



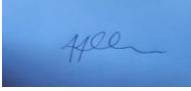
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PEACEHAVEN TOWN COUNCIL

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MERIDIAN WAY
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27th January 2023

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 7th February 2023 at 7.30pm.



Tony Allen
Town Clerk

A G E N D A

C980 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

C981 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C982 TO APPROVE APOLOGIES FOR ABSENCE.

- i. To note and approve apologies.
- ii. To note the resignation of Cllr Emilia Simmons and agree any action required.

C983 TO RECEIVE DECLARATIONS OF INTERESTS.

C984 TO ADOPT THE PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON THE 6th DECEMBER 2022.

C985 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN'S REPORTS AND REFERRALS FROM COMMITTEES & TFG's:-

a. Planning & Highways Committee:-

- i. To receive the public meeting minutes of the 29th November 2022.
- ii. To receive the public meeting minutes of the 10th January 2023.
- iii. To note the draft public meeting minutes of the 31st January 2023.
- iv. To receive a report on the infiltration pond at the Chalkers Rise development.

b. Policy & Finance Committee:-

- i. To receive the financial reports, authorise payments and signing of Bank Statements & Reconciliation.
- ii. To receive the public meeting minutes of the 22nd November 2022.
- iii. To note the draft public meeting minutes of the 24th January 2023.
- iv. To note the draft public meeting minutes of the Grants Sub-Committee 11th January 2023.
- v. To note the return of Emcor to the Fields & Robson rooms, approve the outline agreement for the Clerk to finalise.

c. Personnel Committee:-

- i. To appoint a new Chairman and additional members for the Committee.
- ii. To receive the public meeting minutes of the 1st December 2022.
- iii. To note the draft public meeting minutes of the 19th December 2022.

d. Leisure, Amenities & Environment Committee:-

- i. To receive the public meeting minutes of the 8th November 2022.
- ii. To note the draft meeting minutes of the 20th December 2022.
- iii. To change the previous decision of the Committee to approve the installation of a kiosk at the Gateway Café.

- e. **Civic & Community Events Committee:-**
 - i. To receive the public meeting minutes of the 21st November 2022.
 - ii. To note the draft meeting minutes of the 13th December 2022.
 - iii. To approve the purchase of a portable speaker system.
- f. **Task & Finish Groups Reports:-**
 - i. Complaints Policy TFG.
 - ii. The Hub feasibility group.

C986 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.

C987 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN.

C988 MOTION BY CLLR WHITE THAT PTC ENDORSES THE MOTION BY TTC IN RELATION TO THE EXISTING ESCC LIBRARY AND ITS DEVELOPMENT.

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-

C989 TO ADOPT A NEW LEASE FOR THE GATEWAY CAFÉ TENANCY.

C990 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 6th DECEMBER 2022.

C991 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT

C992 Personnel Committee:-

- i. To receive updates on confidential staffing matters and agree any actions required:-
 - a. To note & ratify the revised Job Description for Mr G Dyson.
 - b. To note & ratify the revised Job Description for Mrs S Moscatelli.
 - c. To approve the immediate recruitment of a Marketing & Events Officer.
 - d. To note & ratify the revised staffing structure.
- ii. To receive the confidential meeting minutes of the 1st December 2022.
- iii. To note the draft confidential meeting minutes of the 19th December 2022.
- iv. To confirm the appointment of Mr G Dyson as Deputy Clerk.

C993 TO REVIEW THE REPORT FROM STEVE BRIGDEN REGARDING AN OFFICIAL COMPLAINT AND THE ACTION PLAN SUBMITTED BY TWO COUNCILLORS.

C994 DATE OF NEXT MEETING :-

- i. THURSDAY 16th FEBRUARY from 6PM – Extraordinary meeting to review the Morrisons Meridian Centre planning application.
- ii. TUESDAY 21st MARCH 2023 at 7.30PM – Next full Council.

Agenda Item: C982-ii
Committee: Council
Date: 7th February 2023
Title: Resignation of Cllr Emilia Simmons
Report Authors: Town Clerk
Purpose of Report: To note the resignation of Cllr Emilia Simmons and agree any action required.

Summary of recommended actions

Not to co-opt for the replacement of Cllr Simmons.

Introduction

Cllr Simmons resigned as Councillor for PTC on the 13th January 2023.

Background

Please see attached Notice from LDC.

Analysis

Councils will not normally co-opt for such a vacancy so close to an election, and even closer to the period of Purdah, unless it puts the number of Councillors to an unacceptably low level.

Recommendations

Not to co-opt for the replacement of Cllr Simmons.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	None.
<u>Legal</u>	See attached Notice from LDC.

Notice of Vacancy in Office of Councillor

Peacehaven Town Council

NOTICE IS HEREBY GIVEN

That, as a consequence of the resignation of Emilia Simmons, a casual vacancy has arisen in the office of Councillor for the Town Council.

In accordance with Section 89(3) of the Local Government Act 1972, where the Vacancy occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held under Section 89(1) of the above Act, and the vacancy will be filled at the next ordinary election of councillors on Thursday 4 May 2023.

The Council may choose to fill the vacancy by co-option for the period until that election.

Dated: 13 January 2023

Clerk to Peacehaven Town Council

Tony Allen



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DRAFT Minutes of the meeting of the Full Council Meeting held in the Anzac Room, Community House on Tuesday 6th December 2022 at 7.30pm.

Present: Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Emilia Simmons, Cllr Isobel Sharkey, Cllr Ron White, Cllr Claude Cheta, Cllr Sue Griffiths.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities & Projects Officer), Kevin Bray (Parks Officer), Zoe Malone (Finance Officer).

Ines Bacha, Youth Mayor was also present.

Two members of the public were in attendance.

1. C963 MAYORS/CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, asked that mobile phones be put onto silent, and went through the building fire procedures, and asked that everyone speak loudly when speaking.

The Chair notified the Council of the following:

Mayor's Highlights – in date order:

8th October – Supported at the PTC Wrestling event which raised funds for the Mayors charities.

14th October – Attended the third Support the Supporters Breakfast at Burger and Bird, hosted by Havens Community Hub.

19th October – Called the Bingo at the monthly Community House Bingo.

25th October – Attended the SERFCA (South East Reserve Forces' & Cadets' Association) presentation awards ceremony at Christs Hospital.

29th October – Supported and participated in the PTC Barn Dance – and many thanks to the other Councillors and Officers that supported this – it was a brilliant night and received glowing feedback.

30th October – Attended the Peacehaven Evangelical Free Church 100th Anniversary.

7th November – Attended the PCS library grand opening.

10th November – Participated in the SCDA Bright Sparks Community Event – an amazing presentation of local causes and charities.

11th November– Joined other Councillors, Officers, residents, and School children at the War Memorial to mark Armistice Day with a service led by Revd. Tim Mills and the Royal British Legion.

13th November - Attended the Remembrance Day parade, service, including laying the first wreath and making the closing remarks, and refreshments afterwards at Community House.

20th November – Attended the Lions Club Charter Celebration at Seaford Golf Club.

26th November – Ran an area at the Peacehaven Christmas Market in the Meridian Centre, providing some fun, free activities for children waiting to go into Santa’s Grotto.

Planning:

Planned events in the future, include:

Mayor’s Civic Reception (22nd April 2023)

Also, after much demand from members of the community, we are investigating restarting regular Quiz Nights in support of the Mayor’s charities.

Meetings:

27th October – Met with Dan & Mike from Engage Sussex to discuss their plans to put on some workshops targeted at local youth.

15th November – Met with the Youth Mayor (Ines), to discuss her role and the plans she has as Youth Mayor.

21st November – Attended the Community Safety Focus group meeting.

5th December – Met with SCDA for a funding review meeting for the Barn Dance.

Deputy Mayor’s Highlights:

17th October – Presented the trophies at the Horticultural Society’s Annual Show trophy presentation night.

27th October – Attended the LDC Cost of Living summit.

11th November - Joined other Councillors, Officers, residents, and School children at the War Memorial to mark Armistice Day with a service led by Revd. Tim Mills and the Royal British Legion.

13th November – Attended the Remembrance Day parade, service, and refreshments afterwards at Community House.

4th December – Attended the Homelink Christmas Concert at St. Thomas More Church in Seaford.

Councillor Simmons was initially noted as absent, however, arrived at 19:32.

2. C964 PUBLIC QUESTIONS

Mike Gatti raised that he has asked questions at Full Council meetings and Planning & Highways Committee Meetings but has not received any responses from the Council.

The Deputy Clerk informed Mr Gatti that as he understood it, the Town Clerk had given answers to Mr Gatti’s questions verbally at the previous Full Council meeting, although was unaware as to whether these had been followed up with written responses too.

Vivian Carrick informed the Council that the first question he asked at the last Full Council meeting has not yet had an accurate response.

The Deputy Clerk advised Mr Carrick that the information that the Council has been able to ascertain about the matter has been shared with him, and that Peacehaven Town Council do still have outstanding enquiries with Lewes District Council and East Sussex County Council on the matter, and also confirmed that he will update Mr Carrick as soon as any further information becomes available.

Cllr Gallagher advised Mr Carrick that this matter had been discussed at Planning & Highways recently and that the current Task & Finish Group looking into Sustainable Transport (Buses) will be stopping, and a new group with a wider remit looking at Chalkers Rise has been suggested.

Ines Bacha, Peacehaven Youth Mayor, arrived at 19:40

Vivian Carrick then advised that he also has not received a response regarding the third question he asked at the previous Full Council meeting, which was regarding the SUDS as part of Chalkers Rise.

The Deputy Clerk informed Mr Carrick that there is currently a Reserved Matters Application regarding the attenuation pond with the Planning Authority, and that the Town Council are awaiting the decision of the application before being able to discuss further.

Finally, Vivian Carrick advised the Council that he has also not yet received a response to his fourth question from the previous Council meeting concerning the Parklet.

The Deputy Clerk advised Mr Carrick that this has been raised with Lewes District Council who own the Parklet, including providing the District Council with the list of suggested alternative locations for the Parklet provided by Mr Gatti, it is the Town Council's understanding that Lewes will not commit to moving the Parklet at this time due to budgetary restrictions.

Cllr Gallagher suggested to Mr Carrick that the location could be a good place, and the Community Volunteers could be utilised to maintain the Parklet.

The Chair at this point extended a welcome to Ines, Youth Mayor, who had entered during the Public Session.

3. C965 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Symonds, Cllr Collier, Cllr Duhigg, Cllr Veck, Cllr Harris, Cllr Paul, Cllr Hill, Cllr Sanderson, and Tony Allen (Town Clerk).

These apologies were **noted** by the Council.

Cllr Milliner and Cllr Goble were also absent.

These absences were **noted** by the Council.

4. C966 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interest.

5. C967 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 27TH SEPTEMBER 2022.

Proposed By: Cllr White **Seconded By:** Cllr Cheta

The minutes were **agreed** and **adopted** by a majority of 6 with one abstention.

The Chair presented Ines Bacha with the Youth Mayor Badge and congratulated her on the appointment, The Youth Mayor then left at 19:49.

6. C968 TO RATIFY ACTIONS, RECEIVE MINUTES, CHAIRMEN'S REPORTS AND REFERRALS FROM COMMITTEES & TFG's: -

a. Planning & Highways Committee:-

- i. To receive the public meeting minutes of the 30th August 2022.**
- ii. To receive the public meeting minutes of the 4th October 2022.**
- iii. To receive the public meeting minutes of the 1st November 2022.**

Proposed By: Cllr Sharkey **Seconded By:** Cllr Gallagher
The minutes were **agreed** and **adopted**.

- iv. To note the draft public meeting minutes of the 29th November 2022.**

The minutes were **noted**.

b. Policy & Finance Committee:-

- i. To receive the financial reports, authorise payments and signing of Bank Statements & Reconciliation.**

Proposed By: Cllr Cheta **Seconded By:** Cllr Gallagher
The financial reports, authorising payments and signing of Bank Reconciliation were **agreed** and **adopted**.

- ii. To approve the 2023/24 Budget & Precept requirement request to LDC.**

There was a brief discussion on the Precept requirement and the Finance Officer answered some questions from Councillors.

It was proposed that the Council agree to request a 5% increase to Precept requirement.

Proposed by: Cllr Cheta **Seconded by:** Cllr Simmons
The Council **resolved** to **agree** to this proposal by a majority of 5 with 1 abstention.

- iii. To receive the 2022/23 Internal Auditor's interim report.**

The Finance Officer gave a brief overview of the report.

The Chair thanked the Finance Officer for her hard work in getting the good report.

The Council **noted** the Internal Auditors interim report.

- iv. To receive the public meeting minutes of the 26th July 2022.**
- v. To receive the public meeting minutes of the 11th October 2022.**

Proposed by: Cllr Cheta **Seconded by:** Cllr Gallagher
The minutes were **agreed** and **adopted**.

- vi. To note the draft public meeting minutes of the 22nd November 2022.**

The minutes were **noted**.

- vii. To receive the public Grants Sub-Committee meeting minutes of the 21st April 2022.**

Proposed by: Cllr Cheta **Seconded by:** Cllr Sharkey
The minutes were **agreed** and **adopted**.

viii. To note the draft public Grants Sub-Committee meeting minutes of the 15th November 2022.

The minutes were **noted**.

ix. To note the approved grants for Round 2 2022/23.

The approved grants were **noted**.

x. To adopt a revised Grants Policy.

It was proposed that this item be referred to the Grants Sub Committee, with a meeting date TBC.

Proposed by: Cllr Cheta **Seconded by:** Cllr Griffiths

The Council **resolved** to **agree** to this proposal.

xi. To adopt a revised Allotments Policy & Tenancy Agreement.

Cllr Gallagher gave a brief introduction to the item and some of the background to it.

It was proposed that the revised Allotments Policy & Tenancy Agreement be adopted.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Cheta

The Council **resolved** to **agree** to this proposal.

xii. Disposal of assets – Ground Team redundant equipment.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Cheta

The Council **resolved** to **agree** that the equipment be disposed of.

c. Personnel Committee:-

i. To receive the public meeting minutes of the 7th July 2022.

ii. To receive the public meeting minutes of the 18th October 2022.

Proposed by: Cllr Gallagher **Seconded by:** Cllr White

The minutes were **agreed** and **adopted**.

iii. To note the draft public meeting minutes of the 1st December 2022.

The minutes were **noted**.

iv. To sign up to the 'Civility and Respect Pledge' & develop and 'Dignity at Work Policy'.

There was a brief discussion on the Civility and respect pledge, and the importance of making sure that the pledge is put into practice.

It was proposed that we sign up to the 'Civility and Respect Pledge' & develop and 'Dignity at Work Policy'.

Proposed by: Cllr White **Seconded by:** Cllr Griffiths

The Council **resolved** to **agree** to this proposal.

v. To approve the use of the Employee Assistance Programme.

Proposed by: Cllr White **Seconded by:** Cllr Cheta

The Council **resolved** to **agree** to this proposal.

d. Leisure, Amenities & Environment Committee:-

i. To receive the public meeting minutes of the 16th August 2022.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Gallagher
The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 8th November 2022.

The minutes were **noted**.

e. Civic & Community Events Committee:-

i. To receive the public meeting minutes of the 6th September 2022.

ii. To receive the public meeting minutes of the 25th October 2022.

Proposed by: Cllr Simmons **Seconded by:** Cllr Cheta
The minutes were **agreed** and **adopted**.

iii. To note the draft meeting minutes of the 21st November 2022.

The minutes were **noted**.

f. Task & Finish Groups:-

i. CCTV

It was reported that the cameras in the park are working and just waiting on the SLA with Sussex Police, which should be happening in January.

ii. The Hub

The Parks Officer gave a brief overview of the report and the recommendations made.

There was a lengthy discussion about the Hub.

It was proposed that the Council accept option 2 of the report and set up a Task & Finish Group to agree the specification, speak to 3 architects and make a recommendation to Council as well as continuing to consult with residents and potential users.

Proposed by: Cllr White **Seconded by:** Cllr Sharkey
The Council **resolved** to **accept** this proposal by a majority of 4 with 1 abstention and 1 against.

The TFG is to consist of the following members: Parks Officer, Events Amenities and Projects Officer, Cllr White, Cllr Gallagher, and one other Councillor (TBC).

7. C969 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES

Cllr Gallagher reported that she has been regularly speaking with the Chair of Peacehaven and Telscombe Football Club who are working hard on upgrading their clubhouse and looking at sustainable energy.

Cllr Gallagher reported that the House Project are now getting going again and that she will continue to liaise with them.

Cllr Gallagher reported that she regularly sees the secretary of the Chamber of Commerce who have recently been dealing with enquiries regarding the Lewes District Local Plan about business commerce.

Cllr Simmons left at this point (20:51)

Cllr Gallagher reported that there has recently been a meeting with representatives from the SDNPA which was very promising looking at potential projects in the area, but that we likely won't be ready to put in a CIL bid this year.

Cllr Griffiths reported that the Access group have done a survey of problems along the South Coast Road, that the group has a new secretary, and that Cllr Griffiths is back as Chair, with Paula Woolven as Vice-Chair.

Cllr Griffiths reported that the Orchard has been successful with CIL bids and the Ouse Valley Cares project.

Cllr Simmons returned at this point (20:55)

Cllr White reported that that Friends of Peacehaven and Telscombe Libraries national organisation have put in an FOI request to ESCC, that the Friends of the Library have about 12 people, and that there is a need to publicise some of the things that the library do.

Cllr White reported that he recently attended the ESALC AGM, reminded the Council some of the services offered by ESALC, and gave some information about the changes to elections as a result of the Elections Act 2022.

Cllr Sharkey reported that Citizens Advice Bureau had their AGM a few weeks ago and have a new CEO who seems very enthusiastic. She reported that the feedback from CAB is that fuel debt is now the main issue people in the area are going to CAB for advice on.

Cllr Seabrook reported that the Community Garden are looking at a more structured, organised footing going forward.

8. C970 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN SG

Cllr Gallagher reported that the Steering Group papers represent what is probably the final steering group meeting in this format.

The Finance Officer left at this point (21:06)

The Town Clerks of both Peacehaven and Telscombe were present at the meeting.

Nancy Astley provided 3 key documents – the Consultations Document, Condition Statement, and the latest Draft Plan.

Moving forward the Neighbourhood Plan will report into the Planning Committees of both Councils.

The Neighbourhood Development Plan is now with Lewes, who Nancy is in discussion with, and will be aiming for a referendum towards the end of summer.

The Finance Officer returned at this point (21:08)

9. C971 TO ADOPT A NEW LEASE FOR THE GATEWAY CAFÉ TENANCY.

There was a discussion about the lease and the Council felt that there was quite a bit missing from the document.

It was proposed to not approve the document, and to refer the matter back to the Policy & Finance Committee.

Proposed by: Cllr Cheta **Seconded by:** Cllr Griffiths

The Council **resolved** to **agree** to this proposal.

10. C972 TO RESOLVE THAT THE TOWN CLERK (AS PROPER OFFICER) IS AUTHORISED TO SIGN THE CHANGING PLACES GRANT AGREEMENT (TO BE WITNESSED BY TWO APPOINTED COUNCILLORS) THUS AUTHORISING PTC TO EXECUTE THIS AGREEMENT.

It was proposed that the Deputy Town Clerk be authorised to sign in the absence of the Town Clerk.

Proposed by: Cllr Griffiths **Seconded by:** Cllr White
The Council **resolved** to **agree** to this proposal.

The Chair called a 5 minute recess at this point (21:17)

The Parks Officer, Finance Officer, and Events, Amenities, and Projects Officer left at this point

The Chair reopened the meeting at 21:23

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-

11. C973 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 27th SEPTEMBER 2022.

Cllr Gallagher requested an amendment to the accuracy of the minutes on item C960. It was proposed, that the minutes be adopted subject to these changes.

Proposed by: Cllr Cheta **Seconded by:** Cllr White
The minutes were **agreed** and **adopted** subject to the changes.

12. C974 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT.

The Council **noted** this report.

13. C975 PERSONNEL COMMITTEE

- i. To receive updates on confidential staffing matters and agree any actions required.**

The Chair informed the Council that there will be an extraordinary Personnel Committee meeting shortly to discuss the staffing structure review rather than going through a TFG so that a decision can be made.

- ii. To receive the confidential meeting minutes of the 7th July 2022.**
iii. To receive the confidential meeting minutes of the 18th October 2022.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Cheta
The minutes were **agreed** and **adopted**.

- iv. To note the draft confidential meeting minutes of the 1st December 2022.**
The minutes were **noted**.

The Chair moved agenda item C976 to the end of the meeting.

14. C977 TO RECEIVE A CONFIDENTIAL REPORT FROM THE TASK & FINISH GROUP SET UP TO REVIEW THE REPORT FROM STEVE BRIGDEN REGARDING AN OFFICIAL COMPLAINT & DRAFT AN ACTION PLAN.

It was proposed to defer this item to the next Full Council meeting.

Proposed by: Cllr Cheta **Seconded by:** Cllr Sharkey
The Council **resolved** to **defer** this item to the next Council meeting.

It was proposed to set up a Task and Finish Group to look at the complaints policy to report to the next Full Council meeting.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Sharkey
The Council **resolved** to **agree** to this proposal.

The members of the Task and Finish Group to include Cllr Sharkey, Cllr Gallagher, and that Cllr Sanderson also be invited to join.

15. C978 POLICY & FINANCE COMMITTEE:-

i. To receive the confidential Committee meeting minutes of the 26th July 2022.

Proposed by: Cllr Cheta **Seconded by:** Cllr Gallagher
The minutes were **agreed** and **adopted**.

ii. To note the draft confidential Grants Sub-Committee meeting minutes of the 15th November 2022.
The minutes were **noted**.

16. C979 DATE OF NEXT MEETING – TUESDAY 7th FEBRUARY 2023 at 7.30PM.

The next meeting was confirmed for Tuesday 7th February 2023 at 7.30pm.

The Deputy Town Clerk left at this point (21:47) and the remaining minutes were completed by the Chair.

17. C976 TO RECEIVE A CONFIDENTIAL REPORT FROM THE ALLOTMENTS COMPLAINT FACT-FINDING PANEL.

The report from the fact-finding panel concerning possible disciplinary action results from the allotment complaints was presented to Council by Cllr Claude Cheta.

The recommendations were proposed by Cllr Claude Cheta and seconded by Cllr Emilia Simmons. All were in favour.

There being no further business the meeting ended at 22:30.



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 29th November 2022 at 7.30pm

Present: Cllr Alan Milliner, Cllr Isobel Sharkey (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Ron White, Cllr Emelia Simmons.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Vicky Onis (Committees and Assistant Projects Officer).

3 members of the public were in attendance.

1. PH1495 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, and went through the building fire procedures.

2. PH1496 PUBLIC QUESTIONS

Seng Teng, a resident from Wellington Road, asked the following in relation to planning application LW/22/0694.

Regarding the proposed First Floor Plan,

3.1 - The proposed terrace sits on a small portion of the approved extension flat roof, but the actual drawing does not show it nor any dimension stated

5.1 - The proposed roof terrace measures 8.0m, is it the length and width?

6.1 - The roof terrace will have obscure glazed privacy screens to the north and south flanks, 1.5m high does not give me any privacy

I am approximately 1.4m apart from no 6, Wellington Rd. So anyone on the terrace can look into my glass conservatory, straight into the annexe and the garden.

I strongly object to the application and would be grateful if you will consider my concern.

Mike Gatti then also informed the Committee, in case they were unaware, that the Co-op at the Meridian Centre is due to close on 27th January 2024.

3. PH1497 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Griffiths, and Cllr Paul.

Cllr Harris was also absent.

Cllr Simmons is substituting for Cllr Griffiths.

4. PH1498 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1499 TO ADOPT THE MINUTES OF 1ST NOVEMBER 2022

Proposed by: Cllr Sharkey. Seconded by: Cllr White.

The minutes of the above meeting were **resolved and adopted**.

The Chair brought forward agenda item PH1504 whilst the residents interested in the item were present.

6. PH1504 TO COMMENT ON THE PLANNING APPLICATION LW/22/0694

The Chair suspended Standing Orders to allow Ms Teng to participate in the discussion.

There was a discussion about the application, including that a previous application had specified that the flat roof was not to be used as a balcony or terrace.

It was proposed that the Committee object to the application on grounds of overlooking and loss of privacy, the visual effect on a neighbouring property, as well as the fact that a previous application had prohibited some of the proposed use.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

The Committee **resolved** unanimously to this proposal.]

The Chair reinstated Standing Orders

2 members of the public left at this point

7. PH1500 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER ON THE EMERGING NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Gallagher gave a brief update on the emerging Neighbourhood Development Plan Steering Group and shared the minutes of their most recent meeting and explained the proposed timetable for the plan going forward as well as a brief outline of some of the work still ongoing.

This report was **noted**.

8. PH1501 TO NOTE THE BUDGETARY UPDATE

Cllr Gallagher highlighted that some of the budgetary items have not had any expenditure this year – notably noticeboards, street furniture, and war memorial, and should this be earmarked for use next year.

Cllr Seabrook informed the Committee that the war memorial budget is earmarked each year for expenditure on a 3-yearly cycle already.

It was proposed that the unspent monies from noticeboards and street furniture also go into the earmarked reserve.

Proposed by: Cllr White Seconded by: Cllr Sharkey

The Committee **resolved** unanimously to this proposal.

9. PH1502 TO DISCUSS SOUTH EAST WATERS DRAFT WATER RESOURCES PLAN

There was a discussion on the plan.

The Committee **noted** the draft water resources plan.

10. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1503 – LW/22/0721 14 Hairpin Croft

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher. Seconded by: Cllr Sharkey.

The Committee **resolved** unanimously to this proposal.

PH1505 – LW/22/0597 3 Edith Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher. Seconded by: Cllr White.

The Committee **resolved** unanimously to this proposal.

1 member of the public left at this point.

PH1506 – LW/22/0713 12C Lincoln Avenue

It was proposed that the Committee object to this planning application on the grounds of a lack of parking, and incongruent with the street scene, contrary to Lewes Local Plan Policy DM25 and against the emerging Neighbourhood Development Plan Neighbourhood Characteristics.

Proposed by: Cllr Gallagher. Seconded by: Cllr Seabrook.

The Committee **resolved** unanimously to this proposal.

PH1509 – LW/22/0651 51 South Coast Road

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey. Seconded by: Cllr Gallagher.

The Committee **resolved** unanimously to this proposal.

11. – TO NOTE THE FOLLOWING PLANNING APPLICATIONS

PH1507 – LW/22/0700 110 Arundel Road

PH1510 – LW/22/0757 25A Cornwall Avenue

PH1511 – LW/22/0749/CD Land Adjoining 138 Bramber Avenue

PH1512 – LW/22/0734 330 South Coast Road

PH1513 – TW/22/0097/TPO – 14 Anzac Close

The Committee **noted** these Planning Applications.

12. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

PH1514 - LW/22/0328 6 Heathdown Close

The Committee **noted** this planning application decision.

13. PH1515 – TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Seabrook gave a brief update on the Speed Activated Sign, following a recent public safety meeting – that there is a need to gather evidence to show that there is a problem before being able to proceed, and that the only real way to gether the required evidence would be through a Community Speed watch.

The Committee discussed the following updates to be made to the action plan;

- The action plan item about Lamp Posts can be removed.
- The SDNPA CIL funding item can be updated to show that a steering group will be set up.
- The Sustainable Transport (Buses) TFG has now met it's remit and can be removed from the Action Plan – there may be a need to have a Chalker's Rise TFG to replace this, which will be discussed at the next meeting of this Committee.

The next meeting of this Committee was confirmed for 10th January 2023.

There being no further business the meeting ended at 21:10.



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 10th January 2023 at 7.30pm

Present: Cllr Isobel Sharkey (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Sue Griffiths.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Vicky Onis (Committees and Assistant Projects Officer).

1 member of the public was in attendance.

1. PH1516 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:32, welcomed everyone, went through the building fire procedure, and asked that phones be put onto silent.

2. PH1517 PUBLIC QUESTIONS

Mike Gatti informed the Committee that he had submitted the following question by email before the meeting:

"This concerns the Reserved Matters Planning Application LW/22/0687/CD. Specifically the Attenuation Pond, which Barratt's have submitted an application to install low post and rail fence around this pond, which may or may not have a mesh infill. This is generally regarded as not sufficient to prevent accidents. If I remember correctly PTC recommended refusal and requested a proper fence to help safeguard residents especially small children. This application is still undecided by LDC. Can urge Councillors and PTC to register their objections to this on the LDC planning portal ASAP as to date there is only one objection listed."

Mr Gatti noted that the Committees and Assistant Projects Officer has already responded to his question by email, but suggested that Councillors could also show support by lodging their own objections on the LDC portal too.

Cllr Seabrook informed the Committee that he had supporting information that demonstrates that the application doesn't comply with Health and Safety guidance.

3. PH1518 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Milliner, Cllr Paul, and Cllr White.

Cllr Harris was also absent.

4. PH1519 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1520 TO ADOPT THE MINUTES OF 29TH NOVEMBER 2022

Cllr Griffiths highlighted that the minutes should include that Cllr Milliner is Chair of Committee under the Cllrs present heading of the minutes.

Proposed by: Cllr Gallagher. Seconded by: Cllr Seabrook.

The minutes of the above meeting were **resolved and adopted**.

6. PH1521 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7. PH1522 FINANCE REPORT – TO NOTE AND UNDERSTAND THE FINANCE POSITION

Cllr Griffiths highlighted to the Committee that there is a notice board near the Roderick Avenue Bus stop, outside the newsagents which is leaking badly and could do with being replaced.

Cllr Gallagher noted that there may be a spare notice board somewhere that the Parks Officer may know more about from the Welcome Back fund, and whether this could be used.

Cllr Gallagher also highlighted that there is a need to buy notice boards, bins, and benches, and that the money being earmarked will mean it is not lost to go towards this, also that with some of these projects, the hidden costs such as licences and contractors are often the most expensive parts.

It was proposed that Officers come back to Committee with a report on the cost of a new notice board, size 84 x 69cm.

Proposed by: Cllr Griffiths Seconded by: Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

8. PH1523 TO DISCUSS AND AGREE THE PROJECT THAT UNSPENT MONIES FROM NOTICEBOARDS AND STREET FURNITURE BEING PUT INTO THE EARMARKED RESERVE BE EARMARKED FOR

After a brief discussion, the Committee felt that the money for street furniture should be earmarked for bins and benches on public highways, and that the noticeboards money be earmarked for noticeboards along Piddinghoe Avenue.

9. PH1524 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher informed the Committee that the NDP is still with LDC as they do their consultation.

Cllr Gallagher then shared some handouts with the Committee, which were pages from the plans design guide, to explain to Committee members the relevance and importance of these guides in relation to Planning Applications that the Committee receives, and proceeded to explain the Character areas, map, Plotlands, and Coastal Plotlands.

Cllr Gallagher informed the Committee that she plans on bringing other parts of the document forward to future Committee meetings to go through in a similar way as it will be important for Committee members to understand as once the plan has passed the referendum it will hold the same weight as the LDC local plan and the national framework.

Cllr Seabrook added that with a new Council coming in after the elections, this sort of information should be included in the training that new Councillors on the Planning & Highways Committee receive.

Cllr Gallagher agreed with Cllr Seabrook's comment, and added that either she or Nancy Astley would likely be able to facilitate this.

10. PH1525 TO DISCUSS AND COMMENT 'STOPPING UP' OF THE HIGHWAY ADJOINING 211 SOUTH COAST ROAD

The Chair thanked the Committee and Assistant Projects Officer for the extra information she obtained about this item in preparation for the meeting.

The Committee briefly discussed the matter, and it was proposed that the Committee consent to the proposed application, but include a note of the need to preserve access for people with disabilities.

Proposed by: Cllr Gallagher. Seconded by: Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

11. TO COMMENT ON THE PLANNING APPLICATIONS AS FOLLOWS:-

PH1526 – LW/22/0785/CD 330 South Coast Road

The Committee **noted** the discharge of condition.

PH1527 – LW/22/0772 67 Abbey Close

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.
The Committee **resolved** unanimously to this proposal.

1 member of the public left at this point (20:08)

PH1528 – LW/22/0785 25A Cornwall Avenue

It was proposed that the Committee support this planning application

Proposed by: Cllr Gallagher. Seconded by: Cllr Seabrook.
The Committee **resolved** unanimously to this proposal.

PH1529 – LW/22/0813 17 Steyning Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Griffiths.
The Committee **resolved** unanimously to this proposal.

PH1530 – LW/22/0833 118 Roderick Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.
The Committee **resolved** unanimously to this proposal.

PH1531 – LW/22/0826 Grass verge on Corner of Steyning Avenue and South Coast Road

It was proposed that the Committee object to this planning application on the grounds that it is too close to residential properties.

Proposed by: Cllr Seabrook. Seconded by: Cllr Gallagher.
The Committee **resolved** unanimously to this proposal.

PH1532 – LW/22/0822 31 Piddinghoe Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Gallagher. Seconded by: Cllr Griffiths.
The Committee **resolved** unanimously to this proposal.

12. PH1533 – TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Griffiths reported that in relation to item 1 on the action plan (Concrete path), Peter Seed is willing to attend a Public Rights of Way TFG meeting to progress the item.

There was a brief discussion about issues relating to Chalkers Rise, and the possibility of a single TFG to look at all the matters relating to it. The Deputy Clerk will speak to the Town Clerk about how this might be possible, as the matters go across several Committees.

13. PH1534 DATE OF NEXT MEETING 31ST JANUARY 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 31st January 2023.

There being no further business the meeting ended at 20:32.

Agenda Item:	PF 847-1
Committee:	Policy and Finance
Date:	24 January 2023
Title:	Financial position of the council year to date
Report Author:	Zoe Malone, Finance Officer
Purpose of Report:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

Introduction

This style of briefing note was first provided to members at the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 9 (December 2022) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 December 2022. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 94.6% of the budgeted expenditure has been spent so far, and 110.6% of the budgeted income has been received as at the end of month 9 (December 2022)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2023, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances – 31 December 2022
- Bank reconciliation statement for cashbook 1 – 31 December 2022
- Bank reconciliation statement for cashbook 2 – 31 December 2022
- Credit Card reconciliation statement – 30 November 2022
- Detailed income and expenditure month 9 (December 2022)
- Detailed balance sheet month 9 (December 2022)

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/12/2022		499,131.33
Current Account	31/12/2022		50,000.00
			<u>549,131.33</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
12/04/2022 122928 EMMA BUDD	50.00
10/05/2022 204968 KIRSTIN WINGROVE	50.00
10/05/2022 204969 LEWES DISTRICT COUNCIL	93.60
24/05/2022 204997 LAUREN HOPKINS	50.00
14/06/2022 205036 WENDY VECK	11.58
19/07/2022 205098 DANIELLE MCDONALD	50.00
20/09/2022 205186 RICHARD EVANS	100.00
19/10/2022 205234 MICHELLE HAU	50.00
08/11/2022 205276 AGGIE ILOWSKI	50.00
08/11/2022 205277 FIONA ROSS	50.00
17/11/2022 205292 MARIA LIDON	3.62
30/11/2022 205305 BRITISH GAS	21.78
30/11/2022 205306 BRITISH GAS	27.18
30/11/2022 205310 CATERCRAFT SUPPLIES LTD	420.00
06/12/2022 205321 L&N CONSULTANCY LIMITED	180.00
06/12/2022 205324 COUNTY OFFICE SUPPLIES LTD	35.36
06/12/2022 205330 ROTARY CLUB OF NEWHAVEN	200.00
06/12/2022 205333 PEACEHAVEN CARERS WELLBRING	275.00
06/12/2022 205336 FAMILY SUPPORT WORK	500.00
06/12/2022 205338 COMMUNITY ORCHARD	272.00
09/12/2022 204566 RITE INDUSTRIAL DOORS	273.00
09/12/2022 204567 Heatcraft And Ventilation Ltd	921.41
13/12/2022 204571 Radius Connect	306.00
13/12/2022 204572 Brighton Permaculture Trust	4,000.00
13/12/2022 204576 EAST SUSSEX PENSION FUND	4,784.40
13/12/2022 204577 ENGLISH WOODLANDS	262.12
15/12/2022 204574 R.J.Meaker Fencing Ltd	307.20
	<u>13,344.25</u>
	535,787.08

Receipts not Banked/Cleared (Plus)

31/10/2022	0.90
16/12/2022	29.40
16/12/2022	50.00
16/12/2022	36.00
19/12/2022	12.96
20/12/2022	34.94
21/12/2022	16.80
21/12/2022	43.20
23/12/2022	50.00
30/12/2022	460.60

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Current Bank A/c**

	<u>Amount</u>	<u>Balances</u>
30/12/2022	3.95	
		<u>738.75</u>
		536,525.83
	Balance per Cash Book is :-	536,525.83
	Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/12/2022		180,356.06
			<hr/> 180,356.06
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			180,356.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			180,356.06
		Balance per Cash Book is :-	180,356.06
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 5 - Credit Card A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A Allen CC	28/10/2022		-219.18
Z Malone CC	28/10/2022		-309.54
			<u>-528.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-528.72
<u>Receipts not Banked/Cleared (Plus)</u>			
22/11/2022 OCT CC		528.72	
			<u>528.72</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
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BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 31 December 2021

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Active Saver	£564,046.57
.....	
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£180,181.95
.....	
Sort Code 20-49-76 • Account No 83521656	








[This is the end of your account summary.](#)

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 MERIDIAN WAY
 PEACEHAVEN
 EAST SUSSEX
 BN10 8BB

Your Business Current Account

At a glance

25 - 31 Dec 2021

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			50,000.00
29 Dec	 Cheque Issued Ref: 204874	2,344.75		47,655.25
	 Cheque Issued Ref: 204875	131.90		47,523.35
	 Cheque Issued Ref: 204876	780.57		46,742.78
	Giro Transfer From Account 30701211		3,257.22	50,000.00
30 Dec	 Cheque Issued Ref: 120796	238.69		49,761.31
	 Cheque Issued Ref: 204886	900.00		48,861.31
	 Cheque Issued Ref: 204890	50.00		48,811.31
	Giro Direct Credit From Dimensions UK Ref: 12525		649.99	49,461.30
	Giro Transfer From Account 30701211		538.70	50,000.00
31 Dec	 Cheque Issued Ref: 204865	115.47		49,884.53
	Giro Transfer From Account 30701211		115.47	50,000.00
31 Dec	Balance carried forward			50,000.00
	Total Payments/Receipts	4,561.38	4,561.38	

Start balance	£50,000.00
Money out	£4,561.38
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£4,561.38
End balance	£50,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 16 Dec 2021 was 0.250%

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- you go overdrawn on your account without agreeing an overdraft with us first; or
 - you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- understand any changes in your business and explore the options available;
- consider options for authorised borrowing facilities;
- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow. For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

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We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

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Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	687,081	687,081	0			100.0%	
1010 CIL Income	113,065	0	(113,065)			0.0%	113,065
1011 Groundwork UK	1,005	0	(1,005)			0.0%	63
1013 Income from Photocopying	177	0	(177)			0.0%	
1016 Housing Benefit Claims LDC	15,873	15,200	(673)			104.4%	
1040 Warm Havens Grant	1,007	0	(1,007)			0.0%	
1050 Allotment Rent	195	0	(195)			0.0%	
1094 Other Customer & Client Receipt	60	0	(60)			0.0%	
1100 Interest Received	350	200	(150)			174.9%	
1309 Other Income	150	1,000	850			15.0%	
General Administration :- Income	818,962	703,481	(115,481)			116.4%	113,128
4154 Sponsorship	180	0	(180)		(180)	0.0%	(32)
4345 CTLA Service Level Agreement	6,500	6,500	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
General Administration :- Direct Expenditure	21,180	21,000	(180)	0	(180)	100.9%	(32)
4001 Salaries	322,988	406,640	83,652		83,652	79.4%	
4002 Employer N.I Contributions	31,065	42,640	11,575		11,575	72.9%	
4003 Employer Pension Contributions	51,951	75,228	23,277		23,277	69.1%	
4004 Overtime	1,721	1,000	(721)		(721)	172.1%	
4011 Training	533	5,000	4,467		4,467	10.7%	
4212 Mileage Costs	0	500	500		500	0.0%	
4301 Purchase of Furniture/Equipmen	1,087	500	(587)		(587)	217.4%	583
4302 Purchase of Materials	94	500	406		406	18.7%	
4306 Printing	3,229	5,000	1,771		1,771	64.6%	
4307 Stationery	580	500	(80)		(80)	115.9%	
4310 Professional Fees - Consultanc	715	2,000	1,285		1,285	35.8%	
4311 Professional Fees - Legal	3,001	2,000	(1,001)		(1,001)	150.0%	2,255
4312 Professional Fees - Other	1,122	2,000	879		879	56.1%	
4314 Audit Fees	1,933	3,000	1,067		1,067	64.4%	
4315 Insurance	11,502	10,500	(1,002)		(1,002)	109.5%	
4321 Bank Charges	80	100	20		20	80.4%	
4322 BACS Charges	71	200	129		129	35.5%	
4323 PDQ Charges	531	800	269		269	66.4%	
4325 Postage	1,929	1,000	(929)		(929)	192.9%	
4326 Telephones	3,511	6,000	2,489		2,489	58.5%	
4327 Computers	12,456	15,000	2,544		2,544	83.0%	480
4333 Members Allowance	3,000	3,500	500		500	85.7%	
4334 Members Training	33	1,500	1,467		1,467	2.2%	

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Grants	8,919	1,017	(7,902)		(7,902)	876.9%	8,372
4342 Subscriptions	4,107	5,500	1,393		1,393	74.7%	
4444 Election Costs	0	9,000	9,000		9,000	0.0%	
4900 Miscellaneous Expenses	120	0	(120)		(120)	0.0%	
4999 Write Off	(89)	0	89		89	0.0%	
General Administration :- Indirect Expenditure	466,186	600,625	134,439	0	134,439	77.6%	11,689
Net Income over Expenditure	331,596	81,856	(249,740)				
6000 plus Transfer from EMR	11,720						
6001 less Transfer to EMR	113,065						
Movement to/(from) Gen Reserve	230,251						
110 Civic Events							
1331 Mayors All - prev yr unspent	789	0	(789)			0.0%	
Civic Events :- Income	789	0	(789)				0
4348 Civic Gifts	0	1,470	1,470		1,470	0.0%	
4349 Civic Training	32	500	468		468	6.5%	
4350 Mayors Badge	0	700	700		700	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	32	3,170	3,138	0	3,138	1.0%	0
4331 Mayor's Allowance	653	1,500	847		847	43.5%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	389	1,000	611		611	38.9%	
4336 Civic Service	47	500	453		453	9.3%	
4338 Remembrance Services	314	1,100	786		786	28.6%	
4339 London Bridge	185	500	315		315	37.1%	
Civic Events :- Indirect Expenditure	1,588	5,800	4,212	0	4,212	27.4%	0
Net Income over Expenditure	(831)	(8,970)	(8,139)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	2,620	4,000	1,380			65.5%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	2,720	8,500	5,780			32.0%	0
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	15	0	(15)		(15)	0.0%	
Marketing :- Direct Expenditure	15	200	185	0	185	7.4%	0

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4328 Website	3,082	3,250	168		168	94.8%	
4329 Advertising	689	1,000	311		311	68.9%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	3,771	4,750	979	0	979	79.4%	0
Net Income over Expenditure	(1,066)	3,550	4,616				
<u>130 Neighbourhood Plan</u>							
1101 Neighbourhood Plan	2,576	0	(2,576)			0.0%	
Neighbourhood Plan :- Income	2,576	0	(2,576)				0
4337 Neighbourhood Plan	7,892	5,000	(2,892)		(2,892)	157.8%	660
Neighbourhood Plan :- Indirect Expenditure	7,892	5,000	(2,892)	0	(2,892)	157.8%	660
Net Income over Expenditure	(5,316)	(5,000)	316				
6000 plus Transfer from EMR	660						
Movement to/(from) Gen Reserve	(4,656)						
<u>200 Planning & Highways</u>							
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	213	600	387		387	35.5%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	213	1,850	1,637	0	1,637	11.5%	0
4101 Repair/Alteration of Premises	9,438	700	(8,738)		(8,738)	1348.3%	9,312
4111 Electricity	366	1,092	726		726	33.6%	
4171 Grounds Maintenance Costs	474	500	26		26	94.9%	
4850 Grass Cutting Contract	8,864	8,864	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	19,143	11,156	(7,987)	0	(7,987)	171.6%	9,312
Net Expenditure	(19,356)	(13,006)	6,350				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(10,044)						
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	4,277	6,000	1,723		1,723	71.3%	
4203 Fuel	5,752	5,500	(252)		(252)	104.6%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	720	900	180		180	80.0%	
Grounds Team General Exp :- Indirect Expenditure	11,039	13,000	1,961	0	1,961	84.9%	0
Net Expenditure	(11,039)	(13,000)	(1,961)				

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Sports Park							
1025 Rent & Service Charge	15,455	13,845	(1,610)			111.6%	
1041 S/P Telephone Masts	6,383	4,500	(1,883)			141.8%	
1043 S/P Football Pitches	4,040	3,000	(1,040)			134.7%	
1061 S/P Court Hire	3,936	5,406	1,470			72.8%	
Sports Park :- Income	29,813	26,751	(3,062)			111.4%	0
4101 Repair/Alteration of Premises	124,499	0	(124,499)		(124,499)	0.0%	124,435
4111 Electricity	1,255	5,000	3,745		3,745	25.1%	
4131 Rates	2,345	2,345	(0)		(0)	100.0%	
4160 Changing Places Costs	494	0	(494)		(494)	0.0%	
4161 Cleaning Costs	5,481	8,000	2,519		2,519	68.5%	
4164 Trade Refuse	3,177	4,500	1,323		1,323	70.6%	
4171 Grounds Maintenance Costs	5,584	10,000	4,416		4,416	55.8%	
Sports Park :- Indirect Expenditure	142,835	29,845	(112,990)	0	(112,990)	478.6%	124,435
Net Income over Expenditure	(113,022)	(3,094)	109,928				
6000 plus Transfer from EMR	124,435						
Movement to/(from) Gen Reserve	11,413						
315 Big Park							
4101 Repair/Alteration of Premises	17,645	5,000	(12,645)		(12,645)	352.9%	16,332
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	528	500	(28)		(28)	105.6%	
4112 Gas	237	300	63		63	79.1%	
4121 Rents	14,680	15,000	320		320	97.9%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	776	1,000	224		224	77.6%	
4173 Fertilisers & Grass Seed	5,168	6,000	832		832	86.1%	
4303 Machinery Mtce/Lease	2,194	3,500	1,306		1,306	62.7%	
Big Park :- Indirect Expenditure	46,467	36,516	(9,951)	0	(9,951)	127.3%	16,332
Net Expenditure	(46,467)	(36,516)	9,951				
6000 plus Transfer from EMR	16,332						
Movement to/(from) Gen Reserve	(30,135)						
316 Gateway Cafe							
1025 Rent & Service Charge	6,884	8,823	1,940			78.0%	
1111 Electricity	6,179	6,000	(179)			103.0%	
Gateway Cafe :- Income	13,063	14,823	1,760			88.1%	0

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	398	3,000	2,602		2,602	13.3%	
4102 Maintenance of Buildings	41	0	(41)		(41)	0.0%	
4111 Electricity	4,380	6,000	1,620		1,620	73.0%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,572	1,500	(72)		(72)	104.8%	
4326 Telephones	810	972	162		162	83.3%	
Gateway Cafe :- Indirect Expenditure	7,517	12,972	5,455	0	5,455	58.0%	0
Net Income over Expenditure	5,545	1,851	(3,694)				
330 Parks & Open Spaces							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,156	5,100	(1,056)			120.7%	
1050 Allotment Rent	475	2,445	1,970			19.4%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	6,906	7,545	639			91.5%	0
4104 Vandalism Repairs	566	1,500	934		934	37.7%	
4105 Tree Works	240	2,000	1,760		1,760	12.0%	
4106 Signage	0	1,500	1,500		1,500	0.0%	
4108 Tree Planting	4,095	2,500	(1,595)		(1,595)	163.8%	1,595
Parks & Open Spaces :- Direct Expenditure	4,901	7,500	2,599	0	2,599	65.3%	1,595
4101 Repair/Alteration of Premises	3,742	5,000	1,258		1,258	74.8%	2,900
4141 Water Services	4,320	5,000	680		680	86.4%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,621	4,000	1,379		1,379	65.5%	
4301 Purchase of Furniture/Equipmen	14,736	5,000	(9,736)		(9,736)	294.7%	15,126
Parks & Open Spaces :- Indirect Expenditure	25,654	21,000	(4,654)	0	(4,654)	122.2%	18,026
Net Income over Expenditure	(23,648)	(20,955)	2,693				
6000 plus Transfer from EMR	19,620						
Movement to/(from) Gen Reserve	(4,028)						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	15,742	16,646	904			94.6%	
The Hub :- Income	15,732	16,646	914			94.5%	0
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	433	500	67	0	67	86.6%	0

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	1,322	2,000	678		678	66.1%	
4112 Gas	0	2,000	2,000		2,000	0.0%	
4171 Grounds Maintenance Costs	4,299	2,000	(2,299)		(2,299)	215.0%	3,900
The Hub :- Indirect Expenditure	8,286	8,000	(286)	0	(286)	103.6%	3,900
Net Income over Expenditure	7,013	8,146	1,133				
6000 plus Transfer from EMR	3,900						
Movement to/(from) Gen Reserve	10,913						
360 Community House							
1069 C/H Police Room	1,700	2,295	595			74.1%	
1070 C/H Phoenix Room	5,557	6,120	563			90.8%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	3,520	7,280	3,760			48.4%	
1076 C/H Main Hall	11,145	18,280	7,135			61.0%	
1077 C/H Anzac Room	8,369	9,065	696			92.3%	
1078 C/H Main Kitchen	883	892	9			99.0%	
1079 C/H Anzac Kitchen	837	500	(337)			167.5%	
1080 C/H Foyer	719	1,642	923			43.8%	
1081 C/H Equipment Hire	791	928	137			85.3%	
1090 Storage Income	553	0	(553)			0.0%	
1091 Cinema Income	3,643	4,500	857			81.0%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	37,905	61,037	23,132			62.1%	0
4167 Cinema Costs	2,504	1,000	(1,504)		(1,504)	250.4%	
4175 Music Licence	740	1,250	510		510	59.2%	
Community House :- Direct Expenditure	3,244	2,250	(994)	0	(994)	144.2%	0
4101 Repair/Alteration of Premises	8,082	7,000	(1,082)		(1,082)	115.5%	
4102 Maintenance of Buildings	5,240	5,000	(240)		(240)	104.8%	
4111 Electricity	8,748	10,000	1,252		1,252	87.5%	
4112 Gas	4,468	6,000	1,532		1,532	74.5%	
4122 Service Charge	0	20,000	20,000		20,000	0.0%	
4131 Rates	15,719	15,800	82		82	99.5%	
4141 Water Services	1,148	8,000	6,852		6,852	14.4%	
4151 Fixtures & Fittings	848	1,500	652		652	56.5%	520
4161 Cleaning Costs	976	1,000	24		24	97.6%	
4162 Cleaning Materials	731	1,000	269		269	73.1%	
4163 Personal Hygiene	1,746	2,500	754		754	69.8%	

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Uniform	271	600	329		329	45.1%	
Community House :- Indirect Expenditure	47,976	78,400	30,424	0	30,424	61.2%	520
Net Income over Expenditure	(13,315)	(19,613)	(6,298)				
6000 plus Transfer from EMR	520						
Movement to/(from) Gen Reserve	(12,795)						
<u>430 Summer Fair</u>							
1045 Event Sponsorship	1,169	500	(669)			233.8%	
1046 Stall Income (Events)	1,150	1,500	350			76.7%	
1094 Other Customer & Client Receipt	1,235	800	(435)			154.4%	
Summer Fair :- Income	3,554	2,800	(754)			126.9%	0
4329 Advertising	139	900	761		761	15.5%	
4500 Event Staff Overtime	2,369	1,150	(1,219)		(1,219)	206.0%	
4900 Miscellaneous Expenses	1,045	1,200	155		155	87.1%	
Summer Fair :- Indirect Expenditure	3,554	3,250	(304)	0	(304)	109.4%	0
Net Income over Expenditure	0	(450)	(450)				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	1,800	1,800			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	(360)	(360)				
<u>450 Mayoral Charity Events</u>							
1045 Event Sponsorship	623	0	(623)			0.0%	
1055 Mayoral Events	416	0	(416)			0.0%	
Mayoral Charity Events :- Income	1,039	0	(1,039)				0
Net Income	1,039	0	(1,039)				

Detailed Income & Expenditure by Budget Heading 17/01/2023

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	933,060	843,383	(89,677)			110.6%	
Expenditure	821,926	868,944	47,018	0	47,018	94.6%	
Net Income over Expenditure	<u>111,133</u>	<u>(25,561)</u>	<u>(136,694)</u>				
plus Transfer from EMR	186,499						
less Transfer to EMR	113,065						
Movement to/(from) Gen Reserve	<u>184,568</u>						

List of Payments made between 01/11/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	LISA HAYWARD	BACS	1,100.00		OCTOBER CONSULTANCY
04/11/2022	Barclays	DD	3.00		BACS CHARGES
04/11/2022	Northstar IT	DD1	1,436.00		NOVEMBER SUPPORT
04/11/2022	02	DD2	144.72		OCTOBER MOBILES
07/11/2022	The Fuelcard People	DD	13.20		CARD CHARGES
08/11/2022	KANER OLETTE	205251	2,677.58		FEASIBILITY STUDY
08/11/2022	Lewes District Council	205252	180.00		LICENCE FEE FOR CH
08/11/2022	M.D.J Light Brothers Ltd	205253	348.00		SKIP HIRE
08/11/2022	East Sussex Security	205254	222.00		DETECTOR REPLACEMENTS
08/11/2022	AVS FENCING SUPPLIES LTD	205255	157.54		OVAL FENCE REPAIRS
08/11/2022	L&N CONSULTANCY LIMITED	205256	594.00		OCTOBER CONSULTANCY
08/11/2022	GTA CIVILS & TRANSPORT	205257	3,174.00		TOPOGRAPHICAL SURVEY
08/11/2022	Acacia Groundcare Equipment Re	205258	839.40		FLAIL/SCARIFIER
08/11/2022	Double Nine Ltd / Merlin Workw	205259	1,148.77		UNIFORM
08/11/2022	MIW WATER COOLER EXPERTS	205260	5,308.60		WATER FOUNTAIN BIG PARK
08/11/2022	Rigby Taylor	205261	231.48		BOWLING GREEN
08/11/2022	CHANDLERS BUILDING SUPPLIES	205262	70.86		HUB GUTTER REPAIRS
08/11/2022	CASTLE WATER	205263	7.66		OCTOBER WATER
08/11/2022	R.J.Meaker Fencing Ltd	205264	24.82		POST MIX
08/11/2022	HAGS-SMP LTD	205265	166.56		SEESAW REPAIRS
08/11/2022	Trade UK	205266	33.97		EXTENSION LEAD / TOILET SEAT
08/11/2022	LEXISNEXIS	205267	164.99		LOCAL COUNCIL BOOK
08/11/2022	GASTON MALLIA	205268	500.00		DESIGN OF DOCUMENT
08/11/2022	AMP Services	205269	5,608.90		BATTERIES FOR VEHICLES
08/11/2022	Heatcraft And Ventilation ltd	205270	7,813.76		BOILER REPAIRS
08/11/2022	SECRETARY OUTSOURCE	205271	50.00		NHP MINUTES
08/11/2022	HATTIE PENDRY	205272	50.00		H.PENDRY DEPOSIT REFUND
08/11/2022	CATHY JONES	205273	50.00		C.JONES - DEPOSIT REFUND
08/11/2022	JADE GRIFFITHS	205274	158.00		J. GRIFFITHS
08/11/2022	JOHNNY RICHIE	205275	100.00		MAGIC SHOW
08/11/2022	AGGIE ILOWSKI	205276	50.00		A.ILOWSKI - REFUND DEPOSIT
08/11/2022	FIONA ROSS	205277	50.00		F.ROSS DEPOSIT REFUND
08/11/2022	LAILA BARAKAT	205278	50.00		L.BARAKAT DEPOSIT REFUND
08/11/2022	KINGSLEY ROOFING	205279	4,680.00		KINGSLEY ROOFING
08/11/2022	LUCY SYMONDS	205280	105.90		MAYORAL EXPENSES
08/11/2022	HARROD UK LTD	204561	169.95		MUGA REPAIRS
08/11/2022	EDF	204562	472.82		OCTOBER ELECTRICITY
08/11/2022	CATHY JONES	205273	-50.00		C/ JONES CANCEL CHQ
08/11/2022	AGGIE ILOWSKI	205276	-50.00		CANCEL CHQ
10/11/2022	Barclays	DD1	62.00		OCT PDQ
11/11/2022	MILITARY WORLD	BACS	100.00		REMEMBRANCE SERVICE
14/11/2022	The Fuelcard People	DD	36.36		fuel
15/11/2022	ENVIRONMENT AGENCY	DD	171.00		EA ANNUAL CHARGES
17/11/2022	Wightman & Parrish Ltd	205281	229.13		BLUE ROLL FOR CHANGING PLACES
17/11/2022	Aquarius Solutions	205282	250.00		SAFEGUARDING TRAINING
17/11/2022	SOUTHCOAST LOCKSMITHS LTD	205283	42.34		RADAR KEY & KEYS
17/11/2022	East Sussex Security	205284	126.00		INTRUDER ALARM

List of Payments made between 01/11/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/11/2022	Business Sream	205285	309.08		JUNE-NOV WASTE
17/11/2022	The Royal British Legion	205286	75.00		POPPIES
17/11/2022	Radius Connect	205287	306.00		NOVEMBER PHONES
17/11/2022	Trade UK	205288	27.87		BANNER SCREWS / HUB TOILET SEA
17/11/2022	CUTTTS MARINE	205289	115.80		MAROONS 13/11/2022
17/11/2022	Caroline Reid	205290	609.00		NOVEMBER CLEANING
17/11/2022	DAVID FENSOME	205291	100.00		COMEDY NIGHT REFUND
17/11/2022	MARIA LIDON	205292	3.62		BALANCE REFUND
17/11/2022	HELEN BROPHY	205293	50.00		H.BROPHY DEPOSIT
17/11/2022	SUSSEX MAYORS ASSOC	205294	30.00		D/SEABROOK MEAL
17/11/2022	GEORGE DYSON	205295	9.50		G.DYSON EXPENSES
21/11/2022	The Fuelcard People	DD	108.89		GY06 PPX FUEL
22/11/2022	GTA CIVILS & TRANSPORT	205296	600.00		DRAINAGE & BRIDLEWAY DESIGN
22/11/2022	Madison Web Solutions Limited	205297	2,244.00		2 HR TRAINING
22/11/2022	M.D.J Light Brothers Ltd	205298	213.12		SKIP HIRE
22/11/2022	HOBARD PAVING COMPANY	205299	59,437.20		PATHWAY & FOUNTAIN PIPE
22/11/2022	U-Benders	205300	297.12		PLUMBER CALL OUT
22/11/2022	SUE MOSCATELLI	205301	7.99		TRAVEL COSTS
22/11/2022	MRS MLEFKARDI	205302	100.00		LEFKARDI DEPOSIT REFUND
22/11/2022	REBECCA KING	205303	50.00		R.KING DEPOSIT REFUND
22/11/2022	CASEY BOYCE	205304	50.00		C.BOYCE DEPOSIT REFUND
22/11/2022	Credit Card A/c	OCT CC	528.72		NOVEMBER DD
24/11/2022	PHS Group	DD1	763.97		QUARTERLY HYGIENE
25/11/2022	NOVEMBER SALARIES	NOV PAY	37,484.39		NOVEMBER SALARIES
25/11/2022	Barclays	DD	50.00		BACS OVER LIMIT CHARGES
29/11/2022	EDF	DD	168.04		AUG - NOV STREET LIGHTING
30/11/2022	BRITISH GAS	205305	21.78		11 NOV - 16 NOV GAS
30/11/2022	BRITISH GAS	205306	27.18		11 NOV - 16 NOV ELECTRICITY
30/11/2022	Rigby Taylor	205307	42.00		LANCROP
30/11/2022	GB SPORT & LEISURE	205308	356.40		GATE MOTORS FOR BP
30/11/2022	Spy AlarmsLtd	205309	129.60		SMOKE ALARMS FOR CAFE
30/11/2022	CATERCRAFT SUPPLIES LTD	205310	420.00		SERVICE TO CATERING EQUIP
30/11/2022	CVS TYRES LTD	205311	301.07		TRACTOR INNER TUBE
30/11/2022	B & S CHAINS Ltd	205312	96.00		ZIP WIRE PARTS
30/11/2022	Wightman & Parrish Ltd	205313	57.00		GREEN SACKS
30/11/2022	Trade UK	205314	11.69		BOLTS FOR DELL SWING
30/11/2022	CASTLE WATER	205315	2,032.94		NOVEMBER WATER - WITH READING
30/11/2022	CATHY NORCOTT JONES	205316	50.00		C.N.JONES - DEPOSIT
30/11/2022	HMRC	205318	16,833.69		NOVEMBER SALARIES
30/11/2022	EAST SUSSEX PENSION FUND	205317	13,589.48		NOVEMBER SALARIES
30/11/2022	BRITISH GAS	205306	-27.18		CANCEL LOST CHEQUE
30/11/2022	BRITISH GAS	205305	-21.78		CANCEL LOST CHQ
05/12/2022	The Fuelcard People	DD	32.90		GY06 PPX FUEL;
05/12/2022	Barclays	DD1	3.00		BACS FILE CHARGES
06/12/2022	GTA CIVILS & TRANSPORT	205319	1,260.00		TOPOGRAPHICAL SURVEY
06/12/2022	Trade UK	205320	177.14		BIG PARK WATER FOUNTAIN PARTS
06/12/2022	L&N CONSULTANCY LIMITED	205321	180.00		NOVEMBER CONSULTANCY

List of Payments made between 01/11/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2022	Cinemobile	205322	820.75		23 NOV - FISHERMAN FRIEND
06/12/2022	Madison Web Solutions Limited	205323	648.00		PREMIUM HOSTING
06/12/2022	COUNTY OFFICE SUPPLIES LTD	205324	35.36		STATIONARY
06/12/2022	R.J.Meaker Fencing Ltd	205325	37.95		BIG PARK REPAIRS
06/12/2022	Farrington Property Developmen	205326	4,404.00		UNIT 14 RENT W/C 19/10/22
06/12/2022	LISA HAYWARD	205327	1,540.00		L.HAYWARD- NOV CONSULT
06/12/2022	ANNE BOTT	205328	1,226.00		PTC INVESTIGATION REPORT
06/12/2022	THE DEANS SENIOR TEA CLUB	205329	300.00		THE DEAN - GRANT
06/12/2022	ROTARY CLUB OF NEWHAVEN	205330	200.00		ROTARY CLUB - GRANT
06/12/2022	1st PEACEHAVEN RAINBOW	205331	325.01		RAINBOWS - GRANT
06/12/2022	SEAHAVEN RESPONDERS	205332	500.00		SEAHAVEN RESPOND - GRANT
06/12/2022	PEACEHAVEN CARERS	205333	275.00		CARERS WELLBEING- GRANT
06/12/2022	ABC FUND	205334	300.00		ABC FUND GRANT
06/12/2022	PEACEHAVEN HEIGHTS PTA	205335	400.00		PEACEHAVEN HEIGHTS GRANT
06/12/2022	RELEASE COUNSELLING	205337	500.00		RELEASE CONSELLING - GRANT
06/12/2022	FAMILY SUPPORT WORK	205336	500.00		FAMILY SUPPORT GRANT
06/12/2022	COMMUNITY ORCHARD	205338	272.00		ORCHARD - GRANT
06/12/2022	SUSSEX COMMUNITY ASSC	205339	300.00		SCDA - GRANT
06/12/2022	EDF	205340	973.17		NOVEMBER ELECTRICITY
06/12/2022	Northstar IT	DD2	1,436.00		MONTHLY SUPPORT - DEC
06/12/2022	JASMINE FOOT	204564	50.00		J.FOOT REFUND
06/12/2022	SARAH SMITH	204563	50.00		S.SMITH REFUND
06/12/2022	SARAH SMITH	204563	-50.00		CX CHQ
06/12/2022	PEACEHAVEN CARERS	205333	-275.00		CANCEL CHQ - PD ONLINE
07/12/2022	02	DD3	144.72		NOVEMBER MOBILES
07/12/2022	TOTAL GAS & POWER	DD4	321.20		OCTOBER GAS
09/12/2022	Caroline Reid	204565	609.00		DECEMBER CLEANING
09/12/2022	RITE INDUSTRIAL DOORS	204566	273.00		CALL OUT FOR ROLLER SHUTTER
09/12/2022	Heatcraft And Ventilation ltd	204567	921.41		SERVICE HEATING EQUIP
09/12/2022	KANER OLETTE	204568	2,553.60		FEASIBILITY STUDY
12/12/2022	Barclays	DD	62.00		NOVEMBER PDQ`
12/12/2022	The Fuelcard People	DD1	147.52		HK66WMJ FUEL
12/12/2022	RYE OIL	BACS	184.70		304030
13/12/2022	SUSAN JONES	204569	50.00		S.JONES DEPOSIT REFUND
13/12/2022	AMP Services	204570	68.34		CHAINSAW CHAIN
13/12/2022	Radius Connect	204571	306.00		DECEMBER PHONES
13/12/2022	Brighton Permaculture Trust	204572	4,000.00		PLANTING OF 30 TREES
13/12/2022	Wightman & Parrish Ltd	204573	316.58		CLEANING COSTS
13/12/2022	HMRC	DEC PAY	8,931.13		NOVEMBER SALARIES
13/12/2022	EAST SUSSEX PENSION FUND	204576	4,784.40		DECEMBER SALARIES
13/12/2022	ENGLISH WOODLANDS	204577	262.12		QUEENS TREE / HP TREES
15/12/2022	R.J.Meaker Fencing Ltd	204574	307.20		ALLOTMENT FENCE REPAIR
19/12/2022	JOHN BORTHWICK	BACS	160.00		XMAS PARTY
21/12/2022	PHS Group	DD	23.17		LOW RISK WASTE COLLECTION
23/12/2022	DECEMBER SALARIES	DEC PAYROL	26,467.09		DECEMBER SALARIES
23/12/2022	Credit Card A/c	NOV CC	1,279.66		NOVEMBER CC PURCHASES
28/12/2022	The Fuelcard People	DD1	94.37		GY06 PPX FUEL

List of Payments made between 01/11/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>245,220.98</u>		

Minutes of the meeting of the Peacehaven Town Council's POLICY AND FINANCE COMMITTEE held on Tuesday 22nd November 2022 at 7.30pm in Community House

Present – Cllr C Cheta (Chair), Cllr D Seabrook, Cllr C Gallagher, Cllr L Duhigg, Cllr L Symonds, Cllr I Sharkey, Cllr A Milliner.
Town Clerk T Allen; Finance Officer Z Malone.

PF820 CHAIRMAN'S ANNOUNCEMENTS

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

PF821 PUBLIC QUESTIONS

There were no public questions.

PF822 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr C Collier and Cllr A Goble.

PF823 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Seabrook, re. Item PF837 as a member of the Community Orchard group.

PF824 TO ADOPT THE COMMITTEE'S MINUTES OF 11th OCTOBER 2022

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

PF825 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

The Finance Officer's report was received and noted.

2. Bank account & Bank Reconciliation statements (for signing)

Received and resolved for signing.

3. Income & Expenditure report

Received and noted.

Cllr Seabrook noted that, at two-thirds of the way through the current financial year, the salaries budget was c. 50% spent; however this did not include the recent cost-of-living pay award, which when accounted for puts the salaries expenditure on target.

4. Balance Sheet

Received and noted.

5. CIL & S.106 report

Received and noted.

6. List of payments (for approval)

It was resolved to approve the October 2022 payments amounting to £87,601.22, as scheduled in the meeting papers.

7. Review of external contracts, SLA's & their ongoing authorisations.

No items for discussion.

8. Funding report for buildings equipment maintenance works.

Received and noted.

PF826 TO APPROVE THE 2023/24 BUDGET

The Finance Officer introduced this item and referred to the circulated draft budget papers, which contained two options' giving either a 5% or 10% increase in Precept requirement.

It was noted that, to achieve the 5% option, salary increases were set at 4% and £10K provision for play equipment and provision for tree planting/works had been removed.

It was resolved to recommend a net budget of £749,113 to Council, representing a %5 increase in Precept requirement.

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 22nd November 2022

In taking this decision, the Committee took into account the following factors:-

- Financially difficult times for Peacehaven residents.
- Rising energy costs.
- Salary increases were an unknown factor and reserves could support additional funding in this area.
- The increase in monetary terms was c. 60p per household.
- Other authorities will likely be increasing their own Council Tax requirements, so it was important to keep the Town Council's element as low as possible.

The Clerk noted the following:-

- The latest Band D Tax Base figure is awaited.
- Caution re the possible reliance on reserves to support salary costs.
- Salary cost-of-living, pensions and National Insurance increases are not controlled by the Town Council.

PF827 TO APPROVE THE HIRE CHARGES FOR 2023/24

It was noted that the proposed increases were the lowest that were practical and were included in the Draft Budget figures.

It was resolved to adopt the figures quoted on the spreadsheet circulated with the meeting papers.

Finance Officer to look into Commercial hire charging 'On Request', how these charges are determined, and send a report to the CCE Committee.

PF828 TO APPROVE THE 2022/23 INTERIM INTERNAL AUDIT REPORT & NOTE ACTIONS

The Clerk noted that this was an excellent audit report and the Finance Officer was thanked for her hard work.

Actions quoted for further improvement were noted.

PF829 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

The Clerk noted that the hearing loop works in the main hall at Community House had been completed.

It was noted that the planned surveys of Community House remain on-hold as these are being requested as part of the Morrisons redevelopment project.

PF830 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

The Clerk noted that, as actioned by the Committee, the Plan was being reviewed and updated by Committees and updates would be seen by the Committee as they arise.

PF831 TO ADOPT UPDATED HEALTH & SAFETY POLICY STATEMENT

It was resolved to adopt this policy as drafted.

PF832 TO ADOPT UPDATED SAFEGUARDING POLICY

It was resolved to defer discussion of this policy until after the safeguarding training had been completed from which there may be further updates.

Cllr Seabrook noted that the policy for The Orchard, was very comprehensive and worth using in developing the Council's policy

PF833 TO ADOPT UPDATED EQUALITY & DIVERSITY POLICY

It was resolved to adopt this policy as drafted.

PF834 TO ADOPT UPDATED INVESTMENT POLICY

It was resolved to adopt this policy with an amendment to include the following:-

"To exclude investments based in fossil fuels as far as is reasonably practicable".

PEACEHAVEN TOWN COUNCIL

Minutes of the POLICY AND FINANCE COMMITTEE Meeting – 22nd November 2022

PF835 TO ADOPT UPDATED EMAIL POLICY

It was resolved to adopt this policy as drafted.

PF836 TO RECEIVE AN UPDATE ON THE PURCHASE OF AN ELECTRIC VEHICLE

The Clerk related the background to this item and the contract hire costs involved.

It was noted that, at the Council meeting on the 27th September 2022, it was resolved that the Council begins the process of a contract hire/lease agreement for an electric Toyota van by finalising the costs involved with this option.

It was resolved to proceed and purchase this vehicle under contracted terms, as set out at the recent meeting of Council.

PF837 TO RECEIVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETING OF 15th NOVEMBER 2022 & APPROVE RECOMMENDED ROUND 2 2022/23 GRANTS

The Clerk noted that the draft minutes of the Grants Sub-Committee meeting would be with the papers for the next Council meeting.

The circulated report of grants proposed by the Sub-Committee was discussed.

The Finance Officer reported that the Sub-Committee was unable to approve the grant for The Orchard as the number of meeting members voting became inquorate, as one Councillor had declared an interest and could not vote.

It was resolved to approve a grant of £272 grant for The Orchard.

It was resolved to approve all the other grants as recommended by the Sub-Committee.

PF838 TO RECEIVE A PROPOSAL FROM PEACEHAVEN PLAYERS

The Finance Officer related the background to this item.

It was resolved to allow a £200 discount towards the room hire fees for the Peacehaven Players Christmas production for 2022.

PF839 TO APPROVE THE FINANCIAL RISK ASSESSMENT

It was resolved to adopt this risk assessment.

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.

PF840 AGED DEBT ANALYSIS

The Finance Officer's report was received and noted.

The Finance Officer reported on progress in reducing these debts.

PF841 DATE OF NEXT MEETING – TUESDAY 24th JANUARY 2023 AT 7.30PM

There being no further business, the meeting closed at 20:39.

PEACEHAVEN TOWN COUNCIL

Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Draft Minutes of the meeting of the Peacehaven Town Council Grants Sub-Committee held at Community House, Peacehaven on Wednesday 11th January 2023 at 1.30 p.m.

Present: - Cllr C Cheta, Cllr S Griffiths, Cllr. D Seabrook, Victoria Onis (Admin Officer) & Zoe Malone (Finance Officer).

1 GSC067 CHAIRS ANNOUNCEMENTS

There were no Chairs announcements.

2 GSC068 PUBLIC QUESTIONS

There were no members of the public in attendance.

3 GSC069 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr Milliner and Cllr Collier

4 GSC070 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 GSC071 TO APPROVE & SIGN THE MINUTES OF THURSDAY 15TH NOVEMBER 2022

It was proposed to adopt the minutes a true record.

6 GSC072 TO NOTE THE CURRENT GRANTS PROCESS & APPROVE SUGGESTED POLICY AMENDMENTS

Subject to proofreading, the Grants Committee have approved the Draft and recommend approval to the Policy & Finance Committee

7 GSC073 DATE OF NEXT MEETING CONFIRMED AS THURSDAY 20TH APRIL 2023

There being no further business, the meeting closed at 15.31

**PEACEHAVEN TOWN COUNCIL
DRAFT OUTLINE AGREEMENT FOR THE
HIRE OF THE FIELDS & ROBSONS ROOM
– COMMUNITY HOUSE**

AGREEMENT DATE

AGREEMENT BETWEEN Peacehaven Town Council and Emcor Limited

USEAGE Within the Fields & Robson Room; Office, kitchenette, gas and electricity.

DAYS Monday – Friday and weekends by agreement.

TIMES As required by Emcor

RENT & CHARGES £1,000 per calendar month rent plus Gas, Electric & water charges as charged by supplier.

AGREEMENT REVIEW This Agreement will be reviewed annually in March.

NOTICE PERIOD. Each party will give the other a minimum of one month's notice.

RENT & CHARGES REVIEW Rent & charges are reviewed annually for application from 1st April each year, in-line with inflation.

INSURANCE Proof of public liability cover of £10m and Employers Liability insurance will be required.

RISK ASSESSMENT Hirer should be aware of the risks identified in the attached health & safety document and provide a comprehensive risk assessment for their activities.

RESPONSIBILITIES OF HIRER The Council will hold the hirer responsible for all damage to its premises, however caused, during the period of the hiring and will require reimbursement in full of all financial loss in respect of such damage. **Important Note:** The use of sellotape, blue tack or similar, to fix decorations, posters etc. to the wall is NOT allowed.

Hirer will be required to leave the premises and equipment in a clean and tidy condition, and extinguish all lights and securely lock all windows and doors upon exiting the premises.

The Hirer of the premises shall ensure that no nuisance is caused to the occupants of neighboring buildings by reason of excessive noise, unruly behaviour, inconsiderate parking etc.

It is the hirer's responsibility to inform attendees of the fire exit procedure and to ensure that there is a First Aider on site.

Peacehaven Town Council has adopted a policy not to use single use plastic in all our buildings, The Hirer is required to make all reasonable efforts to follow this policy.

SMOKING IS PROHIBITED IN ANY PREMISES OWNED BY PEACEHAVEN TOWN COUNCIL.

EMERGENCY MOBILE In the event of an emergency please ring the Caretaker on duty.

HEALTH & SAFETY

Introduction

The Main Hall, other rooms and facilities located within the Council owned property are hired out on a regular basis by the Council to local organizations. The events are very popular and generate a large number of personnel and visiting members of the public. This includes a high ratio of physically impaired persons in wheelchairs.

This then presents a situation of high risk where an accident can occur if there is a fire alarm or other emergency where the building is required to be evacuated.

To ensure this situation is mitigated it is essential that certain rules and procedures are followed to ensure your event proceeds successfully and without incident.

All activities of the hirer are subject to the relevant Law, HSAW Act and various regulations and Codes of Practice.

Event Safety Guide Application

Peacehaven Town Council, operates a robust health and safety regime with zero accident tolerance and therefore requires the Hirer to follow the same safety principles.

Risk Assessed Requirements

The hirer is required to carry out their own suitable and sufficient Risk Assessments. Risk Assessments should be completed by a competent person and consider all reasonably foreseeable risks.

Please adhere to any prevailing Government restrictions and advice with regards to COVID19.

Evacuation Plan

Hirer must familiarize themselves with the Fire Exits and the Fire Evacuation plan relevant to the building.

All fire exits are marked with the overhead green man signs which will illuminate in the case of a power failure.

On the sounding of the fire alarm, the Hirer and/or appointed Fire Marshall(s) must immediately evacuate all personnel and members of the public to the designated assembly areas.

The hirer and/or designated Fire Marshall(s) will give the instruction to return to the building when the Fire Brigade has given all clear.

At all times, the fire exits must be kept clear.

It is the responsibility of the hirer to ensure that all vehicles associated with the hiring are parked in a safe and orderly manner and do not in any way block the designated fire exit routes.

Disability vehicles should park in their designated bays

Accident Reporting

The reporting of any incidents or accidents should be made directly to the Town Clerk on 01273 585493 which will be subsequently investigated.

Agreement signed on behalf of Peacehaven Town Council:-

SIGNATURE:

DATED:

NAME:

POSITION:

Agreement signed on behalf of Emcor UK Ltd

SIGNATURE

DATED:

NAME:

POSITION:

GENERAL DATA PROTECTION REGULATIONS- Personal information such as name, postal address, phone number and email address given to the council will be used only to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any third party without your prior permission or unless we are required to do so by law.

Your details will] be stored securely on our Data Base. You can withdraw your consent for us to use your or ask us to amend or delete your details by emailing or phoning the Information Officer 01273 585493 Information option 1 or

Info@peacehaventowncouncil.gov.uk



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DRAFT Minutes of the meeting of the Personnel Committee held in the Anzac Room, Community House on Thursday 1st December 2022 at 7.30pm

Present: Cllr David Seabrook (Chair), Cllr Katie Sanderson (Vice-Chair), Cllr Lucy Symonds (Chair of Council), Cllr Cathy Gallagher, Cllr Sue Griffiths.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities, and Projects Officer).

No members of the public were in attendance.

1. E271 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, went through the building fire procedures, and asked for phones to be put onto silent.

2. E272 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Wendy Veck, Cllr Chris Collier, and Tony Allen (Town Clerk).

Cllr Sue Griffiths is substituting for Cllr Wendy Veck.

3. E273 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interest.

4. E274 TO ADOPT THE PUBLIC MINUTES OF 18TH OCTOBER 2022 MEETING

Proposed by: Cllr Gallagher. Seconded by: Cllr Symonds.

The minutes of the above meeting were **resolved and adopted**.

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 discussion of the following items.

5. E275 TO ADOPT THE CONFIDENTIAL MINUTES OF 18TH OCTOBER 2022 MEETING

Proposed by: Cllr Gallagher. Seconded by: Cllr Sanderson.

The minutes of the above meeting were **resolved and adopted**.

6. E276 TO REVIEW THE COMMITTEE'S ACTION PLAN

Action Plan items are on the Agenda separately.

7. E277 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Committee discussed aspects relating to the recently agreed national pay review.

8. E278 TO REVIEW THE COUNCIL'S TRAINING PROGRAMME

The Training Plans were reviewed, and additions and amendments were agreed.

9. E279 REPORT FROM THE TASK & FINISH GROUP SET UP TO REVIEW THE REPORT FROM STEVE BRIGDEN REGARDING AN OFFICIAL COMPLAINT & DRAFT ACTION PLAN

The Committee deferred this item as it is on the agenda for the next Council meeting agenda.

10. E280 TO RECEIVE A REPORT ON THE ANNUAL STAFFING STRUCTURE REVIEW

The chair gave a brief overview on the item and informed the Committee that it is still a work in progress.

There was a lengthy discussion on the proposed job descriptions, pay scales, recruitment requirements, and training for staff.

It was proposed that an Extraordinary Committee meeting be called to discuss the staffing restructure on Monday 19th December at 2pm.

Proposed by: Cllr Sanderson Seconded by: Cllr Symonds
The Committee **resolved** to **agree** to this proposal.

11. E281 TO RECEIVE A REPORT ON STAFFING MATTERS:-

The chair rearranged the order of these items

5. Other staffing matters

The Chair raised that we need to discuss the recruitment of a part time (30 hours per week) Marketing and Event Support Officer.

3. Hybrid working report

The Chair introduced the Town Clerk's report which indicates that the hybrid working is successful and suggests no changes.

The Committee requested that a more detailed report be provided for the next Committee meeting.

1. Probation & confirmation of appointments

The Chair informed the Committee that there have been no further reports for probation and confirmation of appointments since the last Committee meeting.

The Chair also confirmed with the Events, Amenities, and Projects Officer that she had received her letter confirming the completion of her probation.

The Deputy Town Clerk & Civic Officer and the Events, Amenities, & Projects Officer left at this point.

Following the expulsion of both Officers, the remaining minutes have been completed by the Chair.

2. Sickness Absence

The sickness absence report was noted.

4. Appraisals

It was agreed that there should be an appraisal standardisation event in early January with senior officers to ensure all appraisals are conducted in the same way to the same standard. To be discussed further with the Town Clerk.

E282 DATE OF THE NEXT MEETING – AGREED FOR THURSDAY 2ND FEBRUARY AT 7:30PM.

There being no further business the meeting was closed at 21:20.



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DRAFT CONFIDENTIAL Minutes of the meeting of the Extraordinary Personnel Committee held in the Copper Room, Community House on Monday 19th December 2022 at 2.00pm

Present: Cllr Lucy Symonds (Chair of Council), Cllr Cathy Gallagher, Cllr Sue Griffiths, Cllr Lynda Duhigg.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities, and Projects Officer).

It was agreed that in the absence of a Chair or Vice-chair, the Chair of Council would Chair the meeting.

1. E283 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 14:03, welcomed everyone and went through the building fire procedures.

2. E284 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Wendy Veck, Cllr Chris Collier, Cllr Katie Sanderson, Cllr David Seabrook, and Tony Allen (Town Clerk).

Cllr Sue Griffiths is substituting for Cllr Wendy Veck.

Cllr Lynda Duhigg is substituting for Cllr Katie Sanderson.

3. E285 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interest.

4. E286 TO ADOPT THE PUBLIC MINUTES OF 1st DECEMBER 2022 MEETING

Proposed by: Cllr Griffiths.

Seconded by: Cllr Gallagher.

The minutes of the above meeting were **resolved** and **adopted**.

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 discussion of the following items.

5. E287 TO ADOPT THE CONFIDENTIAL MINUTES OF 1ST DECEMBER 2022 MEETING

There was a discussion about the accuracy of an item to which the Committee could not agree a resolution, the minutes therefore remained unsigned to be discussed at the next Committee meeting.

6. E288 TO DISCUSS AND AGREE THE STAFFING STRUCTURE REVIEW

The Committee discussed the staffing structure review

An amendment to the organisational chart was proposed.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Duhigg
This Committee **resolved** to **agree** to this proposal.

A proposed Job description was discussed.

Cllr Griffiths noted some spelling errors in the Job Description.

Cllr Gallagher suggested an amendment to the first bullet point on the Job Description.

It was proposed that the Committee approve the Job Description subject to the one amendment as above and that the job title be reworded.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

The Committee then discussed the next Job description.

Cllr Gallagher suggested that the fourth to last bullet point on the Job description should be amended.

It was proposed that subject to the above amendment the Committee approve the Job Description.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Griffiths
The Committee **resolved** to **agree** to this proposal.

It was proposed that the job title be amended.

Proposed by: Cllr Duhigg **Seconded by:** Cllr Gallagher
The Committee **resolved** to **agree** to this proposal.

The Committee then discussed the next proposed role.

The meeting was suspended at 15:44 due to a Fire Alarm activation.

The meeting was reopened at 15:57.

It was proposed that the Committee postpone a decision on the job role and that it come back to a later Committee meeting with details of the current job description and last appraisal.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

The Committee then discussed the next proposed role.

It was proposed that the Committee postpone a decision on the job role and that it come back to a later Committee meeting with details of the current job description and last appraisal.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Duhigg
The Committee **resolved** to **agree** to this proposal.

7. E289 TO RECOMMEND THE RECRUITMENT OF A MARKETING AND EVENTS OFFICER

The Committee discussed the proposed role.

It was proposed that the Committee approve the Job Description with an amendment to include the software suites that the role would involve using and that the job advert be shown to Personnel Committee members before going to Full Council.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gallagher

The Committee **resolved** to **agree** to this proposal.

8. E290 DATE OF THE NEXT MEETING – AGREED FOR THURSDAY 2ND FEBRUARY AT 7:30PM.

The Chair informed the Committee that the next agenda would include electing a new Committee Chair. A Cllr expressed that they would like to become a member of the Personnel Committee.

There being no further business the meeting was closed at 16:40..



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 8th November 2022 at 7.30pm

Present: Cllr Seabrook (Vice-Chair), Cllr Gallagher, Cllr Sharkey, Cllr Paul, Cllr Cheta, Cllr Symonds (Chair of Council), Cllr Duhigg, Cllr White.

Officers Present: George Dyson (Deputy Town Clerk & Civic Officer), Kevin Bray (Parks Officer), Sue Moscatelli (Events, Amenities, and Projects Officer).

No members of the public were present.

1 LA722 CHAIRS ANNOUNCEMENT

The Vice-Chair opened the meeting at 19:30, welcomed everyone and informed the meeting of the following:

- The work on the pathway at Centenary Park is nearly complete but has been delayed slightly due to the weather.
- Friday 11th November is Armistice Day – meeting at the War Memorial at 10:30am.
- Sunday 13th November is Remembrance Day – meeting at the Joff at 10:15.
- Wednesday 23rd November is the next Bingo, 2-4pm at Community House.
- Wednesday 23rd November is also the next Cinema.
- 26th November is the Christmas Market, 11am – 4pm at Community House/ Meridian Centre.
- Sustrans are running free womens cycling sessions on a Thursday 09:30 – 11 on the MUGA.
- The NHS are still offering drop in COVID vaccinations at Community House on a Thursday 11am – 3pm.
- Changing places toilet at Centenary Park opens on 15th November at 12noon.

2 LA723 PUBLIC QUESTION TIME

No public questions.

3 LA724 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Veck, and Cllr Griffiths.

These apologies were **noted**.

Cllr Duhigg is substituting for Cllr Griffiths.

4 LA725 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA726 TO APPOINT A NEW CHAIRMAN OF THE COMMITTEE FOLLOWING THE RESIGNATION OF CLLR GRIFFITHS

Cllr Sharkey was proposed as the new Chair of Committee.

Proposed By: Cllr Gallagher **Seconded By:** Cllr Symonds

The Committee **resolved** unanimously to **agree** to this proposal.

Cllr Sharkey took over as Chair at this point..

6 LA727 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 16TH AUGUST 2022

Proposed By: Cllr Gallagher **Seconded By:** Cllr Seabrook

The minutes of the meeting held on 16th August 2022 were **agreed and adopted**.

7 LA728 BUDGETARY UPDATE TO NOTE

There was a brief discussion about the Gateway Café, with regard to whether the Council or the Tenant pays certain costs.

The Committee **noted** the budgetary update.

8 LA729 TO CONSIDER THE 2023/24 DRAFT BUDGET

The Committee asked a number of questions about items in the 2023/24 budget to the Parks Officer, which were answered and briefly discussed.

The Committee **noted** the draft budget.

9 LA730 TO NOTE ACTION PLAN UPDATE

Cllr Gallagher asked about why the licence for the park run container has not yet been completed. Cllr Symonds echoed this and asked if it could be pushed along.

The Parks Officer advised the Committee that he will speak to the Town Clerk about moving along with the licence.

Cllr White added that the cladding of the container also needs pushing along.

Cllr Gallagher then asked about the bridle path being delayed, as noted in the Chairs Announcements.

The Parks Officer confirmed that the delay is just due to the weather, and that the path is in the final stages.

Cllr Gallagher asked about an update on what's happening with the Hub roof at the moment.

The Parks Officer informed the Committee that a roofer will be attending on Friday this week to investigate a possible temporary fix of the Hub roof by painting on a waterproof surface to keep the roof watertight and allow it's continued use.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 8th November 2022

Cllr Gallagher added that there is already a Hub Task and Finish Group that is planning on having a report to go to Full Council in December.

Cllr Duhigg stated that having read the Town Clerks email with regard to closing the Hub building due to the leaking roof, she was disappointed that the Town Clerk had done this without consulting the Councillors first, especially due to the potential knock on effects to the Community that the closure of the Hub could have, for example the parents that rely on the Nursery, the other hirers, and their businesses.

Cllr Duhigg also highlighted that the problem with the roof has been known for at least 4 years, why has it not been resolved by now and repaired properly.

The Events, Amenities, and Projects Officer advised the Committee that the action the Town Clerk took was taken following a complaint about the Hub from a hirer on Saturday for a birthday party, in which a child fell over due to the wet floor.

Cllr Symonds asked if we might need to consider possible loss of business claims if the facilities hirers usually use are not available.

The Parks Officer informed the Committee that the Hub roof has been a problem for at least 10 years, and that each time it has been raised at Committee, the Committee has decided to look at expanding the Hub and consequently not making the repairs.

The Parks Officer also clarified the contents of the Town Clerks email regarding the closure of the Hub to the Committee.

The Events, Amenities, and Projects Officer informed the Committee that the Town Clerk has been in email contact with the nursery, and that we are also actively trying to move hirers to Community House where possible, but that it's a particularly busy time of year for Community House bookings at the moment.

Cllr Symonds asked whether the current issue is because of the exceptionally heavy rain we have been having.

The Parks Officer accepted that the exceptionally heavy rain has been one element, however the Hub roof leaks under any rain conditions.

Cllr Seabrook suggested that if the proposed temporary fix of painting a waterproof layer on the roof can provide a temporary fix then at least this will buy a bit of time to make a decision as to a long term solution.

Cllr Gallagher highlighted the need to ensure that a thorough risk assessment of the building is completed urgently, and that the Hub in it's current format is not fit for purpose, spending circa £30k on a new roof would not be reasonable, and that the Task and Finish group looking into the Hub should continue with their task.

Cllr White enquired as to why the Town Clerk had chosen to communicate with affected hirers by email rather than face to face or on the phone. Cllr Duhigg agreed with this comment, that especially with the nursery owner, the conversation should have been in person.

Cllr Seabrook informed the Committee that he feels the Committee should be supporting the Clerks actions in closing the Hub building under the circumstances.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 8th November 2022

Cllr Duhigg suggested that she felt the Town Clerk's decision was not the problem, but that the way the decision was communicated with both Councillors and Hirers was, and that Councillors do have a right to discuss the matter.

Cllr Cheta felt that the Committee does support the decision that the Town Clerk took, and that he took quick action on behalf of the Council to protect the interests of the Council.

Cllr Symonds commented that until we have more information about what we're dealing with, no further judgement about the Hub roof could really be made.

The Chair moved the meeting on from discussions about the Hub roof.

Cllr Gallagher asked whether the Dell access path, and the Gateway Café composting scheme can now be taken off the action plan

Cllr Seabrook agreed that the composting scheme should be removed.

Cllr Gallagher asked about an update on the dog fouling campaign.

The Events, Amenities, and Projects Officer informed the Committee that the dog fouling campaign is ongoing until the end of the year, and gave an update on what the campaign would include.

Cllr Symonds asked if some of the recently shared dog fouling posters on Social Media could be printed off and laminated to be put around the parks.

Cllr Gallagher asked for an update on the Centenary Park pathway, north of the café.

The Parks Officer gave an update about the pathway, and that he is currently awaiting feedback from the contractors about the required works.

Cllr Symonds asked for an update on the water refill station.

The Parks Officer informed the Committee that the pipe work is in for the water refill station and that we are just awaiting delivery of the unit.

Cllr Symonds asked if we can chase up the café and cycle hub leases.

The Parks Officer will speak with the Town Clerk to obtain an update on the leases.

Cllr Symonds asked for an update on the Task and Finish Group on the Oval and Epinau parks.

The Events, Amenities, and Projects Officer informed the Committee that there are no further dates scheduled yet for Oval and Epinau park Task and Finish group meetings, and that we don't have a figure for the CIL funding available for this.

Cllr Gallagher asked about resurfacing the overflow car park at Centenary Park.

The Parks Officer stated that resurfacing the overflow car park will be a future project and is likely to cost a fairly significant amount as drainage will also be required.

Cllr Gallagher asked for an update on the CCTV.

Cllr Symonds advised that all the CCTV is up and running, and that the SLA with the police is being chased but scheduled to be in place for early December.

Cllr Gallagher suggested that the Tree Warden scheme be removed from the action plan, that the green infrastructure audit has been started as part of the Neighbourhood Plan, and that the inclusivity audit could go into the green infrastructure plan.

Cllr Symonds asked if we should speak to the access group to ask for personal experiences regarding inclusivity.

Cllr Seabrook reinforced the need for local input.

10 LA731 TO NOTE OUSE VALLEY FUNDING UPDATE

The Committee discussed the Ouse Valley funding, and requested that some maps be provided to show where elements of the project will be going.

11 LA732 TO NOTE SIGNAGE TFG UPDATE

The Parks Officer reported that since we no longer have a Communications Officer, the Events, Amenities, and Projects Officer has joined the Signage Task and Finish Group .

The Events, Amenities, and Projects Officer informed the Committee that she has been working on some possible designs for signage, but also needs to undertake further research on the topic.

The Committee asked the Events, Amenities, and Projects Officer to put forward dates for a Task and Finish Group meeting once the design proposals were ready to be shared.

12 LA733 TO DISCUSS STREETLIGHT IN FIRLE ROAD PLAYGROUNDS

The Parks Officer summarised the report regarding the streetlights to the Committee.

It was proposed that if the street lights can be changed from sodium bulbs to LED bulbs by our in-house electrician at a cost of around £200 then the work should be undertaken.

Proposed by: Cllr Gallagher Seconded by: Cllr Duhigg

The Committee **resolved** to **agree** to this proposal.

13 LA734 TO NOTE SDNPA FUNDING BIDDING

The Committee discussed some possible ideas for projects that could be submitted to the SDNPA for CIL funding. The Committee also asked that the previously submitted bid for CIL funding from the SDNPA submitted by the previous Civic and Marketing Officer which was rejected earlier this year be located and circulated as a starting point for a possible CIL bid.

14 LA735 TO DISCUSS CLIMATE CHANGE REPORT

Cllr Seabrook informed the Committee that the purpose of this report was to make the actions that the Council are taking regarding climate change more visible.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 8th November 2022

The Events, Amenities, and Projects Officer informed the Committee that there is already work taking place on introducing a climate change page on the website.

Several ideas were discussed to make climate change actions more visible, including a small logo next to agenda items, highlighting the relevant report section in green, and highlighting action plan items.

The Events, Amenities, and Projects Officer left at this point.

Cllr Seabrook raised whether we should look to plan another climate change event, similar to last year.

It was discussed that there is a planned climate change task and finish group meeting for tomorrow where this can be discussed further.

The Events, Amenities, and Projects Officer returned at this point.

15 LA736 TO DECIDE ON THE DRAFT BUSINESS PLAN

The Events, Amenities, and Projects Officer informed the Committee that the draft business plan includes a huge amount of information relevant to this Committee, and that it might be best for everyone to go away and read the document in detail and consider ideas further before discussing.

Cllr Gallagher noted that there is a lot of items in the plan that relate back to the green infrastructure plan, and that there is some overlap with other Committees on some items under the Leisure, Amenities, and Environment heading.

The Chair asked that everyone does a one to five rating of their priority items on the action plan and sends their rankings to the Events, Amenities, and Projects Officer.

The next meeting of this Committee was **confirmed** for 20th December 2022.

There being no further business, the meeting closed at 21:17.



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 20th December 2022 at 7.30pm

Present: Cllr Symonds (Chair of Council), Cllr Gallagher, Cllr Sharkey, Cllr Cheta, Cllr Duhigg.

Officers: Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk); Sue Moscatelli (Events, Amenities, & Projects Officer).

No members of the public were present.

In the absence of Chair or Vice-Chair of the Committee the first business was to agree a Chair of the meeting.

It was proposed that Cllr Gallagher Chair the meeting.

Proposed by: Cllr Duhigg **Seconded by:** Cllr Symonds
The Committee **resolved** to **agree** that Cllr Gallagher Chair the meeting.

1 LA 737 CHAIRS ANNOUNCEMENT

The Chair welcomed everyone and went through the building fire procedures.

2 LA 738 PUBLIC QUESTION TIME

There were no public questions.

3 LA 739 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr White, Cllr Griffiths, Cllr Seabrook, and Cllr Sharkey.

These apologies were **noted**.

Cllr Duhigg is substituting for Cllr Seabrook.

Cllr Veck and Cllr Paul were also absent.

4 LA 740 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA 741 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 8th NOVEMBER 2022

Proposed By: Cllr Cheta **Seconded By:** Cllr Duhigg

The minutes of the meeting held on 8th November 2022 were **agreed and adopted**.

6 LA 742 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budgetary update.

7 LA 743 TO NOTE THE ACTION PLAN UPDATE

The Chair asked for an update on the next steps to progress the re-surfacing pathway to the north of the café in Centenary Park.

The Parks Officer reported that the next step is to receive the assessment and recommendations on the drainage.

The Chair asked whether the action plan item to resurface the overflow carpark at Centenary Park has progressed any further as it has been through this Committee and the Policy and Finance Committee.

The Parks Officer reported that he has been in discussion with the Finance Officer regarding moving this item forward and are hoping to put an expression of interest together for January to look at funding this item through an application to LDC CIL.

Cllr Cheta asked whether the Action Plan could be colour coded going forward to show short/ long term projects and for different years.

The Committee felt that Cllr Cheta’s suggestion would be useful.

The Parks Officer reported that the Tree Planting at Howard Park has now been completed.

Cllr Symonds reported that The Events, Amenities, and Projects Officer has organised a meeting with Sussex Police to finalise the CCTV SLA on 16th January 2022.

The Committee **noted** the Action Plan update.

8 LA 744 TO DECIDE ON CAR PARKING MANAGEMENT AT CENTENARY PARK

The Parks Officer gave a brief summary to the Committee of the current issues with car parking management at Centenary Park particularly in relation to the Bridle path entrance to the Park.

There was a discussion on the matter and possible solutions to which all Councillors felt that the best option was to create a grass bank with wildflowers, supplemented with some wooden bollards and solar boulders to provide some light particularly where there are dropped curbs to improve accessibility.

It was also felt that signage would be an important factor, including to highlight the additional parking at the other end of Piddinghoe Avenue.

It was proposed that the Parks Officer go ahead with the full costings of a grass bank with wildflowers, wooden bollards, and solar boulders to go to the Policy & Finance Committee.

Proposed by: Cllr Cheta **Seconded by:** Cllr Duhigg

The Committee **resolved** to **agree** to this proposal.

9 LA 745 TO REVIEW CHANGES TO THE ALLOTMENT AGREEMENT DOCUMENT

The Parks Officer introduced the item and gave some brief background to the item.

After a brief discussion, it was proposed that the Committee accept the allotment agreement document.

Proposed by: Cllr Symonds **Seconded by:** Cllr Cheta

The Committee **resolved** to **agree** to the allotment agreement document.

10 LA 746 ALLOTMENT PROCEDURES REPORT

The Chair introduced the report and explained some of the background to this item.

There was a lengthy discussion on the report particularly surrounding what the current procedures are and why there is a need to change from the current procedures.

The implementation of the new allotment policy was discussed and how this could be done fairly.

The Chair highlighted that the new policy states multiple times that there can be deviation from the policy and that the final decision is the Councils, and that the Council cannot be held to ransom over a fear of complaints.

There was discussion about the inspection of the allotments, risk assessments, and setting up a system to maintain a transparent procedure, official inspections are currently undertaken by Officers.

Councillor Symonds highlighted that Standing Orders currently prevent Councillors from inspecting unless duly authorised by Council.

The Committee felt that the Standing Order in question (Standing Order 25) may need further clarification. Councillors felt that they should be able to access the allotments without needing specific authorisation.

Finally, the timescale of a possible TFG was discussed as the renewal Terms and Conditions 2023 with a covering letter will need to be ready for the first working week in January – the Committee felt that this letter could be prepared and circulated to TFG members by email for comment, with the Proper Officer giving the letter final approval.

It was proposed that the recommendations in the report be accepted to set up a Task and Finish Group to review, improve, and develop a procedure of implementation to carry out points 1-4 in the conclusions of the report.

Proposed By: Cllr Duhigg

Seconded By: Cllr Cheta

The Committee **resolved** to **agree** to this proposal.

The Task & Finish group will consist of Cllrs Duhigg, Gallagher, and Sharkey, with Officer involvement from the Events, Amenities, & Project Officer, and the Information & Booking Officer. The Deputy Clerk will also write to all Councillors to invite any other interested Councillors to participate in the group, with a deadline to respond by the end of the first week of January.

11 LA 747 GREEN INFRASTRUCTURE PLAN

The Chair gave a brief summary of the Green Infrastructure plan and the background to the plan.

The Committee discussed the importance of continuing work on the plan and who should do this.

It was proposed that the Events, Amenities, & Projects Officer and Parks Officer continue working on the plan, and that the item come back to the next meeting of this Committee to give other Councillors the opportunity to be involved with the Green Infrastructure Plan.

Proposed By: Cllr Cheta

Seconded By: Cllr Duhigg

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 21st December 2022

The Committee **resolved** to **agree** to this proposal.

12 LA 748 TO NOTE THE REVIEW OF THE BEEKEEPING, TREE WORKS, AND MEMORIAL BENCHES POLICY

The Committee **noted** the reviewed policies.

13 TO CONFIRM DATE OF NEXT MEETING AS THE 28TH FEBRUARY 2023

The next meeting of this Committee was **confirmed** for 28th February 2023.

There being no further business, the meeting closed at 21:16. .

Agenda Item: LA 717
Committee: Leisure, Amenities and Environment
Date: 16/08/2022
Title: Gateway café food trailer/ kiosk
Report Authors: Town Clerk
Purpose of Report: To review the continued use of a mobile trailer kiosk at the Gateway Cafe

Summary of recommended actions

To approve the continued use of a mobile trailer kiosk at the Gateway Café for the remaining summer period and follow up with a review with the Café proprietor.

Introduction

During the development of the new Lease for the Café, the proprietor also raised the possibility of having a separate kiosk on site, to divert customer only requiring drinks and ice creams away from those ordering main meals in the Café itself.

Background

The Council's LA&E Committee originally said that it was happy to give the go ahead for the Kiosk, subject to the following:-

1. Finish to be similar to the wood on the café.
2. Proof that the Café insurance would cover any potential damage from fire/ vandalism on the café building that fire/ vandalism in the kiosk might cause.
3. A fire break gap should be left between the kiosk and the café building (at least 1 meter would be advisable).
4. The kiosk will be subject to the relevant provisions of the existing (extended) Lease.
5. The kiosk will be subject to the provisions of the new Lease, when agreed and signed.

Analysis



Subsequently, the proprietor suggested an alternative measure for the summer of 2022, i.e. the use of a trailer kiosk.

The Town Clerk authorised use of the trailer kiosk for the Summer Fair, as a test, and ongoing thereafter if there were no issues, subject to as review meeting in due course.

The new Lease will provide for fixed and mobile kiosks.

A quick decision was in order and the Town Clerk considered that the LA&E Committee's conditions were largely met as appended in blue below:-

1. Finish to be similar to the wood on the café. *The mobile unit has wood cladding and looks acceptable, if not quite similar to the Café.*
2. Proof that the Café insurance would cover any potential damage from fire/ vandalism on the café building that fire/ vandalism in the kiosk might cause. *Confirmed.*
3. A fire break gap should be left between the kiosk and the café building (at least 1 meter would be advisable). *Easy to arrange with the mobile unit.*
4. The kiosk will be subject to the relevant provisions of the existing (extended) Lease. *Yes.*
5. The kiosk will be subject to the provisions of the new Lease, when agreed and signed. *Yes.*

This is what the proprietor told us about the trailer unit:-

“Further to our previous correspondence regarding the kiosk/trailer situation can you please let me know when it would be possible for us to bring our trailer along for a trial run at the Gateway Café? Once you have granted permission our intention is to operate a short “soft” opening period so we can test all the processes and equipment etc with a view to hopefully setting it up on a more permanent basis by the summer term time?

Regarding location we think the most suitable area will be the same as that proposed previously for the kiosk hut.

Just to confirm a few security details regarding the trailer:

- *It has a built in concealed GPS tracker and alarm system.*
- *It has a self-contained camera system with flood light and alarm.*
- *Both of the above features have battery backup and do not require mains power.*
- *The hitch arm has a heavy duty lock.*
- *All the hatches and doors have new heavy-duty locks/ padlocks.”*
-

The use of the trailer kiosk at the Summer Fair and ongoing has been a great success.

Recommendations

The continued use of a mobile trailer kiosk at the Gateway Café for the remaining summer period and follow up with a review with the Café proprietor.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	The Town Council must encourage the success of its local businesses
<u>Legal</u>	Will be catered for in the new Café Lease.
<u>Environmental and sustainability</u>	Unit is fully mobile and not out-of-keeping with the area.

<u>Crime and disorder</u>	Security measures in place (see above)
<u>Climate</u>	Follows current Café policies.

Appendices/Background papers



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Extraordinary Civic and Community Events Committee held in the Copper Room at Community House on Monday 21st November 2022 at 11:00am

Present: Cllr Duhigg (Chair), Cllr Seabrook, Cllr Hill, Cllr Simmons, Cllr Griffiths.

Officers Present: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities, and Projects Officer).

No members of the public were present.

1 CCE238 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 11:01, welcomed everyone and informed the meeting of the following:

- Next Bingo at Community House is 23rd November, 2 – 4pm.
- Next Cinema is also on 23rd November, which is Fisherman's Friends One and All.
- Christmas Market at Community House/ Meridian Centre is 26th November, 11am – 4pm.
- 30th November is the final day for Seahaven Community Food collections.
- 3rd December is International persons with disabilities day.

There is now a glove/hat/scarf donation box in Community House.

Lisa Hayward's last day of work for PTC is 24th November.

2 CCE239 PUBLIC QUESTION TIME

No public questions.

3 CCE240 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Veck, Cllr Symonds, Cllr Harris, and Cllr Sanderson.

Cllr Simmons was initially noted as absent, but arrived at 11:06.

These apologies were **noted**.

Cllr Griffiths is substituting for Cllr Symonds.

4 CCE241 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 CCE242 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE CIVIC AND COMMUNITY EVENTS COMMITTEE MEETING HELD ON 25TH OCTOBER 2022

Proposed By: Cllr Seabrook

Seconded By: Cllr Hill

The minutes of the meeting held on 25th October 2022 were **agreed and adopted**.

6 CCE243 TO NOTE AND APPROVE THE WARM HAVENS REPORT PROPOSAL

The Events, Amenities, and Projects Officer introduced the report about the Warm Havens Scheme, Peacehaven Town Council have been awarded £1500 to run the scheme and plan to open from 09:00 – 12:30, Mondays and Wednesdays from 30th November 2022 until 1st March 2023.

There was a lengthy discussion about the Warm Havens scheme, and the Events, Amenities, and Projects Officer answered a number of questions about how it would work.

It was proposed that the Committee accept the recommendation in the report as a minimum offering and review at the next Civic and Community Events Committee meeting after receiving feedback from the Community.

Proposed by: Cllr Seabrook Seconded by: Cllr Hill

The Committee **resolved** unanimously to **agree** to this proposal.

Cllr Seabrook extended his thanks to the Events, Amenities, and Projects Officer, and the Deputy Town Clerk and Civic Officer for their work on the Warm Havens project so far. The Chair also reinforced the thanks to the Officers involved.

The next meeting of this Committee was **confirmed** for 13th December 2022.

There being no further business, the meeting closed at 11:51.



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 13th December 2022 at 7.30pm

Present: Cllr Wendy Veck (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Sue Griffiths.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Karen Bray (Bookings and Information Officer).

No members of the public were in attendance.

1. CCE238 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, and informed the Committee of the following:

- Next Bingo is tomorrow (14/12/2022) 2-4pm.
- Next Cinema is Wednesday 18th January, 7.30pm – tickets £7.
- Warm Havens is every Monday and Wednesday in Community House Foyer 09:00 – 12:30 (Closed from 26/12/2022 and reopening Monday 09/01/2023).
- Peacehaven Information Office is a drop off point for the Period Bank – any feminine hygiene products can be donated here.
- Peacehaven Evangelical Free Church have their Carols by Candlelight service on 18th December, starting at 6.30pm. All Councillors and Staff are invited to attend.

2. CCE239 PUBLIC QUESTIONS

No public questions

3. CCE240 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Lynda Duhigg, Cllr Lucy Symonds, Cllr Job Harris, and Cllr Emilia Simons.

Cllr Katie Sanderson and Cllr Gloria Hill were absent.

Cllr Sue Griffiths is substituting for Cllr Lucy Symonds.

4. CCE241 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE242 TO ADOPT THE EXTRAORDINARY MEETING MINUTES OF 21ST NOVEMBER 2022

Proposed by: Cllr Seabrook. Seconded by: Cllr Griffiths.

The minutes of the above meeting were **resolved and adopted**.

6. CCE243 TO NOTE THE BUDGETARY UPDATE

There was a brief discussion about unspent London Bridge budget going into an EMR for coronation events next year, the Deputy Clerk will speak to the Finance Officer about this and, if appropriate, put on the Agenda for the next meeting.

The budgetary update was **noted**.

7. CCE244 TO NOTE THE BARN DANCE REPORT

The Deputy Clerk gave a brief overview of the report.

The Committee felt that the event had been a success and something that we should consider doing again, although may have to consider the format of the event in the future. The Committee thanked the Officers and Councillors involved in the event for the hard work in making the event happen.

The Committee **noted** the report.

8. CCE245 TO NOTE THE CIVIC REMEMBRANCE SERVICE REPORT

The Deputy Clerk gave a brief overview of the report to the Committee.

There was a brief discussion about the Armistice and Remembrance events, with the only area being highlighted still needing further improvement is the quality of the sound system being used.

The Deputy Clerk informed the Committee that a recommendation has been sought from a local company about purchasing an outdoor PA system for use at future events which is currently being considered.

The Committee **noted** the report.

9. CCE246 TO NOTE AND APPROVE EXPENDITURE & RECEIPTS FOR WARM HAVENS

The Committee **noted** the report.

10. CCE247 TO REVIEW AND NOTE WARM HAVENS UPDATE REPORT

Cllr Seabrook informed the Committee that the Warm Haven scheme has gradually been building up, with 15 people attending on Monday of this week – some of whom were returners, and that so far the scheme seems to be a success. There are a number of other local organisations now offering a Warm Haven, however, most are closing down over the Christmas period.

The Committee also discussed a possible need for some safeguarding training or guidance for Councillors supporting the scheme as some of the people attending are vulnerable. The Chair suggested a brief code of conduct for Councillors who are attending be created.

11. CCE248 TO VERBALLY DISCUSS DISPOSAL OF FOOD WASTAGE FROM WARM HAVENS

The Committee discussed that any food that is going out of date between Warm Haven dates be offered to the people attending the Warm Haven to take with them.

It was also felt that a compost bin should be available for any compostable food waste.

12. CCE249 TO NOTE SCHEDULE OF WORKS AT COMMUNITY HOUSE & APPROVE THE OPENING OF WARM HAVENS ON THE 3RD JANUARY 2023.

The Bookings and Information Officer gave a brief overview of the works that usually take place during the first week of the year at Community House and informed the Committee that she supported the opening of Warm Havens during that week.

It was proposed that the Warm Haven reopen on Wednesday 4th January 2023.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook

The Committee **resolved** to **agree** to this proposal.

13. CCE250 TO RECEIVE APPROVAL TO PROCEED WITH THE CHILDRENS PARTY ON THE 16TH DECEMBER AT COMMUNITY HOUSE

It was proposed that the Children's party be approved to go ahead on 16th December at Community House.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Seabrook

The Committee **resolved** to **agree** to this proposal.

14. CCE251 TO AGREE NEXT TASK AND FINISH GROUP DATE TO DISCUSS AND AGREE 2023 EVENTS

It was proposed that the Mayor be consulted and asked to put forward a date for the TFG to meet in early 2023.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Griffiths

The Committee **resolved** to **agree** to this proposal.

The Committee briefly discussed that the future format of standing events including Bingo and Cinema would need to be considered by the TFG. The January 2023 Bingo and Cinema has already been advertised as taking place on 18th January.

15. CCE252 TO VERBALLY DISCUSS ANY CLIMATE CHANGE CONSIDERATIONS WITH THE CCE COMMITTEE

Cllr Seabrook reported that the only consideration from this meeting is to implement the compost bin for Warm Havens.

16. THE NEXT MEETING OF THIS COMMITTEE WAS CONFIRMED FOR 14TH FEBRUARY 2023.

There being no further business the meeting ended at 20:01.

Quotation



The Guitar Amp and Keyboard Centre Ltd
60 Gladstone Place, Brighton, BN2 3QD
Company Registration Number: 05663326
VAT Registration Number: 620578643

Date Created: 03 November 2022
Reference: 10002619231
Quotation valid for 30 days
Valid From: 04 November 2022
Expires: 03 December 2022

Invoice Address:

George Dyson

-
-
-
-
-

UK Mainland

Delivery Address:

George Dyson

-
-
-
-
-

UK Mainland

Email: mail@gak.co.uk

Phone: 01273 665400

Qty	Description	Unit Price	VAT	Total Price
1	JBL EON One Compact Rechargeable PA Speaker	£649.17	£129.83	£779.00
1	QTX Heavy Duty Speaker Stand Kit with Bag	£49.17	£9.83	£59.00
1	Shure SM58 Dynamic Microphone, Stand and Cable Bundle	£100.00	£20.00	£120.00

Subtotal:	£798.34
VAT:	£159.66
Delivery charge:	£0.00
VAT d.c.:	£0.00
Total:	£958.00

HUB TASK AND FINISH GROUP 2

Interim Update to Full Council 7th Feb 2023

Formed at Full Council 29th November 2022.

Where a Report was submitted to Councillors offering 2 options for Feasibility Study £15K or £30K

Setting out RIBA stages and giving idea of costs and funding.

30 mins long debate. Motion proposed for £30K from PTC CIL by Cllr White and seconded by Cllr Sharkey

4 in support and 1 abstained and 1 against.

Also T&FG to be set up to provide a brief for the Feasibility studies, select companies to submit for work and to make a recommendation on which Company and at what cost to be used at Full Council March 21st 2023

Report update from Hub TFG for Council 7th February 2023

Members Cllrs Gallagher, White and Starkey

Officers Parks Officer and Senior Projects Officer

Nancy Astley has agreed to give guidance.

Consultations.

Officers and NA to speak to existing organisations using buildings in Centenary Park.

Zoom meeting of TFG held 14th Dec 2022 NA gave technical advice as to how a Feasibility study for a building in a Sports Park would be conducted including that the context of where the building is situated in relation to sports facilities and other buildings.

7th January. Further meeting By Zoom : NA, SM and KB NA has provided a study regarding a sports and leisure building completed elsewhere.

SM & KB then met with Chair of P&T Football Club to get their perspective on existing and future involvement and needs.

In person meeting of TFG on 19th January 11am at Community House.

Attendees NA, CG , SM, RW, IS

Review of progress so far

SM has written to a number of Companies to ask them to tender for Feasibility Study , no response yet.

Officers will be meeting with Bowls Club Reps on the 22nd.

Options for Feasibility Study can be seen as :

1. Flatten the building and leave as open ground
2. Refurb as is within current footprint
3. Rebuild as within current footprint . Either 1.2.or 3 storeys high
4. Rebuild as Sports and Leisure Combined extended site over 2/3 storeys

Find a way to incorporated Grounds Team storage on site and therefore save rental costs.

NA advice is that Consultants will be used to projects such as this and will take in to consideration current usage and costs and income benefits including social benefits of a Council owned building.

Lots of the questions and concerns discussed by the TFG were considered to be too premature to be discussing .

The Consultants will be used to dealing with the Football Association and District Playing Pitch Strategies.

The use of Communal Energy Schemes will be popular with Football Club and are expected to figure in any plans.

Further Consultations with the public should be deferred until PTC has some options to offer.

Notes

Cllr Cathy Gallagher

20th January 2023

Notes by Cllr Gallagher

Agenda Item:**Committee:** Full Council**Date:** 7th December 2023**Title:** Update on the Peacehaven and Telscombe Neighbourhood Development Plan.**Report Authors:** Chair of Steering group , Cllr Cathy Gallagher**Purpose of Report:** To note.

Introduction

After some six years of evidence gathering the Peacehaven and Telscombe Neighbourhood Plan has been reached Regulation 16 Consultation Stage.

All of the documents and evidence gathered and compiled has been submitted and accepted at Lewes District Council without any meaningful queries.

The consultation period is from 18th January 2023 to Thursday 8th March 2023. The consultation is online or by post and paper documents are available at both Peacehaven Town and Telscombe Town Civic Offices, as well as Lewes District Council Offices at Southover House.

Representations received under Regulation 16 will be forwarded to an appointer external examiner who will assess the plan and comments made to ensure that it is in general conformity with national planning policy , is sustainable and meets EU regulations

Background

The plan has been written to ensure that policies are in place to protect the unique landscape and biodiversity of the two towns , recognising the Climate Pledge signed by both Councils and the move towards net zero carbon emissions.

The Design Guide will help in Planning Decisions and will when the NDP is adopted at Referendum later this year will carry the same weight as the Lewes District Plan and National Planning Policy Framework when the Planning Authority (Lewes District Council) is making decisions for Peacehaven and Telscombe Towns.

Further Information

1. Financially the NDP is within budget .
2. The consultants and the Steering Group continue to monitor and take actions as necessary particularly Nancy Astley
3. The Kaner Olette Feasibility Report for the A259 from Sutton Avenue to Steyning Avenue
Is ready to be presented.
- 4 Cycle/Pathways are being progressed in Peacehaven Town



7th November 2022

COPY

To:-

Cllr Keith Glazier, Leader of East Sussex County Council
Cllr Claire Dowling, Lead Member for Transport & Environment, ESCC

Re: Peacehaven Library

On the 28th September, Telscombe Town Council unanimously agreed that it would ask the Town Clerk to write to East Sussex County Council, Lewes District Council and Peacehaven Town Council about the likely changes to library provision in Peacehaven and Telscombe. I am therefore writing to you on behalf of the Council.

Telscombe Town Council is concerned that the proposed plan for the redevelopment of the Meridian Centre by Morrisons only provides for a library of 300m². This compares with the current library, which we understand to be thereabouts of 970m² (the current library building as a whole – Unit 5A, Meridian Centre – was listed as 1182m² when last offered for commercial rental in 2018). A library of 300m² would be considerably smaller than those provided in comparably sized towns in East Sussex.

Furthermore, we would question whether such a library would provide 'a comprehensive and efficient service for all persons desiring to make use thereof...' in accordance with s.7 of the Public Libraries and Museums Act 1964.

We note that the Department for Digital, Culture, Media & Sport publication '*Libraries as a Statutory Service*' says that decisions on how much to spend on libraries and how to manage and deliver their services must be made: 'in consultation with their communities'; 'through analysis of evidence around local needs'; and 'in accordance with their statutory duties'. Moreover, money needs to be invested in the interests of the whole community.

Library authorities are also required to provide DCMS with such information as it requires, e.g. by informing DCMS of changes being considered before public engagement or consultation. We are not aware that ESCC has undertaken any such consultation before proposing to reduce the size of the library to 300m² by agreeing this size with the developers, Morrisons. Nor are we aware of the analysis which would show that 300m² is sufficient to satisfy local needs in accordance with ESCC's statutory duty. It is unclear whether ESCC have complied with the Equality/Public Sector Equality Duty and engaged with the community when designing the service to meet local needs within the available resources.

The DCMS guidelines indicate that public consultation on proposals needs to occur when proposals are still at an early stage and give sufficient information about the proposals to ensure that those consulted understand the issues and can give informed responses.

In fairness, we note that there appear to be no legislative requirements for the number, size or more specific planning considerations in connection with public libraries. However, there is a huge body of information^{1,2} available outlining respected planning practice in respect of library provision. Based upon this evidence, we would conclude that planning expertise would suggest the size of our new library should be at least 650m², and probably closer to 800m². Why is 300m² being considered appropriate in Peacehaven and Telscombe's case?

One further issue is Council resources as a restraint on ESCC expenditure. However, Telscombe Town Council notes that earlier this year ESCC saved itself £123,647³ when the proposed move to The Joff was suspended. Also, ESCC retains several £millions unallocated in its capital reserves and further huge sums in its available revenue reserves. It could be said that the two towns do not need any further reductions in their infrastructure and that expenditure to ensure adequate library provision for a large and growing town is wholly justifiable.

We would ask for your response.

COPY

Yours faithfully



Mrs Stella Newman
Town Clerk & RFO
On behalf of Telscombe Town Council

cc **Peacehaven Town Council**
Lewes District Council

References

¹ *'Metric Handbook: Planning and Design Data'* sixth edition, 2018, which contains separate chapters on each type of building. Chapter 24 by Brian Edwards and Ayub Khan (the latter a well-known figure in the public library world) is a recent blueprint on libraries for architects, designers and policy makers. The authors note that the role of public libraries is changing rapidly as information is delivered in all kinds of media, and they become social anchors and knowledge gateways. On size, they say: 'analysis shows that figures currently in use for planning purposes are around 30m² per 1,000 population range' and that there is 'a tendency for the figure to rise through time, not least because libraries are acquiring more functions, often at the behest of central government'.

² Roger Tym & Partners place the size metric currently in use by planners at 28-32m² per 1,000 population. Given that our new public library needs to last for decades (and meeting projected as well as current need is a requirement of the DCMS Guidance), it is concluded that planning expertise would suggest the size of our new library should be at least 650m², and probably closer to 800m².

³ ESCC budgeted figure for works (£165,000) less pre-suspension consultancy fees (£8,312) and 'Fitting out/furniture costs' (£33,041). With regard to the latter sum, ESCC have confirmed that 'the entire amount of £33,041.43 was spent on the purchase of 4,242 books for Peacehaven Library' – though it should be noted that ESCC's online catalogue confirms that only 684 items had actually been added to 'Peacehaven Library' stock in the 6 months between 11/04/2022 and 11/10/2022.