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East Sussex,
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Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 1st April 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, Cllr Gordon-Garrett.

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

No members of the public were in attendance.

1. PF1099 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, welcomed members, read out a statement on Civility & Respect, briefly ran through the building fire procedures, and asked that mobile phones be put onto silent.

2. PF1100 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. PF1101 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1102 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1103 TO ADOPT THE COMMITTEE'S MINUTES OF 11TH FEBRUARY 2025.

Proposed by: Cllr Gallagher **Seconded by:** Cllr Davies
The minutes of 11th February 2025 were **agreed** and **adopted**.

6. PF1104 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Campbell asked about whether the fixed term savings account has been opened with Unity Trust bank, the Responsible Financial Officer confirmed that we are in the process of doing this.

Cllr Campbell also asked about the service charge with the Meridian Centre relating to 2023, the Responsible Financial Officer confirmed that the bill has been challenged and that we are awaiting a response.

The Committee briefly discussed the allocation of CIL/106 monies that have been allocated to East Sussex County Council. Cllr Gallagher confirmed that District Councillors are following up on this.

There was a query around the potential increase to the General Reserve account from the 2024/25 budget. The Responsible Financial Officer informed Committee that it is too early to say at the moment.

Committee **noted** the report.

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

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

c. Income & Expenditure report.

Cllr Galagher commented that seeing this report is very useful, particularly seeing the monthly commitments.

Committee **noted** the report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

Committee **noted** the 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. PF1105 TO AGREE TO EARMARK AN ADDITIONAL BUDGETARY CODE

There was a brief discussion around the signage, and it was proposed to agree to earmark the additional budgetary code.

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

8. PF1106 TO DISCUSS POSSIBLE FUNDING FOR A CAR PARK LIGHTING PROJECT

Cllr Griffiths introduced the report and summarised the background on the car parking lighting project.

Committee had a lengthy discussion on the car park lighting project, including the required levels of lighting, benefits and drawbacks of solar, how it links into the Hub phase 2 project, and the possible funding sources.

It was proposed that Committee agree to progress this project as part of the council's aim of net Zero carbon target funded via any future budgets set to achieve this aim.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Gordon-Garrett
Committee **resolved** to **agree** to this proposal by majority vote, with 6 in favour, and 3 abstentions.

9. PF1107 TO DISCUSS POTENTIAL CIL BIDS FOR JANUARY 2026

The Responsible Financial Officer gave a summary of the report and the purpose of the report coming forward. Committee discussed the report and the need to prioritise items for a possible CIL bid.

It was proposed that Committee form a small TFG to investigate possible CIL bids for January 2026.

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

The membership of the TFG will be referred to Full Council.

10. PF1108 TO AGREE TO A 2-YEAR CONTRACT FOR THE PLAY APP LICENCE

It was proposed to sign the 2-year contract.

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

11. PF1109 TO DISCUSS THE FUTURE OF A UNIT FOR THE GROUNDS TEAM

The Town Clerk explained the purpose of the report, and emphasised that at this stage Committee is simply asked to decide whether the Grounds Team unit is something that Committee would like investigated further or not.

Cllr Davies challenged where this report had come from, which Cllr Griffiths gave some further background to and there was a lengthy debate about the report.

It was proposed that the Committee ask Officers to investigate the options for unit 14, with no set deadline, and return to the relevant Committee with a thoroughly worked report.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Campbell
Committee **did not agree** to this proposal, with 3 in favour, 4 against, and 2 abstentions.

12. PF1110 TO ADOPT A REVISED GRANTS POLICY

There was a discussion around the Grants policy, after which it was proposed that Committee agree to adopt the revised policy.

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

13. PF1111 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

- a. Audit Working Group
Meeting on Thursday with TFG members who will go through the information they can get from the website, and then make an appointment to come into the Office.
- b. Community Buildings Working Group
This Working Group has not met yet.
- c. PTC premises Terms & Conditions review TFG
This TFG can now be closed, thanks were noted to all involved, particularly the Meetings & Projects Officer.
- d. Council Committee Structure TFG
The TFG has met once, with another one set for Monday coming.

14. PF1112 DATE OF NEXT MEETING – TUESDAY 27TH MAY 2025 AT 7.30PM

The next meeting was confirmed at 27th May 2025 at 7:30pm.

15. PF1113 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
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.*

16. PF1114 AGED DEBT ANALYSIS

Committee **noted** the report.

There being no further business, the meeting closed at 21:03.