**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 17th August 2021 at 7.30pm**

**Present** – Cllr C Collier (Chair), Cllr A Goble (Vice Chairman), Cllr C Cheta, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr L Duhigg.

Town Clerk T Allen, Civic & Marketing Officer D Donovan.

**PF618 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

Cllr Gallagher stated that she would be recording the meeting.

**PF619 PUBLIC QUESTIONS**

There were no public questions.

**PF620 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from the Finance Officer, Mrs Z Malone.

Cllr Duhigg was in attendance in a non-voting capacity.

**PF621 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved that Cllr Goble would be the Vice Chairman for the Committee.

**PF622 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF623 TO ADOPT THE PUBLIC MINUTES OF 13th APRIL 2021**

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

**PF624 TO REVIEW THE 2020/21FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

1. **Finance Officer’s report**

Received and noted.

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.

The Chairman noted that the reports were as expected, reflecting the fact that the Council’s facilities were not yet fully open.

The Chairman reported that exposure to debt was still very low at 1.75% of total assets, due in part to the current low income levels.

Cllr Seabrook noted that the salaries budget includes provision for the payment of cost of living increases and increments for staff.

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 July 2021 payments amounting to £72,867.05, as scheduled in the meeting papers.

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

There were no items for discussion.

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

Received and noted.

1. **Progress report - Council’s new energy provider.**

The Clerk reported on the background to this item, noting the hard and persistent work by the Finance Officer.

It was resolved that Crown Commercial Services could be used, if only in the interim as a ‘bridge’ to bringing the Council’s energy supplies under control and at the best rates.

**PF625 TO REVIEW & UPDATE THE COMMITTEE’S INPUT TO THE PTC INTERNAL BUSINESS PLAN**

The circulated report was received and the following points agreed:-

* ***To ensure all Committee Chairs are provided with relevant and up to date financial reports*** – The Chairman noted that this had been achieved and asked Committee members to inform him if there are any specific further requirements.
* ***To rebuild General Reserve ratio to 40% of Precept within two years. Increase income streams*** – The Chairman noted the current improved reserves ratio, which should continue to be maintained and increased. It was noted that more detail would be required regarding which items are counted as part of the reserves.
* ***Reduce costs and make efficiency savings*** – It was noted that this is an item shared with the LA&E Committee, in relation to the Grounds Team’s costs. The Chairman to speak to the Clerk and Finance Officer regarding additional potential cost savings in all areas.
* ***Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves*** – The Chairman reported that this will be a consideration when setting the 2022/23 budget. Cllr Griffiths noted that this includes the consideration of capital assets replacement.
* ***Monitor and allocate Section 106 and PTC CIL/Prepare Project bids for LDC CIL 2021-22*** – Cllr Gallagher reported that the SPO is currently working on an up-to-date report. Cllr Griffiths noted the need for all Committees bids to be fed through the Council’s CIL process.
* ***Explore funding opportunities including grants as they occur*** – Noted that a bid is currently being worked up for the ‘Welcome Back’ fund.

**PF626 TO DISCUSS THE PROVISION OF BOLLARDS ON THE SOUTH COAST ROAD**

The Admin. Officer’s report was received and commended for its thoroughness.

The Clerk related the background to this item.

The Chairman noted that he is discussing pavement repairs with the Highways Steward.

After discussion, it was resolved as follows:-

* CIL money will be used for this project.
* Black bollards with reflective strips to be used, like those already used on the South Coast Road.
* Chairman to look in more detail at the ‘risk element’ of the costings.
* ESCC Highways advice to be sought as required.

**PF627 THE GATEWAY CAFÉ:-**

1. **TO AGREE FUNDING FOR THE FORECOURT AREA UPGRADE**

The Parks Officer’s report was received and discussed.

It was resolved to accept the LA&E Committee’s recommendation for using Hobart Paving for the project as it had installed the original paving area which had proved to be of long-lasting good quality.

It was resolved to use CIL money for Hobart Paving quote of £11,109.00 +VAT and in addition to use CIL funding for the proposed fencing between the hedge and the paving

It was noted that the CIL audit form was needed for this project.

1. **TO DISCUSS OWNERSHIP/MIANTENANCE OF THE DEFIBRILATOR**

The Chairman related the background to this item.

It was resolved to accept the gift of the defibrillator from Cllr Paul, for the Council to own and maintain.

**PF628 TO APPROVE THE OUTDOOR EVENTS POLICY**

The Civic & Marketing Officer’s draft Policy was received and commended for its thoroughness.

The Chairman noted that this draft policy had been seen at Council and referred to the Committee.

Mrs Donovan related the background to this item.

The draft Policy was discussed in detail and additions/amendments proposed.

It was resolved to adopt the Draft Outdoor Events Policy, as amended, and with the relevant fees to be determined and included.

**PF629 TO DISCUSS A PROPOSAL FOR THE JOINT 2022 PEACEHAVEN FAIR & ARMED FORCES DAY**

The Civic & Marketing Officer’s proposal paper was noted and received.

The Chairman noted that this proposal had been seen at Council and referred to the Committee.

Mrs Donovan related the background to this item.

The matter was discussed in detail and the following points were noted:-

* In principle, the joint event did not seem to be a problem.
* No PTC funding can be given for the event, particularly in view of the potentially large amount required.
* PTC Summer Fayres are planned to be cost neutral, with adequate funding, sponsorship and income raised to ensure this.
* The use of the Welcome Back grant funding is not possible; there can be no charges for events and any WBF money must be spent by the end of March 2022.

It was resolved to agree to a joint event in principle, this will be subject to adequate external funding being available; PTC can proactively help identify funding sources.

**PF630 TO DISCUSS THE PROVISION OF A REPLACEMENT BUS SHELTER AT SUTTON AVENUE**

The Parks Officer’s report was received and discussed.

Cllr Griffiths noted that the report needed to be more detailed to ensure that it reflects the requirements of the Planning & Highways Committee.

It was noted that the quote from GW Shelter Solutions was for an open fronted shelter which the Planning & Highways Committee had already rejected.

It was noted that there may be legal or ESCC permissions to carry out this work; this is to be determined.

It was resolved that the report is updated and referred back to the Planning & Highways Committee and then directly to Council.

***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.*

**PF631 TO ADOPT THE CONFIDENTIAL MINUTES OF 13th APRIL 2021**

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

**PF632 AGED DEBT ANALYSIS**

Received and noted.

**PF633 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT**

It was agreed that this Covid related Agenda item is no longer needed.

**PF634 TO REVIEW THE GATEWAY CAFÉ LEASE**

The Clerk related the background to this item.

After discussion, actions were agreed.

**PF635 TO DISCUSS THE FUTURE USE OF THE FIELDS & ROBSON ROOMS IN COMMUNITY HOUSE**

The Clerk related the background to this item.

After discussion, actions were agreed.

**PF636 DATE OF NEXT MEETING – Tuesday 14th September 2021 at 7.30pm**

*There being no further business, the meeting closed at 20:55.*