**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26th April 2022 at 7.30pm in Community House**

**Present** – Cllr C Collier (Chair), Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher, Cllr C Cheta,

Cllr A Milliner.

Town Clerk T Allen; Finance Officer Z Malone.

**PF742 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and covered the housekeeping matters.

**PF743 PUBLIC QUESTIONS**

There were no public questions.

**PF744 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr I Sharkey, Cllr G Hill and Cllr A Goble were approved.

**PF745 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF746 TO ADOPT THE PUBLIC MINUTES OF 1st MARCH 2022**

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

**PF747 TO REVIEW THE 2020/21FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

1. **Finance Officer’s report**

Received and noted.

The Finance Officer reported on end-of-year processes, noting that the 2021-22 internal audit had been completed without any issues being identified.

It was noted the transfer of funds to general reserves had been lower than expected, due to earmarked funds, but the Council’s financial position continues to strengthen.

It was also noted that the 2021/22 end-of-year analysis will follow the external audit for this year.

1. **Bank account summary**

Received and noted.

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

Received and approved for signing.

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 March 2022 payments amounting to £81,316.77, as scheduled in the meeting papers.

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

No items for discussion.

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

Received and noted.

**PF748 TO DISCUSS THE COMMITTEE’S ACTION PLAN AND AGREE ANY FURTHER ACTION**

The Clerk reported on the arrangements for the move of office staff to the Fields & Robson rooms.

It was noted that the contact at the East Sussex Hearing Resource Centre (ESHRC) has left, which has caused a delay to the agreed planned works.

It was noted that the contacts for the internal & external surveys of Community House were no longer engaging on this matter, which has caused a delay in obtaining the agreed surveys.

The Clerk reported that he had identified three other recommended companies and will report in full at the Committee’s next meeting.

Cllr Gallagher reported on the energy rating assessment for The Hub.

There was a discussion on the short-term energy issues for The Hub and its longer term needs and development.

It was resolved that Cllr Gallagher will talk to Dr Mark Earthey about possible short-term energy improvements for The Hub and for him to carry out an energy assessment for Community House.

Clerk to include these items on the Committee’s Action Plan.

**PF749 TO NOTE PROGRESS ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN**

The Clerk reported that he and Mrs Moscatelli are developing a new Plan, based on the criteria agreed at the Committee’s last meeting.

**PF750 TO DISCUSS AND AGREE NEW SLA WITH HAVENS CARS**

It was resolved to adopt the SLA as drafted and circulated.

**PF751 TO DISCUSS AND AGREE NEW POLICY FOR DEALING WITH ABUSIVE, PERSISTENT**

**& VEXATIOUS COMPLAINTS**

It was resolved that the proposed new policy should form part of the main Complaints Policy.

For further review by the Committee and then to Council.

**PF752 TO DISCUSS AND AGREE NEW COUNCIL INSURANCE POLICY**

It was resolved to proceed with the new 3-year agreement, which has a 2-year extension option at a cost of £11,331.22 p.a.

**PF753 TO NOTE AND DISCUSS GROUNDWORK UK GRANT FOR LANDSCAPE /DESIGN**

**STUDY FOR A259 CORRIDOR AS PART OF THE HIGH STREET AND SOCIAL INFRASTRUCTURE (HSSI) FUND**

The Clerk and Cllr Gallagher reported on this matter.

*(See Item PF764 below)*

**PF754 TO DISCUSS AND AGREE THE PURCHASE OF PAT TESTING EQUIPMENT**

It was resolved to purchase the PAT testing equipment, as proposed.

**PF755 TO DISCUSS AND AGREE THE USE OF PTC CIL MONIES TO UPGRADE THE CCTV AT**

**THE BIG PARK**

It was resolved to approve the use of up to £10K of PTC CIL money for Phase 1 of the CCTV project, as per the Chromavision quote.

**PF756 TO DISCUSS AND AGREE UPDATED T&C’S FOR HIRING COMMUNITY HOUSE AND**

**THE HUB**

Item deferred for further work by the CCE Committee

**PF757 TO DISCUSS AND AGREE** **THE RECOMMENDED QUOTE FOR THE REPLACEMENT**

**BUS SHELTER AT SUTTON AVENUE**

It was resolved to approve the use £5,729 of PTC CIL money for the installation of this replacement bus shelter, as per the GW Shelter Solutions quote.

**PF758 TO DISCUSS AND AGREE THE POTENTIAL DISCOUNT FOR REGULAR BOOT FAIR**

**HIRERS**

It was resolved to implement a flexible block-booking arrangement for hirers, with an allowance of up to 50% discount on published hire prices.

**PF759 TO NOTE FINAL REPORT FOR WELCOME BACK FUND WITH ASSETS NOW THE**

**PROPERTY OF PEACEHAVEN TOWN COUNCIL**

Cllr Gallagher’s report was noted.

**PF760 TO NOTE APPLICATIONS TO LDC CIL FUND FOR CENTENARY PARK & HOWARD**

**PARK**

These two applications were noted.

It was noted that the estimated matched funding from the Howard Park application may need to be reviewed; the amount requested from LDC CIL is £30K, with PTC CIL matched funding of £6K.

**PF761 TO APPROVE THE USE OF PTC CIL MONIES FOR A SEWER/DRAINAGE SURVEY TO**

**BE UNDERTAKEN PRIOR TO IMPLEMENTATION OF CHANGING PLACES TOILET**

It was resolved to approve the use of up to £1K of PTC CIL money for this survey to be conducted.

***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 are excluded from the rest of the meeting.***

**PF762 TO ADOPT THE CONFIDENTIAL MINUTES OF 1st MARCH 2021**

It was resolved to adopt the minutes as a true record, noting that they were identical to the public minutes.

**PF763 AGED DEBT ANALYSIS**

The Finance Officer’s report was received and noted.

**PF764 CONFIDENTIAL ASPECTS RELATING TO ITEM PF753 ABOVE – TO RATIFY THE NDP**

**STEERING GROUP’S RECOMMENDED TENDER**

It was resolved that the Committee ratifies the NDP Steering Group’s choice of Architects to undertake the A259 High Street Feasibility Study, as part of the financially approved project from Locality.

**PF765 DATE OF NEXT MEETING – Tuesday 14th June 2022 at 7.30pm**

*There being no further business, the meeting closed at 21:11.*