**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 14th June 2022 at 7.30pm in Community House**

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

Cllr L Duhigg, Cllr A Milliner.

Town Clerk T Allen; Finance Officer Z Malone.

*[It was resolved that, in the absence of the Committee Chairman, Cllr Seabrook would chair the meeting until the election of the Vice-Chairman].*

**PF766 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and referred to Sussex Day on the 16th June and the

raising of the flag at the war memorial.

**PF767 PUBLIC QUESTIONS**

There were no public questions.

**PF768 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr C Collier were approved.

**PF769 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths, re. Item PF784; personal interest as a friend of one of the Council’s sub-contractors.

**PF770 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved that Cllr Cheta should be the Committee’s Vice-Chairman.

*[Cllr Cheta took the chair].*

**PF771 TO ADOPT THE PUBLIC MINUTES OF 26th APRIL 2022**

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

**PF772 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 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 April & May 2022 payments amounting to £185,965.88, as scheduled in the meeting papers.

1. **Review of external contracts, SLA’s & their ongoing authorisations.**

No items for discussion.

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

Received and noted.

**PF773 TO DISCUSS THE COMMITTEE’S ACTION PLAN AND AGREE ANY FURTHER ACTION**

The Clerk reported that the move of staff to the Fields & Robson rooms will take place on the 1st July 2022.

The Clerk reported that the approved repair of the hearing loop in the main hall of Community House was underway.

Regarding the study of energy use and solutions for all Council buildings, Cllr Gallagher reported that the main focus currently has been on The Hub, although all Council buildings will be assessed by Dr Mark Earthey and Ovesco.

**PF774 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN**

The Clerk reported that the Draft new Plan, as specified at the Committee’s March 2022 meeting, will be sent to Committee Chairs; to be followed by meetings with officers, prior to submission to Council.

**PF775 TO AGREE FUNDING FOR CONSULTANTS WORK FOR THE LANDSCAPE & DESIGN STUDY FOR A259 CORRIDOR AS PART OF THE HIGH STREET AND SOCIAL**

**INFRASTRUCTURE (HSSI) FUND**

This matter was discussed in detail.

Cllr Gallagher and the Clerk outlined the background, scope and purpose of this study and its relationship with the Neighbourhood Development Plan.

Clerk to check that the consultants’ expenses will be included in the approved grant amount.

It was resolved that an amount of up to the estimated £2,772 can be spent on planning consultancy support from L&N Consultancy; to be funded from the consultancy earmarked reserves.

The Clerk stated that it was within Financial Regulations for this work to be awarded directly to L&N Consultancy.

**PF776 TO REVIEW THE COMMITTEE’S TERMS-OF-REFERENCE**

It was noted that specific reference to the Committee’s responsibility for Community House, in liaison with the CCE Committee, should be included in its T-o-R’s.

It was resolved to adopt the T-o-R’s, subject to the above amendment.

**PF777 TO ELECT MEMBERS TO THE GRANTS SUB-COMMITTEE**

It was resolved that Cllr Collier, Cllr Griffiths, Cllr Cheta, Cllr Milliner, the Mayor & Deputy Mayor should be elected to this Sub-Committee, to be Chaired by Cllr Cheta.

**PF778 TO ELECT MEMBERS TO THE CIL TASK & FINISH GROUP**

Noted that this TFG includes S.106 funding as well.

Agreed that the TFG’s purpose is to monitor & review CIL/S.106 monies, and assess larger funding matters, for presentation to the Committee.

It was resolved that Cllr Collier, Cllr Gallagher, Cllr Milliner, the Mayor & Deputy Mayor should be elected to this TFG.

**PF779 TO RECEIVE A REPORT ON SOURCING INTERNAL & EXTERNAL SURVEYS FOR COMMUNITY HOUSE**

The Clerk referred to his report, noting three elements to this project:-

1. Internal mechanical & electrical survey of Community House.
2. External building & fabric survey of Community House.
3. Insurance valuation of Community House.

The quotes received were discussed.

It was resolved to defer this matter pending further talks with Morrisons regarding the redevelopment of the Meridian Centre.

**PF780 TO RECEIVE A REPORT ON THE LEWES CITIZENS ADVICE SLA REVIEW MEETING AND AUTHORISE RELEASE OF GRANT MONIES**

The Clerk related the background to this item and reported on the SLA review meeting held recently with Lewes CA.

It was resolved to pay the full 2022/23 budgeted amount of grant money to Lewes CA and that room hire for the current financial year would be free of charge.

**PF781 TO CONSIDER ANY BENEFITS FROM JOINING THE RURAL MARKET TOWNS GROUP**

The purpose of this group and the benefits of joining it were discussed.

It was resolved by majority to join this group for the current year and review he matter again for 2023.

*[Cllr Griffiths voted against].*

**PF782 TO DISCUSS AND AGREE SUPPLEMENTARY PTC CIL FUNDING FOR** **THE APPROVED REPLACEMENT BUS SHELTER AT SUTTON AVENUE**

The Clerk outlined the salient points from the circulated paper.

It was resolved that the new amount of £9,312 for this replacement bus shelter should be funded from PTC CIL monies, plus the installation of the larger notice board.

*[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.]*

**PF783 TO ADOPT THE CONFIDENTIAL MINUTES OF 26th April 2022**

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

**PF784 TO REVIEW SUB-CONTRACTORS ARRANGEMENTS**

The Clerk reported on changes to these arrangements.

It was resolved that these changes be adopted.

**PF785 AGED DEBT ANALYSIS**

The Finance Officer’s report was received and noted.

The Finance Officer reported on current matters.

**PF786 TO CONSIDER A PROPOSAL FROM TELECOM INFRASTRUCTURE PARTNERS (TIP)**

**TO PURCHASE THE EXISTING LEASE THAT PTC AND THE FOOTBALL CLUB HAVE WITH O2**

Cllr Seabrook referred to his circulated paper.

It was resolved that this offer be declined.

**PF787 DATE OF NEXT MEETING – TUESDAY 26TH JULY 2022 AT 7.30PM**

*There being no further business, the meeting closed at 20:43.*