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PEACEHAVEN TOWN COUNCIL

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AGENDA

1st November 2023

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

George Dyson
Deputy Town Clerk

AGENDA

C1112 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS.

C1113 PRESENTATION TO THE OUTGOING AND INCOMING YOUTH MAYORS

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

C1115 TO APPROVE APOLOGIES FOR ABSENCE.

C1116 TO RECEIVE DECLARATIONS OF INTERESTS.

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

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

a. Planning & Highways Committee:-

- i. To receive the meeting minutes of the 5th September 2023.
- ii. To receive the meeting minutes of the 26th September 2023.
- iii. To note the draft meeting minutes of the 17th October 2023.
- iv. To agree the grass cutting contract for 2024.

b. Policy & Finance Committee:-

- i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.
- ii. To note the outcome of the 2023/24 Interim Internal Audit
- iii. To receive the meeting minutes of the 12th September 2023.
- iv. To note the draft meeting minutes of the 24th October 2023.
- v. To receive the Community House Sub-Committee meeting minutes of the 7th September 2023.
- vi. To note the Draft Community House Sub-Committee meeting minutes of the 16th October 2023
- vii. To review membership of the Grants Sub-Committee.
- viii. To receive a report on digital devices for members.

c. Personnel Committee.

- i. To receive the meeting minutes of the 12th September 2023.
- ii. To receive the meeting minutes of the 10th October 2023.
- iii. To note the draft meeting minutes of 1st November 2023.

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d. Leisure, Amenities & Environment Committee:-

- i. To receive the meeting minutes of the 18th July 2023.
- ii. To note the draft meeting minutes of the 3rd October 2023.

e. Civic & Community Events Committee:-

- i. To receive the meeting minutes of the 1st August 2023.
- ii. To note the draft meeting minutes of the 10th October 2023.

C1119 TO RECEIVE REPORTS FROM OUTSIDE BODIES (Verbal).

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

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

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

C1123 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1124 DATE OF NEXT MEETING – TUESDAY 19TH DECEMBER 2023 AT 7.30PM.

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

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:-

C1126 Personnel Committee:-

- i. To agree TFG recommendations arising from the former Town Clerk's exit interview.
- ii. To note progress on the recruitment of new Officers.

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

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

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

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

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DRAFT Minutes of the Extraordinary Full Council meeting held in Community House on Monday 2nd October 2023 at 7.30pm.

Present: Cllr David Seabrook (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Paul Davies, Cllr Sue Griffiths, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Wendy Veck, Cllr Cathy Norcott-Jones, Cllr Claude Cheta and Cllr Amy Harman.

Officers: Victoria Rutt (Locum Clerk and RFO).

One member of the public was in attendance.

C1102 MAYOR'S/CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, went through the building fire procedures and asked that phones are switched off or placed on silent.

C1103 PUBLIC QUESTIONS

No questions.

C1104 TO APPROVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Cathy Gallagher.

C1105 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

C1106 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 19TH SEPTEMBER 2023

The minutes required two additions which the Locum Clerk added at the meeting.

Proposed by: Cllr Davies Seconded by: Cllr Griffiths

The Council **resolved** to **adopt** the minutes of the 19th September 2023, subject to the two additions.

C1107 DATE OF NEXT MEETING

The next meeting was confirmed as Tuesday 7th November 2023 at 19:30.

C1108 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Cllr Griffiths proposed that we move into confidential, this was seconded by Cllr Seabrook, all agreed.

The member of the public left the meeting.

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:-

C1109 TO AGREE RECOMMENDATIONS FROM THE INTERVIEW PANEL FOR THE ROLES OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Feedback was received from the interview panel on the two candidates and recommendations to appoint were given. A lengthy discussion was held around whether there is a need for probation period as they are both internal candidates and have been with the Council for some time. It was agreed that the probation period is for both sides and should remain but it should be made clear that if either candidate, or the Council, decide at the end of the 3 month probation period that they do not wish to continue, they revert back to their exiting positions within the Council. This was proposed by Cllr Veck and seconded by Cllr Griffiths. All Councillors agreed.

Cllr Donovan proposed the recommendation to appoint the two candidates as Town Clerk and RFO. Cllr Sharkey seconded this. All Councillors agreed.

Cllr Campbell asked that it is noted in the minutes congratulations to both candidates on their new roles and that they are appreciated for all they have done and continue to do. This was agreed by all Councillors and they were applauded.

Locum Clerk confirmed that contracts will be sent out and once signed, their new roles will commence from Monday 9th October.

C1110 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS FOR THE HUB FEASIBILITY STUDY

Cllr Donovan explained the lengthy process up to this point and stated that 4 recommendations for the Hub had been sent to receive the tenders to undertake the Feasibility Study. The recommendations were:

1. To raise the building to the ground and not rebuild.
2. Refurbish the current building, making it accessible and carbon friendly.
3. To create a new building within the current footprint and extend upwards.
4. To raise the building to the ground and create a new building which would be larger.

A lengthy discussion was held regarding the commissioning of a Feasibility Study for £25k for the Hub. Some Councillors were concerned spending that amount of public money which would only give answers and not results. It was discussed that recommendation 1 should be removed as that should not be an option as it goes against the Neighbourhood Plan. It was raised that the Council have never sat down and looked at what the Council want to get from the Hub moving forward.

The Locum Clerk confirmed that the funds have not been ringfenced and it is being proposed that £25k of CIL money is spent on the study, if Lewes District Council allows.

It was agreed that a decision needs to be made today as to take no action would be irresponsible as the building is not fit for purpose.

Cllr Griffiths proposed that the feasibility study is not undertaken and the Council move forward with replacing the roof and heating system as soon as possible. A budget should then be allocated to the Leisure, Amenities and Environment Committee for ongoing maintenance for the Hub. This proposal was seconded by Cllr Campbell. This was a recorded vote. In favour were Cllrs Veck, Alexander, Campbell, Wood, Gordon-Garrett, Seabrook, Cheta, Griffiths, Ashby-Parkin and Harman.

Cllrs Donovan, Davies, Norcott-Jones, Sharkey and Fabry abstained. Motion Carried.

Cllr Veck asked for her thanks to be recorded to Cllr Donovan and Cllr Norcott-Jones for all their hard work. All Councillors agreed.

Cllr Sharkey proposed that this matter is now referred to the Leisure, Amenities and Environment Committee. This was seconded by Cllr Cheta. All agreed.

C1111 TO AGREE THE RECOMMENDED PROPOSAL FOR SETTLEMENT OF OUTSTANDING SERVICE CHARGES FROM 2020.

The report was **noted**. Cllr Griffiths proposed that the invoice is paid as per the Finance Officers recommendation. This was seconded by Cllr Campbell. All Councillors agreed.

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



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 5th September 2023 at 7.30pm

Present: Cllr Mary Campbell (Chair), Cllr Kiera Gordon-Garrett (Vice Chair), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Sherral Wood, Cllr Ian Alexander.

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

2 members of the public were in attendance.

1. PH1716 CHAIR ANNOUNCEMENTS

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

2. PH1717 PUBLIC QUESTIONS

A member of the public raised concerns about traffic problems around schools at the start/end of the school day and asked when the Public Safety TFG could meet to discuss this.

Cllr Seabrook responded that group would meet soon.

Another member of the public informed the Committee of an update from a recent meeting that had taken place about the Bus Service Improvement Plan, that is to be discussed later in this meeting.

3. PH1718 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

No apologies have been received.

4. PH1719 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1720 TO ADOPT THE MINUTES OF 15TH AUGUST 2023

Proposed by: Cllr Sharkey. Seconded by: Cllr Gordon-Garrett.
The minutes of the above meeting were **resolved and adopted**.

6. PH1721 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Seabrook raised a question about the transfer from EMR for noticeboards which the Deputy Clerk answered.

The Committee **noted** the budgetary report.

7. PH1722 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher informed the Committee that there's been some good news this week following communication from Troy Planning. Lewes District Council Officers are also not making any changes to the draft plan.

The updated draft plan will be going to Full Council on 19th September, and once approved by both Peacehaven and Telscombe Town Councils, will go out for another regulation 16 consultation for another 6 weeks. Some comments have been made about the plan which are being looked at.

8. PH1723 TO CONSIDER BUS STOPS/SHELTERS. REPORT TO FOLLOW

The Chair introduced the item and explained that some decisions need to be made around the Pelham Rise bus shelters.

There was a lengthy discussion on the item.

It was proposed that the Committee ask that a bus shelter not be put on the East side of Pelham Rise.

Proposed by: Cllr Gordon-Garrett. Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal.

It was proposed that Committee ask Officers to enquire with ESCC about the style of shelter – possibly with a panel removed on opposing sides at the front and back of the shelter.

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

It was proposed that the clear panels of the bus shelter be glass rather than polymer.

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

It was proposed that the bus shelter have a green roof.

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

9. PH1724 TO DISCUSS THE BSIP AND AGREE RECOMMENDATION

There was a lengthy discussion on the report, which the Committees and Assistant Projects Officer also showed on the screen.

It was proposed that:

1. We work with ESCC and their consultants to get the best outcome from the BSIP, including alternative solutions, to aid them by providing local information and to request a site meeting with them during the peak morning rush hour.

2. PTC strongly supports the provision of pedestrian crossings at the southern end of Sutton Avenue and the South Coast Road near the roundabout.

Proposed by: Seabrook. Seconded by: Cllr Gordon-Garrett.
The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

2 members of the public left at this point (20:23)

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

PH1725 – LW/23/0449 170-172 South Coast Road

It was proposed that the Committee support this application, subject to ensuring that there is sufficient sound proofing between each flat, as well as between the flats and the retail space below.

Proposed by: Cllr Gallagher Seconded by: Cllr Gordon-Garrett.
The Committee **resolved** to **agree** to this proposal.

PH1726 – LW/23/0480 241 South Coast Road

It was proposed that the Committee support this planning application.

Proposed by: Cllr Seabrook Seconded by: Cllr Alexander
The Committee **resolved** to **support** to this planning application.

PH1727 – LW/23/0518 42 Steyning Avenue

It was proposed the Committee support this planning application, subject to the condition that it does not adversely restrict the light to neighbouring properties.

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Seabrook.
The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

PH1728 – LW/23/0398 35 Horsham Avenue

It was proposed that the Committee object to this planning application due to the effect on the street scene, contrary to policy PT1 of the emerging Neighbourhood Development Plan, Policy DM25 of the Lewes District Council Local Plan Part 2, and a lack of net biodiversity gain. Grass verges and pavements are important in the public realm in this neighbourhood, which should have a maximum of 1 car on each property, as well as a border between the curtilage of the property and the public realm.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood.
The Committee **resolved** to **object** to this planning application.

PH1729 – LW/23/0391 21 Victoria Avenue

It was proposed that the Committee support this planning application.

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

11. TO NOTE THE FOLLOWING PLANNING APPLICATIONS:-

PH1730 – LW/23/0470/CD 41 Firle Road

The Committee **noted** the planning application.

12. PH1731 NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

Cllr Seabrook gave a brief update on complaint 89, that the nettles and scrub have been cut back, although more could have been done.

The Committee **noted** the complaints.

13. PH1732 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Gallagher gave an update on the Kaner Olette report item, that this group will be meeting soon.

Cllr Seabrook gave an update on the concrete path, that this is now open again so the work of the public rights of way TFG will need to resume.

Cllr Seabrook also reported that the Wildflower verges survey is almost ready, although some adjustments are still required.

The Committee **noted** the action plan.

14. PH1647 DATE OF NEXT MEETING 26TH SEPTEMBER 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 26th September 2023.

There being no further business the meeting ended at 20:53.



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 26th September 2023 at 7.30pm

Present: Cllr Mary Campbell (Chair), Cllr Kiera Gordon-Garrett (Vice Chair), Cllr Isobel Sharkey (Vice Chair of Council), Cllr Cathy Gallagher, Cllr Sherral Wood, Cllr Ian Alexander.

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

2 members of the public were in attendance.

1. PH1734 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:34, welcomed everyone and went through the building fire procedure.

2. PH1735 PUBLIC QUESTIONS

There were no public questions.

3. PH1736 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllr David Seabrook.

4. PH1737 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1738 TO ADOPT THE MINUTES OF 5TH SEPTEMBER 2023

Proposed by: Cllr Sharkey. Seconded by: Cllr Gallagher.
The minutes of the above meeting were **resolved and adopted**.

6. PH1739 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

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

PH1740 – LW/23/0521 28 Southdown Avenue

It was proposed that the Committee support this planning application.

Proposed by: Cllr Sharkey Seconded by: Cllr Gordon-Garrett
The Committee **resolved to support** to this planning application.
The Chair reordered the following 2 items.

PH1742 – LW/23/0543 28 Bolney Avenue

It was proposed that the Committee Object to this planning application on the following grounds:

- The application goes against Lewes District Council Core Policy 4, and against the emerging Neighbourhood Development Plan, which stipulates commercial space should be retained.
- The application has not demonstrated that the site cannot be brought back into Commercial use.
- Against Lewes District Council Local Plan Part 2 Policy DM25 and the emerging Neighbourhood Development Plan Policy PT1.
- There is no outside space available for a residential property.
- There are no windows, and therefore ventilation concerns, in the lounge.
- The Committee also had concerns about whether there were suitable options for escape in the event of a fire.

Proposed by: Cllr Gallagher Seconded by: Cllr Wood.

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

PH1741 – LW/23/0522 Peacehaven & Telscombe Football Club

Cllr Gallagher introduced the item and gave some initial thoughts on it as a liaison Councillor with the football club.

There was a discussion on the application, particularly around vehicle movements, noise, environmental impact, and public safety.

It was proposed that the Committee request that, if planning officers are minded to approve the application, that a condition be imposed that works do not commence before 8am due to noise concerns as the site is in a densely populated area.

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Wood.

The Committee **resolved** to **agree** to propose this condition.

It was proposed that the Committee support this planning application, but also ask planning officers to consider the following points:

- The Committee have concerns about large construction vehicle movements in an area with lots of public, particularly children present, as a Nursery and Childcare provision meets in a neighbouring building.
- Consideration about how vehicles will access the construction site and parking during the construction phase.
- That signage and parking plans/ strategy is considered as part of the application for once the works are completed and matches are taking place more regularly at the pitch.
- That planning officers consider imposing maximum daily vehicle movements.
- That the possibility of recycling water from the soakaway for the park area is investigated.
- That plans are considered about the recycling of the 3G pitch when it reaches the end of its life.

Proposed by: Cllr Gallagher Seconded by: Cllr Gordon-Garrett.

The Committee **resolved** to **support** this planning application.

8. PH1743 NOTE PLANNING & HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

The Committee **noted** the complaints.

9. PH1744 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Alexander gave an update on the Public Safety TFG, that a date is now in the diary for this.

The Deputy Town Clerk gave an update on the Wildflower Verges survey, that this is now ready to go live.

Cllr Gallagher gave an update on the Kaner Olette report item, and that the TFG will be meeting again tomorrow (27th September), and also asked the Committee about opinions on planter advertising along South Coast Road.

The Committee **noted** the action plan.

10. PH1745 DATE OF NEXT MEETING 17TH OCTOBER 2023 AT 7.30PM.

The next meeting of this Committee was confirmed for 17th October 2023.

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



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DRAFT Minutes of the meeting of the Planning & Highways Committee held in the Anzac Room, Community House on Tuesday 17th October 2023 at 7.30pm

Present: Cllr Mary Campbell (Chair), Cllr Kiera Gordon-Garrett (Vice Chair), Cllr Cathy Gallagher.

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

1 member of the public was in attendance.

1. PH1746 CHAIR ANNOUNCEMENTS

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

2. PH1747 PUBLIC QUESTIONS

A member of the public asked a question relating to the Committee Chair's representation at the recent District Council Planning Meeting regarding application LW/23/0276 and raised concerns about the accuracy of the information presented.

The Chair clarified the situation and explained that it seemed to be a matter of misinterpretation.

3. PH1748 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllrs Seabrook, Sharkey, Alexander, and Wood.

4. PH1749 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH1750 TO ADOPT THE MINUTES OF 26th SEPTEMBER 2023

Proposed by: Cllr Gordon-Garrett. Seconded by: Cllr Gallagher.

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

6. PH1751 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

7. PH1752 TO AGREE THE GRASS CUTTING REQUIREMENT FOR 2024/25

The Committee briefly discussed the report and the substantial increase in cost.

It was proposed that the matter be referred to the next Full Council meeting.

Proposed by: Cllr Gallagher Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to this proposal.

8. PH1753 TO DISCUSS 2024/25 BUDGET REQUIREMENTS

The Committee **noted** the report.

9. PH1754 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher gave some information on the timeline of the NHDP since the process first began in 2018 and in particular how the residents broad priorities of the plan have not changed throughout this process.

10. PH1755 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs):

a. Wildflower Grass Verge Survey

The Committees and Assistant Projects Officer informed the Committee that the survey has now closed and the TFG will be meeting next Thursday to start looking at the results.

b. Planters and public realm along South Coast Road

Cllr Gallagher gave an update on the advertising on planters and some of the obstacles the TFG has faced. The TFG is planning on meeting next Wednesday (during half term).

c. Public Safety Working Party

No update.

11. PH1756 TO NOTE REPORT AND PROPOSED TREE PRESERVATION ORDERS (TPOs)

It was proposed that the Committee agree to all the TPO applications in the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to this proposal.

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

PH1757 – TW/23/0083TPO – 3 Wendale Drive

It was proposed that the Committee support this Tree Works application

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Gallagher.
The Committee **resolved** to **support** to this application.

PH1758 – LW/23/0588 38 Friars

Cllr Gordon-Garrett introduced the application and gave some background from when she had visited the site.

It was proposed that the Committee support this planning application subject to a condition that as much grass verge is retained as possible between the vehicular entrances and subject to the planning Officer being satisfied that the neighbours right of way is maintained.

Proposed by: Cllr Gordon-Garrett. Seconded by: Cllr Gallagher.
The Committee **resolved** to **agree** to this proposal.

PH1759 – LW/23/0593 42 Steyning Avenue

The Committee **noted** this application.

PH1760 – LW/23/0498 15 Ashmore Close

The Committee **noted** this application.

13. TO NOTE THE FOLLOWING PLANNING DECISIONS:-

PH1761 – TW/23/0054/TPO

PH1762 – TW/23/0058/TPO

The Committee **noted** these planning decisions.

14. TO NOTE DISCHARGE OF CONDITIONS

PH1763 – Relating to approval LW/22/0257

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

15. PH1764 TO NOTE PLANNING AND HIGHWAYS COMPLAINTS SINCE THE LAST MEETING

The Committee **noted** the complaint.

16. PH1765 TO REVIEW AND UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

The Chair informed the Committee that there was a need to clarify some of the details relating to item 5 on the action plan (bus shelters on Pelham Rise) following an email from an ESCC Officer. The Committees and Assistant Projects Officer is following this matter up.

The Committee **noted** the Action Plan.

17. PH1766 DATE OF NEXT MEETING 14TH NOVEMBER 2023 AT 7.30PM.

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

18. PH1767 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS.

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Gallagher
The Committee **resolved** to exclude press and public from the remaining items.

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:-

19. PH1768 TO AGREE ANY NECESSARY RESPONSE TO A NOTICE FROM HM LAND REGISTRY.

The Committee briefly discussed the report and felt that no action was necessary.

There being no further business the meeting ended at 20:23.

Agenda Item: C1118a (iv)
Committee: Full Council
Date: 7th November 2023
Title: Grass Verge Cutting for 2024
Purpose of Report: To agree

From: Contracts Management Group
Sent: Tuesday, October 10, 2023 11:18 AM
Subject: Urban Grass Cutting Options 2024

Dear Peacehaven Town Council,

I am writing in relation to the urban grass cutting service for 2024. East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for the 2024 season.

Important Cost Changes

As with many services, there has been a significant increase in costs of providing highway services over the past few years. In addition, many services, including grass cutting, were provided at a fixed price under the previous contract with no inflationary increases applied for the 7 years of the contract (the new contract includes provision for inflation to be provided each year). However, the rates and prices of the new contract reflect these increased costs and therefore new rates for grass cutting services need to be applied to reflect the increased cost of the service to the County Council. However, rather than implementing this increase in one go we will be gradually increasing the cost over the next 5 years to enable you to plan your budgets accordingly.

If you would like further details on future costs please get in contact.

Options

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Town Council. Urban grass will be managed for safety purposes only.

Option 2 - Extra cuts: Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Town Council a total of £11,536 for the year.

Option 3 - Self delivery: Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Town Council the sum of £5,768 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Town Council if you opt to self-deliver. Further details are available in the attached document.

I would be grateful if you could indicate which option your Council would like to choose by **10th December**. Please be aware that if we have not heard back by this date, we will default to Option 1 - two standard cuts.

Grass Cutting Maps

You can now access the [grass cutting maps online here](#).

If you require any further information please contact contracts.managementgroup@eastsussex.gov.uk.

Best Regards,

Website: www.eastsussexhighways.com



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You can visit our website at <https://www.eastsussex.gov.uk>

Agenda Item: C1118b (i)
Committee: Full Council
Date: 7th November 2023
Title: Financial position of the council year to date
Report Author: Responsible Financial 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

The attached reports summarise the council's overall financial position as at the end of month 6 (September 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 30 September 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 49.6% of the budgeted expenditure has been spent so far, and 105.1% of the budgeted income has been received as at the end of month 6 (September 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 2024, 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

- Bank reconciliation statement for cashbook 1 – 31 August & 30 September 2023
- Bank reconciliation statement for cashbook 2 – 31 August & 30 September 2023

**Bank Reconciliation Statement as at 31/08/2023
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	31/08/2023		50,000.00
Current Account	31/08/2023		605,541.71
			<u>655,541.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/02/2023 205349 Cinemobile		171.50	
14/03/2023 205393 TIANNA KING		50.00	
14/06/2023 205433 PETER SHAYLER		200.00	
25/07/2023 205444 ST JOHNS		50.00	
09/08/2023 205449 Trade UK		50.25	
09/08/2023 205454 Your Franking Ltd		70.50	
09/08/2023 121182 NO NAME SHOW PRODUCTIONS		66.40	
16/08/2023 121183 ASHLEIGH BARNARD		50.00	
25/08/2023 121185 HMRC		8,904.52	
			<u>9,613.17</u>
			645,928.54
<u>Receipts not Banked/Cleared (Plus)</u>			
30/08/2023		73.58	
			<u>73.58</u>
			646,002.12
		Balance per Cash Book is :-	646,002.12
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2023
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	16/06/2023		180,956.40
			<u>180,956.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,956.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,956.40
		Balance per Cash Book is :-	180,956.40
		Difference is :-	0.00

Bank Reconciliation Statement as at 29/09/2023
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	29/09/2023		942,204.02
Current Account	29/09/2023		50,000.00
			<u>992,204.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/02/2023 205349 Cinemobile		171.50	
14/03/2023 205393 TIANNA KING		50.00	
14/06/2023 205433 PETER SHAYLER		200.00	
09/08/2023 121182 NO NAME SHOW PRODUCTIONS		66.40	
21/09/2023 121190 RICHARD EVANS.		100.00	
21/09/2023 121191 JODIE FINCHAM		50.00	
21/09/2023 121192 ISOBEL SHARKEY		31.00	
27/09/2023 121193 HMRC		7,034.33	
29/09/2023 121208 EAST SUSSEX PENSION FUND		7,997.82	
29/09/2023 121204 DESTINY ENTERTAINMENTS		609.00	
29/09/2023 121199 VICTORIA RUTT		3,460.00	
			<u>19,770.05</u>
			972,433.97
<u>Receipts not Banked/Cleared (Plus)</u>			
25/09/2023		50.00	
25/09/2023		29.00	
26/09/2023		100.80	
26/09/2023		97.30	
27/09/2023		64.60	
27/09/2023		45.25	
28/09/2023		502.00	
29/09/2023		29,093.59	
29/09/2023		50.00	
			<u>30,032.54</u>
			1,002,466.51
	Balance per Cash Book is :-		1,002,466.51
	Difference is :-		0.00

Bank Reconciliation Statement as at 29/09/2023
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	29/09/2023		181,441.26
			<u>181,441.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			181,441.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			181,441.26
		Balance per Cash Book is :-	181,441.26
		Difference is :-	0.00

List of Payments made between 01/08/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/08/2023	TOTAL GAS & POWER	DD2	412.86		JUNE GAS
03/08/2023	SUM UP	SUMUP	12.41		TRANSACTION FEES 06/07-19/07
04/08/2023	02	DD	168.28		JULY MOBILES
04/08/2023	Northstar IT	DD1	1,504.02		MONTHLY SUPPORT - AUG
04/08/2023	Barclays	DD	3.00		comms
07/08/2023	The Fuelcard People	DD1	65.64		FUEL HK66 WMJ
08/08/2023	SUMUP	SUMUP0708	0.77		SUMUP
09/08/2023	Brewers and Sons Ltd	205447	60.06		PAINT FOR GOAL POSTS
09/08/2023	Brewers and Sons Ltd	205448	6.42		PAINT FOR GOAL POSTS
09/08/2023	Trade UK	205449	50.25		DRILL BIT
09/08/2023	CASTLE WATER	205450	1,587.68		JULY WATER SPORTS PARK
09/08/2023	Lewes District Council	205451	179.84		BINS FOR SUMMER FAIR
09/08/2023	R.J.Meaker Fencing Ltd	205452	38.40		SCREWS FOR PLANTERS
09/08/2023	Ernest Doe & Sons Ltd	205453	483.23		MOWER REPAIRS
09/08/2023	Your Franking Ltd	205454	70.50		FRANKING MACHINE INK
09/08/2023	FILCRIS LTD	205455	1,307.67		PLANTERS
09/08/2023	Wightman & Parrish Ltd	205456	392.31		BIN LINERS / CH STOCK
09/08/2023	Spy AlarmsLtd	205457	475.20		CALL OUT
09/08/2023	Cinemobile	205458	315.00		BOOK CLUB 2
09/08/2023	AMADEUS	205459	153.22		STATIONARY
09/08/2023	MR COLIN BUSH	121181	50.00		SUSSEX SPIDEY SUMMER FAIR
09/08/2023	NO NAME SHOW PRODUCTIONS	121182	66.40		DEPOSIT REFUND
09/08/2023	EDF	205460	455.20		JULY ELECTRICITY
10/08/2023	Barclays	DD	62.00		JULY PDQ
15/08/2023	SUM UP CHARGES	SUMUP 11/0	1.45		SUM UP CHARGES
16/08/2023	ASHLEIGH BARNARD	121183	50.00		A,BARNARD REFUND
16/08/2023	PEACEHAVEN HORTICULTURAL	121184	100.00		HORTICULT REFUND
16/08/2023	ASHLEIGH BARNARD	121183	-50.00		ASHLEIGH BARNARD
21/08/2023	Double Nine Ltd / Merlin Workw	BACS	330.96		UNIFORM FOR GT
21/08/2023	Trade UK	BACS2	117.85		DRILL
21/08/2023	Wightman & Parrish Ltd	BACS3	14.54		DAMAGED BLACK SACKS
21/08/2023	Rigby Taylor	BACS4	238.08		BOWLS GREEN
21/08/2023	CONSULT CLEANING SERVICES	BACS5	615.60		AUGUST CLEANING
21/08/2023	ANDREW PICTON	BACS6	31.50		A.PICTON JULY/AUG MILEAGE
21/08/2023	HEALTH ASSURED LTD	DD	60.00		EAP 19/08-18/09
22/08/2023	SUM UP	SUMUP 2208	0.25		CARD CHARGES
22/08/2023	Credit Card A/c	JULY TFR	312.21		JULY CC
23/08/2023	PHS Group	DD1	799.27		28/08-27/11 SERVICES
25/08/2023	HMRC	121185	8,904.52		AUGUST SALARIES
25/08/2023	MIGUEL TELLO GARCIA	BACS1	100.00		MIGUEL REFUND
25/08/2023	COLLIER TURF CARE LTD	BACS2	1,695.36		FERTILISER
25/08/2023	SYNERGY PRODUCTS	BACS3	128.52		THROTTLE CABLE / CHAINS
25/08/2023	TRAVIS PERKINS	BACS4	242.10		EXCAVATOR MINI
25/08/2023	COLLIER TURF CARE	BACS2	-1,695.36		TO GO THROUGH P/L
25/08/2023	SYNERGY PRODUCTS	BACS3	-128.52		PUT THROUGH P/L
25/08/2023	TRAVIS PERKINS	BACS4	-242.10		EXCAVATOR MINI
25/08/2023	COLLIER TURF CARE LTD	BACS1	1,695.36		FERTILISER / PRESTIGE NUGRO

List of Payments made between 01/08/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/08/2023	SYNERGY PRODUCTS LTD	BACS2	128.52		THROTTLE CABLE / CONNECTORS
25/08/2023	TRAVIS PERKINS Trading	BACS3	242.10		EXCAVATOR MINI
25/08/2023	BRITISH GAS	BACS4	22.95		17 JUL - 16 AUG GAS
25/08/2023	R.J.Meaker Fencing Ltd	BACS5	30.00		MAINTENANCE
25/08/2023	CASTLE WATER	BACS6	389.12		JUL/AUG WATER
25/08/2023	CASTLE WATER	BACS7	420.35		AUGUST WATER - S/P
25/08/2023	EAST SUSSEX PENSION FUND	BACS8	9,473.57		AUGUST SALARIES
25/08/2023	AUGUST SALARIES	AUG PAY	27,443.81		AUGUST SALARIES
25/08/2023	TOM JAMES	121186	10.80		T.JAMES MILEAGE
29/08/2023	The Fuelcard People	DD	157.49		HK66WMJ FUEL
29/08/2023	TOTAL GAS & POWER	DD1	143.22		JULY GAS
30/08/2023	SUM UP CARD CHARGES	SUMUP30/08	0.76		SUM UP CARD CHARGES
01/09/2023	Lewes District Council	DD	1,048.00		NNDR 2ND INSTALLMENT
01/09/2023	Lewes District Council	DD1	6,549.00		NNDR 2ND INSTALLMENT
04/09/2023	The Fuelcard People	DD	34.18		HK66 WMJ
04/09/2023	SUM UP	SUMUP 0409	1.32		SUM UP CARD CHARGES
05/09/2023	Barclays	DD1	3.00		COMM CHARGES
05/09/2023	KIM GENT	121188	50.00		K.GENT DEPOSIT REFUND
05/09/2023	NICK WILSON	121189	100.00		N.WILSON REFUND
06/09/2023	PEACEHAVEN HORTICULT	BACS1	35.00		ADVERT IN SUMMER SHOW
06/09/2023	ASHLEIGH BARNARD	BACS2	50.00		A.BARNARD DEPOSIT REFUND
06/09/2023	AHGTC	BACS	15.00		MEMBERSHIP AHGTC
06/09/2023	COLLIER TURF CARE LTD	BACS1	542.16		MARATHON ALGAE 20KG
06/09/2023	SIEMENS FINANCIAL SERVICES	BACS2	281.83		FRANKING MACHINE RENTAL
06/09/2023	SPORTS EQUIPMENT	BACS3	201.00		NET HOOKS/ WHITE NETS
06/09/2023	SPORTS EQUIPMENT	BACS4	72.00		BACKBAR BRACKETS
06/09/2023	Society Of Local Council Clerk	BACS5	316.00		G.DYSON MEMBERSHIP
06/09/2023	REPLAY MAINTENANCE LTD	BACS6	354.00		MUGA GROUND REPAIRS
06/09/2023	EDF	BACS7	18.45		UNIT 14 ELECTRICITY JULY
06/09/2023	Block Busters Contracts Ltd	BACS8	258.00		CCTV / WATER JET
06/09/2023	Northstar IT	DD2	1,524.55		SEPTEMBER SUPPORT
06/09/2023	02	DD3	168.82		AUGUST MOBILES
06/09/2023	Madison Web Solutions Limited	BACS	1,020.00		TEXT TO SPEECH SOFTWARE
06/09/2023	ROYAL SOCIETY OF ST GEORGE	BACS1	33.00		I.S MEAL COSTS
11/09/2023	The Fuelcard People	DD	13.20		CARD CHARGES
11/09/2023	Barclays	DD1	52.40		AUG PDQ CHARGES
12/09/2023	SUM UP	SUMUP 12/0	2.24		CARD CHARGES
18/09/2023	The Fuelcard People	DD	129.16		fuel
18/09/2023	HEALTH ASSURED LTD	DD1	60.00		EAP 19/09-18/10
19/09/2023	PRICWATCH LTD	BACS	-1,876.32		PRICWATCH LTD
19/09/2023	SUM UP	SUMUP 1809	1.17		CARD CHARGES
20/09/2023	Rigby Taylor	BACS	1,810.60		2 WAY RYE / R9
20/09/2023	Mailserve LTD	BACS1	156.00		POSTAL RATE CHANGE
20/09/2023	EDF	BACS2	506.95		AUG ELECITRCITY
20/09/2023	TRAVIS PERKINS Trading	BACS3	47.39		PLATE COMPACTOR
20/09/2023	R.J.Meaker Fencing Ltd	BACS4	5.30		GROUNDS MAINTENANCE
20/09/2023	Spy AlarmsLtd	BACS5	259.20		QUARTERLY FIRE ALARM MAINT

List of Payments made between 01/08/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2023	PRICEWATCH LIMITED T/A LOCABACS6		1,876.32		ULTRA LOW SULPHUR
20/09/2023	Trade UK	BACS7	172.47		HUB REPAIRS
20/09/2023	Heatcraft And Ventilation Ltd	BACS8	810.00		SERVICE TO HEATING EQUIP
20/09/2023	CONSULT CLEANING SERVICES	BACS9	1,037.40		SEPTEMBER CLEANING
20/09/2023	WORKNEST	BACS10	406.36		AUGUST HR SUPPORT
21/09/2023	RICHARD EVANS.	121190	100.00		BOXING REFUND
21/09/2023	JODIE FINCHAM	121191	50.00		J.FINCHAM REFUND
21/09/2023	ISOBEL SHARKEY	121192	31.00		DEPUTY MAYOR EXPENSES
22/09/2023	PKF Littlejohn LLP	BACS	2,016.00		AUDIT REVIEW 2022/23
22/09/2023	Radius Connect	BACS1	347.05		SEPTEMBER PHONES
22/09/2023	Wightman & Parrish Ltd	BACS2	470.90		CLEANING MATERIALS
22/09/2023	Acacia Groundcare Equipment Re	BACS3	686.40		Purchase Ledger Payment
22/09/2023	ESALC Limited	BACS4	48.00		A.HARMAN TRAINING
22/09/2023	Credit Card A/c	AUG TFER	233.87		AUGUST CC
25/09/2023	SEPTEMBER SALARIES	SEPT PAY	23,562.97		SEPTEMBER SALARIES
25/09/2023	The Fuelcard People	DD	32.44		fuel
25/09/2023	SUM UP	SUMUP 2509	0.50		TRANSACTION CHARGES
27/09/2023	HMRC	121193	7,034.33		SEPTEMBER SALARIES
29/09/2023	Business Sream	121198	24.50		20 JUNE - 19 SEPT WASTE
29/09/2023	Madison Web Solutions Limited	121200	450.00		5 HOURS SUPPORT
29/09/2023	L&N CONSULTANCY LIMITED	121201	180.00		TRAINING & PREP
29/09/2023	Double Nine Ltd / Merlin Workw	121202	557.76		UNIFORM
29/09/2023	Block Busters Contracts Ltd	121203	954.00		HIGH PRESSURE WATER JET / CCTV
29/09/2023	Acacia Groundcare Equipment Re	121205	665.70		DISC SEEDER
29/09/2023	Lewes District Council	121207	693.90		01/10/23-31/12/23 WASTE COLLEC
29/09/2023	CHANDLERS BUILDING SUPPLIES	121209	37.40		DEEP GUTTER
29/09/2023	EAST SUSSEX PENSION FUND	121208	7,997.82		SEPTEMBER SALARIES
29/09/2023	DESTINY ENTERTAINMENTS	121204	609.00		DESTINY ENTERTAINMENTS
29/09/2023	VICTORIA RUTT	121199	3,460.00		SEPTEMBER LOCUM
Total Payments			128,093.33		



MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

9 Pound Lane

Godalming

Surrey, GU7 1BX

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Our Ref: MARK/PEA001

Mrs Z Malone
Peacehaven Town Council
Community House, Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

3 October 2023

Dear Zoe,

Re: Peacehaven Town Council

Internal Audit Year Ended 31 March 2024 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 3 October 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Peacehaven Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Michelle Webber on behalf of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 27 years' experience in the financial sector with the last 12 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, and the council's Responsible Financial Officer (RFO). The RFO had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.peacehaventowncouncil.gov.uk

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings***Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit***

The external auditor's report for 2022/23 was not qualified and has been published on the council website. The External auditor commented 'The AGAR was not accurately completed before submission for review. The smaller authority has not restated the 2021/22 figure when adding assets in section 2, Box 9. There are a number of assets detailed as being purchased pre 2022/23 that have been included as additions in 2022/23. Please note that the 'Practitioners' Guides allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability' The Notice of Conclusion of Audit is also being displayed and was reported to the council on 19 September 2023 (minute ref c1086.biii).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the individual councillor's Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although the council has a transparency page on the website and the information is current.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Planning & Highways, Policy and Finance, Leisure Amenities and Environment, Personnel and Civic Community events. It has 2 sub-committees – Grants and Community House. Terms of

reference for each committee are published on the council website, along with future meeting dates and historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

The council has a tab on the Council Agendas and Minutes offering the supporting reports and documentation available with the agenda.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website, ordinarily within 10 days of the meeting taking place. It is recommended to state on the website page that all minutes are draft until adopted at the subsequent meeting.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 16 May 2023 (minute ref C1023).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 16 May 2023 (minute ref C1024). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the:

- council for items over £10,000;*
- a duly delegated committee of council for items over £5,000: or*
- . the clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5,000*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and, where necessary, also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

FR 4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, **I would recommend increasing this limit in line with FR 4.1. To £5,000.**

I tested a sample of invoices from September payments and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

The council has Financial Regulations in place regarding the award of contracts, and this includes:

FR 11.1 (g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the

proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

I tested a sample of contracts for toilet cleaning. 3 companies were contacted however only one quoted, this was all documented and report to Policy and Finance Committee 27 June 2023 and was agreed at this meeting. I was able to confirm the process was in conjunction with the thresholds contained within the Financial Regulations were applied.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector
The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2023 which showed a refund amount due of £1,500.07. I was able to confirm receipt of this amount to the council's bank account on 18 July 2023. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk management policy which was most recently reviewed and approved by council on 16 May 2023 (minute ref C1038). I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size with limited risks and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich Municipal which is a long-term agreement and expires on 6 June 2025. The policy includes Public Liability cover of £15 million and Employers Liability cover of £10 million and a Fidelity Guarantee of £2 million. The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £749,213 for 2023/24. With a tax base of 4,977.8, this equates to a band D equivalent of £150.51 (compared to the average in England of £79.35).

The RFO confirmed that the 2024/25 budget setting process is scheduled to begin in October 2023 with a meeting of the Policy and Finance Committee 24 October 2023, with the aim to agree the budget and precept at the 19 December 2023 council meeting.

The RFO presents the budget performance information at every Policy and Finance meeting for review. Based on the information made available and a discussion with the Clerk and RFO, I am confident that councillors are presented with sufficient financial information to make informed decisions.

The council began the year with a balance of £675,598 with £532,908 of this amount earmarked for the use of various defined projects and CIL. This leaves circa £142,690 as a general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33). The general reserve balance is at the lower end of the recommended range. I would recommend that the council keeps this under review.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council budgets to receive income from the allotments, Sports park, marketing, Interest, events such as circus, Community house room and hall hire. The council reviewed its fees and charges annually it's due to be reviewed at the October 2023 Policy and Finance committee.

Unbudgeted amounts received during the year came from Solar panels, CIL payments, bank interest and VAT refunds. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a minimal petty cash float, which is used for incidental items. The petty cash is maintained by the RFO; the plan is to discontinue petty cash this year.

There is a corporate credit card in place, with cards held by the Clerk and RFO. As per recommendation at the year-end audit, the financial regulation 6.2 has been amended.

The RFO received credit card statements and has set up a separate cashbook within the accounting software to reconcile these monthly. I was able to evidence that appropriate receipts are retained for all credit card entries.

Financial Regulation 6.18 states 'Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Finance and Policy committee in writing before any order is placed.' No such limit appears to be included for a single transaction for the credit card.

I recommend amending FR 6.18 to read 'Any debit or credit card issued and review the limit to increase it £1,000 which would be suitable for the size of the council.'

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has 14 employees, and all have a signed contract of employment, based on the NALC template. The salary is aligned to the NJC scale point range.

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips for August and September and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments. I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There is a councillor allowance scheme in place, paid in two equal instalments through payroll, as required by HMRC regulations.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which includes details of asset location, date of acquisition, cost or proxy cost, condition, estimated useful life and insurance and replacement values. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

I would recommend a review of the Community House fixed asset register as it contains disposable items and look to set a minimum limit for adding to the Fixed asset register.

The council has no PWLB borrowing nor long-term investments.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states: 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Finance Committee'.

Bank reconciliations are completed monthly and presented to Policy and Finance committee at every meeting for review and ratified at full council. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed by the chairman in accordance with the Financial Regulations.

Balances held are not within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). However, the council has the relevant fidelity cover in place.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	16 May 2023
Date inspection notice issued	2 June 2023
Inspection period begins	5 June 2023
Inspection period ends	14 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	√		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash	√		

	book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely

M. Webber

Michelle Webber
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	The limit for clerk emergency spends is out of line with the financial regulation 4.1, so I would recommend increasing the limit to £5,000.	
PETTY CASH	I recommend amending FR 6.18 to read 'Any debit or credit card issued and review the limit to increase it £1,000 which would be suitable for the size of the council.	
ASSETS AND INVESTMENTS	I would recommend a review of the Community House fixed asset register as it contains disposable items and look to set a minimum limit for adding to the Fixed asset register, I would suggest £100.00.	



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 12th September 2023 at 7.30pm.

Present: Cllr Sue Griffiths (Chair of Committee), Cllr Mary Campbell (Vice Chair of Committee), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Nikki Fabry, Cllr Cathy Gallagher, Cllr Wendy Veck, Cllr Claude Cheta.

Officers: George Dyson (Deputy Town Clerk)

No members of the public were in attendance.

1. PF892 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:38, welcomed everyone, and gave a brief reminder of the building fire procedures, and also informed the Committee that next Wednesday is PTC Bingo and Cinema.

2. PF893 PUBLIC QUESTIONS

There were no public in attendance, however, the Chair had received a letter from a member of the public relating to the hire of the Dell.

3. PF894 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Donovan and the Finance Officer.

Cllr Fabry is substituting for Cllr Donovan.

4. PF895 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PF896 TO ADOPT THE COMMITTEE'S MINUTES OF 27TH JUNE 2023.

Cllr Gallagher raised some concerns over the accuracy of the minutes, and that the following amendments would need to be made:

- It is not noted when the Finance Officer and Parks Officer left the meeting.
- PF888 was moved to the last agenda item.
- The minutes of item PF889 need to be reworded – an alternative text was given.

The Chair suggested a further change to the rewritten minute.

It was proposed that, subject to the above amendments, the minutes be agreed and adopted.

Proposed By: Cllr Gallagher

Seconded By: Cllr Sharkey

The minutes were **agreed** and **adopted** by majority, with 2 abstentions.

6. PF897 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7TH SEPTEMBER 2023.

The minutes were not available for the meeting papers so will be deferred to the next meeting.

7. PF898 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

- 1. Finance Officer's report**
- 2. Bank account & Bank Reconciliation statements (for signing)**
- 3. Income & Expenditure report**
- 4. Balance Sheet**
- 5. CIL & S.106 report (income, expenditure & bids)**
- 6. List of payments (for approval)**
- 7. Review of external contracts, SLA's & their ongoing authorisations**
- 8. Funding report for buildings equipment maintenance work**

The Committee **noted** the reports.

It was proposed that the Committee approve the signing of the Bank account & Bank Reconciliation statements, and approve the list of Payments.

Proposed by: Cllr Gallagher

Seconded by: Cllr Veck

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

8. PF899 TO RECEIVE THE 2022/23 EXTERNAL AUDITORS REPORT

The Deputy Clerk gave some background to the external auditor's comments.

It was proposed that Committee receive the report.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell

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

9. PF900 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

Cllr Gallagher suggested that a CIL working party be included on the Action Plan, Cllr Campbell also suggested that she would like to be a part of this.

No changes to the action plan to be made at this point, to be updated at the next meeting.

10. PF901 TO AGREE A REPLACEMENT SOUND SYSTEM FOR THE MAIN HALL AT COMMUNITY HOUSE.

There was a short discussion on the application of Financial Regulations.

It was proposed that the Committee agree to the recommendation in the Officers' report to purchase the new system.

Proposed by: Cllr Gallagher

Seconded by: Cllr Sharkey

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

11. PF902 TO ADOPT THE FOLLOWING POLICIES:

- a. Revised Recording of Meetings Policy**

Proposed by: Cllr Sharkey **Seconded by:** Cllr Cheta
The Committee **resolved** to **adopt** this revised policy.

b. Revised Safeguarding Policy

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell
The Committee **resolved** to **adopt** this revised policy.

c. Document Retention Policy

Cllr Seabrook highlighted that the policy does not specifically address retention of Councillors' personal information, could this be added to state that this information would not be retained once a Councillor ceases to be a Councillor.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Campbell
The Committee **resolved** to **adopt** this policy, subject to the inclusion of Cllr Seabrook's amendment above.

12. PF903 TO DISCUSS LIVE STREAMING OF MEETINGS

The Deputy Clerk introduced the report and briefly explained some of the benefits and risks.

Cllr Campbell suggested that audio streaming could be a better option for anyone who would prefer to not appear on camera for a number of reasons.

Cllr Gallagher added that she is in favour of the improved transparency, but that this may not be the right time to be rushing to make a decision on the live streaming of meetings.

There was a brief discussion around how the live streaming would work, the benefits and drawbacks of doing so.

It was proposed that the Committee revisit this report in a year's time.

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

13. PF904 TO AGREE THE PURCHASE OF WIRELESS MICROPHONES FOR THE ANZAC ROOM

It was proposed that Committee agree the purchase.

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

14. PF905 TO DISCUSS AND AGREE CHARGING OPTIONS FOR THE ELECTRIC VEHICLE

There was a brief discussion on the information in the report and a query over the insurance implications of charging in the Grounds Team unit overnight.

It was proposed that we try overnight charging in unit 14 and vire some of the fuel budget to cover the additional cost of electricity.

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

15. PF906 TO AGREE FUNDING FOR BUS SHELTERS (Referred from P&H Committee)

Cllr Campbell introduced the item.

It was proposed that PTC opt for the shelter with a Green Roof, to be installed by ESCC, with up to £1,500 funding from PTC CIL money and that we accept the £100 per annum maintenance.

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

16. PF907 TO SET UP A TFG TO REVIEW CONDITIONS OF HIRE FOR PTC PREMISIS

TFG to be set up consisting of Cllrs Campbell and Cheta, with an email to be sent to other Councillors if they would like to participate.

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

17. PF908 DATE OF NEXT MEETING – TUESDAY 24TH OCTOBER 2023 AT 7:30PM.

The Date of the next meeting was confirmed as 24th October 2023 at 7.30pm.

18. PF909 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck **Seconded by:** Cllr Sharkey
The Committee **resolved** to exclude press and public from the following items.

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:-

19. PF910 AGED DEBT ANALYSIS.

The Committee **noted** the aged debt analysis.

There being no further business the meeting ended at 20:36.



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

Present: Cllr Sue Griffiths (Chair of Committee), Cllr Mary Campbell (Vice Chair of Committee), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Nikki Fabry, Cllr Cathy Gallagher.

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

1 member of the public was in attendance.

1. PF911 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, asked that phones be put onto silent, and gave a brief reminder of the building fire procedures, as well as informing the Committee that the next Bingo is tomorrow (25th October 2 – 4pm, and that Remembrance Day is Sunday 12th November 2023.

2. PF912 PUBLIC QUESTIONS

There were no public questions.

3. PF913 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Donovan and Cllr Veck.

Cllr Fabry is substituting for Cllr Donovan.

Cllr Cheta was also absent.

4. PF914 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PF915 TO ADOPT THE COMMITTEE'S MINUTES OF 12TH SEPTEMBER 2023

Proposed By: Cllr Sharkey **Seconded By:** Cllr Campbell

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

6. PF916 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7TH SEPTEMBER 2023.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Griffiths

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

7. PF917 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 7TH SEPTEMBER 2023.

Cllr Campbell highlighted that she was present at this meeting but did not appear on the draft minutes.

The Committee **noted** the draft minutes.

8. PF918 TO REVIEW THE 2022/23 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

- 1. Finance Officer's report**
- 2. Bank account & Bank Reconciliation statements (for signing)**
- 3. Income & Expenditure report**
- 4. Balance Sheet**
- 5. CIL & S.106 report (income, expenditure & bids)**
- 6. List of payments (for approval)**
- 7. Review of external contracts, SLA's & their ongoing authorisations**
- 8. Funding report for buildings equipment maintenance work**

The Committee **noted** the reports.

It was proposed that the Committee approve the signing of the Bank account & Bank Reconciliation statements, and approve the list of Payments.

Proposed by: Cllr Campbell **Seconded by:** Cllr Seabrook

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

Cllr Fabry asked about whether all bank signatories had now been set up correctly. The Clerk confirmed that all signatories are now as per the resolution at the Annual Council meeting.

Cllr Gallagher asked for clarification relating to the CIL report and the building equipment maintenance which the RFO answered.

9. PF919 TO NOTE THE OUTCOME OF THE 2023/24 INTERIM ANNUAL AUDIT & AGREE ANY ACTIONS REQUIRED.

THE RFO summarised the report. The Committee **noted** the interim annual audit.

10. PF920 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION

The Clerk introduced the action plan and reminded the Committee that they had discussed at the last meeting that the action plan would be updated at this meeting.

Cllr Gallagher suggested that the building survey item could now be updated to reflect that the conditions survey has been undertaken and that further ongoing requirements may now be required from this.

Cllr Seabrook highlighted that although the hearing loop has been repaired, there isn't any signage notifying potential users about this.

11. PF921 TO RECEIVE REPORTS FROM COMMITTEE CHAIRS ON SETTING THE 2024/25 BUDGET REQUIREMENTS

The RFO introduced the item, emphasising that this is a draft budget for discussion only and not the final version. Each Committee budget was report as follows:

Policy & Finance: The Chair introduced and highlighted that the Community House maintenance budget might need increasing.

Planning & Highways: Cllr Campbell introduced, commenting the reasons behind the significant increase in grass cutting costs.

Civic & Community Events: Cllr Sharkey asked why there is a Summer Fair budget still included for next year. The RFO explained that this would be carried over for the 2025 Summer Fair.

Leisure, Amenities, & Environment: Cllr Sharkey introduced and explained that most of the budget increases for the Committee were linked to inflation, and that there was a new cost centre being added for allotments.

Personnel: Cllr Gallagher introduced and explained the reasoning behind the proposed salaries budget.

12. PF922 TO DISCUSS AND AGREE RECOMMENDATIONS FROM COMMUNITY HOUSE DOWNPIPE CCTV SURVEY

The Clerk introduced the item and explained the background. The Committee briefly discussed which budget the cost would come from and the guarantee offered with the works.

It was proposed that the Committee agree to the recommended works in the report, subject to confirmation that there is a guarantee on the works completed.

Proposed by: Cllr Campbell **Seconded by:** Cllr Sharkey

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

13. PF923 TO CONSIDER DIGITAL DEVICES FOR MEMBERS

Cllr Sharkey introduced the report, which was generally supported by the Committee to ensure that the Council is inclusive for all members. Cllr Seabrook also commented that training may be required in the use of any digital devices.

It was proposed that the Clerk email out to members to see how many would take up the offer of a tablet device and report back to Committee.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Fabry

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

14. PF924 AGREE TO ALLOCATION OF SOLAR PANEL REBATE

The RFO introduced the report and recommendations, the Committee discussed the possible allocation of the funds.

It was proposed that the Committee agree to the recommendation in the report to earmark the money for the heating in the Community House Main Hall.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Campbell

The Committee **resolved** to **agree** to this proposal by majority, with 5 in favour and 1 against.

15. PF925 TO NOTE THE COMPLETION OF REGISTRATION OF THE FIELDS IN TRUST DEED OF DEDICATION FOR THE PEACEHAVEN COMMUNITY ORCHARD

The Committee **noted** the communication from the Land Registry.

16. PF926 TO DISCUSS A CLIMATE CHANGE SURVEY FOR COMMUNITY HOUSE

The Chair introduced the item and gave some background information.

It was proposed that we obtain 3 quotes for Carbon surveys for the Hub and Community House.

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

The Committee **resolved** to **agree** to this proposal by majority with 5 in favour and 1 abstention.

17. PF927 TO AGREE TO DISPOSE OF THE PEUGEOT VAN

Proposed by: Cllr Seabrook **Seconded by:** Cllr Campbell
The Committee **resolved** to **agree** to dispose of the van.

18. PF928 TO DISCUSS AND AGREE CYBER ESSENTIALS CERTIFICATION FOR 2024/25

There was a brief discussion on the item and the Clerk answered some questions about the certification and its benefits.

It was proposed to proceed with the Cyber Essentials certification in the new financial year.

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

19. PF929 DATE OF NEXT MEETING – TUESDAY 12TH DECEMBER 2023 AT 7:30PM.

The Date of the next meeting was confirmed as 12th December 2023 at 7.30pm.

20. PF930 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Sharkey **Seconded by:** Cllr Campbell
The Committee **resolved** to exclude press and public from the following items.

1 member of the public left at this point

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:-

21. PF931 AGED DEBT ANALYSIS.

The Committee **noted** the aged debt analysis.

22. PF932 TO DISCUSS & AGREE ANNUAL/MONTHLY RENT INCREASES FOR FACILITIES IN 2024/25

It was proposed to agree to a 2% increase across the board.

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

23. PF933 TO DISCUSS & AGREE ROOM HIRE CHARGES FOR FACILITIES IN 2024/25

It was proposed to agree to the recommendation in the report.

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

24. PF934 TO DISCUSS & AGREE ADDITIONAL EQUIPMENT CHARGES IN 2024/25

It was proposed to agree to the recommendation in the report.

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

25. PF935 TO DISCUSS & APPROVE ADMIN FEES FOR TICKET SALES

There was a brief discussion in which the Committee felt the proposal represented extremely good value and the need to ensure that any money taken is handled transparently and through the correct accounting processes.

It was proposed to agree to the recommendation in the report.

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

26. PF936 TO AGREE THE ENGAGEMENT OF A CONTRACTOR

The Clerk introduced the item and gave a brief background.

It was proposed to agree to the engagement of the contractor on a rolling monthly basis for up to 3 months.

Proposed by: Cllr Fabry **Seconded by:** Cllr Campbell
The Committee **resolved** to **agree** to this proposal.

27. PF937 TO RECEIVE AND AGREE RECOMMENDATION FROM LEISURE, AMENITIES, AND ENVIRONMENT COMMITTEE REGARDING CENTENARY PARK PATHWAY TENDERS

It was proposed to agree the recommendation from the Leisure, Amenities, and Environment Committee.

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

28. PF938 TO AGREE THE RUNNING CLUB STORAGE CONTAINER LICENCE

It was proposed to agree to the Park Run storage container licence.

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

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

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DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Thursday 7th September 2023 at 7.30pm.

Present: Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Davies, Cllr Donovan and Cllr Veck.

Officers: Victoria Rutt (Locum Clerk and RFO) and Zoe Malone (Finance Officer).

CH001 CHAIRS ANNOUNCEMENTS

Cllr Griffiths welcome members to the first sub-committee of Community House and welcomed Victoria Rutt as the Locum Clerk and RFO.

CH002 PUBLIC QUESTIONS

There were no members of the public present.

CH003 TO CONSIDER APOLOGIES FOR ABSENCES AND SUBSTITUTIONS

No apologies had been received.

CH004 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

CH005 TO ELECT A VICE-CHAIR FOR THE SUB-COMMITTEE

Cllr Seabrook proposed Cllr Davies as the Vice-Chair. This was seconded by Cllr Donovan. All Councillors voted and agreed.

CH006 TO NOTE THE SUB-COMMITTEE TERMS OF REFERENCE

Cllr Donovan asked if a terms of reference is needed, Cllr Griffiths confirmed that they are needed as this is a sub-committee to the Policy and Finance Committee. All Councillors noted the Terms of Reference.

CH007 TO NOTE THE SUB-COMMITTEE BUDGETARY UPDATE

The Finance Officer previously circulated a report. Cllr Griffiths asked if there was any money in reserves for Community House. The Finance Officer confirmed there was not. The budget update was noted.

CH008 TO DISCUSS HEATING PROBLEMS AT COMMUNITY HOUSE

The Finance Officer reported that the current heating system in Community House is failing and parts can't be sourced to repair. 3 quotes will be received within the next week to consider. Cllr Seabrook attended one of the contractors visits and is concerned about the heating system for the hall.

Cllr Seabrook also raised concerns about possible aerated concrete in the roof that needs investigating. It was suggested that grants could be applied for and it may be worth looking into a Public Works Loan Board which can be paid off over the next 20 years.

It was agreed that the financial implications will be looked into greater detail when the quotes are received, the Finance Officer confirmed that there are no funds available in the reserves for this project. Cllr Seabrook proposed to consider both heating systems and to await quotes. This was seconded by Cllr Davies. All Councillors agreed.

CH009 TO NOTE THE COMMUNITY HOUSE BUILDING SURVEY AND DISCUSS ADDITIONAL CLIMATE CHANGE SURVEYS

The Finance Officer updated that the survey is starting on Monday 11th September. A discussion was held around the risk of asbestos but Cllr Davies confirmed it will be a legal requirement for Morrisons to ensure that the area is safe when demolition works commence.

Cllr Seabrook proposed that a climate change survey is commissioned and stated there is money in earmarked reserves for this purpose. Cllrs Davies stated that whilst the survey is important and does need to be done, it was felt that the matter should be deferred until all quotes are received and more clarity is known about what works are required.

Cllr Veck proposed to wait until the next meeting when the Morrison survey should have been undertaken. This was seconded by Cllr Davies. All agreed.

CH010 TO DISCUSS GETTING EXPERT INPUT FOR THE NEXT MEETING REGARDING GREEN WALLS AND ROOF

Cllr Davies proposed that Mr Duncan Baker-Brown or Building Green is invited to the next meeting to give input on green walls. This was seconded by Cllr Seabrook. All agreed.

CH011 TO CREATE A SUB-COMMITTEE ACTION PLAN

The following actions were agreed to go on the plan:

1. Morrisons surveys completed.
2. Quotes received for the heating works.
3. Climate change survey commissioned, in due course.
4. Mr Duncan Baker-Brown or Building Green to attend the next meeting.

CH012 TO AGREE THE DATE OF THE NEXT MEETING

The next meeting was agreed for Monday 16th October at 19:30.

CH013 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

The meeting recording was turned off.

CONFIDENTIAL ITEMS

CH014 TO RECEIVE AN UPDATE ON THE HEADS OF TERMS WITH MORRISONS

A meeting was held this week regarding the Head of Terms. The Finance Officer reported that there could be a large area to use for the foyer but this is being taken away by legal to ensure PTC hold the rights. Parking was discussed and it will be fed back that it would not work for users of the centre if parking is limited to 2 hours. A discussion was held around the Post Office situation and the lack of contingency when it closes. Cllr Seabrook is going to try to connect the Annex Stores in Peacehaven with the Post Master in the Co-op to further discuss.

CH015 TO RECEIVE A CONFIDENTIAL UPDATE ON THE MORRISONS DEVELOPMENT

There is no update as yet. Contingency plans will be discussed at the next meeting when more information is known.

The meeting ended at 20:35.

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DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Monday 16th October 2023 at 7.30pm.

Present: Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Gallagher, Cllr Donovan and Cllr Veck.

Officers: Victoria Rutt (Locum Clerk and RFO) and Zoe Malone (Finance Officer).

CH016 CHAIRS ANNOUNCEMENTS

Cllr Griffiths welcomed all to the meeting.

CH017 PUBLIC QUESTIONS

There were no members of the public present.

CH018 TO CONSIDER APOLOGIES FOR ABSENCES AND SUBSTITUTIONS

Apologies received from Cllr Davies, substituted by Cllr Gallagher. Cllr Cheta was not present.

CH019 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

CH020 TO APPROVE THE MINUTES OF THE MEETING HELD ON THURSDAY 7TH SEPTEMBER 2023

Proposed by: Cllr Seabrook Seconded by: Cllr Veck

The minutes were **approved** and signed as accurate.

CH021 TO DISCUSS THE INFORMATION OBTAINED ON GREEN ROOFS AND WALLS

Cllr Griffiths invited members to share their thoughts on the presentation. Cllr Seabrook explained that the recent survey completed on Community House has not come back yet but it is imminent. A discussion was held on whether to now proceed with the climate survey. Cllr Griffiths stated at the last meeting it was agreed that this would happen once an initial survey had been completed. It was questioned how much the survey exactly is as £5000 has been earmarked, it was agreed that the exact amount would be shared with Councillors on this sub-committee and quotes would be welcomed from other companies.

CH022 TO AGREE TO CLOSE THE ANZAC ROOM FOR PUBLIC BOOKINGS FROM MARCH 2024

The RFO presented her report which had been previously circulated. Discussions were held on when the public will be informed on this closure and if there was any contingency for leaving the building. The RFO explained that Morrisons have said that Community House will not need to close. Following discussions, Cllr Veck proposed that the Committee accept the report, all users of the hall are written

to regarding the possible 1st March 2024 closure and from that date, bookings will be taken on a month-to-month basis. This was seconded by Cllr Donovan. All agreed.

CH023 TO AGREE THE DATE OF THE NEXT MEETING

The next meeting date was agreed as Monday 20th November 2023 at 19:30.

CH024 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck

Seconded by: Cllr Donovan

It was agreed that the following items would be confidential.

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:-

CH025 TO DISCUSS AND AGREE REQUIREMENTS FOR NEW LOBBY

The RFO presented a report and proposal which had been previously circulated. Discussions were held around whether it would be too hot being glass fronted but Morrisons have confirmed the glass would be tinted and air con installed. It was agreed that the proposal would work very well and on the next agenda, other sections of Community House could be discussed regarding modernising.

CH026 TO RECEIVE A CONFIDENTIAL UPDATE ON THE MORRISONS DEVELOPMENT

The RFO explained that data had been shared with Morrisons to give them a predicted loss of income with the works going on around Community House.

CH027 TO NOTE HEATING QUOTES RECEIVED WHICH WILL GO OUT TO TENDER PROCESS

The report was **noted**. This will now go to Policy and Finance Committee.

The meeting ended at 20:41.



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COUNCILLOR MEMBERSHIP OF COMMITTEES

NOTE: The Chair and Vice-Chair of Council are ex-officio members of all committees.

MEMBERS TO SERVE ON THE PLANNING & HIGHWAYS COMMITTEE

The Planning & Highways Committee shall have 9 members, if possible, to include at least one Member from each Ward of the Town

Cllr Campbell (Chair), Cllr Wood, Cllr Gallagher, Cllr Sharkey, Cllr Alexander, Cllr Gordon-Garrett.

MEMBERS TO SERVE ON THE POLICY & FINANCE COMMITTEE

The Policy & Finance Committee shall have 9 members consisting of the Chairman and Vice-Chairman of Council, the Chairman of the other Standing Committees (or if unavailable, their Vice-Chairmen) and three other members.

Cllr Griffiths (Chair), Cllr Seabrook, Cllr Campbell, Cllr Gallagher, Cllr Donovan, Cllr Veck, Cllr Sharkey, Cllr C Cheta.

MEMBERS TO SERVE ON THE COMMUNITY HOUSE SUB-COMMITTEE.

Cllr Griffiths (Chair), Cllr Seabrook, Cllr Veck, Cllr Davies and Cllr Cheta, Cllr Donovan

MEMBERS TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

The Leisure, Amenities & Environment Committee, the Personnel Committee and the Civic & Events Committee shall each have 9 members.

Cllr Sharkey (Chair), Cllr Wood, Cllr Gallagher, Cllr Fabry, Cllr Griffiths, Cllr Norcott-Jones, Cllr Cheta.

MEMBERS TO SERVE ON THE PERSONNEL COMMITTEE

The Leisure, Amenities & Environment Committee, the Personnel Committee and the Civic & Events Committee shall each have 9 members.

Cllr Gallagher (Chair), Cllr Veck, Cllr Campbell, Cllr Donovan, Cllr Davies, Cllr Cheta, Cllr Alexander, Cllr Griffiths, Cllr Fabry.

MEMBERS TO SERVE ON THE CIVIC & COMMUNITY EVENTS COMMITTEE

The Leisure, Amenities & Environment Committee, the Personnel Committee and the Civic & Events Committee shall each have 9 members.

Cllr Veck (Chair), Cllr Donovan, Cllr Alexander, Cllr Norcott-Jones, Cllr Smith, Cllr Harman, Cllr Ashby-Parkin.

MEMBERS TO SERVE ON THE GRANTS SUB-COMMITTEE

Cllr Donovan, Cllr Sharkey, Cllr Harman, Cllr Griffiths, Cllr Seabrook.

MEMBERS TO SERVE ON THE COMMUNITY HOUSE SUB-COMMITTEE

Cllr Griffiths (Chair), Cllr Seabrook, Cllr Donovan, Cllr Veck, Cllr Cheta, Cllr Davies.

Agenda Item: C1118b (viii)
Committee: Full Council
Date: 7th November 2023
Title: Digital Devices for members
Report Authors: Town Clerk
Purpose of Report: To discuss and agree

Introduction & Background

This matter was discussed at a previous Full Council meeting as part of a discussion on printing costs, and then a full report was submitted to Policy & Finance Committee (copy of report included).

Analysis

Policy & finance Committee asked that some more information be provided, particularly relating to how many members would take up the offer of a digital device if offered.

The Clerk emailed out to all Councillors, and received 10 responses – of those 10 responses, 3 members indicated that they would take up the offer of a tablet device, and 7 indicated that they would not.

Conclusions

If offered there would likely be fairly low uptake for devices, however, it could help ensure inclusivity for those few Councillors who it would benefit.

Recommendations

To discuss this report and the detail included in the report that went to Policy and Finance committee (attached).

Agenda Item: PF923

Committee: Policy and Finance

Date: October 2023

Title: Digital Devices for Members

Report Authors: Isobel Sharkey

Purpose of Report: To consider whether it would be worthwhile purchasing tablets or other devices for councillors who need them

Introduction This issue was raised (by me) at the recent meeting when we agreed to create a new budget number for councillor printing costs.

Background We have been largely digital at our meetings for some years now, but some councillors need or want paper copies which has led to an increase in printing costs.

Analysis Some councillors don't have access to a PC, laptop, or tablet at home. Even if they do, they are not always able to bring the device with them to meetings for a variety of reasons. Without this, they may be unable to contribute fully to meetings.

Printing costs have been as high as £300 a month recently. This equates to £3,600 a year and £14,000 over the length of the administration. Obviously we would still need to ask the office staff to do some printing for those who need it, but that does give us some money to buy devices for those who would benefit.

A tablet should last for all 4 years of the administration, possibly even 8 if a councillor serves for 2 terms.

Conclusions We would also save some staff time if they had less printing to do and all councillors would be able to see the papers in advance and have them at the meetings.

Recommendations That we continue to print papers for those who need them but also offer a tablet for those who want them.

We should also decide if the tablet is returned after 4 (or 8) years or not.

Implications

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

Financial <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Cost of devices would reduce to some extent the printing costs.
Legal <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	We have an obligation to provide paper copies on grounds of inclusion.
Health & Safety <ul style="list-style-type: none">• Accessibility?	

<ul style="list-style-type: none"> • Equalities? 	
Planning <ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
Environmental and sustainability <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	Both digital devices and paper, ink etc have a carbon footprint.
Crime and disorder <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	
Social value <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
Climate <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	As above. We also need to ensure that paper copies are recycled whether here or at home.

Appendices/Background papers

I am not an IT expert, but a quick look at Curries website showed me that 10" or 11" tablets can be bought for between £149 and £329.



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DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 12th September 2023 at 6.00pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Wendy Veck, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Claude Cheta, Cllr Cathy Norcott-Jones.

Officers: George Dyson (Deputy Town Clerk)

1. E388 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:02, welcomed everyone, gave a brief reminder of the building fire procedures, and asked that everyone please be kind to each other during the meeting.

2. E389 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Donovan, Cllr Davies, and Cllr Seabrook.

Cllr Norcott-Jones is substituting for Cllr Donovan.

3. E390 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

4. E391 TO ADOPT THE MINUTES OF 8th AUGUST 2023 MEETING.

It was proposed that the minutes of item E387 being amended to include the phrase 'and regret' after 'the Committee note'.

Proposed by: Cllr Campbell **Seconded by:** Cllr Sharkey

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

It was proposed that the minutes of item E385 be amended to expand on the discussion that the Committee had.

Proposed by: Cllr Fabry **Seconded by:** Cllr Alexander

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

It was proposed, subject to these amendments, to adopt the minutes of 8th August 2023.

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

Subject to amendments, the minutes of 8th August were **agreed** and **adopted**.

5. E392 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

The Chair briefly ran through the key budget points.

There was a brief discussion on the pay award that is still to be agreed by the Unions and the impact this could have on the staffing budget.

The Committee **noted** the budgetary update.

6. E393 DATE OF THE NEXT MEETING – 10TH OCTOBER 2023 at 6PM.

The next meeting was confirmed for 10th October at 6pm.

7. E394 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Veck **Seconded by:** Cllr Cheta

The Committee **resolved** to **agree** to exclude the press and public.

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:-

8. E395 TO REVIEW THE COMMITTEE'S ACTION PLAN.

The Deputy Clerk will add the Stress Management TFG to the Action Plan.

The Committee **noted** the action plan.

9. E396 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

The Deputy Clerk summarised the report and gave an update on the return to work of a staff member.

The Chair asked whether all the documentation is in place to support the return to work, which the Deputy Town Clerk answered, confirming the paperwork that is in place.

10. E397 TO RECEIVE AN UPDATE ON THE OUTGOING TOWN CLERK AND AGREE ANY ACTIONS

The Deputy Clerk summarised the report, which the Committee **noted**.

11. E398 TO NOTE THE ENGAGEMENT OF A LOCUM CLERK & RESPONSIBLE FINANCIAL OFFICER

The Chair introduced the item and explained that the Locum Clerk and RFO has now been here around a week and a half, working 15 hours per week. A copy of the letter of engagement is included in the confidential meeting papers, and in addition to this the Council will need to cover mileage expenses.

The Deputy Clerk explained that the arrangement has been working well with the Locum Clerk and RFO.

It was proposed that Committee extend the engagement of the Locum Clerk and RFO for the month of October.

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

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

The Chair moved item E399 to the end of the agenda.

12. E400 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Recruitment and retention

Cllr Griffiths summarised the report and read out the summary of recommendations.

Cllr Alexander asked a question around the process for staff taking TOIL. The Deputy Clerk explained that there are different sources of reference for staff overtime/ TOIL and that this is something that the Employee handbook review would need to consider.

It was proposed that Committee accept the recommendations of the recruitment and retention TFG.

Proposed by: Cllr Campbell **Seconded by:** Cllr Alexander

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

b. Skills and Training Audit (Verbal update)

The Chair summarised the progress that she and Cllr Donovan have made with this TFG.

Cllrs Fabry and Davies are keen to get started on the Councillors audit too and are looking at options for a tick box form.

Cllr Gallagher added that planning training will now be starting before Committee meetings. General training in Standing Orders/ Financial Regulations, and other information that is typically part of Councillor 'onboarding' will also be offered, to be delivered by relevant Officers.

The Committee **noted** the verbal report.

13. E401 TO AGREE THE REMIT AND MEMBERSHIP OF THE FOLLOWING TFGs:

a. Employee Handbook Review

Cllr Gallagher, Cllr Donovan, Cllr Davies, and Cllr Fabry.

b. Disciplinary Procedure

Cllr Veck, Cllr Fabry, and Cllr Davies.

c. Grievance Procedure

To be conducted alongside the disciplinary procedure by the same TFG members.

14. E402 TO AGREE TRAINING TO COMMENCE FROM SEPTEMBER 2023

This was partly discussed as part of item E400b.

Additional training required is still the Civility & Respect training, and Chairmanship training. Both of which will be discussed at the next Committee meeting.

15. E403 TO DISCUSS CIVIC SUPPORT (Referred from CCE Committee)

Cllr Veck introduced this item and explained the importance of having Civic support and gave some examples of where there have been gaps in this.

The Chair reiterated the importance of this support being in place and explained that this will be looked at in more detail once the recruitment of the Town Clerk and RFO is completed.

16. E404 TO AGREE AND INCREMENT INCREASE FOR A STAFF MEMBER FOLLOWING COMPLETION OF A SPECIFIED QUALIFICATION

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

The Committee **resolved** to **agree** to award the increment increase recommended in the report.

Cllr Alexander also asked that the Committee add their congratulations to the staff member on the completion of the qualification.

The Deputy Clerk left the meeting at this point (19:21).

17. E405 TO AGREE ITEMS TO BE REFERRED TO FULL COUNCIL FROM THIS COMMITTEE

This item was deferred.

18. E399 TO NOTE ARRANGEMENTS FOR RECRUITMENT AND AGREE JOB DESCRIPTION AND PERSONAL SPECIFICATION FOR:

- a. Town Clerk**
- b. Responsible Financial Officer**

The Chair introduced the documents and highlighted the salaries and requirement for a presentation as specified. The timetable advert display from and emails to staff 13th September, applications by Monday 25th September, interviews 29th September. Job Offer starting 1st October and Extraordinary Council meeting 2nd October.

Interview Panel to consist of Victoria Rutt, Cllrs Cheta and Ashley-Parkin.

Proposed by: Cllr Cheta **Seconded by:** Cllr Norcott-Jones

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

There being no further business the meeting ended at 19:30.



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DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 10th October 2023 at 6.00pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan, Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Mary Campbell, Cllr Wendy Veck, Cllr Ian Alexander, Cllr Sue Griffiths, Cllr Nikki Fabry.

Officers: George Dyson (Town Clerk)

1. E406 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 18:01, welcomed everyone and gave a brief reminder of the building fire procedures.

2. E407 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Paul Davies.

Cllr Cheta was also absent.

3. E408 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

4. E409 TO ADOPT THE MINUTES OF 12TH SEPTEMBER 2023 MEETING.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Fabry
The minutes of 12th September were **agreed** and **adopted**.

5. E410 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

The Chair introduced the item, noting that the budget is generally where it should be.

The Committee **noted** the budgetary update.

The Clerk highlighted the section of the RFO's report requesting that Committee agree an overspend on professional fees – consultancy (4310/100).

It was proposed that the Committee agree to spend up to a maximum of £4000 on professional fees – consultancy (4310/100).

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan
The Committee **resolved** to **agree** to this proposal.

6. E411 TO AGREE DATE OF THE NEXT MEETING

The next meeting was confirmed for 1st November 2023 at 6pm.

7. E412 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Sharkey

Seconded by: Cllr Veck

The Committee **resolved** to **agree** to exclude the press and public.

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:-

8. E413 TO WELCOME THE NEWLY APPOINTED TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER AND AGREE 3 MONTH OBJECTIVES

The Chair congratulated the newly appointed Clerk and RFO, and informed the Committee that contracts are now in place and have been signed.

There was a brief discussion on possible objectives for the Clerk and RFO.

The Chair informed the Committee that she would be meeting with the Clerk, Locum Clerk, and Chair of Council tomorrow (11th October), and that objectives would be discussed further then.

9. E414 TO REVIEW THE COMMITTEE'S ACTION PLAN.

The Chair introduced the action plan.

Cllr Sharkey asked whether there was any movement on the Stress Management Standards TFG. The Clerk responded that a staff meeting would be taking place tomorrow during which it would be confirmed which staff would be participating.

Cllr Fabry noted that she would get started on the Councillor training audit.

The Committee **noted** the action plan.

10. E415 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

The Clerk summarised the report.

The Committee **noted** the report on staff sickness absence.

11. E416 TO RECEIVE A REPORT ON RECRUITMENT REQUIREMENTS

The Clerk summarised the report and the Committee discussed the financial implication and requirement for new Officer positions.

The Chair advised the Committee that she and the Vice-Chair would work with the Clerk to bring a report to the next Committee meeting with a proposal.

12. E417 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Clerk gave a summary of training that has taken place or been booked since the last Committee meeting.

The Chair explained that she is planning on reaching out the ESALC to enquire about putting on some Councillor Induction training, there was a further discussion about doing some of this in house. Chair training was also flagged as a priority.

13. E418 TO RECEIVE A REPORT FROM THE FORMER TOWN CLERK EXIT INTERVIEW TFG

Cllr Alexander introduced and summarised the report, its recommendations, and also circulated an extract of the Employee handbook relating to officer and councillor relationships.

There was a discussion on the importance of putting in place a comprehensive induction programme and asked that the document Cllr Alexander shared with Committee members could be circulated to all Councillors.

14. E419 TO NOTE COMMUNICATION AND MARKETING OFFICERS 3 MONTH REVIEW

There was a discussion on the 3 month review document and the agreed objectives.

The Committee **noted** the review.

15. E420 TO REVIEW THE CONTINUED ENGAGEMENT OF THE LOCUM CLERK

The Clerk summarised the position with the Locum Clerk, and that she would be in post until the 20th October.

The Committee noted their thanks to the Locum Clerk.

The Chair will also speak to ESALC about engaging a Locum Clerk moving forward specifically to provide meeting cover.

16. E421 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Skills and Training Audit

The Chair summarised the progress that this TFG has made, and that the Caretakers and Ground staff would be spoken to soon.

b. Employee Handbook Review

This TFG will be meeting soon now that the recruitment of Town Clerk and RFO is complete.

c. Disciplinary and Grievance Procedures

Cllr Veck asked to be removed from this TFG.

Cllr Fabry suggested that this could be included with the Employee Handbook Review TFG.

There being no further business the meeting ended at 19:20.



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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 18th July 2023 at 7.30pm

Present: Cllr Ashby-Parkin (Vice Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Fabry, Cllr Smith, Cllr Campbell (non-voting).

Officers: Kevin Bray (Parks Officer), George Dyson (Deputy Town Clerk)

2 members of the public were present.

1 LA806 CHAIRS ANNOUNCEMENT

The Chair opened the meeting at 19:35, welcomed everyone and went through the building fire procedures, and informed the Committee of the following:

- The Parks Officer has been successful in securing funding from the football foundation.
- The next Bingo is tomorrow, 2pm – 4pm in the Anzac Room.
- The next Cinema is tomorrow, tickets still available from the Information Office.

2 LA807 PUBLIC QUESTION TIME

A member of the public raised concerns about the allotment path not being accessible for all.

The Parks Officer responded that this is scheduled to be sorted within the coming weeks.

The member of the public also raised concerns that some allotment tenants are not keeping their plots to an acceptable standard.

The Parks Officer responded that that any issues with the plots are being handled in line with the Terms & Conditions, but that this is a private matter between the Tenant and Peacehaven Town Council.

3 LA808 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta and Cllr Sharkey.

It was also noted that Cllr Alexander has withdrawn from the Committee since the summons were issued.

4 LA809 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Norcott-Jones and Cllr Wood declared that they are allotment tenants.

5 LA810 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 30TH MAY 2023

Proposed By: Cllr Griffiths

Seconded By: Cllr Fabry

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 18th July 2023

The minutes of the meeting held on 30th May 2023 were **agreed and adopted**.

6 LA811 TO NOTE THE BUDGET UPDATE

The Committee **noted** the budget update.

7 LA812 TO NOTE ACTION PLAN

Cllr Seabrook informed the Committee that the funding and plans are in place to proceed with the path at Howard Park, there was a brief discussion on where the path would go. The Parks Officer also advised that Planning Permission may need to be sought.

Cllr Griffiths advised that the Ouse Valley cares bid would get an update as part of the next Committee meeting.

Cllr Norcott-Jones asked why the License for the Park Run Container is still not resolved despite a planned completion date of December 2021. The Parks Officer advised that the matter is with Park Run, but that the Clerk has been chasing up the matter.

8 LA813 TO NOTE THE BUSINESS PLAN

The Deputy Clerk clarified that Council has now set up a TFG to revise the business plan, and that the information from the report on this item would feed into this TFG via the Committee Chair.

9 LA814 TO NOTE THE ALLOTMENT UPDATE

The Parks Officer briefly summarised the report.

The Committee **noted** the Parks Officers report.

10 LA815 TO NOTE MANAGEMENT/MAINTENANCE PLAN

The Parks Officer introduced the plan and explained the background to the item.

Cllr Seabrook thanked the Parks Officer for his good work on the plan.

Cllr Griffiths highlighted that an amendment is needed, that Foxhill and Abbey Close do not have playgrounds.

The Committee **noted** the management/maintenance plan.

11 LA816 TO NOTE CENTENARY PARK PHASE 2 PATHWAY

The Parks Officer gave an update on the progress of the matter, and informed the Committee that once the Tenders come back then there will need to be Councillors appointed to open them as per financial regulations.

The committee **noted** the report.

12 LA817 TO NOTE INTRODUCTION AND UPDATE ON THE GREEN INFRASTRUCTURE PLAN

Cllr Gallagher introduced the item and explained that this is something that has come out of the Neighbourhood Plan, and that it is intended to help protect the green spaces.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 18th July 2023

There was a discussion on the plan, and that it would be useful if the spreadsheet could show which land is owned by Peacehaven Town Council, and which ward it is in.

A Working Group will continue to develop the Green Infrastructure Plan, to be made up of Cllr Fabry, Cllr Smith, Cllr Norcott-Jones, Cllr Ashby-Parkin, and Cllr Gallagher.

13 LA818 TO CONFIRM DATE OF NEXT MEETING AS THE 3RD OCTOBER 2023

The next meeting of this Committee was **confirmed** for 3rd October 2023.

There being no further business, the meeting closed at 20:02.



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PEACEHAVEN TOWN COUNCIL

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 3rd October 2023 at 7.30pm

Present: Cllr Sharkey (Chair), Cllr Ashby-Parkin (Vice-Chair), Cllr Seabrook (Chair of Council), Cllr Griffiths, Cllr Gallagher, Cllr Norcott-Jones, Cllr Wood, Cllr Fabry, Cllr Cheta,

Officers: George Dyson (Deputy Town Clerk)

3 members of the public were present.

1 LA819 CHAIRS ANNOUNCEMENT

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

2 LA820 PUBLIC QUESTION TIME

An allotment plot holder informed the Committee that she had sent in an email regarding the enforcement of the 2' gap around allotment plots, and to request support from the Council in moving a shed.

The Chair advised that in principle the council should be able to help but would need to be discussed with the Parks Officer on his return from leave.

Cllr Gallagher added that the 2023 Terms & Conditions allow for exceptions which Council can grant.

Another allotment plot holder raised a concern about the notices being placed in the notice board outside of the allotments, concerns over the impact the 2' gap will have on biodiversity, the arrangement with liaison Councillor visits to the allotments, and plots being unattended with weeds growing.

The Chair advised the member of the public that their comments would be taken into consideration when discussion the 2024 terms and conditions.

3 LA821 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

No apologies were received.

Cllr Fabry was initially noted as absent, however, arrived at 19:44.

4 LA822 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Wood and Cllr Norcott-Jones declared that they are allotment tenants.

5 LA823 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 18TH July 2023

Proposed By: Cllr Gallagher

Seconded By: Cllr Wood

The minutes of the meeting held on 18th July 2023 were **agreed and adopted**.

6 LA824 TO NOTE THE BUDGET UPDATE

The Chair informed the Committee that she had met with the Finance Officer to begin preliminary discussions about next years budget and advised that if Committee members had any comments on this to raise them with her or the Finance Officer.

The Deputy Clerk informed the Committee about a quote to repair the tractor which has been authorised to proceed today.

The Committee **noted** the budgetary update.

7 LA825 TO NOTE THE ACTION PLAN UPDATE

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

Cllr Fabry arrived at this point (19:44)

8 LA826 TO NOTE ALLOTMENTS UPDATE

The Chair introduced the item.

Cllr Wood raised a concern that the information being displayed on the noticeboard outside of the allotments was making the Council look like a dictatorship.

The Deputy Clerk confirmed that any documents displayed in the board are public documents and also available on the website.

Cllr Wood also raised concerns about the unworked plots not being served notices to quit and protected species being affected by the 2' gap rule.

The Chair advised Cllr Wood that the TFG would start looking at the next years Terms and Conditions soon, and that her input into this would be welcomed.

Cllr Gallagher added that it's early days with the implementation of the new allotment policies, and that the Parks Officer has the next round of inspections scheduled when he has returned from leave.

Cllr Cheta asked that non-councillor allotment plot holders are also included in the TFG looking at the next years terms and conditions.

The Committee **noted** the update.

9 LA827 TO NOTE COMPLAINTS LOG SUMMARY

Cllr Griffiths requested that when the complaint is about 'other park', could the actual park be specified.

The committee **noted** the complaints log.

10 LA828 TO NOTE THE GREEN INFRASTRUCTURE REPORT

Cllr Gallagher summarised the report and explained the importance of ensuring that the Parks are given the correct designations for protection under the Neighbourhood Plan.

Cllr Seabrook asked for clarification about the inspection process for this and raised whether Peacehaven Town Council should be considering additional protection for its green spaces.

The Chair asked what the mechanism is for progressing the Green Infrastructure Plan.

Cllr Gallagher advised that a TFG is already in place that will look at this.

The Committee **noted** the report.

11 LA829 TO NOTE EMAIL RE INCLUSIVITY IN PLAYGROUNDS

Cllr Seabrook highlighted that the communication doesn't seem very specific to Peacehaven as we are already doing a lot to ensure inclusivity in playgrounds, but that we should engage with the organisation.

Several Councillors agreed with Cllr Seabrooks suggestion to engage with the organisation.

The Committee **noted** the email.

12 LA830 TO NOTE TREE WORKS REQUEST.

The Committee **noted** the report.

13 LA831 TO DISCUSS AND DECIDE RELOCATION OF BANNER BOARD

Cllr Gallagher suggested that this needs to come into the Public Realm TFG that is currently working at the recommendations in the Kaner Olette report.

Cllr Griffiths commented that there is space near the Yemeni Café that the board could be relocated to, and that it is our responsibility to do, not Kaner Olette.

There was a discussion about the need to relocate in time for January to preserve the income from the banner board.

It was proposed that the banner board is temporarily relocated near to the Yemeni Café garden by PTC Ground Staff and that we continue letting out the advertising space from January.

Proposed by: Cllr Griffiths

Seconded by: Cllr Seabrook

The Committee **resolved** to **agree** to this proposal by majority with 1 abstention.

14 LA832 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGs)

a. Allotment Policy and Terms and Conditions Implementation Review.

This was discussed earlier in the agenda.

b. Provide recommendations from the Epina Park & Oval Survey results.

This TFG has not yet met.

c. Signage

This TFG has not met yet, however, there was a brief discussion about the need to progress this. The Deputy Clerk will circulate the work that has already been completed, along with a copy of the approved Brand Guidelines to TFG members.

15 LA836 TO CONFIRM DATE OF NEXT MEETING AS THE 21ST NOVEMBER 2023

The date of next meeting was confirmed as 21st November 2023.

16 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING CONFIDENTIAL ITEMS

Proposed by: Cllr Griffiths

Seconded by: Cllr Norcott-Jones

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

3 members of the public left at this point

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:-

17 LA833 TO RECOMMEND CENTENARY PARK PATHWAY TENDERS

The Chair introduced the item and the Committee discussed whether the French Drain was necessary and whether the pathway would be bonded.

It was proposed that the Committee agree to recommend quote 3 at a cost of £53,861.26, with no French Drain (subject to the Parks Officer and Deputy Clerk looking at the engineers report again), and also subject to confirmation that the path is bonded.

Proposed by: Cllr Gallagher

Seconded by: Cllr Seabrook

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

18 LA834 TO RECOMMEND THE DELL PLAYGROUND PROPOSALS

The Chair introduced the item and the Committee discussed a need to consult with young people in the Town, as well as a need to consider the implications of the Bus Service Improvement Plan proposals, and any potential future move of the playground area.

It was proposed that Peacehaven Town Council ask Lewes District Council to hold a proper consultation with the young people that use the area, and await plans from the BSIP and discussions about moving the park first.

Proposed by: Cllr Griffiths

Seconded by: Cllr Wood

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

19 LA835 TO RECOMMEND THE PARK RUN CONTAINER LICENCE REQUEST

It was proposed that the Committee agree to allow recommendation 1 of the report, but not agree to recommendation 2.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 3rd October 2023

Proposed by: Cllr Ashby-Parkin **Seconded by:** Cllr Seabrook
The Committee **resolved** to **agree** to this proposal.

There being no further business, the meeting closed at 20:51.



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 1st August 2023 at 7.30pm

Present: Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice Chair), Cllr David Seabrook (Chair of Council), Cllr Cathy Norcott-Jones, Cllr Jude Smith, Cllr Ian Alexander, Cllr Mary Campbell, Cllr Aimee Harman.

Officers: George Dyson (Deputy Town Clerk), Karen Bray (Information & Community Facilities Officer), Jerome O'Meara (Marketing & Communications Officer).

1 member of the public was in attendance.

1. CCE317 CHAIRMAN'S ANNOUNCEMENTS

The chair opened the meeting at 19:31 and informed the Committee of the following:

- Next Bingo is 16th August, 2-4pm at Community House – more volunteers are welcome to support.
- Next Cinema is 20th September, showing Indiana Jones and the Dial of Destiny, tickets £7.
- Deadline for content submissions for September eNews is 22nd August.
- The Mayor is hosting an Afternoon Tea on 22nd August in aid of Breast Cancer Now – everyone is encouraged to attend.
- The Mayors Civic Service will be taking place on 21st September in Howard Park to celebrate International Peace Day.

The Chair briefly ran through the fire procedures, asked that phones be put onto silent, and reminded everyone of Standing Orders to please raise hands when they would like to speak.

2. CCE318 PUBLIC QUESTIONS

A member of the public commented that they had enjoyed the Summer Fair.

3. CCE319 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

Apologies were received from Cllr Ashby-Parkin.

Cllr Campbell is substituting for Cllr Ashby-Parkin.

4. CCE320 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE321 TO ADOPT THE MEETING MINUTES OF 20TH JUNE 2023

Proposed by: Cllr Donovan Seconded by: Cllr Smith
The minutes of 20th June 2023 were **resolved** and **adopted**.

6. CCE322 TO NOTE THE BUDGETARY UPDATE

Cllr Donovan queried the overspend on the staff overtime at the Summer Fair. The Deputy Clerk explained some of the reasons for this, and that overall the Summer Fair was delivered well within budget.

The budgetary report was **noted**.

7. CCE323 TO REVIEW THE 2023 COMMUNITY SUMMER FAIR

The Information and Community Facilities Officer summarised the information in the report.

Cllr Seabrook commented that we may need to consider separate space for dignitaries reception in the future, as the rain meant it became very crowded and confusing in the marquee.

Cllr Donovan commented on the success of not having the parking onsite.

Cllr Seabrook further added that it would be good to get an idea from the CTLA of how many people used the bus service.

The Chair asked about how much money was raised at the fair for the Mayors fund.

The Information and Community Facilities Officer gave the totals raised by donations, raffle, and funfair, which came to £699.

Cllr Alexander stated that everyone he had spoken to on the day had a really good time and proposed a vote of thanks to the staff for their work in putting on the event.

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

The Committee then further discussed when preparation would need to start taking place for the 2025 event, and how Peacehaven Town Council might be involved with the Telscombe Summer Fair next year.

8. CCE324 TO DISCUSS CIVIC SUPPORT FOR THE MAYOR AT FORMAL EVENTS

Cllr Donovan introduced the item.

Cllr Seabrook gave a background on the areas he felt needed some improvement from his experience at the Summer Fair, which was primarily communication when dignitaries arrived and knowing where they were throughout the event.

Cllr Alexander suggested that the 2-way radios could have been utilised better – perhaps with a dedicated channel for Civic support.

It was proposed that the Committee refer the matter of Civic Support to the Personnel Committee to discuss the current lack of a Civic Officer and consider solutions to this.

Proposed by: Cllr Donovan Seconded by: Cllr Smith
It was **resolved** to **agree** to this proposal.

9. CCE325 TO NOTE THE STAFFING FOR CINEMA UPDATE

The Committee **noted** the report.

10. CCE326 TO NOTE THE START OF PREPARATIONS FOR REMEMBRANCE DAY

The Deputy Clerk introduced the item and informed the Committee that a meeting is set for next Tuesday 8th August.

Cllr Donovan and the Information and Community Facilities Officer gave an overview of Armistice and Remembrance Days
The Committee **noted** the report.

11. CCE327 TO NOTE AND UPDATE THE ACTION PLAN AND EVENTS CALENDAR

There was a discussion about the Warm Haven scheme, the Deputy Clerk will write a report for this to come to the next Committee meeting.

Cllr Seabrook also highlighted that there is a meeting planned for 15th August to discuss the warm spaces in Lewes District, the Information and Community Facilities Officer will attend the meeting.

There was a brief discussion about the actions involved with the election of the Youth Mayor.

There was a lengthy discussion on the proposed foraging event. It was proposed that the foraging event be rescheduled to 30th September 2023.

Proposed by: Cllr Norcott-Jones Seconded by Cllr Smith
The Committee **resolved** to **agree** to this proposal.

12. CCE328 TO DISCUSS MAYORAL AWARDS

Cllr Norcott-Jones introduced and summarised the report.

It was proposed that an awards ceremony be included at the Civic Reception in April, and that the Committee set up a TFG to look at the wider community awards.

Proposed by: Cllr Seabrook Seconded by: Cllr Norcott-Jones
The Committee **resolved** to **agree** to this proposal.

TFG to consist of: Cllr Seabrook, Cllr Norcott-Jones, Cllr Smith, and Cllr Donovan.

13. CCE329 TO DISCUSS A PROPOSAL FOR A CHINESE NEW YEAR EVENT

There was a lengthy discussion about the report.

It was proposed that the Lion Dance group be invited to perform at the Mayors Civic Reception.

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

14. CCE330 TO DISCUSS POSSIBLE ORGANISATIONS TO NOMINATE FOR A KINGS AWARD FOR VOLUNTARY SERVICE

Cllr Seabrook introduced the report and gave some background to the item.

Cllr Donovan suggested that The Marketing and Communications Officer could take this item forward to get the information about the awards out to residents.

The Marketing and Communications Officer will put together a plan to share the information.

15. CCE331 TO DISCUSS OTHER CIVIC EVENTS

Cllr Norcott-Jones commented about whether we should be planning some sort of event for the closing of the Meridian Centre, the Committee discussed this briefly.

The Marketing and Communications Officer will put a report together on this for the next Committee meeting.

Cllr Donovan asked whether there is any progress in the planning of the Carol concert, and offered her support in organising the event until a TFG is formed at the next Committee to take this further.

16. CCE332 TO NOTE THE RESOLUTION OF THE POLICY & FINANCE COMMITTEE TO FORM A COMMUNITY HOUSE SUB-COMMITTEE

The Chair introduced the report and gave a brief overview of the item which has come to this Committee as the Terms of Reference state that Community House is jointly managed between Policy & Finance and the Civic & Community Events Committee.

Cllr Donovan requested to also join the Sub-Committee.

The Committee **noted** the report.

17. CCE333 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 10TH OCTOBER 2023

The next Committee meeting was confirmed as 10th October 2023.

There being no further business the meeting ended at 21:14.



PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
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BN10 8BB

DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 10th October 2023 at 7.30pm

Present: Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice-Chair), Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Cathy Norcott-Jones, Cllr Aimee Harman, Cllr Lee Ashby-Parkin, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

Officers: George Dyson (Town Clerk), Karen Bray (Information and Community Facilities Officer), Jerome O'Meara (Marketing and Communications Officer).

2 members of the public were in attendance.

1. CCE334 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:34, welcomed everyone, went through the building fire procedures, asked that phones be put onto silent and notified those present that the meeting is being recorded, and informed the Committee of the following:

- Congratulations to our newly appointed Town Clerk & Responsible Financial Officer.
- Next Bingo is 25th October 2023 – 2 – 4pm
- Next Cinema is 18th October, 7.30pm showing Barbie.
- Halloween Party is 27th October – any Cllrs willing to support are welcomed.
- Deadline for content submissions for November eNews is COP 23rd October 2023.

The Chair also welcomed the newly appointed Youth Mayor and Deputy Youth Mayor.

2. CCE335 PUBLIC QUESTIONS

There were no public questions.

3. CCE336 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were no apologies for absence.

4. CCE337 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Veck declared an interest in item CCE342 as she is providing the catering for the party.

5. CCE338 TO ADOPT THE MEETING MINUTES OF 1ST AUGUST 2023

Proposed by: Cllr Alexander. Seconded by: Cllr Donovan.

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

6. CCE339 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE340 TO START DISCUSSING THE BUDGET FOR THE NEXT FINANCIAL YEAR

Cllr Donovan informed the Committee that she met with the RFO on Friday and went through a provisional draft budget.

The Chair added that a £500 budget as an event float would be included in next year's budget.

8. CCE341 TO RECEIVE A VERBAL UPDATE ON THE COMMUNITY SPACE SCHEME

Cllr Veck introduced the item and explained how the scheme is working, that there have been positive responses initially and that if any Councillors had some spare time on a Monday then they would be welcome to come to support the space.

Cllr Seabrook added that the Community Space has been clashing with the COVID Vaccinations which has made it difficult to know what people are coming into Community House for, also adding thanks to all the staff who have been on duty whilst the vaccinations have been taking place.

The Committee **noted** the verbal report.

9. CCE342 TO RECEIVE A REPORT FROM THE HALLOWEEN TASK AND FINISH GROUP

The Information and Community Facilities Officer introduced the item and informed the Committee that all tickets had now sold out.

The Chair informed the Committee that there is another TFG meeting scheduled for 20th October to discuss the final plans, and reminded Committee members that any support on the day is welcome.

The Committee **noted** the verbal report.

10. CCE343 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS RELATING TO PUBLICISING THE MERIDIAN WALK

Cllr Donovan introduced the report and explained the background to the item.

The Marketing and Communications Officer will arrange a time with Cllr Donovan and other interested Councillors to go on the walk to start progressing this item.

11. CCE344 TO RECEIVE A VERBAL UPDATE ON THE CAROL CONCERT PLANNING

The Information and Community Facilities Officer introduced the item and informed the Committee that she and Cllr Donovan had sat down and spoken to relevant local stakeholders, the concert will take place in the Main Hall at Community House on 24th November 2023, 4 – 5.30pm.

The Committee **noted** the verbal report.

12. CCE345 TO NOTE THE REPORT ON ARMISTICE & REMEMBRANCE DAYS

The Clerk summarised the report, which the Committee **noted**.

13. CCE346 TO DISCUSS FUTURE IDEAS FOR CIVIC FUNDRAISING

Cllr Veck introduced the report and explained the background to the item.

The Committee discussed a couple of ideas, including a climate fair, which the Deputy Youth Mayor will liaise with Cllr Seabrook about.

It was proposed that we form a TFG to investigate the possibility of putting on a May Day fair.

Proposed by: Cllr Donovan. Seconded by: Cllr Seabrook.

The Committee resolved to agree to this proposal.

The May Day TFG is to consist of: Cllrs Donovan, Harman, Seabrook, Ashby-Parkin, and the Deputy Youth Mayor.

14. CCE347 TO RECEIVE A REPORT ON AN EVENT TO MARK THE CLOSURE OF THE MERIDIAN CENTRE

The Marketing and Communications Officer introduced the item.

Cllr Donovan put forward some thoughts on people who could be approached about the history of the centre, and Cllr Veck suggested an eNews appeal for photos, information, etc in the November edition.

The Committee further discussed including a recognition of the closure as part of the Christmas Afternoon Tea, collating a list of all businesses that have traded in the centre, and a time capsule.

It was proposed that Information boards about the Meridian Centre be prepared and that it be included in the Christmas Afternoon Tea.

Proposed by: Cllr Donovan. Seconded by: Cllr Seabrook.

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

15. CCE348 TO RECEIVE A REPORT ON THE APPOINTMENT OF A YOUTH MAYOR

The newly appointed Youth Mayor and Deputy Youth Mayor were present at the meeting, the Committee congratulated them on their new roles.

16. CCE349 TO AGREE A REQUEST TO THE PERSONNEL COMMITTEE THAT SAFEGUARDING IS ADDED TO THE COUNCILLORS TRAINING PLAN FOR MEMBERS THAT ATTEND EVENTS.

The Town Clerk will write a report for the next Personnel Committee meeting to include a recommendation for Safeguarding training for members attending events and whether DBS checks are necessary.

17. CCE350 TO NOTE UPCOMING EVENTS

The Committee **noted** the events calendar.

18. CCE351 TO DISCUSS AND AGREE A NEW REPORT TEMPLATE FOR EVENTS

The Clerk introduced the item and the Marketing and Communications Officer added some background information.

It was proposed that the Committee agree to use the new report template for event proposals.

Proposed by: Cllr Donovan. Seconded by: Cllr Alexander.

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

19. CCE352 TO SET UP A TFG TO REVIEW THE FILMING POLICY

The Clerk summarised the report and Cllr Donovan noted the importance of properly advertising filming opportunities.

It was proposed that a TFG be set up to review the filming policy.

Proposed by: Cllr Donovan. Seconded by: Cllr Ashby-Parkin.
The Committee **resolved** to **agree** to this proposal.

TFG to consist of: Cllrs Donovan, Ashby-Parkin, Norcott-Jones, and the Marketing and Communications Officer.

20. CCE353 TO DISCUSS D-DAY 80 CELEBRATIONS IN 2024

There was a discussion on the information included in the papers.

It was proposed that the Committee agree a date for a celebration and get the Town Crier booked in for this and set up a TFG to meet later in the year, once Halloween is over.

Proposed by: Cllr Seabrook. Seconded by: Cllr Norcott-Jones.
The Committee **resolved** to **agree** to this proposal.

21. CCE354 TO RECEIVE A VERBAL UPDATE FROM THE TASK & FINISH GROUPS (TFGs):

a. Community Awards.

No update – this TFG is yet to meet.

22. CCE355 AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING FOR 28TH NOVEMBER 2023

The date of the next meeting was confirmed for 28th November 2023 at 7.30pm.

There being no further business the meeting ended at 20:44.



Peacehaven Town Council

Terms of Reference & Schemes of Delegation

- 1. Introduction**
- 2. Standing Committees**
 - 2.1. Civic and Community Events**
 - 2.2. Leisure, Amenities, and Environment**
 - 2.3. Personnel**
 - 2.4. Planning and Highways**
 - 2.5. Policy and Finance**
- 3. Officers**
 - 3.1. Town Clerk**
 - 3.2. Responsible Financial Officer**

1. Introduction

Local Councils may only do what legislation requires or permits them to do. The Local Government Act 1972, s101 (with some exceptions) allows the Council to delegate functions to committees, sub committees, officers, or other authorities. Authority to make decisions cannot be delegated to an individual Councillor or group of Councillors outside of a committee.

In addition to legislation, the business of the Council is governed by its adopted Standing Orders and Financial Regulations.

The Chair and Vice Chair of Council will also be ex-officio members with full voting rights of every Committee.

The Council cannot delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

2. Standing Committees

2.1. Civic and Community Events

Membership

The Civic and Community Events Committee shall have a maximum of nine (9) members.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Civic and Community Events Committee shall meet at least five (5) times per year.

Terms of Reference

- Supporting the Civic Office in the day-to-day organisation of the agreed events.
- The management, organisation, and facilitation of Council led events (both Civic and Community)
- Publicity of the Council, including through the website, eNews, Social Media channels, printed media, and any other council publicity.
- Increasing income streams, including for fundraising purposes, within areas under the Committees terms of reference.
- The management of the council's Civic responsibilities.
- Increasing levels of public engagement with the council.

Scheme of Delegation

- To **decide** the number and type of civic events held during the year.
- To **decide** the number and type of large mayoral fundraising events held during the year.
- To **agree** and regularly review the council's marketing strategy.
- To **ensure** adequate risk assessments are completed for all events.
- To **agree** and regularly review the council's publications.
- To **prepare** annual committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee.
- To **review** the success of events, including attendance levels and charitable profit made.
- To **review** regularly and strengthen communications with the Community effectively via the Councils Media platforms.

2.2. Leisure, Amenities, and Environment

Membership

The Leisure, Amenities, and Environment Committee shall have a maximum of nine (9) members.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Leisure, Amenities, and Environment Committee shall meet at least five (5) times per year.

Terms of Reference

The maintenance, management, and improvements of outdoor facilities. This includes:

- Parks and PTC owned or managed Greenspaces throughout the Town
- Environmental Issues
- Playgrounds and Play Equipment
- Recreation Grounds and Sports pitches and facilities
- Seats and litter bins (other than those on public highways)
- The Town Council banner board
- Car parking provision and Centenary Park
- Council owned buildings (excluding Community House)

Making decisions in line with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.

Submitting proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast

Scheme of Delegation

- To **create and monitor** a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
- To **manage** the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment and buildings (excluding Community House).
- To **determine** annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
- To **manage** the provision of recreational facilities.
- To **monitor** safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
- To **recommend** to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
- To **prepare** annual Committee budget estimates for review by the Policy and Finance Committee.
- To **manage and monitor** at each committee meeting the income and expenditure against the approved budget for the committee.
- To **advise** on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
- To **recommend** to the Policy & Finance Committee on matters relating to leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- To **report** progress against the Council's Internal and Community Business Plans.

2.3. Personnel

Membership

The Personnel Committee shall have a maximum of nine (9) members.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Personnel Committee shall meet no more than four times per year. The Committee Chair may call additional extraordinary meetings when unexpected or urgent Personnel matters arise.

Terms of Reference

Overseeing matters relating to Council employees in line with relevant legislation and the Council's employment policies.

Dealing with matters which may arise and which are likely to directly or indirectly affect the terms and conditions of Council employees.

Scheme of Delegation

- To **approve** adverts, job descriptions, personnel specifications, and salary terms for staff vacancies.
- To **agree** interview panels **or delegate** authorisation to senior employees (as appropriate) in accordance with agreed council policy.

- To **review** the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary.
- To **assess** and act where necessary in respect of staff grievances in accordance with agreed council policy.
- To **assess** and act where necessary in respect of staff disciplinary in accordance with agreed council policy.
- To **approve** annual salary increases in accordance with the requirements of Financial Regulations.
- To **recommend** to Full Council the appointment or dismissal of Council employees.
- To **recommend** to the Policy and Finance Committee updates to the employee handbook and any other personnel related policies or procedures.

2.4. Planning and Highways

Membership

The Planning and Highways Committee shall have a maximum of nine (9) members, where possible this should include at least one member from each ward.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Planning and Highways Committee shall meet at least once per month, except where there are no new planning applications or other business to be transacted.

Terms of Reference

To consider and comment on every planning application affecting Peacehaven. This includes:

- Planning applications
- Tree works applications
- Highways matters & issues
- Public transport

The management, maintenance, and improvement of PTC owned highways related facilities and furniture within the public realm, including:

- Bus shelters
- Bins
- Planters
- Lampposts and lighting
- Bollards
- Other PTC owned or managed street furniture.

Applications of a large or contentious nature may be referred to an extraordinary meeting of Full Council at the Discretion of the Chair of Council.

Scheme of Delegation

- To **comment** to the Local Planning Authority on applications for planning permission.
- To **comment** in respect of appeals against the refusal of planning permissions.
- To **agree** recommendations regarding street names.

- To **monitor** the Town and other developmental plans and the making of all appropriate representations.
- To **facilitate** economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies.
- To **comment** to the appropriate Planning Authority in respect of other planning matters not otherwise referred to.
- To **comment** to the appropriate authority in respect of highway matters and public transport services.
- To **comment** to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally.
- To **manage** the Town Enhancement projects including shrub/flower planters as determined from time to time.
- Be **responsible** for the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters.
- To **prepare** annual committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee.
- To **agree** the frequency and the contractor for highway grass verge cutting on an annual basis.

2.5. Policy and Finance

Membership

The Policy and Finance Committee shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council and Chairs of the other Standing Committees.

Quorum

Three (3) members must be present to constitute a quorum.

Meetings

The Policy and Finance Committee shall meet at least five (5) times per year.

Terms of Reference

To manage the Council budget and its assets. This includes:

- Budget & finance, including planning/annual budgets/payment of accounts/financial audits/ setting of fees & charges
- Premises & Capital Assets, including Community House and its operation
- Capital projects and spend
- Licences, leases and agreements (other than Allotments)
- Monitoring and overseeing Corporate Governance arrangements
- Grant requests

Scheme of Delegation

- To **recommend** on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference).
- To **review** and **adopt** appropriate policies to support the day-to-day administration of the council.
- To be **responsible** for matters not specifically delegated to any other standing committee.
- To **ensure** risk assessments are undertaken as appropriate.
- To **ensure** the council has adequate insurance.
- To **review** and update the Council's Asset register.
- To **agree** the Council's insurance requirements.

- To **be lead committee** in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
- To **review** annual Committee budget estimates on all Terms of Reference referred to above not later than December.
- To **manage** and **monitor** at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
- To **prepare** annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole.
- To **consider** and **decide** on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
- To **support, monitor** and **implement** the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.
- To **oversee** all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
- To be **responsible** for Community House, in liaison with the Civic and Community Events Committee.

3. Officers

Terms of Reference for Officers are as laid out in job descriptions and statements of particulars.

3.1. Town Clerk

Scheme of Delegation

To **act** as the Proper Officer¹ of the Council in carrying out all of its functions and to issue all notifications required by law.

To be **responsible** for giving clear and accurate guidance to Councillors, including the Chair, to enable legal and considered decisions to be made.

To be **responsible** for receiving correspondence on behalf of the Council and responding to, dealing with, or bringing correspondences to the attention of the Council as required.

To assume **total responsibility for ensuring that the instructions of the Council are carried out** in connection with its function as a local authority.

To **make orders and incur expenditure** within authorised budgets.

To **be accountable** for the effective management of all of the Council's resources.

To have **overall responsibility for the Council's administrative service.**

To **act as a general manager** in respect of all of the Council's services, projects and initiatives.

To **assume overall responsibility for the supervision of the Council's staff**, in keeping with the policies of the Council, and to ensure that all necessary activities are undertaken in connection with the management of salaries, conditions of employment and work of staff.

To **ensure** that the contractual arrangements with the Council's contractors are organised on an acceptable basis.

¹ The responsibilities delegated by Council to the Proper Officer are as defined in Standing Order 15b.

To **liaise with outside organisations** (locally, regionally and nationally) to strengthen the role of the Council and to effect improved communication.

To **act** as the representative of the Council as required.

To be **responsible** for maintaining, implementing and monitoring the effectiveness of the Council's procedural and policy documents, within the policy framework defined by the Council.

3.2. Responsible Financial Officer

Scheme of Delegation

To **act** as the Council's Responsible Financial Officer as defined by the Local Government Act 1972 in ensuring that the Council's financial processes and records are acceptable and that the Council's finances are carefully administered.

To **make orders, incur expenditure and process payments** within authorised budgets.

To have **overall responsibility for the Council's accounts** and for the preparation of appropriate records for audit and VAT purposes.

To **act** as the representative of the Council as required.

To be **responsible** for preparing financial forecasts for the council and making recommendations to the Council regarding the required precept in the following year.

To be **responsible** for assisting the council to secure economy, efficiency and effectiveness in the use of resources.

To **ensure** that the Council has a sound system of internal control and management of risks.

To **ensure** that financial control systems are observed, and that the Councils accounting records are kept up to date.

To be **responsible** for all matters relating to internal or external audits.

Total	
Open	5
Closed	111
Referred	2

Method of Contact		
Email	29	25%
In Person	36	31%
Phone	49	42%
Letter	2	2%
Raised by PTC	2	2%

Time taken to resolve		
Same day	75	64%
1 - 7 days	24	21%
8 - 30 days	14	12%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epina Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car							1						1
Access	1	2				2		1					6
Animals						2	1	2					5
Antisocial behaviour	2	3		1			1						7
Bins (household)						2	1						3
Bins (non-household)							1						1
Boundaries													0
Dog Bins						1							1
Drains						1							1
Environmental Health													0
Fencing							1						1
Flooding													0
Fly Tipping				1		1	3						5
Grass verges						7	13						20
Health & Safety						1	1			1			3
Illegal advertising													0
Litter		1											1
Misc/Other	3	5		1		6	6			2			23
Overgrown paths							5						5
Overhanging foliage						1	4	2				1	8
Park Enhancements		1											1
Parking		1											1
Pavement/verge obstruction													0
Pavements													0
Personnel	7												7
Planning							2						2
Rights of way													0
Road conditions						3							3
Road signs													0
Street lights													0
Trees													0
Vandalism		8				4							12
Weeds													0
TOTALS	13	21	0	3	0	31	40	5	0	3	0	1	117
	Allotments	Centenary Park	Community House	Epina Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	