**PEACEHAVEN TOWN COUNCIL**

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26th July 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 L Duhigg, Cllr A Milliner.

Town Clerk T Allen; Finance Officer Z Malone.

**PF788 CHAIRMAN'S ANNOUNCEMENTS**

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

**PF789 PUBLIC QUESTIONS**

There were no public questions.

**PF790 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr A Goble & Cllr L Symonds.

**PF791 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF792 TO ADOPT THE PUBLIC MINUTES OF 14th JUNE 2022**

Cllr Seabrook noted that ‘Peacehaven Town Council’ was missing from the minute headers. It was resolved to adopt the minutes as a true record, as amended.

**PF793 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 the following matters:-

* Overall, income had been better than forecast, with around 50% of the previous year’s income having been achieved already this year.
* Larger than forecast expenditure for Community House had been incurred, resulting in this budget already being overspent, with more expenditure expected.
* Income from The Dell had already exceeded that forecast.
* Essential maintenance for The Hub has caused this budget to now be overspent.
* Overall, income and expenditure performance was in a good position at this time in the financial year.

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 June 2022 payments amounting to £69,432.88, 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.

**PF794 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 had taken place on the 1st July 2022, as planned.

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

It was noted that, at its last meeting, the Committee had deferred the internal & external surveys of Community House, pending discussions with Morrisons.

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 can be assessed by Dr Mark Earthey and Ovesco, as well as the Football Club and the Bowls Club.

It was agreed that this matter should be taken forward by the Council’s Hub TFG and that the assessment of Community House is deferred, pending discussions with Morrisons.

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**PF795 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, had been produced and discussed at a meeting Committee Chairs; an updated draft will be seen at the Committee’s next meeting.

**PF796 TO RECEIVE A REPORT ON THE CTLA 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 CTLA.

It was resolved to pay the full 2022/23 budgeted amount of £6.5K grant money to CTLA and that room hire in Community House for the current financial year (if required) would be free of charge.

**PF797 TO DISCUSS & AGREE THE FUNDING FOR KANER OLETTE EXPENSES TO UNDERTAKE THE A259 HIGH STREET FEASIBILITY STUDY**

The Clerk reported that these expenses had not been included in the accepted bid for this study, which had accounted for the full amount of the grant awarded.

It was resolved to allocate up to £550 for these expenses, in line with the estimate provided by Kaner Olette; to be funded from the Professional Fees earmarked reserve.

***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.***

**PF798 TO DISCUSS & AGREE THE RECOMMENDED TENDER FOR THE CENTENARY PARK FOOTWAY WORKS**

The Clerk’s paper was received and noted.

The Clerk reported on the tender selection process followed and the tender amounts received.

It was resolved to accept the recommended tender.

**PF799 TO ADOPT THE CONFIDENTIAL MINUTES OF 14th JUNE 2022**

Cllr Seabrook noted that ‘Peacehaven Town Council’ was missing from the minute headers. It was resolved to adopt the minutes as a true record, as amended.

**PF800 AGED DEBT ANALYSIS**

The Finance Officer’s report was received and noted.

**PF801 DATE OF NEXT MEETING – TUESDAY 20th SEPTEMBER 2022 AT 7.30PM**

*There being no further business, the meeting closed at 19:50.*