**Minutes of the meeting of the Peacehaven Town Council’s POLICY AND FINANCE COMMITTEE held on Tuesday 27th June 2023 at 7.30pm in Community House**

**Present** – Cllr Seabrook (Chair of Council), Cllr Griffiths (Committee Chair), Cllr Campbell, Cllr Gallagher, Cllr Davies, Cllr Gordon-Garrett, Cllr Sharkey, Cllr C Cheta.

**PF873 CHAIRMAN'S ANNOUNCEMENTS.**

The Chairman welcomed everyone to the meeting and covered the housekeeping matters and noted that

proper conduct and respect should be observed.

The Chairman noted that the Finance Officer had gained her Level 3 AAT Diploma; the Finance Officer was

congratulated by all present.

**PF874 PUBLIC QUESTIONS.**

There were no public questions.

**PF875 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

It was resolved to accept apologies from Cllr Donovan & Cllr Veck; and that Cllr Davies substitutes for Cllr Donovan and Cllr Gordon-Garrett substitutes for Cllr Veck.

**PF876 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

There were no declarations of interests.

**PF877 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE.**

It was resolved by majority that Cllr Campbell becomes the Committee’s Vice-Chairman.

[Clerk’s Note – Due to an equality of votes, the Chairman used her casting vote in favour of Cllr Campbell].

**PF878 TO ADOPT THE COMMITTEE’S MINUTES OF 7th MARCH 2023.**

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

**PF879 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.

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 May 2023 payments amounting to £75,015.50, as scheduled in the meeting papers.

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

The Clerk reported that the Havens Cars SLA review meeting is scheduled for the 12th July 2023.

1. **Funding report for buildings equipment maintenance works.**

The Finance Officer’s report was received and noted.

**PF880 TO DISCUSS THE COMMITTEE’S ACTION PLAN AND AGREE ANY FURTHER ACTION.**

The Clerk reported that the internal and external surveys of Community House are to be arranged and paid for by Morrisons.

Clerk to update the Acton Plan with all of the Committee’s ongoing tasks.

**PF881 TO ADOPT A DIGNITY AT WORK POLICY.**

It was resolved to adopt the Policy. Clerk to ensure that all relevant references refer to ‘employees and Councillors’ and that the PTC logo is inserted at the top of the document.

**PF882 TO APPROVE THE PURCHASE OF A REPLACEMENT FILE SERVER.**

After discussion, it was agreed to refer this matter to Council for the financial authority and approval.

Clerk to cover the following additional aspects for the report to Council:-

1. Alternative PC/server model options and costs.

2. Alternative solutions to having a file server and costs.

3. Ability to upgrade from Windows 10 to Windows 11.

4. Reliability of SSD drives.

5. Size of main and backup storage required.

6. Are the backup drives proposed external to the main server.

7. What is the current method of off-site backup.

8. Cloud backup options and costs.

9. Government policy restricting the use of certain manufacturers.

**PF883 TO ADOPT A REVISION TO THE COUNCIL’S MEDIA & COMMUNICATIONS POLICY.**

It was resolved to adopt this revised Policy.

**PF884 TO REVIEW COUNCIL’S INVESTMENTS & RETURNS.**

The Clerk reported that he and the Finance Officer are now looking at better options for the Council’s money on deposit. A full report will be made to the Committee in due course.

**PF885 TO APPROVE NORTHSTAR TO GO AHEAD WITH IMPLEMENTING A CYBER ESSENTIALS CERTIFICATION FOR PEACEHAVEN TOWN COUNCIL.**

With no funding available in the current budget for this certification, it was resolved to defer this item for six months, for consideration as part of the budget setting process for 2024-25.

**PF886 PROPOSAL BY CLLR GRIFFITHS FOR THE FORMATION OF A COMMUNITY HOUSE SUB-COMMITTEE.**

After discussion, it was resolved by a majority vote that this Sub-Committee should be formed, adopting the Terms-of-Reference as proposed. Members to be Cllr Griffiths, Cllr Seabrook, Cllr Veck, Cllr Davies and Cllr Cheta; Cllr Griffiths to be the Chair.

***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.***

**PF887 TO APPROVE THE CONTRACT & TERMS & CONDITIONS FOR THE GATEWAY CAFÉ TOILETS & CHANGING PLACES FACILITY CLEANING.**

After discussion, it was resolved that this contract and terms & conditions should be approved on an initial one-year term.

**PF888 AGED DEBT ANALYSIS.**

The Finance Officer’s report was received and noted.

The Finance Officer reported on debt recovery progress and reporting formats.

*The Finance Officer left at this point.*

*The Chair rearranged the order of the next 2 items.*

**PF890 TO APPROVE THE TENDERING FOR THE PHASE 2 PATHWAY RESURFACING AT CENTENARY**

**PARK.**

After discussion, it was resolved that the Tender be approved, subject to corrected wording regarding the

adherence of the new top surface to the bitumen layer, and noting that the ‘French’ drain is essential and its

provision is to be costed separately.

*The Parks Officer left at this point.*

**PF889 TO APPROVE A SMALL INCREASE IN THE FINANCE OFFICER’S WORKING HOURS.**

Cllr Gallagher, followed by Cllr Davies, spoke to say that this item was at the wrong Committee and should rightly be at the Personnel Committee.

Cllr Davies added that the consequences of ad-hoc contract changes could have impacts from employment law.

2 attendees became agitated and the Chair asked Cllr Davies to leave the meeting.

After discussion, it was resolved by a majority vote to amend the Finance Officer’s contract to allow the

additional 1.5 hours per week proposed.

**PF891 DATE OF NEXT MEETING – TUESDAY 12TH SEPTEMBER 2023 AT 7.30PM.**

*There being no further business, the meeting closed at 21:00*