



PEACEHAVEN TOWN COUNCIL

GEORGE DYSON
TOWN CLERK
TELEPHONE: (01273) 585493
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 Full Council meeting held in the Anzac Room, Community House on Tuesday 7th November 2023 at 7.30pm

Present: Cllr David Seabrook (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Cathy Gallagher, Cllr Cathy Norcott-Jones, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Wendy Veck, Cllr Ashby-Parkin, Cllr Sue Griffiths, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Aimee Harman, Cllr Claude Cheta, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

Officers: George Dyson (Deputy Town Clerk).

5 members of the public were in attendance.

C1112 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:31, went through the building fire procedures, asked that phones be put onto silent, and reminded members to please raise their hand when wanting to speak, and to stand when speaking if they're able to do so. The Chair then informed the Council of the following:

- Armistice Day is this Friday, 10th November, 10:45am at the War Memorial
- Remembrance Day is this Sunday, 12th November, meeting in the Meridian Centre at 10:15am.
- Next Bingo is 22nd November, 2 – 4 pm in the Anzac Room.
- Next Cinema is 22nd November, 7:30pm, showing The Miracle Club

The Chair then shared the following highlights:

1. Mayor's Highlights – in date order:

21st September – Hosted my Civic Peace Day Service
21st September – Attended the High Sheriff's service of Thanksgiving and Summer Reception
7th October – Attended the opening of a sensory room at Mencap, one of my charities.
8th October – Attended the Mayor of Seaford's Civic Reception.
13th October – Attended the Annual East Sussex High Sheriff's Judges' Service
17th October – Joined the Youth Mayor at the Peacehaven Heights Fireworks display.
7th November – Unveiled the Peacehaven Players plaque in the Community House Foyer.

2. Other Supporters Highlights

24th October – Cllr Davies attended the SERFCA Presentation of Awards on my behalf at Lancing College.

C1113 PRESENTATION TO THE OUTGOING AND INCOMING YOUTH MAYORS

The Chair thanked the outgoing Youth Mayor, Ines Bacha for her year of service as Youth Mayor and presented her with a certificate and gift of thanks on behalf of the Council.

The Chair then presented the incoming Youth Mayor (Amber Cullip-Cross), and Deputy Youth Mayor (Noah Tilley) to the Council and presented the Youth Mayors badge.

C1114 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.

A member of the public gave his congratulations to the Town Clerk on his appointment and then asked a question about whether the Council is aware of possible funding for CCTV within the town.

The Chair responded that he was aware of the funding and that this would be discussed at the upcoming meeting of the Public Safety Working Group.

C1115 TO APPROVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Davies.

C1116 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interest.

C1117 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 2ND OCTOBER 2023

Proposed by: Cllr Veck Seconded by: Cllr Griffiths
The Council **resolved** to **adopt** the minutes of the 2nd October 2023.

C1118 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

a. Planning & Highways Committee:-

i. To receive the public meeting minutes of the 5th September 2023.

ii. To receive the public meeting minutes of the 26th September 2023.

Proposed by: Cllr Campbell Seconded by: Cllr Gordon-Garrett
The minutes were **agreed** and **adopted**.

iii. To note the draft public meeting minutes of the 17th October 2023.

The minutes were **noted**.

iv. To agree the grass cutting contract for 2024

It was proposed that the Council proceed with option 2 (6 cuts per year in total) for the grass cutting contract for 2024.

Proposed by: Cllr Campbell Seconded by: Cllr Wood
The Council **resolved** to **agree** to this proposal.

b. Policy & Finance Committee:-

i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey
The Council **resolved** to **authorise** payments and signing of Bank Reconciliation statements.

ii. To note the outcome of the 2023/24 Interim Internal Audit

The Council **noted** the outcome of the 2023/24 Interim Internal Audit.

iii. To receive the public meeting minutes of the 12th September 2023.

Proposed by: Cllr Griffiths Seconded by: Cllr Gordon-Garrett
The minutes were **agreed** and **adopted**.

iv. To note the draft public meeting minutes of the 24th October 2023.

The minutes were **noted**.

v. To receive the Community House Sub-Committee meeting minutes of the 7th October 2023

Proposed by: Cllr Griffiths Seconded by: Cllr Gordon-Garrett

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

vi. To note the Draft Community House Sub-Committee meeting minutes of the 16th October 2023

The minutes were **noted**.

vii. To review membership of the Grants Sub-Committee.

It was proposed that Cllr Fabry join the Grants Sub-Committee.

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey

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

viii. To receive a report on digital devices for members.

Cllr Sharkey introduced the report and summarised the background of the item.

Cllr Ashby-Parkin was initially noted as absent but arrived at this point (19:49)

Cllr Donovan highlighted a need to ensure that if the Council did agree to purchase devices for members that the devices would need to be suitable for the task and only used for Council business.

It was proposed that Council agree to provide digital devices for the Councillors that have requested them.

Proposed by: Cllr Sharkey Seconded by: Cllr Fabry

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

c. Personnel Committee.

i. To receive the meeting minutes of the 12th September 2023.

ii. To receive the meeting minutes of the 10th October 2023.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

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

iii. To note the draft meeting minutes of 1st November 2023.

The minutes were not available in time for this meeting.

d. Leisure, Amenities & Environment Committee;-

i. To receive the public meeting minutes of the 18th July 2023.

Proposed by: Cllr Sharkey Seconded by: Cllr Norcott-Jones

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

ii. To note the draft meeting minutes of the 3rd October 2023.

The minutes were **noted**.

e. Civic & Community Events Committee:-

i. To receive the public meeting minutes of the 1st August 2023.

Proposed by: Cllr Veck Seconded by: Cllr Donovan

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

ii. To note the draft public meeting minutes of the 10th October 2023.

The minutes were **noted**.

C1119 TO RECEIVE REPORTS FROM OUTSIDE BODIES (Verbal).

Cllr Gallagher highlighted that the Peacehaven and Telscombe Football Club Chair has retired after 40 years of service.

Cllr Norcott-Jones reported that the Community Garden has formalised their set up and secured some funding. Cllr Norcott-Jones also reported that Greenhavens have some changes to their structure coming up.

Cllr Donovan reported that she is now a volunteer for the Community Supermarket. Cllr Donovan also reported that the Residents Association are rekindling and advertising to bring more people in.

Cllr Campbell reported that she is also a volunteer for the Community Supermarket.

C1120 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Gallagher reported that the Neighbourhood plan is out for another regulation 15 consultation now and will then need to go to the examiner before going out the referendum.

The Neighbourhood plan is now being given weight in planning decisions as we are seeing at the Planning and Highways Committee.

There is a Neighbourhood Plan Steering Group meeting planned for this Wednesday (8th November) which will be the first for around a year.

C1121 TO AGREE AND ADOPT A REVISED SCHEME OF DELEGATION AND TERMS OF REFERENCE

There was a discussion on the item and it was felt that several amendments to the document were needed before it could be adopted. The suggested amendments for the Town Clerk to consider were:

- Including environmental considerations in every Committee's Terms of Reference.
- To review the frequency of Personnel Committee meetings.
- To include Health and Safety responsibilities in the delegation to the Clerk.
- To include reference to the Mayor's Civic responsibilities.

The item will come back to the next Full Council meeting.

C1122 TO RECEIVE AN UPDATE FROM THE COMMUNITY AND BUSINESS PLAN TFG

The Chair reported that the TFG has now met and are starting to progress the business plans through Committees.

C1123 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

Cllr Gallagher commented that the process for logging the complaints seems to be working well and it's good to see that complaints aren't open for beyond 31 days.

Cllr Alexander highlighted that there are a lot of items going under a heading of 'misc/other', and what these were. Cllr Alexander will liaise with the Clerk to have a look at the raw data.

Cllr Fabry reported that Lewes District Council are looking at Grass Verge issues across the district.

C1124 DATE OF NEXT MEETING – TUESDAY 19TH DECEMBER 2023 AT 7:30PM

The next meeting was confirmed as Tuesday 19th December 2023 at 7.30pm.

C1125 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Sharkey

Seconded by: Cllr Alexander

The Council **resolved** to **agree** to exclude press and public from the remaining items.

All public, the Youth Mayor, and Deputy Youth Mayor left at this point (20:16)

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:-

C1126 Personnel Committee:-

i. To agree TFG recommendations arising from the former Town Clerk's exit interview.

CLlr Alexander introduced the item and gave a summary of the TFG's recommendations. The Council discussed some concerns about the recommendations being congruent with existing Council policies. CLlr Griffiths read out each of the recommendations in turn.

It was proposed that Council resolve to agree to recommendations 1, 4, and 5 of the TFG's report.

Proposed by: CLlr Veck Seconded by: CLlr Alexander
The Council **resolved** to **agree** to this proposal.

ii. To note progress on the recruitment of new Officers.

CLlr Gallagher reported that the Town Clerk and RFO are in post and that we are now advertising for a Meetings and Projects Officer. The Clerk summarised the Meetings and Projects Officer role and that 2 enquiries have come in so far about the job opportunity.

CLlr Veck commented that she has seen the job advertised and was impressed with the advertisement.

C1127 TO RECEIVE A REPORT REGARDING THE REDEVELOPMENT OF THE MERIDIAN CENTRE

The Chair introduced and summarised the report. CLlr Donovan queried why there is such a small group attending the meetings with Morrisons and why an invite isn't extended to all Councillors.

The Clerk explained that the group is as appointed by Council in May 2023, and that once the legal agreements and Heads of Terms are drafted then this will of course be coming to Full Council.

There was then a further discussion around the Carbon Survey for Community House which has been agreed by the Policy & Finance Committee.

The Council **noted** the report.

C1128 TO RECEIVE A CONFIDENTIAL REPORT FROM THE LOCUM CLERK AND RFO ON THEIR ENGAGEMENT WITH PTC

The Chair introduced the item. CLlr Gallagher commented that there is some disturbing content in the report and it flags up some training needs that can be discussed further at the Personnel Committee.

CLlr Veck commented that she tends to agree with the report and that Councillors should accept any training offered.

The Council **noted** the report.

C1129 TO AGREE A NEW HR SUPPORT CONTRACT FOR THE NEW FINANCIAL YEAR

The Council were generally very impressed by the proposal in the report. CLlr Alexander raised a query about service standards which the Clerk will follow up on.

It was proposed that the Council accept the recommendation in the report to start a new HR contract.

Proposed by: CLlr Gallagher Seconded by: CLlr Donovan
The Council **resolved** to **agree** to this proposal.

C1130 TO NOTE THE FIELDS IN TRUST DEED OF DEDICATION REPORT FOR THE COMMUNITY ORCHARD

Cllr Gallagher read a statement on behalf of the Labour Group of Councillors that they will not be supporting the agenda motion to note as there are too many unanswered questions about the background and due diligence undertaken before entering into this deed.

There was no further discussion on the item.

There being no further business the meeting ended at 20:46.