLIC QUESTIONS**

There were no public questions.

**PF651 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr C Cheta, Cllr I Sharkey and Cllr G Hill were approved.

**PF652 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF653 TO ADOPT THE PUBLIC MINUTES OF 17th AUGUST 2021**

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

**PF654 TO REVIEW THE 2020/21FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

1. **Finance Officer’s report**

Received and noted.

The Finance Officer reported that expenditure was on budget and that, as predicted, income was lower than budgeted due to ongoing restricted activities. It was noted that this was being offset, in part, by the use of CIL monies.

The Finance Officer reported that the External Auditor’s report for 2020/21 had been received, with no qualifying comments at all.

1. **Bank account summary**

Received and noted.

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

Received and resolved to sign.

1. **Income & Expenditure report**

Received and noted.

1. **Balance Sheet**

Received and noted.

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

Received and noted.

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

It was resolved to approve the August 2021 payments amounting to £41,536.47, as scheduled in the meeting papers.

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

There were no matters for review.

1. **Funding report for buildings equipment maintenance works.**

Received and noted.

**PF655 TO COMMENCE WORK ON THE 2022/23 BUDGET REQUIREMENT**

The Chairman noted that this process will be started earlier this year.

Finance Officer to liaise with Committee Chairman and Officers.

**PF656 TO RECEIVE A REPORT ON THE COUNCIL’S NEW ENERGY PROVIDER**

The Finance Officer reported on the progress of the migration to Crown Commercial Services, noting that some rebates for the interim higher tariffs incurred may be possible.

**PF657 TO REVIEW THE COUNCIL’S MEDIA/COMMUNICATIONS/SOCIAL MEDIA POLICY**

The Draft Policy was received and discussed.

Cllr Seabrook noted that Section 7 should include Councillors and that Section 8.4 should be amended to reflect that email trails need not be deleted every time.

It was resolved to adopt the Draft Policy, as amended.

**PF658 TO REVIEW & UPDATE THE COMMITTEE’S INPUT TO THE PTC INTERNAL BUSINESS PLAN**

Cllr Gallagher updated the Committee regarding the progress of the Business Development Plan, noting that the Committee’s notified amendments were in-hand.

**PF659 TO DISCUSS THE PROVISION OF BOLLARDS ON THE SOUTH COAST ROAD**

The Admin Officer’s report was received and discussed in detail.

Cllr Collier noted that the risk factor represented a type of insurance for various aspects of the proposed works. The Clerk noted that this could include delays caused by obstructions to the site of bad weather.

Cllr Seabrook noted that black bollards had recently been installed in Newhaven, despite ESCC telling PTC that they are not allowed. Admin Officer to double-check with a senior manager at ESCC.

It was resolved that (if black posts cannot be used) the Glenwood dark oak posts with reflective bands will be used; to be supplied and installed by Glen Elphick, at the reduced risk costs of £3,738.90 (Bolney Ave/Costa – 15 posts) and £2,715.28 (Subway – 11 posts).

Notice to be placed on PTC social media and adjacent businesses to be informed).

**PF660 TO APPROVE THE USE OF CIL MONIES TO REPLACE COMPONENTS FOR THE**

**DEFIBRILATOR AT THE GATEWAY CAFÉ**

The Clerk’s report was received and discussed.

It was resolved to purchase the required parts using PTC CIL monies, in order to bring this essential public item back on-line as soon as possible.

**PF661 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY**

**HOUSE**

The Clerk’s report was received and discussed.

It was resolved, in principle, to repair these hearing loops using PTC CIL monies, in order to bring this essential public service back on-line as soon as possible.

Clerk to obtain a detail costing of required repairs for the Committee’s next meeting.

**PF662 TO APPROVE THE USE OF CIL/S.106 FOR A NEW SWING IN CENTENARY PARK**

Cllr Griffiths related the background to this item, which had been referred from the Leisure, Environment & Amenities Committee.

It was resolved to recommend acceptance of the quote from Playsafe (the original installers) £5,325.00 + VAT and install this new children’s swing using PTC CIL monies.

***NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view*** *of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.*

**PF663 TO ADOPT THE CONFIDENTIAL MINUTES OF 17th AUGUST 2021**

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

**PF664 AGED DEBT ANALYSIS**

Received and noted. The Chairman stated that these figures were well within accepted levels.

**PF665 REVIEW OF ANNUAL RENT INCREASES**

The Finance Officer’s report was received and discussed.

It was resolved to make no increase in rents for the current financial year and to determine the percentage

increase to propose for the new budget.

**PF666 DATE OF NEXT MEETING – Tuesday 26th October 2021 at 7.30pm**

*There being no further business, the meeting closed at 20:28.*