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**DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 30<sup>th</sup> January 2024 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 Wendy Veck, Cllr Debbie Donovan, Cllr Ian Alexander.

**Officers:** George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer), Kevin Bray (Parks Officer).

No members of the public were in attendance.

**1. PF954 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:33, welcomed everyone, and informed the Committee that the next Bingo is Wednesday 14<sup>th</sup> February, and the next Cinema is Wednesday 21<sup>st</sup> February showing One Life.

**2. PF955 PUBLIC QUESTIONS**

There were no public questions.

**3. PF956 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Gallagher.

**4. PF957 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5. PF958 TO ADOPT THE COMMITTEE'S MINUTES OF 12<sup>TH</sup> DECEMBER 2023**

**Proposed By:** Cllr Sharkey                      **Seconded By:** Cllr Donovan  
The minutes were **agreed** and **adopted**.

**6. PF959 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 20<sup>TH</sup> NOVEMBER 2023.**

It was highlighted that there were spelling errors on items CH036, CH039, CH038, and CH031.

**Proposed By:** Cllr Griffiths                      **Seconded By:** Cllr Donovan  
The minutes were **agreed** and **adopted** subject to the necessary spelling corrections being made.

**7. PF960 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18<sup>TH</sup> JANUARY 2024.**

The Committee **noted** the draft minutes.

## **8. PF961 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

### **1. Finance Officer's report**

The RFO briefly summarised the report and added that she would be speaking to Committee Chairs shortly about proposed items to be earmarked.

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

**Proposed by:** Cllr Sharkey                      **Seconded by:** Cllr Campbell  
The Committee **resolved** to **agree** to sign the bank reconciliation statements.

### **3. Income & Expenditure report**

The Committee **noted** the report.

### **4. Balance Sheet**

The Committee **noted** the balance sheet.

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

The Committee **noted** the report.

### **6. List of payments (for approval)**

**Proposed by:** Cllr Seabrook                      **Seconded by:** Cllr Campbell  
The Committee **resolved** to **approve** the list of payments.

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

The Committee **noted** the report.

### **8. Funding report for buildings equipment maintenance work**

The Committee **noted** the report.

## **9. PF962 TO DISCUSS THE COMMITTEE'S ACTION PLAN AND AGREE ANY FURTHER ACTION**

Items 1 & 3 can now be removed from the Action Plan as completed.

The review of PTC Terms & Conditions of Hire to be added to the Action plan.

## **10. PF963 TO AGREE FUNDING FOR PARKS SIGNAGE**

The Clerk briefly introduced the report. Cllr Donovan asked for clarification on the material, the Parks Officer confirmed the signs are to be made from recycled plastic.

Cllr Sharkey explained that lots of work has gone into this through the Leisure, Amenities, and Environment Committee.

It was proposed that the funding for the signage be approved to come from PTC CIL, up to £1000.

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

#### **11. PF964 TO RECEIVE A REPORT AND AGREE ACTIONS ON THE GROUNDS TEAM MACHINERY**

The Parks Officer introduced the item and summarised the background. The Committee briefly discussed the possibility of electric vehicles and the practicalities of using HVO fuel.

It was proposed that the Parks Officer proceed with the work to replace the tractor for up to £33,000. £20,000 is to come from Chalkers Rise CIL, and the remaining amount to be made up from PTC CIL and the trade in value of the current tractor.

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

#### **12. PF965 TO RECEIVE A REPORT AND AGREE ACTIONS FOR BOWLING GREEN WORKS**

The Parks Officer introduced the item.

It was proposed that the quote from G. Richards for £7,999 be accepted to undertake the work on the pathway.

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

The Committee then discussed the irrigation system – the Parks Officer printed out and circulated a copy of the quote received, explaining that due to the specialist nature of the system there are very few local companies available to quote.

It was proposed that the Committee accept the recommendation to proceed with the works, with the Bowls club contributing half the cost, and with PTC's contribution being paid from PTC CIL, provided that the Parks Officer speak with other local bowls clubs to check that the quote is in line with what they would expect to be paying.

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

#### **13. PF966 TO RECEIVE A REPORT AND AGREE ACTIONS RELATING TO THE COMMUNITY HOUSE AIR HANDLING UNITS TENDER**

The Town Clerk introduced the item and gave an update on the status of the tender.

It was proposed that the Committee agree to the recommendation to fund the additional cost from the PTC CIL pot.

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

Cllrs Griffiths and Seabrook will be present at the opening of the tenders and provide a shortlist for Committee to consider.

#### **14. PF967 TO ADOPT A REVISED SINGLE USE PLASTICS POLICY**

Cllr Seabrook introduced the item and explained that the proposed changes are tracked in red on the document.

It was proposed to adopt the revised policy.

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

#### **15. PF968 TO ADOPT A REVISED MEMORIAL BENCHES POLICY**

The Town Clerk introduced the item, the Committee briefly discussed the background to the policy.

It was proposed to adopt the revised policy.

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

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

#### **16. PF969 TO ADOPT REVISED CONDITIONS OF HIRE FOR COMMUNITY HOUSE**

The Chair raised a number of concerns with the proposed policy, most of which were retained from the existing conditions of hire adopted in 2020.

It was felt that the document needed some further work before it can be adopted.

It was proposed that the conditions of hire be returned to the TFG for revision and that they report back to the next Full Council meeting, and that Cllrs Griffiths, Veck, and Seabrook be added to the PTC conditions of hire TFG.

**Proposed by:** Cllr Sharkey      **Seconded by:** Cllr Veck

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

#### **17. PF970 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A RESERVE BANK ACCOUNT**

The RFO introduced the item and gave a thorough summary of the research she has undertaken into this matter.

It was proposed that the Committee accept the recommendation in the report.

**Proposed by:** Cllr Seabrook      **Seconded by:** Cllr Veck

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

#### **18. PF971 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**

##### **i. To review conditions of hire for PTC premises**

This TFG had already been discussed at length earlier in the meeting.

#### **19. PF972 DATE OF NEXT MEETING – TUESDAY 12<sup>TH</sup> MARCH 2024 AT 7.30PM.**

The Date of the next meeting was confirmed as 12<sup>th</sup> March 2024 at 7.30pm.

#### **20. PF973 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Seabrook      **Seconded by:** Cllr Sharkey

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

*The Parks Officer left at this point (20:48)*

**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. PF974 AGED DEBT ANALYSIS.**

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

*There being no further business the meeting ended at 20:50*