**PEACEHAVEN TOWN COUNCIL**

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

**Present** – Cllr C Collier (Chair), Cllr C Cheta (Vice-Chair), Cllr D Seabrook, Cllr I Sharkey,

Cllr A Milliner, Cllr S Griffiths.

Town Clerk, Tony Allen.

**PF859 CHAIRMAN'S ANNOUNCEMENTS.**

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

The Chairman noted that this was the last Committee meeting in the Council term and thanked Committee members and Officers for their input which had created significant improvements in the Council’s financial position.

**PF860 PUBLIC QUESTIONS*.***

There were no public questions.

**PF861 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

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

**PF862 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

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

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

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

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

1. **Finance Officer’s report.**

The Finance Officer’s reports were received and noted.

Clerk to supply Committee members with a copy of the Warm Havens Agreement and an inventory of income & expenditure for this project.

1. **Bank account & Bank Reconciliation statements (for signing).**

Received and resolved for signing.

1. **Income & Expenditure report.**

Received and noted.

1. **Balance Sheet.**

Received and noted.

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

Received and noted.

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

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

1. **Review of external contracts, SLA’s & their ongoing authorisations.**

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

1. **To note 2022/23 Earmarked Reserves going forward.**

The Finance Officer’s report was received and noted.

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

* 1. Youth fund (Joff).
	2. Tree planting.
	3. Warm Havens – ring fenced for a future event.
1. **Funding report for buildings equipment maintenance works.**

Received and noted.

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

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

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

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

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

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

**PF867 TO AGREE A SPECIFICATION FOR THE HUB FEASIBILITY STUDY.**

The Parks Officer’s report was received and noted.

The Clerk related the background to this item.

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

**PF868 TO ADOPT A REVISED VOLUNTEER POLICY.**

Cllr Seabrook related the background to this item.

It was resolved to adopt this policy.

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

The Deputy Clerk’s report was received and noted.

The Clerk related the background to this item.

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

***NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.***

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

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

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

**PF871 AGED DEBT ANALYSIS.**

The Finance Officer’s report was received and noted.

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

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

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