

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 11th February 2025 at 7.30pm.

Present: Cllr Alexander (Chair of Committee), Cllr Davies (Vice-Chair of Committee), Cllr Donovan (Chair of Council), Cllr Gallagher, Cllr Sharkey, Cllr Campbell, Cllr Griffiths, Cllr Veck.

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance.

1. PF1081 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, read out a statement on civility & respect, briefly ran through the building fire procedures, asked that phones be put onto silent, informed members that the meeting is being recorded for internal use, and reminded members about confidentiality of items discussed in closed session.

2. PF1082 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

There were no public questions.

3. PF1083 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Gordon-Garrett.

4. PF1084 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1085 TO ADOPT THE COMMITTEE'S MINUTES OF 26TH NOVEMBER 2024

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan
The minutes of 26th November 2024 were **agreed** and **adopted**.

6. PF1086 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The RFO asked if any members had questions about the report, to which there were none. The Committee **noted** the report.

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

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

c. Income & Expenditure report.

Committee **noted** the Income & Expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

Committee **noted** the CIL & S.106 report.

f. List of payments (for approval).

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

7. PF1087 TO DISCUSS CHANGING SERVICE LEVEL AGREEMENTS

The Clerk introduced the report and explained some of the key considerations. The Committee discussed whether the proposed amount was enough, as well as the timescales of informing organisations with SLAs and inviting invitations for Service Level Grants.

It was proposed that Committee refer the report to Full Council with a recommendation to agree to the proposed change from Service Level Agreements to a Service Level Grant system.

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

8. PF1088 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON FIXED TERM DEPOSIT ACCOUNTS

The RFO introduced and summarised the report, and went on to clarify the interest that would be received for different fixed periods.

The Committee discussed the sum of money that could be put into a fixed term account, as well as the most effective ways to do this to ensure the maximum possible interest, weighed up against the need to have instant access to funds.

It was proposed that the Committee recommend to Full Council that the Council open a fixed term deposit account with Unity Trust, putting away £200,000 for 12 months.

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

9. PF1089 TO AGREE EARMARKING UNSPENT BUDGET FROM 2024/25 FINANCIAL YEAR

The RFO introduced the report, and there were several questions from Committee members for clarification on which budgets were being earmarked, which the RFO answered.

It was proposed that Committee agree to the report recommendation of which budgetary areas to earmark.

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

10. PF1090 TO NOTE OVERSPENT BUDGETARY AREAS

The Committee **noted** the report.

11. PF1091 TO DISCUSS BRINGING COMMUNITY BUILDINGS UNDER ONE SUB-COMMITTEE OR WORKING GROUP (FROM THE COMMUNITY HOUSE SUB-COMMITTEE)

The Clerk introduced the report, which the Committee discussed at length, including considerations around what the Officer involvement would be, benefits of a Working Group or Committee/ Sub-Committee, how it would fit with the terms of reference and scheme of delegation, ensuring that the group wouldn't start impacting on Officers responsibilities, and importance of action plans and targets for the group.

It was proposed that the Committee agree that Community Buildings should come under one group, and that the Committee request that Full Council forms a TFG to look at the whole Committee structure, as well as form an interim Community Buildings Working Group until the May Annual Council meeting.

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

12. PF1092 TO NOTE EARMARKED RESERVES SPENT IN 2024/25

The Committee **noted** the report. It was also requested that a similar report come to Committee in the future, perhaps on a 6-monthly basis.

13. PF1093 TO AGREE THE COMMUNITY HOUSE 10-YEAR PLAN

The RFO introduced the report and gave some of the background information to the item.

The Committee discussed the layout/ presentation of the plan, and how priorities are shown, it was felt that this could be worked on further moving forward.

It was proposed that the Committee agree to the recommendation to adopt the Community House 10-year plan.

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

14. PF1094 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON AN AUDIT WORKING GROUP

It was proposed that the Committee agree to set up an Audit Working Group, but request the Full Council appoints members at the next meeting.

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

15. PF1095 DATE OF NEXT MEETING – TUESDAY 1ST APRIL 2025 AT 7.30PM

The date of the next meeting was confirmed as Tuesday 1st April 2025 at 7.30pm.

16. PF1096 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell Seconded by: Cllr Griffiths
The Committee **resolved** to **exclude** press and public from the remaining agenda items.

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 are excluded from the rest of the meeting.*

17. PF1097 AGED DEBT ANALYSIS

The Committee **noted** the report.

18. PF1098 TO AGREE RECOMMENDED WRITE OFFS

It was proposed that Committee agree to the recommended write off in the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

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

There being no further business, the meeting was closed at 21:01.