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PEACEHAVEN TOWN COUNCIL

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15th March 2023

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 21st March 2023 at 7.30pm.



Tony Allen
Town Clerk

A G E N D A

C995 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

C996 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C997 TO APPROVE APOLOGIES FOR ABSENCE.

C998 TO RECEIVE DECLARATIONS OF INTERESTS.

C999 TO ADOPT THE PUBLIC MINUTES OF THE COUNCIL MEETINGS HELD ON THE 7th & 16th FEBRUARY 2023.

C1000 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 31st January 2023.
- ii. To receive the public meeting minutes of the 21st February 2023.
- iii. To note the draft public meeting minutes of the 14th March 2023.

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 24th January 2023.
- iii. To note the draft public meeting minutes of the 7th March 2023.

c. Personnel Committee.

d. Leisure, Amenities & Environment Committee:-

- i. To receive the public meeting minutes of the 20th December 2022.
- ii. To note the draft public meeting minutes of the 28th February 2023.

e. Civic & Community Events Committee:-

- i. To receive the public meeting minutes of the 13th December 2022.
- ii. To note the draft meeting minutes of the 14th February 2023.
- iii. To discuss and agree Summer Fair car boot sale arrangements.

f. Task & Finish Groups Reports.

C1001 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES.

C1002 TO RECEIVE A REPORT ON THE PROGRESS OF THE NEIGHBOURHOOD DEVELOPMENT PLAN.

C1003 TO RECEIVE AN UPDATE IN RELATION TO THE LIBRARY AND ITS REPLACEMENT.

C1004 TO DISCUSS AND AGREE ARRANGEMENTS FOR THE 2022-23 ANNUAL TOWN ASSEMBLY.

C1005 PROPOSAL BY CLLR GALLAGHER FOR THE REMOVAL OF THE ADVERTISING BANNER AT THE DELL.

C1006 TO ADOPT A REVISED COMPLAINTS POLICY'

C1007 TO ADOPT REVISED COMMUNITY HOUSE TERMS & CONDITIONS OF HIRE

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:-

C1008 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 7th & 16th FEBRUARY 2023.

C1009 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT

C1010 Personnel Committee:-

- i. To receive updates on confidential staffing matters and agree any actions required:-
 - a. To note & ratify the revised Job Description for the Deputy Clerk.
 - b. To note & ratify the revised Job Description for the Civic Officer.
 - c. To note & ratify the revised Job Description for the Information & Community Facilities Officer.
 - d. To note & ratify the revised Job Description for Committees & Assistant Projects Officer.
 - e. To note & ratify the revised Job Description for Marketing & Events Officer.
 - f. To note & ratify the revised staffing structure.
 - g. To authorize an independent review of PTC recruitment & retention practices.
- ii. To receive the confidential meeting minutes of the 19th December 2022.
- iii. To receive the confidential meeting minutes of the 9th February 2023.
- iv. To receive the confidential meeting minutes of the 23rd February 2023.
- v. To note the draft confidential meeting minutes of the 16th March 2023.

C1011 Leisure, Amenities & Environment Committee:-

- a. To note the draft public confidential minutes of the 28th February 2023.

C1012 DATE OF NEXT MEETING - TUESDAY 16th MAY 2023 at 7.30PM – Annual Council meeting.



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DRAFT PUBLIC Minutes of the meeting of the Full Council Meeting held in the Anzac Room, Community House on Tuesday 7th February 2023 at 7.30pm.

Present: Cllr Lucy Symonds (Mayor), Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Chris Collier, Cllr Isobel Sharkey, Cllr Ron White, Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Lynda Duhigg, Cllr Alan Milliner, Cllr Dawn Paul, Cllr Gloria Hill, Cllr Katie Sanderson.

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

Four members of the public were in attendance.

1. C980 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.

The Chair notified the Council of the following:

1. Mayor's Highlights – in date order:

7th December – Attended the Sussex Mayor's Association Luncheon which was held in Peacehaven for which I gave a short speech.

14th December – Represented Peacehaven at the ESCC Chairman's Christmas reception.

17th December – Attended the ABC Fund Winter Solstice Event.

23rd January – Hosted a 'Hot Chocolate' networking evening, where local organisations and charities came together for a valuable networking opportunity.

25th January – Alongside the Deputy Mayor, Youth Mayor, Councillors, and students from PCS, planted a memorial tree for Her Late Majesty The Queen.

2. Deputy Mayor's Highlights:

Every Monday & Wednesday – Has been supporting the Warm Havens Scheme in the Community House Foyer, with support from other Councillors too.

8th December – Supported at the memorial tree planting for Her Late Majesty The Queen.

The Chair then invited up Johan Janse van Vuuren, from the Royal British Legion, to present a certificate to the Deputy Town Clerk in thanks for the work organising the event for Remembrance Day.

The Chair informed the Council of the recent passing of Seaford Town Councillor Jean Cash, read out a brief obituary and held a one minute silence.

One member of the public left at this point

2. C981 PUBLIC QUESTIONS

Alec Horner asked whether PTC have any CIL funds left to spend on projects – particularly improvements to buses in the area, and also informed the Council that he has asked Lewes District Council whether the Meridian Centre Redevelopment is likely to carry any CIL.

Cllr Gallagher informed Mr Horner that the Council had a Sustainable Transport (Buses) TFG, which looked into the buses in the area, and that Council are now waiting to see outcomes from the Bus Service Improvement Plan, and the Bus Back Better scheme, before deciding any further actions.

Cllr Seabrook added that the Meridian Centre redevelopment would be likely to only carry minimum CIL, as it is not a residential development.

Bronwen Eastwood from New Priory Vets on Heathy Brow asked whether dog poo bins could be installed along the road as a lot of dog poo has been left outside the vets, and also informed Council that 2 parked staff/customer cars have been written off outside the Vets due to the speed that people drive along Heathy Brow at.

The Chair suggested that Ms Eastwood report the cars to the police as part of Operation Crackdown, and that the Council has a Public Safety Group that regularly meets, and we will add this to their next agenda.

Cllr Griffiths responded regarding the bins, that Lewes District Council provide the bins in the area, and that all bins are dual purpose.

Cllr Seabrook added that we know speeding is a problem along Heathy Brow, and that the site has been approved for Community Speedwatch, however, we are struggling to get volunteers for this.

2 members of the public left at this point

3. C982 TO APPROVE APOLOGIES FOR ABSENCE

i. To note and approve apologies

Apologies were received from Cllr Veck, Cllr Harris, and Tony Allen (Town Clerk).

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

Cllr Goble was also absent.

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

ii. To note the resignation of Cllr Emilia Simmons and agree any action required.

The Council noted Mrs Simmons resignation and the Chair expressed her thanks to Mrs Simmons for all she has done in her hard work and commitment to residents and members of the community.

It was proposed to accept the report recommendation to not co-opt to fill the vacant position.

Proposed by: Cllr Sharkey

Seconded by: Cllr Sanderson

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

4. C983 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interest.

5. C984 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 6TH DECEMBER 2022.

Proposed By: Cllr Seabrook

Seconded By: Cllr Griffiths

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

6. 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.

Proposed By: Cllr Milliner

Seconded By: Cllr Sharkey

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

iii. To note the draft public meeting minutes of the 31st January 2023.

The minutes were **noted**.

iv. To receive a report on the infiltration pond at the Chalkers Rise development.

Cllr Collier reported that he has had a response from the Deputy Chief Executive and Director of Regeneration and Planning at Lewes District Council, who has said that he will raise the issue of the fence around the infiltration pond with the lead planner and reopen the discussion about the site.

Cllr Seabrook added that all we're asking for is a vertical pale fence, rather than a post and rail fence which is something for children to climb on, and that the proposed height is not a problem.

The Chair suspended standing orders to allow Mr Gatti to join the discussion.

Mr Gatti informed the Committee that the infiltration pond is very deep, and being close to a school, children's play area, and homes, the proposed post and rail fence is not appropriate.

Cllr Seabrook will send Cllr Collier more information about the type of fence that would preferred to avoid any confusion in further conversations.

Cllr White added that it would be good to have a site meeting so that those making the decisions could see the problems first hand.

The Chair reinstated standing orders

The verbal report was **noted**.

b. Policy & Finance Committee:-

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

Proposed By: Cllr Collier

Seconded By: Cllr Gallagher

The financial reports, authorising payments and signing of Bank Reconciliation were **agreed** and **adopted**.

ii. To receive the public meeting minutes of the 22nd November 2022.

Proposed by: Cllr Collier

Seconded by: Cllr Milliner

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

iii. To note the draft public meeting minutes of the 24th January 2023.

iv. To note the draft public minutes of the Grants Sub-Committee 11th January 2023.

The minutes were **noted**.

1 Member of the public left at this point

v. To note the return of Emcor to the Fields & Robson rooms, approve the outline agreement for the Clerk to finalise.

Cllr Griffiths highlighted that the outline agreement should specify that smoking and vaping is prohibited, rather than just smoking is prohibited.

It was proposed that subject to the above amendment, Council approve the outline agreement.

Proposed by: Cllr Griffiths

Seconded by: Cllr White

The Council **resolved** to **agree** to this proposal by majority, with 2 abstentions.

c. Personnel Committee:-

i. To appoint a new Chairman and additional members for the Committee.

It was proposed that Cllr Sanderson Chair the Personnel Committee.

Proposed by: Cllr Gallagher

Seconded by: Cllr Griffiths.

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

Cllr Milliner, Cllr Griffiths, and Cllr Sharkey will also join the Personnel Committee.

Cllr Sanderson expressed her thanks to Cllr Seabrook for the work he has put in during his time as Personnel Chair.

ii. To receive the public meeting minutes of the 1st December 2022.

Proposed by: Cllr Sanderson

Seconded by: Cllr Collier

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

iii. To note the draft public meeting minutes of the 19th December 2022.

The minutes were **noted**.

d. Leisure, Amenities & Environment Committee:-

i. To receive the public meeting minutes of the 8th November 2022.

Proposed by: Cllr Sharkey

Seconded by: Cllr Cheta

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

ii. To note the draft meeting minutes of the 20th December 2022.

The minutes were **noted**.

iii. To change the previous decision of the Committee to approve the installation of a kiosk at the Gateway Café.

Cllr Griffiths gave a brief background to the item and proposed that Council agree to change the decision made by Committee on 16th August 2022 about the kiosk, and allow the trailer to remain.

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

It was also proposed that Officers be tasked with putting a system in place to record decisions of Committees and Council with the name of the Officer responsible so that decisions do not get lost in minutes.

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

e. Civic & Community Events Committee:-

i. To receive the public meeting minutes of the 21st November 2022.

Proposed by: Cllr Duhigg **Seconded by:** Cllr Sanderson
The minutes were **agreed** and **adopted**.

ii. To note the draft meeting minutes of the 13th December 2022.

The minutes were **noted**.

iii. To approve the purchase of a portable speaker system.

The Deputy Clerk gave a brief background on the item, and that the quote included in the papers was the maximum amount that would need to be spent, and expected it to be around £200 less.

It was proposed to approve the purchase.

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

f. Task & Finish Groups:-

i. Complaints Policy TFG

Cllr Gallagher reported that a TFG has now been set up, and asked whether any other Councillors would like to join the group, and that the task should be fairly straightforward and not take too long to complete.

ii. The Hub

Cllr Gallagher reported that the notes are in the papers from the TFG meeting and that Nancy Astley has been giving advice to the group. The Parks Officer is chasing up some information relating to obtaining quotes for a feasibility study, and the group hopes to have a recommendation to come to the next Full Council meeting.

7. C986 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES

There were no reports from outside body representatives.

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

Cllr Gallagher informed the Council that the report is in the papers, and that at this point it's important that Councillors take any opportunities to speak with residents about the plan. The Planning & Highways Committee will continue to receive reports on the Neighbourhood Plan.

The Planning & Highways Committee recently had a presentation from Kaner Olette which now needs to be seen through with the recommendations that have come from that.

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

Cllr White gave an introduction to this item and there was a brief discussion in support of the library.

It was proposed that Council delegate responsibility to the Town Clerk to write to, and continue dialogue, in support of the library to ESCC, ESALC, and any other relevant bodies.

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

The Parks Officer left at this point

CONFIDENTIAL

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

Cllr White asked for some clarification on an element of the lease which the Finance Officer responded to.

It was proposed that Council accept the lease.

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

Cllr Griffiths made a comment about part of the lease.

The Finance Officer left at this point

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

Cllr Gallagher requested an amendment to the accuracy of the minutes on one of the items.

It was proposed, that the minutes be adopted subject to these changes.

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

12. C991 TO RECEIVE A REPORT ON THE MERIDIAN CENTRE REDEVELOPMENT.

The Council **noted** this report.

13. 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.**

It was proposed that these items be referred back to the Personnel Committee.

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

- c. **To approve the immediate recruitment of a Marketing & Events Officer.**

Proposed by: Cllr Sanderson **Seconded by:** Cllr Collier
Council **resolved** to **agree** to approve the immediate recruitment of a Marketing & Events Officer.

- d. **To note and ratify the revised staffing structure.**

It was proposed that this item be referred back to the Personnel Committee.

Proposed by: Cllr Sanderson **Seconded by:** Cllr Collier
Council **resolved** to **agree** to this proposal.

- ii. **To receive the confidential meeting minutes of the 1st December 2022.**

Proposed by: Cllr Sanderson **Seconded by:** Cllr Seabrook
The minutes were **agreed** and **adopted**.

- iii. **To note the draft confidential meeting minutes of the 19th December 2022.**

The minutes were **noted**.

- iv. **To confirm the appointment of Mr G Dyson as Deputy Clerk.**

Proposed by: Cllr Sanderson **Seconded by:** Cllr Duhigg
Council **resolved** to **agree** to the confirmation of Mr G Dyson as Deputy Clerk.

The Chair added her thanks to the Deputy Clerk for his perseverance and hard work.

14. C993 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.

The report was discussed.

It was proposed that the implementation of the reports recommendations be referred to the Personnel Committee.

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

15. C994 DATE OF NEXT MEETING –

- i. **Thursday 16th February 2023 from 6pm – Extraordinary meeting to review the Morrisons Meridian Centre planning application.**

ii. Tuesday 21st March 2023 at 7:30pm – Next full Council.

The dates of the above meetings were **agreed**.

There being no further business the meeting ended at 21:24.



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DRAFT PUBLIC Minutes of the meeting of the Extraordinary Full Council Meeting held in the Anzac Room, Community House on Tuesday 16th February 2023 at 7.30pm.

Present: Cllr Lucy Symonds (Mayor), Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Chris Collier, Cllr Isobel Sharkey, Cllr Claude Cheta, Cllr Sue Griffiths, Cllr Lynda Duhigg, Cllr Alan Milliner, Cllr Dawn Paul, Cllr Wendy Veck.

Officers: George Dyson (Deputy Town Clerk)

Seventeen members of the public were in attendance.

1. C996 MAYORS/CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:35, welcomed everyone, asked that mobile phones be put onto silent, and went through the building fire procedures. The Chair thanked the team from Morrisons for the public presentation that had preceded this meeting.

The Chair also informed the Council that Cinema is next Wednesday (22nd February) at 7.30pm, film is The Lost King, tickets £7.

2. C997 PUBLIC QUESTIONS

A member of the public asked that whilst the site is being levelled and during the development, there will be a substantial amount of noise, dust, and disruption. What is Peacehaven Town Council's plan for this period as it will cause a disruption to groups that use Community House and to the Community Facilities, including the Information desk.

The Deputy Town Clerk responded to this that the Council are currently actively engaged in talks with Morrisons about a number of items, including the impact on Community House throughout the development. These talks are ongoing so cannot give any definite answers yet, but hope to be able to before long.

Another member of the public commented that it was great to see Morrisons here tonight as there has been definite signs of movement on some of the concerns that people have, however, was disappointed by the lack of information from Peacehaven Town Council and doesn't see when meetings are taking place usually as without internet access and a lack of noticeboards around the Town. Finally, to please also remember that the Nursery in Greenwich House is part of this project too, and that the 100 to 125 children a day attending there will need to be considered.

The Deputy Town Clerk responded that Morrisons have indicated during the presentation preceding this that they have already been, and will be in further contact, with the Nursery and East Sussex County Council who own the building.

3. C998 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Goble, Cllr Hill, Cllr White, Cllr Sanderson, Cllr Harris, and Tony Allen (Town Clerk).

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

4. C999 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interest.

5. C1000 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 7TH FEBRUARY 2023.

Proposed By: Cllr Griffiths

Seconded By: Cllr Sharkey

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

6. C1001 TO DISCUSS THE MORRISONS PLANNING APPLICATION AND AGREE A RESPONSE TO LDC.

LW/23/0018 – Meridian Centre.

Cllr Seabrook thanked the team from Morrisons for the presentation and for listening to feedback from us, and proposed that Peacehaven Town Council support the planning application.

Cllr Duhigg seconded the proposal made by Cllr Seabrook.

Cllr Cheta thanked the Morrisons team for the dialogue with us from the start, but did note there are some unresolved issues still and would like to see commitment to continue this dialogue.

Cllr Gallagher added her thanks to the team from Morrisons and noted that she too supports the plans and that the investment and regeneration in the Town is much needed and overdue, but also added that there are some concerns still, including the issues surrounding the library and existing local independent businesses.

Cllr Gallagher also highlighted that the Neighbourhood Development Plan includes a vision for 2030 that Peacehaven and Telscombe towns aim to be sustainable, with clean air and an environment providing a good quality of life for all inhabitants and residents. We hope that Morrisons will share this vision with us, particularly in ensuring that vehicles servicing the store are eco-friendly, and that interconnection throughout the Town through cycle and walking links, particularly including the doctors surgery and local parks, are promoted. Morrisons have a great reputation for investing in the Communities in which they have stores, and think we should support this scheme.

Cllr Sharkey added that she fully supports this scheme, but that some of the comments heard tonight, particularly around the bio-diversity, walking routes, and Community House should be included in the response to LDC.

Cllr Griffiths thanked Morrisons for listening to feedback and agreeing to provide a Changing Places facility in the store and that she does support the scheme.

Cllr Collier also thanked Morrisons, particularly for listening to feedback about the library and adding flexibility into their proposal for this. The issues raised regarding the Nursery he is happy to raise with ESCC, and supporting existing tenants in the Meridian Centre is something the Town Council has begun discussing through the Policy & Finance Committee.

Cllr Collier added that he obviously fully supports the development.

Cllr Seabrook commented that he feels it would be helpful to set up a liaison group once the development begins.

The Chair asked Cllr Seabrook whether he would like to make any amendments to his original proposal.

It was proposed that Peacehaven Town Council respond to LDC with the following:

Peacehaven Town Council support the planning application, but add the following comments and considerations

- It needs to be ensured that the travel plan is correct and accurate
- That active and sustainable transport, including cycle routes being maintained and improved, and suitable public transport facilities are included
- That a bus service be provided to the Morrisons store in Seaford for the period that the Meridian Centre will be closed
- That the clean air and sustainable town aspirations of the Neighbourhood Development Plan are considered
- That a mix of retail businesses are retained
- A plan to mitigate the impact of the transition period on local businesses and residents is put into place

Proposed by: Cllr Seabrook

Seconded by: Cllr Duhigg

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

Cllr Veck highlighted that Peacehaven Town Council needs to keep residents informed and that the notice boards around the town would need to be used and updated regularly.

It was proposed that Council ask the Planning & Highways Committee to look at installing an additional noticeboard near the entrance to the Cornwall Avenue Allotment site.

Proposed by: Cllr Seabrook

Seconded by: Cllr Gallagher

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

17 members of the public left at this point and The Chair called a short recess (20:01)

The Chair reopened the meeting at 20:10

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7. C1002 TO ADOPT THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 6TH DECEMBER 2022.

Proposed by: Cllr Griffiths

Seconded by: Cllr Collier

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

8. C1003 TO DISCUSS AND ACTION MATTERS RELATING TO THE STAFFING STRUCTURE REVIEW AND OTHER RELATED MATTERS FROM THE PERSONNEL COMMITTEE.

1. To ratify job descriptions for the Deputy Town Clerk role.

Cllr Gallagher informed Council that the Personnel Committee have confirmed the job title as Deputy Town Clerk, but that the job description will be deferred to the next Personnel Committee meeting.

2. To ratify job description for the Marketing & Events Officer role.

This was agreed at the last Full Council meeting and recruitment for this position should be taking place imminently.

3. To agree to recruit for the Head of Engagement & Civic Officer vacancy,

This item will be referred back to Personnel.

4. To agree an independent exit interview for recent resignation.

Cllr Gallagher informed Council of the background to this item

There was a discussion about the item.

It was proposed that the Chair of Personnel should make contact with the Officer that has recently resigned to ensure they will be happy to have an independent exit interview, and that providing they are, the Chair or Personnel approach ESALC to arrange this.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Collier.

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

5. To discuss and action other matters referred to Council from the Personnel Committee meeting held on 9th February 2023.

Cllr Gallagher informed the Council that another Personnel Committee meeting is arranged for Thursday 23rd February 2023, and that a draft agenda will be circulated in the next couple of days.

9. C1004 DATE OF NEXT MEETING –

The next Full Council meeting was confirmed for Tuesday 21st March 2023 at 7:30pm.

There being no further business the meeting ended at 20:26.



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 31st January 2023 at 7.30pm

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

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

2 members of the public were in attendance.

1. PH1535 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:36, welcomed everyone and went through the building fire procedure.

2. PH1536 PUBLIC QUESTIONS

Mike Gatti informed the Committee that the planning application for the Attenuation Pond has been approved by Lewes District Council. Cllr Collier has taken this up with them and that perhaps the public safety working party should also get involved.

3. PH1537 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Symonds.

Cllr Harris was also absent.

4. PH1538 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1539 TO ADOPT THE MINUTES OF 10TH JANUARY 2023

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

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

6. PH1540 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7. PH1541 TO REVIEW AND UPDATE THE BUSINESS/ COMMUNITY PLAN

The Committee **noted** the plan with no updates necessary.

8. PH1542 TO DISCUSS ROAD CLOSURE FOR CORONATION CELEBRATION

It was proposed that the Committee support the application for the road closure.

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

9. PH1543 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 which goes onto until March 2023.

The presentation by Kaner Olette that preceded this meeting came from a grant available through the Neighbourhood Plan which was stimulating, and an interesting look to the future.

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

PH1544 – LW/23/0018 Meridian Centre

The Committee **noted** this application as it will be discussed on 16th February at an Extraordinary meeting of Full Council.

The Chair suspended standing orders to allow Mr Horner to make a comment.

Mr Horner informed the Committee that he has received a copy of a consultation feedback document from the MP's office which appears to show that Morrisons are aware of many of the issues and questions around the development, but offer no answers, and were PTC Councillors aware of this document.

Mr Horner was asked to please send a copy of the document to the Deputy Clerk, who will ensure it is circulated to all Councillors.

*Standing orders reinstated.
1 member of the public left at this point.*

PH1545 – LW/23/0003 75 The Promenade

It was proposed that the Committee support this planning application, but comment about a lack of design and build materials information in the application.

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

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

PH1546 – LW/23/0005 44 Roderick Avenue

It was proposed that the Committee support this planning application

Proposed by: Cllr Seabrook. Seconded by: Cllr Sharkey.
The Committee **resolved** to this proposal by a majority, with 1 abstention.

PH1547 – LW/22/0855 127 The Promenade

It was proposed that the Committee object to this planning application on the ground of overdevelopment of the site.

Proposed by: Cllr Paul Seconded by: Cllr Sharkey.
The Committee **resolved** to this proposal by majority, with 1 against.

1 member of the public left at this point.

PH1548 – LW/23/0008 24 Steyning Avenue

It was proposed that the Committee support this planning application, but note that the application does not relate to LDC Local Plan Policy DM25, that there is no net biodiversity gain, does not show how drainage will be dealt with, and where bins could be located at the front.

It was also noted that there is no definition between the public realm and the property, as per the emerging Neighbourhood Development Plan policy PT1.

Proposed by: Cllr Sharkey. Seconded by: Cllr White.
The Committee **resolved** unanimously to this proposal, subject to the above comments.

PH1549 – LW/23/0024 40 Phyllis Avenue

It was proposed that the Committee support this planning application.

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

11. TO NOTE THE FOLLOWING PLANNING APPLICATIONS:-

PH1550 – TW/23/0005/TPO 29B Telscombe Road

The Committee **noted** this planning application.

12. PH1551 – 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), a Public Rights of Way TFG meeting will be taking place tomorrow.

It was proposed that the Town Clerk write to Barratts requesting that a Risk Assessment be carried out for the Attenuation Pond (suggesting that RoSPA could do this) as the pond is close to residential properties, a school, play park, skate park, with lots of small children around. The pond becomes very deep, and we do not want to see another tragedy such as the recent one in Solihul.

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

Cllr Seabrook informed the Committee that regarding the speed activated sign, Steve O'Connell will be coming in March to talk about speed watch which will help get the required evidence for a speed activated sign.

13. PH1552 DATE OF NEXT MEETING 21ST FEBRUARY 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 21st February 2023.

There being no further business the meeting ended at 20:42.



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 21st February 2023 at 7.30pm

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

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

7 members of the public were in attendance.

1. PH1552 CHAIR ANNOUNCEMENTS

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

2. PH1553 PUBLIC QUESTIONS

There were several questions asked by members of the public as follows:

One member of the public highlighted to the Committee that many residents were in attendance regarding item PH1562, and therefore could Committee please bring the item forward.

Another member of the public stated that at the Extraordinary Full Council meeting following the Morrisons meeting Councillor Seabrook made a suggestion that a Liaison group be set up to engage with Morrisons and residents to keep them informed about the development, and to address any issues that may arise. I think this is an excellent suggestion that should be taken forward. However Council should remember that a similar group was supposed to be set up for Chalkers Rise. To my knowledge this has not happened despite it being part of a covenant between the Council and the site owners; Schedule 7.

Can this committee ascertain what has happened regarding this group, as it seems to have been forgotten, and as it is part of a covenant should have been in place and active throughout the entire development until it's completion.

Cllr Sharkey responded that there were 2 groups meeting in relation to Chalkers Rise – progress meetings and meetings set up with representatives from Lewes District Council.

Cllr White added that there should be ongoing monitoring from the planning authority to ensure that conditions are being met and that this needs to be addressed.

Another member of the public, a resident of Searle Avenue, highlighted some problems with construction currently taking place at number 9 (planning application LW/20/0750), causing damaged kerbstones, problems with parking, and that the parking problem is exacerbated by a house that was converted into a residential unit having up to 8 staff needing to park at a time.

Cllr Seabrook suggested that problems with cars being parked/abandoned could be reported to the police via Operation Crackdown, and offered to do this on behalf of the resident if he could be provided with the full details, that we would need to check the conditions of the planning application about the construction traffic, and that double yellow lines can be applied for to East Sussex Highways.

Another member of the public, an allotment holder, asked whether houses/gardens, or other allotments would be abutting their plot, as the plans did not make this particularly clear, and also whether there would be an additional pedestrian gate to the allotments from Cornwall Avenue.

A member of the public, another allotment holder, also stated that on 16th February 2021, a JCB digger & low loader came to Cornwall Avenue, entered the site relevant to item PH1562 and turned up the land – shortly before the wildlife survey was carried out.

Cllr White commented that this information really needs to go onto the LDC planning portal.

A member of the public, a resident of Cornwall Avenue, living opposite the allotment site, stated that they see lots of wildlife going into the site relevant to item PH1562, and that the JCB previously mentioned entered the site through a hedge from Cornwall Avenue citing the removal of weeds following complaints from neighbours of weeds getting into their gardens as the reason for clearing the site.

3. PH1554 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Symonds and Cllr Paul.

Cllr Harris was also absent.

4. PH1555 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Gallagher declared that she is mentioned by name in the Design and Access Statement of item PH1562 as she had met with the developer as part of her role with the Neighbourhood Development Plan steering group, and that she would abstain from voting on the item.

Cllr Sharkey, also in relation to item PH1562 declared that she is a resident of Cornwall Avenue.

5. PH1556 TO ADOPT THE MINUTES OF 31st JANUARY 2023

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

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

6. PH1557 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7. PH1558 TO REVIEW AND UPDATE THE BUSINESS/ COMMUNITY PLAN

The Committee **noted** the plan with no updates necessary.

The chair brought forward item PH1562

8. PH1562 – LW/22/0859 Land West Of Cornwall Avenue

Cllr Seabrook commented that there are a lot of issues with this application, some of which have already been alluded to by members of the public present. The access to the site is going to be very difficult, very firm conditions

about parking and access will be needed if LDC do give the go ahead. There will also be a significant ongoing increase in traffic.

The area had been cleared by mechanical means in early 2021, just 9 months before the wildlife and habitat survey was done, but does highlight that breeding birds and badgers are potentially present, and that a Badger Sett cannot be ruled out.

The ecology consultancy company did find some Lizards and Slow Worms, and that the plan to deal with this is akin to evicting, not relocating the wildlife.

Additionally, another 9 houses will further impact on Peacehaven infrastructure, and continue the gradual eating away of greenspace in Peacehaven.

Cllr Griffiths added that there are a number of inaccuracies in the documents, including suggesting that there are no registered parks within 250m, but Centenary Park is well within that.

The Design and Access Statement appears to imply that Peacehaven Town Council has already agreed to support the application, which is absolutely incorrect, and also suggests that Nancy Astley has spoken on behalf of Peacehaven Town Council, which is also incorrect, as well as suggestions that 2 PTC Officers have already been in discussion.

Cllr Gallagher stated that the AECOM report in 2019, as part of the Neighbourhood Plan Committee, confirmed that the site was available and would be suitable for residential development, including considering the ecological effect, so in planning terms is unlikely to have an effect.

Cllr White added that that the travel plan is based on national averages rather than actual local data and suggest that we object.

Cllr Sharkey, in addition to comments already made, noted that she was disappointed to see no affordable housing included in the plans.

Cllr Seabrook added that there are 15 car parking spaces included in the plans, but no plan to deal with surface water.

It was proposed that the Committee object to the planning application on grounds of overdevelopment, issues with access, parking, wildlife and ecology, and loss of habitat.

Additionally to comment that there are lots of inaccuracies in the documents associated with the application.

That the ecology report would need to be redone without the site first being cleared.

Should Lewes District Council approve the application, then serious consideration would need to be given to construction traffic, and that Cornwall Avenue not be used for this.

Proposed by: Cllr White Seconded by: Cllr Griffiths
The Committee **resolved** to **agree** to this proposal by majority, with 1 abstention.

7 members of the public left at this point

9. PH1559 TO DECIDE ON THE PURCHASE OF A REPLACEMENT NOTICE BOARD & CONFIRM BEST LOCATION

After a brief discussion, it was proposed that we spend a maximum of £150 on a like for like replacement noticeboard, but check with the owners first that we can change the board free of charge.

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

10. PH1560 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher reported that she would focus on the Kaner Olette report about the South Coast Road and briefly ran through some of the main areas that were highlighted as areas for improvement, suggesting that the area around the Dell and the public toilets would be a good place to start.

Cllr Seabrook suggested that there was a need to break down the report into different components to go onto the Action Plan, and that setting up a TFG after May to look at this.

There was a further discussion about the report covering multiple Committees, and some of the possible actions that could easily be achieved.

It was felt that the Action Plan be updated to include the Kaner Olette report, break down into smaller projects and progress this through Committee.

11. PH1561 TO NOTE CORRESPONDENCE RECEIVED FROM HADLOW DOWN PARISH COUNCIL AND AGREE ANY POSSIBLE SUPPORTING ACTION

It was proposed that this goes to Full Council, but we also ask the Hadlow Down Parish Clerk about any predicted costs of action, and any other proposed actions.

Proposed by: Cllr White Seconded by: Cllr Sharkey
The Committee **resolved** to **agree** to this proposal

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

PH1563 – LW/23/0063 Cresta Court 214 South Coast Road

It was proposed that the Committee support this planning application, provided that the development remains car free, as per the Design & Access Statement.

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

PH1564 – LW/23/0003 65 The Promenade

It was proposed that the Committee support this planning application.

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

PH1565 – LW/23/0047 273 South Coast Road

There was a brief discussion on the planning application.

It was proposed that the Committee object to this planning application on the grounds that it goes against Lewes District Council Core Policy 6, shows a lack of good design as per policy DM25, and is not aligned with the Neighbourhood Development Plan Coastal Plotland design guides.

Proposed by: Cllr Gallagher Seconded by: Cllr White
The Committee **resolved** to this proposal by a majority, with 2 abstentions.

13. TO NOTE THE FOLLOWING PLANNING APPLICATIONS:-

PH1566 – TW/23/0008/TPO 2 Wendale Drive

The Committee **noted** this planning application.

14. TO NOTE THE FOLLOWING PLANNING DECISIONS:-

PH1567 – LW/21/0651

PH1568 – LW/22/0597

The Committee **noted** these planning decisions.

15. PH1569 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Griffiths reported that she and the Deputy Clerk had visited the Concrete Path.

Cllr Seabrook reported that he has had some contact with the Vets at Heathy Brow who it seems will support the Community Speedwatch.

16. PH1570 DATE OF NEXT MEETING 14TH MARCH 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 14th March 2023.

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



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 14th March 2023 at 7.30pm

Present: Cllr Milliner (Chair) Cllr Isobel Sharkey (Vice Chair), Cllr David Seabrook (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Ron White, Cllr Lucy Symonds

Officers: Vicky Onis (Committees and Assistant Projects Officer).

1 member of the public was in attendance.

1 PH1571 CHAIR ANNOUNCEMENTS

There were no Chairs announcements.

2 PH1572 PUBLIC QUESTIONS

There were no public questions.

3 PH1573 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received and accepted from Cllr Paul and Cllr Griffiths

Cllr Harris was also absent.

4 PH1574 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH1575 TO ADOPT THE MINUTES FROM THE 21ST FEBRUARY 2023

It was noted that Item 8 PH1562 has been incorrectly minuted as 'agreeing to the proposal'. The admin Officer will amend the Draft minutes to make it clear that Committee Objected to the proposal with 1 abstention. The Admin Officer also confirmed that Comments from the Committee regarding this proposal have been sent to LDC and it is very clear that this Committee have objected to this application by Majority.

It was resolved to adopt the minutes as a true record subject to the amendment for item PH1562.

6 PH1576 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Budgetary report was noted.

Agenda of the Planning & Highways Committee - Tuesday 14th March 2023

7 PH1577 TO REVIEW AND UPDATE THE BUSINESS/COMMUNITY PLAN

The population is documented as 23k in Peacehaven; this is the figure for both Telscombe and Peacehaven. Peacehaven alone is now approximately 16k.

It was suggested that this figure is changed to approx. 16k from 23k.

8 PH1578 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher stated that there will be a full update at Full Council on the 21st March

9 PH1579 TO NOTE AND COMMENT – RURAL SETTLEMENT STUDY

Cllr Symonds commented that although we have at least 1 all the Key/Other services listed in the document; in relation to the population of approx 16k these services are not adequate to meet the needs of a population this size. There are small Towns of approx 3k and they still have 1 of each service; our population is far greater and the services are inadequate.

The local Secondary School is so oversubscribed children are having to travel long distances out of Town to other Schools. There is also a need for a Sixth Form College as children are having to travel on two buses out of Town to attend a sixth form.

10 PH1580 TO LOOK AT INSTALLING AN ADDITIONAL NOTICEBOARD NEAR THE ENTRANCE TO THE CORNWALL AVENUE ALLOTMENT SITE - REFERRED FROM FULL COUNCIL 16/2/23

It was agreed that the Admin Officer would discuss the board with the Grounds Team. A free-standing notice board will be needed and not fixed to the gate.

11 TO AGREE AND MAKE RECOMMENDATIONS ON THE FOLLOWING PLANNING APPLICATIONS:-

PH1581 LW/23/0001 66 Capel Avenue Peacehaven Case Officer James Emery	Erection of single storey outbuilding to rear and alterations to fenestration at rear and side elevations to main dwelling It was resolved to recommend approval
PH1582 LW/23/0084 90 Hoddern Avenue Peacehaven Case Officer James Emery	Prior Approval Under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class AA; for the enlargement of a dwellinghouse by construction of additional storeys to increase the total height from 4.5m to 7.0m The online Objection to this application was noted but there are no Planning reasons to object. It was resolved to recommend approval

Agenda of the Planning & Highways Committee - Tuesday 14th March 2023

PH1583 LW/23/0061 133A Sutton Avenue North Peacehaven Case Officer Ella Rigluth	Garage conversion to habitable accommodation It was resolved to recommend approval
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12 The below planning application was noted.

PH1584 TW/23/0005/TPO 29B Telscombe Road Peacehaven Case Officer Nick Jones	Consideration: The proposed 2m crown reduction is considered to accord with sound arboricultural practice and is acceptable subject to the conditions outlined below. Lewes District Council consent to the above specified works
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13 PH1585 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

- It was requested that item 5 can be removed.
- It was noted that the letter from the Town Clerk to Barrett's seems to have the wrong description of the requested fence. It has previously been requested that a vertical chestnut fence is needed and not a closed boarded style fence. Admin officer to investigate.

14 PH1586 DATE OF NEXT MEETING CONFIRMED AS THE 4TH APRIL 2023 AT 7.30PM

There being no further business the meeting ended at 20.25

Agenda Item:	C1000-b-i
Committee:	Full Council
Date:	21 March 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 in August 2019 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 10 (January 2023) 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 28 February 2023 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 98.9% of the budgeted expenditure has been spent so far, and 113% of the budgeted income has been received as at the end of month 11 (February 2023)

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 – 28 February 2023
- Bank reconciliation statement for cashbook 1 – 28 February 2023
- Bank reconciliation statement for cashbook 2 – 28 February 2023
- Detailed income and expenditure month 11 (February 2023)
- Detailed balance sheet month 11 (February 2023)

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 14/03/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	3,095	
105	VAT Control A/c	3,130	
118	Deposit Aqua	50	
201	Current Bank A/c	540,446	
202	Reserve Account	180,356	
210	Petty Cash	520	
	Total Current Assets		727,597
	<u>Current Liabilities</u>		
506	Mayor's Appeal	2,487	
515	PAYE	(0)	
516	NIC	0	
517	Pension Control	(5)	
566	Deposits Received	3,247	
	Total Current Liabilities		5,729
	Net Current Assets		721,869
	Total Assets less Current Liabilities		721,869
	<u>Represented by :-</u>		
301	Current Year Fund	93,534	
310	General Reserves	121,983	
322	Vehicle Reserve	10,000	
324	Tree Works	1,405	
325	Staff training	1,228	
326	Elections	9,999	
328	Service Charges	17,500	
329	Covid-19 Recovery Reserves	465	
330	Noticeboards	650	
336	Monument & War Memorial	530	
350	P/H Youth Task Group	4,000	
352	CIL	343,300	
355	Big Park	59,080	
357	Hub Improvements	3,100	
358	Climate Change	5,000	
359	Sponsorship	227	
361	Professional Fees - Legal	1,595	
362	Neighbourhood Plan	1,640	
370	Capital Receipts Reserve	46,631	
	Total Equity		721,869

Detailed Income & Expenditure by Budget Heading 14/03/2023

Month No: 12

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%	9,000
1010 CIL Income	113,065	0	(113,065)			0.0%	113,065
1011 Groundwork UK	(63)	0	63			0.0%	63
1013 Income from Photocopying	270	0	(270)			0.0%	
1016 Housing Benefit Claims LDC	15,873	15,200	(673)			104.4%	
1040 Warm Havens Grant	645	0	(645)			0.0%	
1094 Other Customer & Client Receipt	676	0	(676)			0.0%	
1100 Interest Received	974	200	(774)			486.8%	
1309 Other Income	275	1,000	725			27.5%	
General Administration :- Income	818,795	703,481	(115,314)			116.4%	122,128
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	388,726	406,640	17,914		17,914	95.6%	
4002 Employer N.I Contributions	36,982	42,640	5,658		5,658	86.7%	
4003 Employer Pension Contributions	62,918	75,228	12,310		12,310	83.6%	
4004 Overtime	1,757	1,000	(757)		(757)	175.7%	
4011 Training	1,657	5,000	3,343		3,343	33.1%	41
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	103	500	397		397	20.6%	
4306 Printing	3,366	5,000	1,634		1,634	67.3%	
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	1,302	2,000	699		699	65.1%	
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	77	200	123		123	38.5%	
4323 PDQ Charges	657	800	143		143	82.2%	
4325 Postage	2,053	1,000	(1,053)		(1,053)	205.3%	
4326 Telephones	3,926	6,000	2,074		2,074	65.4%	
4327 Computers	15,216	15,000	(216)		(216)	101.4%	480
4333 Members Allowance	3,000	3,500	500		500	85.7%	
4334 Members Training	33	1,500	1,467		1,467	2.2%	
4341 Grants	9,100	1,017	(8,083)		(8,083)	894.7%	8,372

Detailed Income & Expenditure by Budget Heading 14/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4342 Subscriptions	4,607	5,500	893		893	83.8%	
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	554,410	600,625	46,215	0	46,215	92.3%	11,730
Net Income over Expenditure	243,205	81,856	(161,349)				
6000 plus Transfer from EMR	11,761						
6001 less Transfer to EMR	122,065						
Movement to/(from) Gen Reserve	132,901						
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	727	1,500	773		773	48.5%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	394	1,000	606		606	39.4%	
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	1,667	5,800	4,133	0	4,133	28.7%	0
Net Income over Expenditure	(910)	(8,970)	(8,060)				
120 Marketing							
1048 E-News Advertising	0	500	500			0.0%	
1049 Banner Board	2,900	4,000	1,100			72.5%	
1301 Filming	100	4,000	3,900			2.5%	
Marketing :- Income	3,000	8,500	5,500			35.3%	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
4328 Website	3,123	3,250	127		127	96.1%	

Detailed Income & Expenditure by Budget Heading 14/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	854	1,000	146		146	85.4%	
4330 Newsletter	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	3,977	4,750	773	0	773	83.7%	0
Net Income over Expenditure	(992)	3,550	4,542				
<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	523	1,092	569		569	47.9%	
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	19,300	11,156	(8,144)	0	(8,144)	173.0%	9,312
Net Expenditure	(19,512)	(13,006)	6,506				
6000 plus Transfer from EMR	9,312						
Movement to/(from) Gen Reserve	(10,200)						
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	5,459	6,000	541		541	91.0%	
4203 Fuel	6,137	5,500	(637)		(637)	111.6%	
4204 Road Fund License	580	600	20		20	96.7%	
4305 Uniform	800	900	100		100	88.8%	
Grounds Team General Exp :- Indirect Expenditure	12,975	13,000	25	0	25	99.8%	0
Net Expenditure	(12,975)	(13,000)	(25)				

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Detailed Income & Expenditure by Budget Heading 14/03/2023

Month No: 12

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	18,207	13,845	(4,362)			131.5%	
1041 S/P Telephone Masts	6,383	4,500	(1,883)			141.8%	
1043 S/P Football Pitches	5,352	3,000	(2,352)			178.4%	
1061 S/P Court Hire	6,586	5,406	(1,180)			121.8%	
Sports Park :- Income	36,528	26,751	(9,777)			136.5%	0
4101 Repair/Alteration of Premises	49,499	0	(49,499)		(49,499)	0.0%	49,435
4111 Electricity	2,135	5,000	2,865		2,865	42.7%	
4131 Rates	2,345	2,345	(0)		(0)	100.0%	
4160 Changing Places Costs	494	0	(494)		(494)	0.0%	
4161 Cleaning Costs	6,090	8,000	1,910		1,910	76.1%	
4164 Trade Refuse	4,235	4,500	265		265	94.1%	
4171 Grounds Maintenance Costs	7,127	10,000	2,873		2,873	71.3%	108
Sports Park :- Indirect Expenditure	71,926	29,845	(42,081)	0	(42,081)	241.0%	49,542
Net Income over Expenditure	(35,399)	(3,094)	32,305				
6000 plus Transfer from EMR	49,542						
Movement to/(from) Gen Reserve	14,144						
315 Big Park							
4101 Repair/Alteration of Premises	19,114	5,000	(14,114)		(14,114)	382.3%	17,066
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	681	500	(181)		(181)	136.1%	
4112 Gas	366	300	(66)		(66)	122.1%	
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	5,963	6,000	37		37	99.4%	
4303 Machinery Mtce/Lease	2,194	3,500	1,306		1,306	62.7%	
Big Park :- Indirect Expenditure	49,013	36,516	(12,497)	0	(12,497)	134.2%	17,066
Net Expenditure	(49,013)	(36,516)	12,497				
6000 plus Transfer from EMR	17,066						
Movement to/(from) Gen Reserve	(31,947)						
316 Gateway Cafe							
1025 Rent & Service Charge	7,572	8,823	1,251			85.8%	
1111 Electricity	6,179	6,000	(179)			103.0%	
Gateway Cafe :- Income	13,751	14,823	1,072			92.8%	0

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Detailed Income & Expenditure by Budget Heading 14/03/2023

Month No: 12

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%	
4111 Electricity	6,179	6,000	(179)		(179)	103.0%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,614	1,500	(114)		(114)	107.6%	
4326 Telephones	891	972	81		81	91.7%	
Gateway Cafe :- Indirect Expenditure	9,398	12,972	3,574	0	3,574	72.4%	0
Net Income over Expenditure	4,353	1,851	(2,502)				
330 Parks & Open Spaces							
1044 Hire of the Dell	6,156	5,100	(1,056)			120.7%	
1050 Allotment Rent	2,225	2,445	220			91.0%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	8,431	7,545	(886)			111.7%	0
4104 Vandalism Repairs	566	1,500	934		934	37.7%	
4105 Tree Works	2,290	2,000	(290)		(290)	114.5%	
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	6,951	7,500	549	0	549	92.7%	1,595
4101 Repair/Alteration of Premises	3,844	5,000	1,156		1,156	76.9%	2,900
4141 Water Services	5,420	5,000	(420)		(420)	108.4%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,633	4,000	1,367		1,367	65.8%	
4301 Purchase of Furniture/Equipmen	15,248	5,000	(10,248)		(10,248)	305.0%	15,637
Parks & Open Spaces :- Indirect Expenditure	27,379	21,000	(6,379)	0	(6,379)	130.4%	18,537
Net Income over Expenditure	(25,898)	(20,955)	4,943				
6000 plus Transfer from EMR	20,132						
Movement to/(from) Gen Reserve	(5,766)						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	17,743	16,646	(1,097)			106.6%	
1112 Gas	270	0	(270)			0.0%	
1303 Water Charges	75	0	(75)			0.0%	
1355 Wifi	105	0	(105)			0.0%	
The Hub :- Income	18,183	16,646	(1,537)			109.2%	0
4175 Music Licence	433	500	67		67	86.6%	
The Hub :- Direct Expenditure	433	500	67	0	67	86.6%	0

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Detailed Income & Expenditure by Budget Heading 14/03/2023

Month No: 12

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	1,995	2,000	5		5	99.7%	
4112 Gas	698	2,000	1,302		1,302	34.9%	
4171 Grounds Maintenance Costs	4,299	2,000	(2,299)		(2,299)	215.0%	3,900
The Hub :- Indirect Expenditure	9,657	8,000	(1,657)	0	(1,657)	120.7%	3,900
Net Income over Expenditure	8,093	8,146	53				
6000 plus Transfer from EMR	3,900						
Movement to/(from) Gen Reserve	11,993						
<u>360 Community House</u>							
1069 C/H Police Room	1,700	2,295	595			74.1%	
1070 C/H Phoenix Room	6,098	6,120	22			99.6%	
1072 C/H Copper Room	0	9,035	9,035			0.0%	
1075 C/H Charles Neville	4,762	7,280	2,518			65.4%	
1076 C/H Main Hall	14,703	18,280	3,577			80.4%	
1077 C/H Anzac Room	10,422	9,065	(1,357)			115.0%	
1078 C/H Main Kitchen	945	892	(53)			105.9%	
1079 C/H Anzac Kitchen	1,137	500	(637)			227.4%	
1080 C/H Foyer	906	1,642	736			55.2%	
1081 C/H Equipment Hire	952	928	(24)			102.6%	
1090 Storage Income	619	0	(619)			0.0%	
1091 Cinema Income	4,367	4,500	133			97.0%	
1092 Electricity Feed-in Tariff	189	500	311			37.8%	
Community House :- Income	46,801	61,037	14,236			76.7%	0
4167 Cinema Costs	3,076	1,000	(2,076)		(2,076)	307.6%	
4175 Music Licence	740	1,250	510		510	59.2%	
Community House :- Direct Expenditure	3,816	2,250	(1,566)	0	(1,566)	169.6%	0
4101 Repair/Alteration of Premises	8,076	7,000	(1,076)		(1,076)	115.4%	
4102 Maintenance of Buildings	6,428	5,000	(1,428)		(1,428)	128.6%	
4111 Electricity	13,097	10,000	(3,097)		(3,097)	131.0%	
4112 Gas	5,919	6,000	81		81	98.6%	
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	1,239	8,000	6,761		6,761	15.5%	
4151 Fixtures & Fittings	848	1,500	652		652	56.5%	520
4161 Cleaning Costs	976	1,000	24		24	97.6%	
4162 Cleaning Materials	996	1,000	4		4	99.6%	
4163 Personal Hygiene	2,412	2,500	88		88	96.5%	

Detailed Income & Expenditure by Budget Heading 14/03/2023

Month No: 12

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	55,980	78,400	22,420	0	22,420	71.4%	520
Net Income over Expenditure	(12,995)	(19,613)	(6,618)				
6000 plus Transfer from EMR	520						
Movement to/(from) Gen Reserve	(12,475)						
<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	571	0	(571)			0.0%	
Mayoral Charity Events :- Income	571	0	(571)				0
Net Income	571	0	(571)				

Detailed Income & Expenditure by Budget Heading 14/03/2023

Month No: 12

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	952,979	843,383	(109,596)			113.0%	
Expenditure	859,769	868,944	9,175	0	9,175	98.9%	
Net Income over Expenditure	93,210	(25,561)	(118,771)				
plus Transfer from EMR	112,893						
less Transfer to EMR	122,065						
Movement to/(from) Gen Reserve	84,039						

**Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023		507,989.21
Current Account	28/02/2023		50,079.40
			<u>558,068.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
20/09/2022 205186 RICHARD EVANS		100.00	
17/11/2022 205292 MARIA LIDON		3.62	
24/01/2023 204613 SAMANTHA CORK		50.00	
31/01/2023 204620 East Sussex County Council		801.70	
31/01/2023 205344 ALEX FITZPATRICK		50.00	
07/02/2023 205349 Cinemobile		171.50	
14/02/2023 205356 ESALC Limited		192.00	
14/02/2023 205359 DOWNLAND QUILTERS		100.00	
14/02/2023 205362 Radius Connect		306.00	
21/02/2023 205365 Cinemobile		400.75	
21/02/2023 205367 ANTHONY ALLEN		9.00	
24/02/2023 205368 Wightman & Parrish Ltd		417.44	
24/02/2023 205369 CVS TYRES LTD		327.38	
24/02/2023 205370 DANIEL ORI		50.00	
24/02/2023 205371 AMP Services		614.24	
28/02/2023 205372 HMRC		8,190.10	
28/02/2023 205373 EAST SUSSEX PENSION FUND		7,196.49	
28/02/2023 205374 LOUISE FLYNN		50.00	
28/02/2023 205375 Trade UK		53.98	
			<u>19,084.20</u>
			538,984.41
<u>Receipts not Banked/Cleared (Plus)</u>			
24/02/2023		442.53	
			<u>442.53</u>
			539,426.94
Balance per Cash Book is :-			539,426.94
Difference is :-			0.00

**Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023		180,356.06
			<u>180,356.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,356.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,356.06
		Balance per Cash Book is :-	180,356.06
		Difference is :-	0.00

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
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 24 February 2023

Business Current Accounts

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

Business Savings Accounts

Business Premium Account	£477,103.94
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£180,356.06
.....	
Sort Code 20-49-76 • Account No 83521656	







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

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

Your Business Current Account

At a glance

18 - 24 Feb 2023

Date	Description	Money out £	Money in £	Balance £
18 Feb	Start Balance			50,000.00
20 Feb	DD Direct Debit to Health Assured Ltd Ref: 000Pea026	60.00		49,940.00
	 Cheque Issued Ref: 205358	1,330.56		48,609.44
	Giro Direct Credit From BCard1041619170223		7.00	48,616.44
	 Deposit at Barclays Post Office Credit Ref: 201282		130.20	48,746.64
	Giro Transfer From Account 30701211		1,383.56	50,130.20
21 Feb	 Cheque Issued Ref: 205345	58.60		50,071.60
	 Cheque Issued Ref: 205360	16.55		50,055.05
	Giro Transfer to Account 30701211	94.96		49,960.09
	Giro Direct Credit From Langley AJ Ref: 13653		43.00	50,003.09
	Giro Direct Credit From BCard1041619200223		49.00	50,052.09
	 Deposit at Barclays 64927 Ref: 13.1721Feb1kpob000		78.11	50,130.20
22 Feb	DD Direct Debit to Edfenergy Cust PLC Ref: 4469000000	164.63		49,965.57
	DD Direct Debit to BCard Commercial Ref: 5476760307525801	616.09		49,349.48
	 On-Line Banking Bill Payment to Speedy Street Solu Ref: Oak Bollards	880.80		48,468.68

Continued

Start balance £50,000.00

Money out £30,493.81


















▶ Commission charges £0.00

▶ Interest paid £0.00

Money in £30,493.81

End balance £50,000.00

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

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				48,468.68
22 Feb	 Direct Credit From BCard1041619210223		21.00	48,489.68
	 Direct Credit From Mullins S K Ref: in 13824		126.50	48,616.18
	 Direct Credit From Ticketsource Ltd Ref: Ticketsource667913		9.50	48,625.68
	 Deposit at Barclays Post Office Credit Ref: 201283		36.90	48,662.58
	 Transfer From Account 30701211		1,326.32	49,988.90
	 Direct Credit From Bait Bucket Ltd F Ref: Bait Bucket		48.00	50,036.90
23 Feb	 Direct Debit to Personnel Hygiene Ref: A100186603	799.27		49,237.63
	 Direct Credit From BCard1041619220223		64.55	49,302.18
	 Transfer From Account 30701211		734.72	50,036.90
24 Feb	 Direct Debit to Peacehaven TC Ref: BACS	25,422.36		24,614.54
	 Cheque Issued Ref: 204611	599.99		24,014.55
	 Cheque Issued Ref: 205353	450.00		23,564.55
	 Direct Credit From BCard1041619230223		21.00	23,585.55
	 Direct Credit From Peacehaven & Distr Ref: Inv13777 11/1/2023		48.00	23,633.55
	 Direct Credit From Caulfield S J Ref: Phaven Baby Bank		163.85	23,797.40
	 Deposit at Barclays 64927 Ref: 12.3224Feb1kpob000		220.80	24,018.20
	 Transfer From Account 30701211		25,933.80	49,952.00
	 Direct Credit From de Ltd TA Jar Ref: Inv13775 Jarlands		48.00	50,000.00
24 Feb	Balance carried forward			50,000.00
Total Payments/Receipts		30,493.81	30,493.81	

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 02 Feb 2023 was 4.000%

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:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) 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:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) 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>

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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.

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.

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<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

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Transactions

Peace Sweep

20-49-76 30701211

Available balance	£508,099.09
Last night's balance	£508,717.60
Overdraft limit	n/a

Showing 1 transaction between **28/02/2023** and **28/02/2023** from 28/02/2023 to 28/02/2023

Date	Description	Money in	Money out	Balance
28/02/2023	Transfer TRANSFER 10701173 TRANSFER 10701173	£30,960.92		£507,989.21

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PEACEHAVEN TOWN COUNCIL

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MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 24th January 2023 at 7.30pm.

Present: Cllr Chris Collier (Chair of Committee), Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Claude Cheta, Cllr Sue Griffiths. Cllr Lynda Duhigg, Cllr Alan Milliner.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Zoe Malone (Finance Officer).

No members of the public were in attendance.

1. PF842 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, and gave a brief reminder of the building fire procedures.

2. PF843 PUBLIC QUESTIONS

There were no public questions.

3. PF844 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Symonds, and Tony Allen (Town Clerk).

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

Cllr Griffiths is substituting for Cllr Symonds.

Cllr Goble was also absent.

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

4. PF845 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PF846 TO ADOPT THE COMMITTEE'S MINUTES OF 22nd NOVEMBER 2022

Proposed By: Cllr Gallagher

Seconded By: Cllr Sharkey

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

6. PF847 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report:-

The Finance Officer gave a brief verbal report which the Committee **noted**.

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

Proposed By: Cllr Griffiths **Seconded By:** Cllr Sharkey

The Committee **agreed** to the signing of the Bank account and Bank Reconciliation.

3. Income & Expenditure report:-

There was a brief discussion about the maintenance charges from the Meridian Centre.

The Committee **noted** the Income & Expenditure report.

4. Balance Sheet:-

The balance sheet was received and **noted**.

5. CIL & S.106 report (income, expenditure & bids):-

Cllr Seabrook asked some questions about the successful CIL bid for Howard Park and when we would be able to start work on the assigned project.

The Committee **noted** the report.

6. List of payments (for approval):-

Cllr Gallagher asked for some further clarification on what the item titled 'batteries for vehicles' were for specifically.

It was clarified that the batteries were for the Grounds Team new electric equipment.

It was proposed to approve the November & December 2022 payments amounting to £245,220.98, as scheduled in the meeting papers.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Cheta

The Committee **approved** the November & December 2022 payments.

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

The Committee **noted** that there were no reviews currently required.

8. Funding report for buildings equipment maintenance works:-

The Committee received and **noted** the report.

a) To approve additional expenditure required for the repair of the Community House heating/air conditioning system.

The Finance Officer gave an overview of the works required and a brief discussion followed about the works that will be required anyway in the future as part of the Meridian Centre redevelopment.

It was proposed that the Committee accept the recommendation to approve the additional expenditure, with the condition that it is not spent until the new financial year.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Sharkey
The Committee **resolved** to **agree** to this proposal.

7. PF848 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

The Committee highlighted that there appears to be an error on the first item on the Action plan, which refers to a Committee meeting on 7th December 2010.

The action plan was otherwise **noted**.

8. PF849 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN

It was **noted** that there had been no additions/amendments to the Plan since the Committee's last meeting.

9. PF850 TO DISCUSS THE POSSIBILITY OF EMCOR RETURNING TO THE FIELDS & ROBSONS ROOMS WITH PTC STAFF MOVING BACK TO THE MAIN OFFICE.

Cllr Seabrook suggested that this item and item PF851 could be discussed together.

The Chair felt it best to keep the items separate as item PF851 applies to a number of tenants of the Meridian Centre and may need further information before coming back to Committee.

There was a lengthy discussion about the risks and benefits associated with Staff moving back to the main office and EMCOR returning to the Fields and Robson Room.

It was proposed that subject to the Terms & Conditions being worded carefully to address concerns around the risks of EMCOR returning, and that these Terms & Conditions are approved by Council before being signed, that the Committee approve the recommendation in the Finance Officers Report.

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

10. PF851 TO DISCUSS AND DECIDE ON WHETHER OTHER OUTLETS CAN BE ACCOMMODATED WITHIN COMMUNITY HOUSE DURING THE MORRISONS REDEVELOPMENT.

There was a brief conversation about support that the Town Council could offer to current tenants, but was felt that more information is needed, and it was proposed that the item be deferred to the next meeting of the Committee, and that the Committee Chair and Finance Officer speak to the tenants and produce a report with recommendations for Committee to consider.

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

11. PF852 TO ADOPT AN UPDATED GRANTS POLICY.

Cllr Griffiths highlighted a clerical error of the last page of the policy (paragraph 6, sentence 3) which doesn't make sense.

It was proposed that the policy be approved and adopted, subject to the correction.

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

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

12. PF853 TO APPROVE A CAR PARKING SOLUTION FOR CENTENARY PARK.

It was proposed that the Committee accept the recommendation in the report and approve the car parking solution.

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

13. PF854 TO NOTE UPGRADE OF CREATIVE AND E-FLIP SOFTWARE FOR MARKETING/ PTC USE.

The Committee **noted** the report.

14. PF855 TO NOTE THE UPDATED VOLUNTEER POLICY.

It was proposed that the Committee note the updated policy and set up a TFG to review the volunteer policy.

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

Cllr Seabrook and Cllr Griffiths will form the TFG to review the volunteer policy.

15. PF856 TO SET UP A TFG TO REVIEW THE COUNCIL'S COMPLAINTS POLICY.

The Committee highlighted that a TFG was set up at the Full Council Meeting on 6th December 2022, which consists of Cllrs Sharkey, Gallagher, and Sanderson.

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:-

16. PF857 AGED DEBT ANALYSIS.

The Committee agreed that there was no discussion needed on this item.

17. PF858 DATE OF NEXT MEETING – TUESDAY 7th MARCH 2023 AT 7.30PM.

There being no further business the meeting ended at 20:27.

CONFIDENTIAL Minutes of the meeting of the Peacehaven Town Council's POLICY AND FINANCE COMMITTEE held on Tuesday 7th March 2023 at 7.30pm in Community House

Present – Cllr C Collier (Chair), Cllr C Cheta (Vice-Chair), Cllr D Seabrook, Cllr I Sharkey, Cllr A Milliner, Cllr S Griffiths.
Town Clerk, Tony Allen.

PF859 CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the meeting and covered the housekeeping matters. The Chairman noted that this was the last Committee meeting in the Council term and thanked Committee members and Officers for their input which had created significant improvements in the Council's financial position.

PF860 PUBLIC QUESTIONS.

There were no public questions.

PF861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

It was resolved to accept apologies from Cllr Duhigg, Cllr Gallagher, Cllr A Goble, Cllr Sanderson & Cllr Symonds; and that Cllr Griffiths substitutes for Cllr Duhigg.

PF862 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

Cllr Griffiths re. Item 870, as a friend of one of the Council's sub-contractors.

PF863 TO ADOPT THE COMMITTEE'S MINUTES OF 24th JANUARY 2023.

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

PF864 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report.

The Finance Officer's reports were received and noted.
Clerk to supply Committee members with a copy of the Warm Havens Agreement and an inventory of income & expenditure for this project.

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

Received and resolved for signing.

3. Income & Expenditure report.

Received and noted.

4. Balance Sheet.

Received and noted.

5. CIL & S.106 report (income, expenditure & bids).

Received and noted.

6. List of payments (for approval).

It was resolved to approve the January & February 2023 payments amounting to £125,554.09, as scheduled in the meeting papers.

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

Noted that the review meetings for the SLA's with CTLA, Lewes CA & Havens Cars are currently being arranged.

8. To note 2022/23 Earmarked Reserves going forward.

The Finance Officer's report was received and noted.

It was resolved that the following additional EMR's should be included for 2023/24:-

- a. Youth fund (Joff).
- b. Tree planting.
- c. Warm Havens – ring fenced for a future event.

PEACEHAVEN TOWN COUNCIL

CONFIDENTIAL Minutes of the POLICY AND FINANCE COMMITTEE Meeting - 7th March 2023

9. Funding report for buildings equipment maintenance works.

Received and noted.

The Chairman noted that LDC Officers had indicated permission to proceed with the first phase of the Howard Park project.

PF865 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION.

It was 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.

PF866 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN.

It was noted that there had been no additions/amendments to the Plan since the Committee's last meeting.

PF867 TO AGREE A SPECIFICATION FOR THE HUB FEASIBILITY STUDY.

The Parks Officer's report was received and noted.

The Clerk related the background to this item.

It was resolved to approve the specification and for tenders to be sought for presentation to the 'new' Council to progress.

PF868 TO ADOPT A REVISED VOLUNTEER POLICY.

Cllr Seabrook related the background to this item.

It was resolved to adopt this policy.

PF869 TO CONSIDER ROLLING OUT A PHISHING POLICY AS PART OF HAVING A CYBER ESSENTIALS CERTIFICATION

The Deputy Clerk's report was received and noted.

The Clerk related the background to this item.

It was resolved to recommend to the 'new' Council that it adopts a Cyber Essentials Certificate, phishing policy and arranges suitable training for staff and Councillors.

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.

PF870 TO AGREE TENDERING & SPECIFICATION FOR THE GATEWAY CAFÉ TOILETS & CHANGING PLACES FACILITY CLEANING.

It was resolved to approve the Specification and for tendering to proceed, subject to the inclusion of all items/aspects as set out in the changing places cleaning specification, such as the bed and hoist.

It was resolved that the Council's current sub-contractor will be asked to carry on with the cleaning of the external Gateway Café toilets in the interim. [Cllr Griffiths abstained from voting].

PF871 AGED DEBT ANALYSIS.

The Finance Officer's report was received and noted.

The Committee expressed its thanks to the Finance officer for the continued reduction in outstanding debts.

PF872 DATE OF NEXT MEETING – TUESDAY 4th JULY 2023 AT 7.30PM.

There being no further business, the meeting closed at 19:58



Tony Allen
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PEACEHAVEN TOWN COUNCIL

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

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. .



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Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 28th February 2023 at 7.30pm

Present: Cllr L Symonds (Chair of Council), Cllr D Seabrook (Vice Chair of Council & Committee), Cllr I Sharkey (Chair of Committee), Cllr S Griffiths, Cllr C Gallagher, Cllr C Cheta Cllr R White.

Officers: Kevin Bray (Parks Officer); Tony Allen (Town Clerk).

LA 749 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and related the housekeeping information.

LA 750 PUBLIC QUESTION TIME

A member of the public spoke to the Committee on the following matters:-

- Unauthorised/uninvited access on to his allotment and related problems.
- Allotments security and the need for a new lockable gate.
- Use of public monies to repair the fencing of two properties adjacent to the allotments.

Another member of the public spoke to the Committee on the following matters:-

- Keeping allotment holders in-check regarding the correct cultivation of their plots; previous complaint had not been actioned.
- Need for more swings and facilities for the under-4's in the Big Park.

Another member of the public referring to their recent letter to the Committee, spoke on the following matters:-

- The introduction of the 'two-foot rule' and the consequent reduction in growing space.
- Use of public monies to repair the fencing of two private individuals' properties adjacent to the allotments.
- His rejection of the 'two-foot rule'.

Another member of the public spoke to the Committee on the following matters:-

- Allotments security and the need for a new lockable gate.

Another member of the public referring to his recent letter to the Committee, spoke on the following matters:-

- The painting of a new mural on the rear wall of the skate park and proposed approach.

The Parks Officer read out a letter from another member of the public, relating to adornments on memorial benches.

LA 751 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to accept apologies from Cllr D Paul.

Cllr W Veck was also absent.

LA 752 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

LA 753 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20TH DECEMBER 2022

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

LA 754 TO NOTE THE BUDGET UPDATE

The Finance Officer's report was received and noted.

The Parks Officer reported on expected payment for tree planting.

Clerk to speak to the Finance Officer regarding the outstanding funding for the new changing places facility.

LA 755 TO NOTE ACTION PLAN

The Parks Officer's report was received and noted.

Format, content and presentation of the action plan was discussed.

The Clerk reported on the progress of the CCTV project and will chase Insp. Jo Atkinson for a progress report.

LA 756 TO NOTE AND AGREE ALLOTMENT GARDENS POLICY AND PROCEDURES

The TFG report from Cllr Gallagher and the Parks Officer was received and discussed in detail.

Regarding Item 1 of the TFG report, it was resolved that the TFG should revisit these points and provide the Committee with firm recommendations as well as reviewing the content of the FAQ's trial document.

The Parks Officer noted that his team needs clarification on these items in order to be able to enforce the Terms & Conditions.

Cllr Gallagher stated that clarification of such items can be captured in the FAQ's document, for consideration further at the annual review of the allotment policies, Terms & Conditions, etc.

The Committee resolved the following points:-

1. That there should be an Agenda item at each L.A & E Committee meeting to provide an update relating to the Allotments.
2. To have a list of Frequently Asked Questions that will be compiled by the TFG as an aide memoire for all concerned.
3. Allotment information to be in each edition of the E-News for reference.
4. Two Councillors be authorised as liaison between the Allotment tenants and the Council to develop relationship to improve goodwill.

These Councillors will be the Chairman of the LA&E Committee and one Ward Councillor.

It was resolved to approve the new Allotment Policy and appendices which cover all of the rights and responsibilities concerning the Allotments.

It was resolved to approve the enforcement letters in the appendices.

LA 757 TO DECIDE DISPLAYS ON BENCHES

The Parks Officer's report was received and discussed in detail.

The Parks Officer related the background to this item.

It was resolved that standardized flower & vase adornments would be permitted on memorial benches on the following conditions:-

- They do not obstruct the proper function of the bench.
- No plastic or fake flowers to be used; real flowers only.
- Bench owner must maintain the adornments properly.
- The PTC Parks Team has the right to remove dead flowers and unsightly adornments.
- Vases used to be plain and of a size specified by the Parks Officer.

The PTC Memorial Bench Policy to be updated as above.

LA 758 TO AGREE TERMS AND CONDITIONS RELATING TO THE GATEWAY CAFÉ MOBILE CATERING UNIT

It was resolved to agree to these T&C's and to change the wording from 'kiosk' to 'mobile catering unit'.

Minutes of the Leisure, Amenities & Environment Committee meeting - 28th February 2023

It was noted that the tow hitch on the existing trailer kiosk could be made more visible or covered for the visually impaired.

LA 759 TO APPROVE SKATE PARK ARTWORK

The Parks Officer's report was received and discussed.

It was resolved to have a full proposal prepared for Council for this proposed artwork, on the understanding that the project is fully inclusive and that there is youth input.

LA 760 TO NOTE AMENITY AREAS MANAGEMENT PLAN REPORT

The Parks Officer's report was received and discussed.

All to email comments to the Parks Officer.

Cllr Gallagher noted that elements from the recent Kaner Olette report should be considered for the Management Plans.

Cllr Gallagher noted that she will be proposing the removal of the banner board at the Dell, at the next Council meeting.

LA 761 TO NOTE TREE WORKS UPDATE

The Parks Officer's report was noted.

LA 762 TO NOTE GROUNDSTAFF UPDATE

The Parks Officer's report was noted.

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 were excluded from the discussion of the following items:-

LA 763 TO NOTE ALLOTMENT FENCE REPAIR REPORT

The Deputy Clerk's report was received and discussed in detail.

Cllr Gallagher related the background to this item.

The Parks Officer gave a detailed report of the works carried out.

The Committee noted the Deputy Clerk's report and resolved that it was satisfied that the works to repair the damage to fences, as actioned by Council following the report of the allotments complaints panel, was now fully completed.

LA 764 TO AGREE ALLOTMENT RESIDENT VISIT REPORT

The Deputy Clerk's report was received and discussed.

It was resolved that allotment visits would be on a pre-arranged basis, to be facilitated by Officers and provided that sufficient notice is given.

It was noted that facilitating these visits will require the significant time of Officers which will include liaising with the allotment plot holder(s).

LA 765 TO DECIDE ALLOTMENT COMPLAINT LETTERS REPORT

Complaint 1.

The Parks Officer's report was received and discussed in detail.

The formal complaints from two people were noted and discussed. Applicable allotment Terms & Conditions were highlighted.

The Parks Officer reported on the incident.

It was resolved that the Clerk and the Parks Officer will draft a warning letter to the plot holder concerned, to be agreed and sent by the Committee Chairman.

Complaint 2.

The Parks Officer's report was received and discussed in detail.

The complaint from one person was noted and discussed.

It was resolved that the Clerk and the Parks Officer will draft a general letter of reply to the complainant, to be agreed and sent by the Committee Chairman.

Minutes of the Leisure, Amenities & Environment Committee meeting - 28th February 2023

The Chairman of Council stated that she had not had any private meetings with any residents regarding these matters.

LA 766 TO CONFIRM DATE OF NEXT MEETING AS THE 18TH APRIL 2023

There being no further business, the meeting closed at 21:31.



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.



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DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 14th February 2023 at 7.30pm

Present: Cllr Lynda Duhigg (Chair), 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. CCE253 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, went through the building fire procedures, and informed the Committee of the following:

- Next bingo is tomorrow (15th February 2023) 2 – 4pm.
- Next Cinema is next Wednesday 22nd February, film is The Lost King, 7.30pm – tickets £7.
- Warm Havens is taking place every Monday and Wednesday, 09:00 – 12:30.
- The Information Office is also still taking sanitary product donations which has had a very positive response.

2. CCE254 PUBLIC QUESTIONS

No public questions

3. CCE255 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Lucy Symonds, Cllr Job Harris, Cllr Gloria Hill, and Cllr Katie Sander-son.

Cllr Sue Griffiths is substituting for Cllr Lucy Symonds.

4. CCE256 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE257 TO ADOPT THE MEETING MINUTES OF 13TH DECEMBER 2022

Proposed by: Cllr Veck. Seconded by: Cllr Griffiths.

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

6. CCE258 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE259 TO REVIEW AND UPDATE THE BUSINESS/COMMUNITY PLAN

There was a brief discussion on the business plan, and it was felt that most of the points will be for the new Council to action.

It was proposed that the plan be left with the new administration from May 2023, and that any outstanding actions are put on hold and no new projects be started.

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

8. CCE260 TO DISCUSS AND APPROVE THE REPORT ABOUT WHETHER TO CONTINUE WARM HAVENS

Cllr Seabrook introduced the item and gave a brief overview of the report.

It was proposed that the Warm Haven finish, as planned, on 1st March 2023.

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

There was further discussion by the Committee about the expenditure from Warm Havens, and how much was left from the grant that PTC received.

It was proposed that a final costings report goes to the Policy & Finance Committee for approval before going back to Lewes District Council.

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

It was also proposed that the decision is reviewed again in September to decide whether to restart Warm Havens, and that the remain warm clothing that has been donated is passed onto another charity that can use them.

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

9. CCE261 TO DISCUSS AND APPROVE THE RECOMMENDATIONS IN THE BINGO REPORT

The Deputy Clerk briefly introduced the report and explained that this item came as a result of a recent Community Events TFG meeting.

It was proposed that we agree to stop running monthly Bingo at Community House in its current format after March, and instead signpost people that want to play to other organisations.

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

10. CCE262 TO DISCUSS AND APPROVE THE RECOMMENDATIONS IN THE CINEMA REPORT

Cllr Veck asked some questions about the report, which were answered by the Information and Booking Officer responded to.

It was proposed to refer the matter to the Personnel Committee to look into due to differing contracts, and to accept the recommendation in the report until the Personnel Committee meets.

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

11. CCE263 TO DISCUSS THE REMAINING MONIES FROM THE SUMMER FAIR 2022

It was proposed that the remaining monies go to the Mayors fund.

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

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

The Committee discussed that it has been a difficult year for raising money for the Mayor's fund for a number of reasons, including:

- Fewer businesses able or willing to provide sponsorship for events
- New Officers in posts
- The death of Her Late Majesty which led to several planned events being cancelled
- Less disposable income in the Community.

12. CCE264 TO DISCUSS SUMMER FAIR AND CREATION OF TFG

The Bookings and Information Officer gave a brief overview of the item and explained the preparation that has already taken place.

It was proposed that we proceed with planning and advertising the Summer fair as a carless event (except for blue badge holders), and that Officers go ahead with organising the event and report back to the next Committee meeting.

Proposed by: Cllr Veck **Seconded by:** Cllr Duhigg

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

The Committee asked that the next agenda include an item to decide on the arrangements for a Car Boot sale at the fair.

13. THE NEXT MEETING OF THIS COMMITTEE WAS CONFIRMED FOR 11TH APRIL 2023.

The Chair informed the Committee that the planned meeting after next (2nd May 2023), is extremely close to elections and may not be necessary, and that this is something to be discussed at the next meeting.

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

Agenda Item:**Committee:** Council**Date:** 21st March 2023**Title:** Update on the Peacehaven and Telscombe Neighbourhood Development Plan.**Report Authors:** Cllr Cathy Gallagher**Purpose of Report:** To note

Introduction

The draft Peacehaven and Telscombe Neighbourhood Plan has been out for Schedule 16 consultation by Lewes District Council completing on the 6th of March.

The NDP Officer at LDC will now collate all of the responses and write a series of questions which will be put to Nancy Astley who is expecting to meet with him.

An Examiner is in the process of being appointed by LDC . The selection of Examiner has been made on the basis of their knowledge and experience in planning matters and the rigorous assessment programme required of all examiners on the panel. The Examiner will have demonstrated a depth of understanding, practical application and requirements of neighbourhood plans to a professional assessment panel within the sector.

The Examination is concerned solely with determining whether or not the plan meets basis conditions set out in legislation . The Policies are the key items.

The Examiner estimates 4 days will be required for examination.

Any further re-writes based on all comments made will be done at this stage

Referendum is still estimated for the Autumn.

Financial Implications

The Neighbourhood Plan is within budget at both Councils

With £1,640 in Earmarked Reserves.

The Plan is a dynamic document which will require revisions.

Budget has been identified for 23/24 .

Recommendation

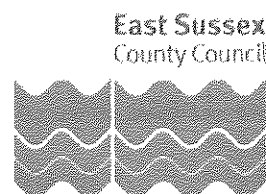
Report to be noted

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Mr Tony Allen
Peacehaven Town Council
By email

28 February 2023

Dear Mr Allen

Your recent enquiry 13547837

Thank you for your email received on 13 February 2023 about Peacehaven library. Councillor Glazier and Councillor Dowling have asked that I respond as Assistant Director Communities with responsibility for the Library and Information Service.

Since 2018, in discussions with local stakeholders, the town councils, and customers we have indicated that we were looking for smaller, more cost-effective premises as the current library is significantly larger than required and includes a large amount of back-office space that the service does not use.

As previously outlined, if Morrisons proposals for the site progress, I would like to reassure you that we will continue to provide a quality needs focused library service in Peacehaven from the new 302m² purpose-built library building. In addition, I can confirm that all of the current range of services on offer will be available from the new library, and we will continue to meet local needs in line with our updated [Strategy East Sussex Libraries: The Way Forward 2022/23 to 2027/28 | East Sussex County Council](#).

I thought it would be useful to also clarify that based on similar spaces we have estimated 270m² of the 302m² unit will be public space. This would be larger than comparators which include Hailsham, Heathfield and Rye libraries which have between 180m² and 230m² of public space. We receive incredibly positive feedback from our customers at these 3 libraries both on the range of services on offer and also on the quality of the library building provision.

As previously explained, we updated our detailed needs assessment as part of the process of reviewing our Strategy. The Needs Assessment contains a series of data and maps allowing comparison of need across the county. The following is an extract from our Needs Assessment: The Needs Assessment is framed around four Commissioning Themes, which reflect the Council's four overarching priority outcomes: driving economic growth; keeping vulnerable people safe; helping people help themselves; and making best use of resources. The Commissioning Themes are considered to represent the key areas of community need that the

Library and Information Service may be best placed to meet or contribute towards, in support of the Council's priority outcomes.

These are:

- Reading and literacy
- Economic development
- Health and wellbeing
- Digital exclusion

Increasing use of our online library services such as eBooks and eMagazines, reducing footfall in libraries and the decline in the number of hard copy books borrowed means that libraries need less space than previously required. There is no current evidence to suggest that this trend will stop or reverse in future.

I would like to thank you for taking the time to contact us about this matter and I trust that this further information will be of use to you.

Yours sincerely



Nick Skelton
Assistant Director – Communities
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Nick.skelton@eastsussex.gov.uk

From: townclerk@peacehaventowncouncil.gov.uk
Sent: 13 February 2023 09:38
To: cllr.keith.glazier@eastsussex.gov.uk; cllr.claire.dowling@eastsussex.gov.uk
Cc: DCCO@peacehaventowncouncil.gov.uk;
Cllr.RonWhite@peacehaventowncouncil.gov.uk; 'Stella Newman';
Cllr.LucyJoSymonds@peacehaventowncouncil.gov.uk; Cllr. O'Connor;
Cllr.ChrisCollier@peacehaventowncouncil.gov.uk
Subject: Peacehaven Library
Attachments: ESCC Letter re library provision - PH COPY.pdf

Dear Councillors,

Peacehaven Town Council fully supports the attached letter sent to you by Telscombe Town Council and endorses all of the points made in it.

As you are aware, the planning application from Morrisons for the redevelopment of the Meridian Centre is now being considered by Lewes District Council.

In the Morrisons application, it appears that the library size is reduced from its current 1161m² to 302m². Surely ESCC cannot agree to this as it does not meet the needs of our large and growing population [increased by 11.6% between 2011 and April 2021, before much of Chalkers rise was occupied]. We would like to see more detail concerning the proposed new library, including how much of the space will be taken up by storage , staff and customer toilets etc.

Furthermore, before this planning application was made, both Town Councils had written yourselves and ESCC Officers, inviting a joint ESCC, PTC & TTC initiative to produce a library fit for modern purpose. To date there has been no meaningful and productive interaction from ESCC.

The following points are noted:-

1. There has been no undertaking from ESCC to support an appropriately sized permanent flexible and modern library space.
2. We need to understand exactly what future library services ESCC is proposing to be delivered for Peacehaven & Telscombe.
3. The Strategic Commissioning Strategy 2018/19 to 2022/23 outlines principles for catering for the various needs of the community but then places Peacehaven/Telscombe in "a smaller network of 17 library buildings with accessibility to [better services] at a library within a reasonable journey time of 20-25 minutes by car or public transport". Has this been superceded?
4. There is an urgency for all to understand the needs of Peacehaven and Telscombe residents, so that an appropriate permanent library building and services can be commissioned. We need ESCC to work closely with us.
5. The Libraries Strategic Commissioning Strategy shows a comparison of costs, not services provided. This is not a relevant comparison as it depends on the ownership of the building and who it is leased from. Has this been superceded?
6. How is ESCC measuring existing and potential future provision for Peacehaven and Telscombe residents tailored to their needs, particularly in areas such as child and adult literacy and IT access?

In conclusion, we would like to know what exactly is ESCC's intentions for the future provision of library services in Peacehaven and Telscombe, to meet the urgent needs of residents.

Peacehaven and Telscombe have no other central hub that is accessible and free. There is huge potential to use new library space, with key stakeholders to provide a more substantial customer focused service; please work with us.

We would welcome your acceptance of this invitation for joint working at your earliest opportunity and would ask you to also consider the specific points raised above.

Best regards,

Tony

Tony Allen
Town Clerk
Tel: 01273 585493

Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB

Office: 01273 585493 / Mobile: 07702958026

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the Data Protection Act 2018. We collect and use your personal data only for the purpose that you have provided it to us. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or Councillors, Lewes District Council, and/or East Sussex County Council.

TELSCOMBE TOWN COUNCIL

TOWN CLERK & RFO: MRS STELLA NEWMAN, PSLCC

TELEPHONE: (01273) 589777



TELSCOMBE CIVIC CENTRE
360 SOUTH COAST ROAD
TELSCOMBE CLIFFS
EAST SUSSEX
BN10 7ES

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.

Agenda Item: C1004
Committee: Council
Date: 21st March 2023
Title: Annual Town Meeting/Assembly
Report Authors: Town Clerk
Purpose of Report: To inform discussion of holding the 2023 Assembly

Introduction

The **Annual Town Assembly** is often referred to as the Town Meeting. It is a feature **unique** to Parish and Town Councils as it must be held **by law** each year (**Local Government Act (LGA) 1972 Schedule (Sch.) 12 section 14 (1)**).

It should **not be confused** with the **Annual General Meeting** (AGM) of a Town Council. The AGM is a **Council Meeting** and the occasion when the Town Council and **only the members** of the Town Council, elect their Chairman, Vice-Chairman, and representatives to Sub-Committees and outside bodies (such as School Governors, Village Hall Committees) for the year ahead.

The Annual Town Assembly is, in legal terms, a quite separate body from the Town Council, but it is invariably the Town Council which arranges it. It is a legacy from the Middle Ages, when local councils did not exist, and all local decision making was carried out by meetings of the whole community.

The Annual Town Assembly is open to all electors of the Town, who have the right not only to attend but also to speak on any matter of local interest.

This meeting has its own minutes, which are kept separately from the council minutes, and these minutes can only be approved by the next Annual Town Assembly which will, of course, not be held until the following year.

This meeting/assembly must be held between 1st March and 1st June each year

Background

This year's Peacehaven Annual Town Meeting is scheduled for the Thursday 27th April, which falls within the pre-election period (formerly known as 'purdah').

Analysis

Having considered this and having discussed this with the LDC Monitoring Officer and ESALC, I do not recommend holding this event during the pre-election period.

In view of the fact that a number of existing PTC Councillors are standing for election, in addition to prospective new Councillors, a complainant could potentially view conduct at this event (whether intentional or not) as conferring on or securing for themselves or any other person or party an electoral advantage or disadvantage.

LGA's guidance recommends that 'you shouldn't proactively arrange events involving candidates'; I believe a Town Assembly would fall into that category.

Recommendations

It is recommended that, for the above reasons, the Annual Town Meeting is not held Thursday 27th April and that either:-

1. No Town meeting is held this year:-
 - a. There is no formal penalty for not holding it.
 - b. Valuable staff time will be saved.
 - c. These events are poorly attended.
 - d. The archaic reasons for holding these meetings are now moot. A vast amount of information is now available to the public and public engagement is an automatic function of the Town Council and many local groups/organisations.

OR

2. The Town Meeting is held on Friday 5th May:-
 - a. This is still within the specified time limit.
 - b. It is the only date post elections when the current Council is still officially in place.

Implications

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

<u>Financial</u>	Minimal – refreshments.
<u>Legal</u>	See above.

Agenda Item: C1005

Committee: Full Council

Date: 21st April 2023

Title: The Banner board in the Dell

Report Authors: The Parks Officer/Cllr Gallagher

Purpose of Report: Proposal by Cllr Gallagher to remove Banner Board from The Dell

Introduction

PTC have a banner board located in the Dell which is in a central location obscuring and blighting the unique view point to the park, sea and chalk cliffs, detracting from the street views and public realm on what should be the prime gateway to Peacehaven Town.

The Neighbourhood Plan has highlighted the need to upgrade the main "High Street" area including the shops, pavements and street furniture, this is all the public realm.

With a Government Grant, Kaner Olette landscape architects were commissioned to report on how the area from The Dell (Sutton Road roundabout) to Steyning Avenue Car Park could be improved. The aim being to renovate the South Coast Road with an improved retail and leisure offer to encourage visitors and residents to stay within Peacehaven and boost the local economy.

The South Coast Road regeneration survey carried out by Kaner Olette architects does point out the area of the banner board has potential for improvement to make the Dell a more inviting park to use. If the project to regenerate this area of the SCR goes ahead, it will involve Lewes District Council and East Sussex County Council and PTC coming together. PTC would be involved with anything pertaining to lands owned by us.

The report concentrated on 3 areas one of which included The Dell removing the Banner Board and creating a softer and more user friendly aspect to The Dell from the South Coast Road.

At Planning and Highways Committee on the 23rd February 2023 the Committee resolved to take forward the Kaner Olette report in stages with the opportunities around The Dell and The Lewes District owned car park and public toilets as a first stage.

Removal of the Banner Board will completely change the "first impressions" of Peacehaven.

The view will be of the park, dominated by green grass, the sea, skies and chalk cliffs.

Sunsets and sunrises will be visible.

PTC only has authorisation to do any improvements within the parks and open spaces owned by PTC so removing the banner board would be something we could do to get started.

Background

The banner board was originally built in house pre-2005 to help advertise boot sales and events on the Dell after banners attached to the chain-link fence caused damage to the fence and blew off across the road.

The board has been replaced three or four times since it was erected.

The board is now used by many local businesses to advertise and also to advertise events etc that PTC are running. The banner board is popular due to its proximity to the A259 and the many vehicles that use it.

Analysis

The Banner Board is currently in good condition with no signs of rot.

Income from the banner board this year is £3000 and this has been budgeted as an income for the next financial year.

Investigation has been made previously and there are no alternative areas near to the coast road where a banner board could be located.

Conclusions

1. The banner board is not an attractive item, it blocks the views which will allow The Dell to claim protected Local Green Space designation through the Neighbourhood Planning legislation.
2. It is a distraction to motorists and a traffic hazard being on a busy roundabout on the A259.
3. The advertisements are not a major benefit or attraction to PTC.
4. The income is not significant, but £3000 as a deficit in the budget will need to be considered.
5. Local businesses advertise on the banner board.
6. If the banner board is removed immediately the companies who have already booked a slot may be out of pocket for the cost of having a banner created and they may seek reimbursement for these costs from PTC.
7. The potential improvements and grants which could be applied for are great.
8. The removal of the Banner Board would signal the intent of PTC to upgrade the public image of the Town.

Recommendations

1. To authorise removal of the Banner Board now
2. To not take anymore bookings for the Banner Board and remove the board when existing commitments completed.
3. To agree a future date for removal

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Reduced income effecting the budget
<u>Legal</u>	
<u>Environmental and sustainability</u>	Improved views and image of the Dell
<u>Crime and disorder</u>	
<u>Social value</u>	Improving the Dell would make it a more desirable place to visit
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers





Peacehaven Town Council

Peacehaven Town Council - Complaints Procedure

1. Introduction and duties

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (December 2018) for local councils. This policy is based on that guidance.

2. Guidelines

- 2.1 It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission.
Criminal activity	The police
Councillor conduct	A complaint relating to a Councillor's failure to comply with the Code of Conduct must be submitted to the District Council, Monitoring Officer
Employee conduct	Dealt with by internal disciplinary procedure

- 2.2 The code of practice that follows is therefore aimed at those situations where a complaint is made about the Council's action or lack of action, or about the standard of a service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council. The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.
- 2.3 In the first instance it is generally in the interests of the complainant and the Council to try and resolve the matter informally through the normal channels of communication. This code of practice is designed for those complaints that cannot be satisfied by less formal measures. Appendix 1 details the process that all complaints should follow (other than those specifically mentioned under 2.1) and what those informal steps should be.

3. The code of practice

3.1 The aims of the code of practice are:

- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
- To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- To make the process reasonable, accessible and transparent.
- At all times, the rules of natural justice will apply:
 - i. That every person whose civil rights are affected, must have a reasonable notice of the case he has to meet.
 - ii. That they must have reasonable opportunity of being heard in his defence.
 - iii. That the hearing must be by an impartial tribunal.
 - iv. That the authority must act in good faith and not arbitrarily.
 - v. The order should be a speaking order.
- All complaints shall be heard by the council's complaints panel, which shall consist of three (3) Councillors, and shall report its findings to Peacehaven Town Council.

4. Before the meeting

- 4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Mayor in writing, marked private and confidential.
- 4.3 The Clerk/Mayor shall acknowledge the receipt of the complaint within ten (10) working days and advise the complainant when the matter will be considered by the complaints panel.
- 4.4 The complainant will be asked if they want the complaint to be treated confidentially. If the complainant waives confidentiality, the Council must comply with its obligations under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
- 4.5 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.6 Within ten (10) working days, if thought necessary, the complainant shall be invited to a meeting of the panel and can bring with them such representation as they wish.
- 4.7 The meeting will be arranged within ten (10) working days of the invitation letter.
- 4.8 Within five (5) working days of the meeting the complainant shall provide the Clerk/Chair of Council with any new information or other evidence relevant to the complaint and the Clerk/ Chair shall provide the complainant with new information or evidence relevant to the complaint.

5. At the meeting (hearing)

- 5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.
- 5.2 The Complaints Panel will appoint a Chairman from one of its members.
- 5.3 The panel chairman to introduce everyone and explain the procedure.
- 5.4 Complainant (or representative) to outline grounds for complaint.
- 5.5 Panel members to ask questions of the complainant.
- 5.6 If relevant, the Clerk or other nominated officer, to explain the council's position.
- 5.7 Panel members to ask questions of the Clerk or other nominated officer.
- 5.8 The Clerk or other nominated officer and complainant to be offered the opportunity of having a final word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.9 The Chair of the panel and the complainant will have the opportunity of summarising their respective positions.
- 5.10 The Chair will inform the complainant that they will receive the decision and the panel's reasons, in writing, within five (5) working days of the complaints meeting (hearing).

6. After the meeting (hearing)

- 6.1 Decision confirmed in writing within five (5) working days giving reasons for the decision, together with details of any action to be taken by the Council if appropriate. If the complainant is not happy with the decision they should be informed they have the right to appeal the decision in writing within ten (10) working days of the date of the decision letter.

7. Appeal Process

- 7.1 An appeal will be heard by an Appeal Panel consisting of three appointed Councillors who have not been involved in the case. The appeal panel will appoint a Chairman from one of its members.
- 7.2 Generally, within a reasonable period of time, e.g., five (5) working days of receipt of a written appeal, the complainant shall be invited to a meeting of the panel and can bring with them such representation as they wish.

8. Appeal Meeting

- 8.1 The Chair of the panel will introduce everyone and explain how the meeting will proceed.
- 8.2 The complainant (or representative) will outline the grounds for appealing against the decision of the Complaints Panel.
- 8.3 Panel members may ask questions of the complainant.
- 8.4 The Chairman will inform the complainant that he/she will receive the decision and the panel's reasons, in writing, within five (5) working days of the appeal meeting.
- 8.5 The Appeal Panel may decide to uphold the decision of the Complaints Panel or substitute its own decision.
- 8.6 The decision of the Appeal Panel is final.



Initial steps for managing a complaint





Peacehaven Town Council

Community House: Terms & Conditions of Hire

1 . APPLICATION, DEPOSIT & ADDITIONAL CHARGES

Minimum hire for any room: one hour.

1.1 **A refundable deposit will be required at time of booking** — the deposit for any function shall be £100; this sum will be returned after inspection of the premises has taken place, providing that ALL the conditions have been observed. Part or all of the deposit may be retained by the Council in the event of any infringement of these conditions. **HIRING TIME MUST INCLUDE PREPARATION AND CLEARING AWAY.** Hirers must vacate the premises by 11.45pm.

1.2 Authenticated evidence of an organisations charitable status must be produced by any organisation claiming a charity rate.

1.3 Peacehaven Town Council has the right to cancel a booking at any time.

1.4 The Council reserves the right to refuse the hire of its premises to any applicant without stating reasons for so doing.

1.5 **Discos** — Applications for Discos will only be accepted from a registered company with evidence of over £5mil public liability insurance.

2. PAYMENT & CANCELLATION FEES

2.1 **Coffee Mornings** — Community House Foyer — All fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 2 weeks of the day of the hire will be subject to a 20% cancellation fee, less than 2 weeks will be subject to a 50% cancellation fee.

2.2 **Saturday Morning Mini Markets** — Meridian Hall, Community House — Remainder of fees due must be paid to the Information Officer at least 14 days before the hiring. Lettings cancelled by the hirer within 2 weeks of the day of the hire will be subject to a 20% cancellation fee, less than 2 weeks will be subject to a 50% cancellation fee.. Please note the additional hiring conditions relating to mini markets attached./

2.3 **Other Hiring's** — Remainder of fees due must be paid to the Information Officer at least 14 days before the hiring Lettings cancelled by the hirer within 2 weeks of the day of the hire will be subject to a 20% cancellation fee, less than 2 weeks will be subject to a 50% cancellation fee..

3. PUBLIC LIABILITY

Proof of cover of £2m will be required of all organisations hiring the Council's premises at the time of booking.

4. RISK ASSESSMENT

Hirers should be aware of the risks identified in the attached health & safety document and are required to sign and return a copy to that effect.


5. RESPONSIBILITIES OF THE HIRER

5.1 The Hirer is responsible for all damage to premises, however caused, during the period of the hire and the Council 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.

5.2 Hirers will be required to leave the premises tidy furniture and equipment used must be sanitized and clean, before leaving.

5.3 All Hirers must take home their Rubbish nothing must be left on the premises.

5.4 The Hirer of the premises shall ensure that no nuisance is caused to neighbouring buildings by excessive noise, unruly behaviour, inconsiderate parking, etc, 

5.5 The playing of music & serving of alcohol must be ceased by 11pm and premises vacated by 11.45pm by all Hirers.

5.6 Hirers shall not use Community House for political canvassing, lobbying or recruitment.

5.7 It is the hirers responsibility to inform attendees of the fire exit procedure and to ensure that there is a first aider on site.

5.8 All equipment to be used must be tested for electrical safety prior to use and must follow the Peacehaven Town Council Personal Electrical Device Policy.

6. CONDITIONS OF HIRE

6.1 **ALCOHOL** — No alcohol may be sold on the premises without the hirer (or another person on their behalf) having the necessary licence(s) and permission(s) to do so, including the permission of Peacehaven Town Council.

6.2 All Alcohol must stop being served by 11pm and the bar left the premises by 11.30pm

6.3 **OFFENSIVE WEAPONS** – There must be no sale of illegal or offensive weapons or their accessories.

An offensive weapon is defined as a tool or substance carried by a person to be used for the purpose of inflicting injury upon another person.

6.4 **ILLEGAL DRUGS** will not be permitted in Council Buildings

6.5 **SOFT PLAY EQUIPMENT/BOUNCY CASTLES** in the Event that a hirer wishes to use this play equipment in the main hall it is the Hirers responsibility to ensure that all Health & Safety regulations are adhered to that it is accompanied by a valid 12 month inspection certificate, and that the supplier/operator has full public liability cover.

6.6 **GAS BOTTLES** – of any kind are not allowed within the premises except for medical gasses.

6.7 **FIRE SAFETY** The use of candles (unless Battery operated) & BBQs are prohibited.

6.8 The building Fire Risk Assessment must be adhered to at all times.

6.9 **SMOKING** Peacehaven Town Council will not allow smoking or vaping products in any of its premises.

6.10 **SINGLE USE PLASTIC** – Peacehaven Town Council have adopted a Policy not to use single use Plastic in all our Buildings. Hirers are encouraged to follow this policy when hiring our facilities.

7. AMENDMENT OF CONDITIONS — The Council reserves the right to amend the conditions set out herein and to apply further conditions to any particular letting which it may consider necessary. The Town Council reserve the right to alter bookings if necessary.

8. DATA PROTECTION – 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 or Info@peacehaventowncouncil.gov.uk.



Peacehaven Town Council

Community House: Terms & Conditions (Health & Safety Appendix)

1 Introduction

1.1 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 organisations. The events can be very popular and generate a large number of personnel consisting of stall holders and visiting members of the public. This is likely to include persons with disabilities.

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

1.3 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.

2 Legal Requirements

All entertainment events are classed as work activities and are therefore subject to the HASW Act and various regulations and Codes of Practice. The following legislation therefore applies:-

2.1 Health & Safety at Work etc Act 1974 section 4 (2), (HASW Act)

2.2 Regulatory Reform (Fire Safety) Order 2005

2.3 The Management of Health & Safety at Work Regulations 1999.

2.4 Occupier's Liability Act 1957 & 1984.

2.5 Successful health and safety management - HSG65

2.6 Copies of Health and Hygiene catering certificate must be provided to Peacehaven Town Council.

3 Application

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

4 Risk Assessment Requirements

4.1 Under the legislation the hirer is required to carry out their own Risk Assessments. Guidance and risk assessment templates are available from the Health & Safety Executive website. Risk Assessments must be available for Peacehaven Town Council to view upon request.

5 Evacuation Plan

5.1 Hirers must familiarise themselves with the Fire Exits and the Fire Evacuation plan relevant to the part of the building they are hiring.

5.2 All fire exits are marked with overhead signs which will conform to BS5499.

5.3 The fire alarm is a loud bell. Hirers must immediately evacuate all personnel and members of the public to the designated assembly areas, shown on the evacuation plan and marked with signage.

5.4 The designated Fire Marshals will give the instruction to return to the building when a false alarm has been confirmed, or the Fire Brigade have given the all clear

6 Layout of Stalls.

6.1 If the hall is used for a market or exhibition stalls or exhibits must be laid out to ensure there is an adequate spacing of no less than 2 metres between opposite stalls.

6.2 Hirers and stallholders must keep all Fire Exits clear at all times.

6.3 Stallholders must not sell any item which Peacehaven Town Council considers as inappropriate, such as knives or portable electrical appliances, or anything explicit, illegal, offensive, or counterfeit.

6.4 No items can be stored over night in the building unless this is agreed in advance with Peacehaven Town Council – a fee for storing items may also apply.

7 Visiting Children

7.1 Children under 12 years of age must be accompanied and supervised by a parent or responsible person at all times.

8 Parking of Vehicles

8.1 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 block the designated vehicle access and fire exit routes.

8.2 Disability vehicles should park in their designated bays.

9 Kitchen

9.1 Because of space restrictions there should be no more than four adults working in the kitchen at any one time.

9.2 No Children under the age of 12 are permitted in the kitchen.

9.3 No seating is permitted in the kitchen.

9.4 In the event of a pan catching fire **do not** extinguish with water. A fire blanket or wet chemical extinguisher should be used. All electrical equipment to be used must be tested for electrical safety prior to use.

9.5 Deep Fat Friers are not permitted in the kitchen.

9.5 A carbon monoxide alarm is located within the kitchen area. If the alarm activates the building must be evacuated as per the fire procedure.

10 Insurance

10.1 It is the hirer's duty to ensure the reasonable safety of stallholders and members of the public and to ensure that all Terms & Conditions are adhered to.

10.2 It is the hirer's responsibility to ensure that suitable insurance cover is in place, including public liability insurance, and be able to produce evidence of this upon request.

11 Accident Reporting

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

I _____ (PRINT) on behalf of _____

Agree to abide by the above terms and conditions of hire and health & safety regulations.

SIGNED: _____ **DATED:** _____

ADDRESS: _____