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Meridian Way,
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DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 30th April 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, Cllr Paul Davies, Cllr Cathy Gallagher.

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

1. PF998 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:41, welcomed everyone, asked that phones be put onto silent, briefly went through the building fire procedures, and informed the Committee that the next Bingo is next Wednesday.

2. PF999 PUBLIC QUESTIONS

There were no public questions.

3. PF1000 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta, with Cllr Davies substituting.

4. PF1001 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Griffiths and Cllr Seabrook both declared non-pecuniary interests in item PF1009.

5. PF1002 TO ADOPT THE COMMITTEE'S MINUTES OF 12TH MARCH 2024

Proposed By: Cllr Sharkey **Seconded By:** Cllr Seabrook

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

6. PF1003 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 15TH FEBRUARY 2024

Proposed By: Cllr Gallagher **Seconded By:** Cllr Donovan

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

7. PF1004 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18TH APRIL 2024

The Committee **noted** the draft minutes.

8. PF1005 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

The Town Clerk briefly summarised the RFO's report.

Cllr Campbell asked about whether any issues had been highlighted in the Internal Auditors report. The Town Clerk informed the Committee that the only things flagged up were those which were expected and that the report in full would be going to the Annual Council meeting.

Cllr Gallagher asked about the allocation of the £30k reserve money, and what heading this is under. The Town Clerk confirmed that the money is for Community House improvements, and that it would be on the budget monitoring report seen by this Committee.

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

Proposed by: Cllr Campbell **Seconded by:** Cllr Alexander
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 Campbell **Seconded by:** Cllr Alexander
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. PF1006 TO ADOPT REVISED T&Cs FOR THE HUB

The Chair introduced the report and highlighted which areas decisions needed to be made in. The Committee discussed the draft document.

It was proposed that the Committee agree to the second option for condition 1.1 (basing deposit on hire time rather than hirer age).

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

It was proposed to remove condition 9.2.

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

It was proposed to remove the first sentence of condition 9.4.

Proposed by: Cllr Alexander **Seconded by:** Cllr Donovan

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

It was proposed, that subject to the above amendments, the Committee agree to adopt this revised terms and conditions for the Hub.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Donovan

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

10. PF1007 TO AGREE TO PURCHASE A NEW TRACTOR

It was proposed that Committee agree to the recommendation in the report to purchase the Kubota tractor.

Proposed by: Cllr Seabrook **Seconded by:** Cllr Gallagher

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

11. PF1008 TO AGREE TO RECOMMEND THAT COUNCIL CHANGE A DECISION FROM ITEM PF970 (RESERVE BANK ACCOUNT ALLOCATION)

It was proposed that the recommendation to refer the matter to Full Council be agreed.

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

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

Cllr Campbell took the Chair at this point (20:09)

12. PF1009 TO AGREE WHETHER TO RETURN A DEPOSIT FROM A HUB BUILDING HIRER

Cllr Campbell gave a summary of what she had found out since this report was first brought to her attention, and suggested that in her opinion the deposit should be returned on this occasion.

Cllr Veck queried why this matter had come to this Committee, the Clerk explained the reasoning behind it being at the Committee.

The Committee discussed the handling of the matter and implementation of the terms and conditions.

It was proposed that the full deposit be refunded to the hirer.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Veck

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

The Committee further discussed the reporting mechanisms for this sort of issues, the Clerk explained that in the future they could be logged as incidents through the HR system.

Cllr Griffiths returned to the Chair (20:21)

13. PF1010 TO DECIDE ON A QUOTE TO INSTALL CCTV AT COMMUNITY HOUSE

The Committee discussed the quotes provided in detail, after which it was proposed that the Committee proceed with the second quote included in the meeting papers at a cost of £3516.00.

Proposed by: Cllr Donovan **Seconded by:** Cllr Alexander

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

14. PF1011 DATE OF NEXT MEETING – TUESDAY 9TH JULY 2024 AT 7.30PM.

The Date of the next meeting was confirmed as 9th July 2024 at 7.30pm.

15. PF1012 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell

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:-

16. PF1013 AGED DEBT ANALYSIS.

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

There being no further business the meeting ended at 20:38