



# 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 12<sup>th</sup> 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 27<sup>TH</sup> 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 7<sup>TH</sup> 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 24<sup>TH</sup> OCTOBER 2023 AT 7:30PM.**

The Date of the next meeting was confirmed as 24<sup>th</sup> 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.*