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DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 17th September 2024 at 7.30pm.

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

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

No members of the public were in attendance.

1. PF1033 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:31, welcomed everyone, explained fire procedures, asked that phones be put onto silent, explained that the meeting is being recorded, and shared the following information;

The Cinema planned for tomorrow has been cancelled due to low ticket sales
The Mayor of Peacehaven's Charity Quiz Night is on Friday 20th Sept at Community House
The Clerk has been chosen as the winner of the Society of Local Council Clerk's New Clerk of the Year 2024, those present congratulated the Clerk on the achievement.

2. PF1034 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. PF1035 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1036 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1037 TO ADOPT THE COMMITTEE'S MINUTES OF 9TH JULY 2024

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey
The minutes were **agreed** and **adopted** by the Committee.

6. PF1038 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

- a. Finance Officer's report.
The RFO gave a summary of the report in the papers which the Committee **noted**.
- b. Bank account & Bank Reconciliation statements (for signing).
Proposed by: Cllr Gallagher Seconded by: Cllr Donovan.
The Committee **resolved** to **agree** to sign the bank accounts and bank reconciliation statements.
- c. Income & Expenditure report.
The Committee **noted** the report.

- d. Balance Sheet.
The Committee **noted** the balance sheet.
- e. CIL & S.106 report (income, expenditure & bids).
The Committee discussed the allocation of S.106 monies to the major road networks, and whether we could influence how this is spent.
- f. List of payments (for approval).
Proposed by: Cllr Sharkey Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to approve the list of payments.

7. **PF1039** TO RECEIVE THE EXTERNAL AUDITORS REPORT

The RFO was commended on the excellent report. The Committee **received** the external auditors report and **noted** the conclusion of audit.

8. **PF1040** TO AGREE TO RECOMMEND REVISED FINANCIAL REGULATIONS TO FULL COUNCIL

The RFO briefly summarised the reason for this update, and explained the changes to the document.

It was proposed that that Committee agree to recommend the revised financial regulations to Full Council as read.

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Campbell
The Committee **resolved** to **agree** to this proposal.

9. **PF1041** TO DISCUSS ANY REVISIONS TO STANDING ORDERS

The Town Clerk introduced the item and the Committee discussed possible revisions, particularly around handling non-pecuniary interests.

It was proposed that the Clerk provide options for Council to consider regarding how to handle non-pecuniary interests at the next Full Council meeting.

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

10. **PF1042** TO DISCUSS THE TERMS OF REFERENCE FOR A WORKING GROUP LOOKING AT A POTENTIAL MERGER WITH TELSCOMBE TOWN COUNCIL

The Town Clerk briefly introduced the item and gave a summary of the background, there was a length discussion on the Terms of Reference, which resulted in reviewing each section, from which the following amendments were suggested before the item come back to Full Council:

Reword of 2.1 to bring it in line with 2.2.

Change wording on 9.1 & 9.2 from 'minutes' to 'notes'.

There were concerns around item 8, however, no alternative wording could be agreed.

The Town Clerk will also email out to gauge interest from Councillors in joining the Working Group.

11. **PF1043** TO NOTE THE T&CS FOR THE 2025 SUMMER FAIR

The Committee **noted** the T&Cs.

12. **PF1044** TO REVIEW THE MEMBERS ALLOWANCES POLICY

The Town Clerk introduced the item and gave some background, particularly relating to the district remuneration panel's report that was included in the papers. The Committee discussed the item and

were generally in agreement that there was a need for an increase to the allowance, and discussed what this increase might be.

It was proposed that the Committee agree to increase the allowance by £100 per year for the next 3 years.

Proposed by: Cllr Veck Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to this proposal by a majority of 8, with one against.

13. PF1045 TO REVIEW AND ADOPT THE BEE KEEPING POLICY

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey
The Committee **resolved** to **adopt** this policy.

14. PF1046 TO REVIEW AND ADOPT THE TREE WORKS AND INSPECTION POLICY

Proposed by: Cllr Campbell Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **adopt** this policy.

15. PF1047 TO ADOPT AN APPLYING FOR GRANTS POLICY

Proposed by: Cllr Griffiths Seconded by: Cllr Davies
The Committee **resolved** to **adopt** this policy.

16. PF1048 TO AGREE BRAND GUIDELINES FOR THE MAYOR OF PEACEHAVEN

Proposed by: Cllr Griffiths Seconded by: Cllr Veck
The Committee **resolved** to **adopt** the brand guidelines for the Mayor of Peacehaven.

17. PF1049 TO DISCUSS THE FUNCTION OF THE COMMUNITY HOUSE SUB-COMMITTEE

The Town Clerk and RFO introduced the item, which the Committee discussed at length, including the sub-committee's terms of reference, purpose, costs, and ongoing work.

It was proposed that the Committee agree to pause the sub-committee meetings and review the terms of reference when the meetings resume.

Proposed by Cllr Donovan Seconded by: Cllr Gallagher
The Committee **did not agree** to this proposal by a majority of 2 in favour, 5 against, and 1 abstention.

It was proposed that the sub-committee meetings continue as scheduled.

Proposed by: Cllr Davies Seconded by: Cllr Griffiths
The Committee **resolved** to **agree** to this proposal by a majority of 5 in favour, 1 against, and 3 abstentions.

18. PF1050 TO AGREE THE SOURCE OF ADDITIONAL COSTS FOR CENTENARY PARK FENCING

The RFO summarised the report and it was proposed that the Committee agree to take the additional costs from the Big Park Earmarked Reserve.

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

19. PF1051 TO ADOPT REVISED T&CS FOR HIRE OF THE DELL

Cllr Veck summarised the work that the TFG had undertaken in reviewing these T&Cs. It was proposed that the Committee adopt the revised T&Cs.

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

20. PF1052 TO ADOPT REVISED COMMERCIAL HEALTH AND FITNESS ACTIVITIES IN PARKS TERMS AND LICENCE APPLICATION FORM

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to adopt the revised commercial health and fitness activities in parks terms and licence application form.

21. PF1053 TO ADOPT REVISED RULES AND REGULATIONS FOR MINI MARKETS HELD AT COMMUNITY HOUSE

Cllr Campbell explained that this document is an addendum to the substantive Community House T&Cs specifically for mini-markets.

It was proposed that the Committee adopt the revised rules and regulations for mini markets held at community house.

Proposed by: Cllr Veck Seconded by: Cllr Campbell

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

22. PF1054 DATE OF NEXT MEETING – TUESDAY 17TH SEPTEMBER 2024 AT 7.30PM.

The next meeting was confirmed as 26th November 2024.

23. PF1055 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to exclude press and public from the remaining 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.*

24. PF1056 AGED DEBT ANALYSIS

The RFO summarised the report, highlighting one particular account that she is having discussions with to reduce the debt.

The committee **noted** the report.

There being no further business, the meeting closed at 21:44.