

George Dyson  
Town Clerk

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



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

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**DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 9<sup>th</sup> July 2024 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 Gordon-Garrett, Cllr Griffiths, Cllr Seabrook.

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

No members of the public were in attendance.

**1. PF1014 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, ran through the building fire procedures, requested that phones be put onto silent, and informed the Committee that the meeting was being recorded, followed by highlighting the following upcoming events:

13<sup>th</sup> July – Towards Zero Carbon Fair  
17<sup>th</sup> July – Bingo  
19<sup>th</sup> July – Quiz  
28<sup>th</sup> July – Mayor's Civic Service.

**2. PF1015 PUBLIC QUESTIONS**

There were no public questions.

**3. PF1016 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Campbell, with Cllr Seabrook Substituting. Apologies were also received from Cllr Veck.

**4. PF1017 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**5. PF1018 TO ADOPT THE COMMITTEE'S MINUTES OF 30<sup>TH</sup> APRIL 2024**

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

**6. PF1019 TO ELECT A COMMITTEE VICE-CHAIR**

It was proposed that Cllr Davies be Vice-Chair of the Committee.

**Proposed By:** Cllr Gallagher                      **Seconded By:** Cllr Sharkey

It was proposed that Cllr Griffiths be Vice-Chair of the Committee.

**Proposed By:** Cllr Gordon-Garrett              **Seconded By:** Cllr Seabrook

5 members were in favour of Cllr Davies being Vice-Chair of Committee.  
3 members were in favour of Cllr Griffiths being Vice-Chair of Committee.

The Committee therefore **resolved** to **agree** by majority that Cllr Davies be Vice-Chair of the Committee.

**7. PF1020 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 14<sup>TH</sup> MAY 2024**

**Proposed By:** Cllr Griffiths                      **Seconded By:** Cllr Davies  
The minutes were **agreed** and **adopted**.

**8. PF1021 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 27<sup>TH</sup> JUNE 2024**

The Committee **noted** the draft minutes.

**9. PF1022 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**a. Finance Officer's report**

The RFO introduced the report and invited questions from the Committee.

Cllr Alexander queried a returned high-value payment. The RFO clarified that this was due to a signatory error on a cheque, and that the payment was later processed through BACS instead via 2 smaller transfers.

Cllr Gallagher asked about the benefit of moving to more BACS working rather than Cheques, the RFO clarified that some additional payee information is available.

Cllr Donovan questioned the use of Heyzine for the eNews. The Town Clerk explained that this was as per a decision of the Civic & Community Events Committee, and that there were no cheaper alternatives that we had been able to find, however, also clarified that the payment was an annual fee, not monthly.

Cllr Donovan also queried a transaction on the Civic & Community Events Income and Expenditure sheet, which the RFO will clarify by email later in the week.

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

**Proposed by:** Cllr Sharkey                      **Seconded by:** Cllr Davies  
The Committee **resolved** to **agree** to sign the 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 **noted** the report.

**f. List of payments (for approval)**

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

## 10. PF1023 TO ADOPT A CCTV POLICY

The Clerk introduced the policy which the Committee discussed, and some amendments were suggested as follows:

- Change of the title to 'Community House CCTV Policy'
- Clarification on section 7 about where the guidance for necessary retention periods are

It was proposed that, subject to the above amendments, the policy be agreed and adopted.

**Proposed By:** Cllr Seabrook                      **Seconded By:** Cllr Donovan

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

## 11. PF1024 TO ADOPT A OUTSIDE BODY REPRESENTATION POLICY

The Clerk introduced the item and briefly gave some background to the policy.

It was proposed that the Committee adopt the policy as read.

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

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

## 12. PF1025 TO ADOPT A REVISED CO-OPTION POLICY

Cllr Sharkey asked for clarification on what the revisions to the policy were, the Clerk clarified that the only material change was to the process at the co-option meeting to reflect the process that has taken place at the last couple of co-option meetings.

It was proposed that the Committee adopt the policy as read.

**Proposed By:** Cllr Sharkey                      **Seconded By:** Cllr Gordon-Garrett

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

## 13. PF1026 TO AGREE TO PROCEED WITH THE OVCA FUNDED PROJECT

Cllr Gallagher gave the Committee some background information on the item and explained that the forms seemed to be excessive for the project.

Cllr Griffiths explained that the forms are required by the National Lottery to release the funds.

The Committee discussed the proposal and the paperwork required to be completed, the Clerk also clarified that the Committee does not have delegated authority to agree that the deed of dedication be entered into, and that Full Council would have to agree this.

It was proposed that the Committee agrees to recommend to Council that the Clerk be authorised to sign and seal the deeds, subject to legal advice being obtained to the Councils satisfaction.

**Proposed By:** Cllr Griffiths                      **Seconded By:** Cllr Gordon-Garrett

The Committee **resolved** to **agree** to this proposal by a majority, with 5 in favour, 2 against, and 1 abstention.

The Clerk requested that any questions from Committee members be emailed by the end of the day on Thursday 11<sup>th</sup> July, and that any questions be finite and concise.

## 14. PF1027 TO DISCUSS SOURCE OF FUNDS FOR FENCING (FROM LA&E COMMITTEE)

Cllr Gallagher gave some background information to this item, emphasising that the work should be undertaken as soon as possible.

The RFO clarified options for where the funding could be sourced from.

It was proposed that the RFO finds out whether the money can be paid from the Big Park funds, and if this is not an option then it be paid for from CIL, subject to a limit of £3,092.35 as set out in the report.

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

#### **15. PF1028 TO AGREE THE CTLA SERVICE LEVEL AGREEMENT**

Cllr Donovan explained that she was not happy with the proposal to pay this SLA as the level of service from the CTLA does not seem to have come back to the level it was prior to COVID.

The RFO explained that in a recent SLA review meeting, the CTLA demonstrated how they are very much still supporting the people of Peacehaven, the Town Clerk also shared some statistics provided by the CTLA.

There was a brief discussion on the service provided.

It was proposed that the decision be deferred to Full Council, and that the CTLA be asked to provide some more statistics in preparation for this.

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

#### **16. PF1029 TO AGREE TERMS OF REFERENCE AND SET UP A WORKING GROUP FOR THE COMMUNITY HOUSE 10-YEAR PLAN**

The Town Clerk introduced the item and gave the background, the RFO added details about Councillors expressions of interest for joining the working group.

The Committee discussed the Terms of Reference, and it was proposed that 3.2 be removed from the document.

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

Additionally, it was suggested that some additional revisions be made, including:

- 4.1b – remove 'and implementation.
- 7.2c – add disability

It was proposed to agree to the Terms of Reference and set up the Working Group, subject to the above amendments.

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

Members of the Working Group to include Cllrs: Gallagher, Alexander, Campbell, and Griffiths, with Cllr Davies and Donovan available to substitute if necessary.

#### **17. PF1030 TO AGREE DISPOSAL OF AN ASSET - MOWER**

There was a brief discussion about where the money should be allocated.

It was proposed that the Committee agree to dispose of the asset, with the income being allocated into the vehicle reserve.

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

**18. PF1031 DATE OF NEXT MEETING – TUESDAY 17<sup>TH</sup> SEPTEMBER 2024 AT 7.30PM.**

The Date of the next meeting was confirmed as 17<sup>th</sup> September 2024 at 7.30pm.

**19. PF1032 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Sharkey

**Seconded by:** Cllr Griffiths

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:-*

**20. PF1033 AGED DEBT ANALYSIS.**

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

*There being no further business the meeting ended at 20:57*