**PEACEHAVEN TOWN COUNCIL**

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 11th October 2022 at 7.30pm in Community House**

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

Cllr A Milliner.

Town Clerk T Allen; Finance Officer Z Malone, Events, Amenities & Projects Officer S Moscatelli.

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**PF802 CHAIRMAN'S ANNOUNCEMENTS**

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

**PF803 PUBLIC QUESTIONS**

There were no public questions.

**PF804 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr C Collier & Cllr L Symonds. It was resolved that Cllr Griffiths substitutes for Cllr Symonds.

**PF805 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF806 TO ADOPT THE PUBLIC MINUTES OF 26th JULY 2022**

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

**PF807 TO REVIEW THE 2020/21FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

1. **Finance Officer’s report**

The Finance Officer’s report was 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.

Cllr Seabrook noted that the Sutton Avenue Bus shelter project was now complete and that the wording in the CIL report suggested that the whole of Centenary Park was to be resurfaced.

Cllr Gallagher reported on the recent meeting of the CIL TFG.

It was noted that the additional pathway resurfacing work at Centenary Park would have to go out to tender and that the LDC CIL Agreement was still awaited for this project.

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

It was resolved to approve the September 2022 payments amounting to £131,355.53, 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.

**PF808 TO DISCUSS THE FIRST DRAFT OF THE 2023/24 BUDGET**

The Finance Officer reported that she had held meetings with Committee Chairs which had informed the first draft of the new budget.

Major influences on the new budget were discussed, including increasing energy and staff costs.

Areas of estimated income and expenditure were discussed in detail and the difficulty of producing a balanced budget in the current climate was noted.

Options will be explored to look at the social cost of a new budget and its impact on residents.

**PF809 TO DISCUSS THE PROPOSED HIRE CHARGES FOR 2023/24**

The process of reviewing hire charges and the involvement of and notification to hirers was discussed.

Letters to hirers, relating increases in hire charges, to be more friendly, informative and offering help for those in financial difficulty.

The inclusion of the Community House foyer in the charging structure was discussed. Finance Officer to review this in readiness for Draft 2 of the new budget.

**PF810 TO DISCUSS THE COMMITTEE’S ACTION PLAN AND AGREE ANY FURTHER ACTION**

The Clerk reported that the work on the hearing loop in the main hall of Community House was almost complete; ESHRC is awaiting a spare part.

It was noted that all matters relating to the development of the Hub were now in the hands of the TFG set up by Council.

**PF811 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN**

The Clerk noted that the Draft Business Plan had been delivered as specified by the Committee.

Mrs Moscatelli reported that the Plan had been produced in consultation with Committee Chairs, and that any additional feedback was welcomed.

It was noted that this was a living/evolving document.

It was resolved that the Plan would be kept ‘fresh’ by the Committees, which will decide their own actions, priorities, budgetary impacts & timescales for the elements of the Plan relevant to them.

The Plan will also continue to be reviewed by the Policy & Finance Committee for delivery to the ‘new’ Council in May 2023.

Mrs Moscatelli was commended for her hard work in producing an excellent first draft of the Plan.

**PF812 TO APPROVE AND ADOPT CORPORATE BRAND/IDENTITY GUIDELINES FOR PTC**

The Clerk introduced this item and noted that such high-level approaches would raise the standards and profile of the Council.

Mrs Moscatelli presented the Guidelines to the Committee, which were very well received.

It was resolved to adopt these Guidelines.

Mrs Moscatelli was commended for her hard work in producing these Guidelines.

**PF813 TO SET UP A TFG TO REVIEW THE COUNCIL’S ALLOTMENT POLICY**

It was resolved to set up this TFG, which is to produce a draft Policy update for the next meeting of the Leisure, Amenities & Environment Committee, then to Council for approval of the final draft.

TFG to comprise of Cllrs Seabrook, Gallagher, Sharkey & Sanderson, along with the involvement of the Parks Officer.

**PF814 TO SET UP A TFG TO REVIEW THE COUNCIL’S COMPLAINTS PROCEDURE**

It was resolved to delay the setting up of this TFG until the outcome of the fact-finding TFG, looking into aspects of a recent complaint case, was known.

**PF815 TO RECEIVE AN UPDATE FROM THE HUB TASK AND FINISH GROUP ON RENEWABLE ENERGY**

Cllr Gallagher referred to her circulated report and the potential benefits of linking Peacehaven & Telscombe Towns in any energy projects.

It was noted that a feasibility study is to be produced, to include financing options.

**PF816 TO DISCUSS & APPROVE I-BOARD REPLACEMENT OPTIONS**

After discussion of the options set out in the Finance Officer’s paper, it was resolved that a large

display screen, allowing lap-top connection, would be purchased; straight away if budget funds are

available, or to be provided for in the new budget.

***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.***

**PF817 TO ADOPT THE CONFIDENTIAL MINUTES OF 26th JULY 2022**

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

**PF818 AGED DEBT ANALYSIS**

The Finance Officer’s report was received and noted.

**PF819 DATE OF NEXT MEETING – TUESDAY 22nd NOVEMBER 2022 AT 7.30PM**

*There being no further business, the meeting closed at 21:02.*