

George Dyson
Town Clerk

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

Minutes of the meeting of the Annual Council meeting held in the Anzac Room, Community House on Tuesday 20th May 2025 at 7.30pm

Present: Cllr Debbie Donovan (Chair), Cllr Wendy Veck (Vice Chair), Cllr Nikki Fabry, Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Paul Davies, Cllr Aimee Harman, Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Simon Studd, Cllr Libbee Bradley, Cllr Max Rosser, Cllr Claude Cheta, Karina Gordon (Youth Mayor), Katelyn Harber (Deputy Youth Mayor).

Officers: George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer), Kevin Bray (Parks Officer), Zoe Malone (Responsible Financial Officer), Karen Bray (Information & Community Facilities Officer), Steph Georgalakis (Public Relations Officer), Michael Ripley (Senior Caretaker), Dan Tiller (Caretaker/ Electrician), Luca Fossella (Groundsman).

6 members of the public were in attendance.

C1364 OUTGOING MAYOR/CHAIR'S ADDRESS & ANNOUNCEMENTS

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

The Chair thanked the Youth Mayor and Deputy Youth Mayor for their hard work, and advised that they would now be swapping roles, and it was confirmed that Katelyn Harber would now be Youth Mayor and Karina Gordon the Deputy Youth Mayor.

The Chair presented staff with length of service awards as follows: Luca Fossella – 10 years, Michael Ripley – 20 years, Karen Bray – 20 years, Kevin Bray – 35 years.

The Chair read out a brief statement which included thanks to her volunteers and the support she'd given to her Charity.

C1365 ELECTION OF MAYOR FOR 2025-2026 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

a. Statement(s) from candidate(s)

Cllr Veck gave some additional comments to her statement, Cllr Donovan then read out her statement.

b. Voting

A signed ballot was requested, it was proposed to suspend standing orders to allow this to happen.

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

Council **resolved** to **agree** to this proposal.

Standing Orders were suspended.

A signed ballot was taken, 9 were in favour of Cllr Donovan, and 7 in favour of Cllr Veck.

Cllr Donovan was **duly elected** Mayor of Peacehaven for 2025-26.

Standing Orders were reinstated

- c. **Mayor/ Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook**
Cllr Donovan signed the declaration of acceptance of office and the Mayor's handbook.
- d. **Statement from the new Mayor**
Cllr Donovan gave a brief statement, expressing that her focus would be on Community, Health, and Wellbeing.

C1366 TO AGREE THE NEW MAYOR'S CHARITIES FOR 2025-2026

It was proposed that the Mayor's Charity be the SCDA Community Supermarket.

Proposed by: Cllr Donovan **Seconded by:** Cllr Campbell

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

C1367 TO AGREE MAYOR'S CONSORT

Cllr Donovan asked her daughter, Rhiannon, to continue as her Consort for 2025-26.

C1368 ELECTION OF THE DEPUTY MAYOR FOR 2025-2026 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

- a. **Statement(s) from candidate(s)**
Cllr Harman read out her statement which was included in the papers.
- b. **Voting**
It was proposed that Cllr Harman be elected Deputy Mayor for 2025-26.

Proposed by: Cllr Davies **Seconded by:** Cllr Griffiths
Cllr Harman was **duly elected** as Deputy Mayor for 2025-26.
- c. **Deputy Mayor/ Vice-Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook**
Cllr Harman signed the declaration of acceptance of office and Mayor's handbook.
- d. **Statement from the new Deputy Mayor**
Cllr Harman read out a statement and thanked everyone for their support.

C1369 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

There were no public questions.

C1370 TO APPROVE APOLOGIES FOR ABSENCE

There were no apologies for absence.

C1371 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

2 members of the public and 5 members of staff left at this point. (20:10)

C1372 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 22ND APRIL 2025

Proposed by: Cllr Fabry **Seconded by:** Cllr Davies
The minutes of the 22nd April 2025 were **agreed** and **adopted**.

C1373 TO ADOPT STANDING ORDERS

The Clerk summarised the changes to standing orders, and it was proposed that Council adopt them.

Proposed by: Cllr Davies **Seconded by:** Cllr Veck
The Council **resolved** to **adopt** standing orders.

C1374 TO ADOPT FINANCIAL REGULATIONS

The Responsible Financial Officer explained that there were no recommended revisions to Financial Regulations due to a thorough review carried out in October. It was proposed that Council adopt Financial Regulations.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Veck
The Council **resolved** to **adopt** financial regulations.

C1375 TO ADOPT REVISED TERMS OF REFERENCE AND SCHEME OF DELEGATION

The Clerk summarised the changes to the Terms of Reference and Scheme of Delegation, explaining that a limited review has been conducted due to the planned changes to the Committee Structure later this year.

It was proposed that Council adopt the revised terms of reference and scheme of delegation.

Proposed by: Cllr Alexander **Seconded by:** Cllr Gallagher
The Council **resolved** to **adopt** the revised terms of reference and scheme of delegations.

C1376 TO RATIFY THE INCREASE TO THE MEMBERS ALLOWANCE

Proposed by: Cllr Davies **Seconded by:** Cllr Gallagher
The Council **resolved** to **ratify** the increase to the members allowance by majority vote, with one abstention.

C1377 TO ADOPT THE FOLLOWING POLICIES

- a. **Members Allowances Policy**
- b. **Data Protection Policy**
- c. **First Aid Policy**
- d. **Health & Safety Policy**
- e. **Freedom of Information Policy**
- f. **Social Media & Communications Policy**
- g. **Community Engagement Policy**
- h. **Biodiversity Policy**

The Clerk clarified one correction to the Data protection policy, which had incorrectly stated the RFO as the DPO. The Chair also added that the Social Media & Communications policy now also includes the email policy

It was proposed that Council adopt the above policies.

Proposed by: Cllr Sharkey **Seconded by:** Cllr Campbell
The Council **resolved** to **agree** to this proposal.

2 members of the public left at this point.

C1378 TO NOTE A REPORT ON REVISING THE COUNCIL'S COMMITTEE STRUCTURE

Cllr Donovan introduced and summarised the item. Cllr Fabry asked about the meaning of the word infrastructure in relation to the new Committee structure, Cllr Davies also spoke on this point. The Clerk clarified that the Terms of Reference and Scheme of Delegation still had to be developed, which would expand on this.

Cllr Gallagher informed the Council that she doesn't think now is the correct time to be reviewing the Council's Committee structure.

Cllr Campbell reinforced that there is still more work to be done, but suggested whether Council could give a general idea of whether they support the general structure or not. Cllr Griffiths and Cheta reinforced that this item is to note, not to debate today.

Council **noted** the report.

C1379 TO REVIEW COMMITTEE MEMBERSHIP & APPOINT CHAIRS OF STANDING COMMITTEES

a. Civic & Community Events Committee

Members: Cllr Veck, Cllr Harman, Cllr Studd, Cllr Donovan, Cllr Wood, Cllr Sharkey.

Cllr Veck was proposed as the Committee Chair.

Proposed by: Cllr Veck **Seconded by:** Cllr Davies

Council **resolved** to **agree** to this proposal.

b. Leisure, Amenities, and Environment Committee

Members: Cllr Sharkey, Cllr Gallagher, Cllr Studd, Cllr Wood, Cllr Fabry, Cllr Griffiths.

Cllr Sharkey was proposed as the Committee Chair

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

Council **resolved** to **agree** to this proposal.

c. Personnel Committee

Members: Cllr Gallagher, Cllr Fabry, Cllr Campbell, Cllr Alexander, Cllr Veck, Cllr Donovan, Cllr Cheta, Cllr Harman, Cllr Bradley.

Cllr Fabry was proposed as the Committee Chair

Proposed by: Cllr Veck **Seconded by:** Cllr Davies

Council **resolved** to **agree** to this proposal.

d. Planning & Highways Committee

Members: Cllr Gordon-Garrett, Cllr Campbell, Cllr Sharkey, Cllr Davies, Cllr Rosser, Cllr Wood.

Cllr Gordon-Garrett was proposed as the Committee Chair

Proposed by: Cllr Campbell **Seconded by:** Cllr Alexander

Council **resolved** to **agree** to this proposal.

e. Policy & Finance Committee

Members: Cllr Donovan, Cllr Harman, Cllr Veck, Cllr Sharkey, Cllr Fabry, Cllr Gordon-Garrett, Cllr Davies, Cllr Alexander, Cllr Griffiths.

Cllr Alexander was proposed as the Committee Chair

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

Council **resolved** to **agree** to this proposal.

C1380 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ORGANISATIONS

The full list of outside bodies and their appointed representatives are attached as an appendix to these minutes. It was proposed that Council agree the outside body appointments.

Proposed by: Cllr Veck **Seconded by:** Cllr Alexander
Council **resolved** to **agree** to this proposal.

C1381 TO NOTE THE ASSET REGISTER

Council **noted** the asset register.

C1382 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS

Council **noted** the annual subscription & direct debits.

C1383 TO APPROVE THE CORPORATE RISK ASSESSMENT

Proposed by: Cllr Gallagher **Seconded by:** Cllr Sharkey
Council **resolved** to **approve** the corporate risk assessment.

C1384 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

The Clerk briefly advised Council on best practices relating to Internal Audit, and how Council complies with this. It was proposed to appoint Mulberry & Co as Internal Auditor for 2025-26.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Veck
Council **resolved** to **agree** to this proposal.

C1385 TO APPROVE BANKING SIGNATORIES & BACS WORKING

Proposed by: Cllr Gallagher **Seconded by:** Cllr Wood
Council **resolved** to **agree** to this proposal.

C1386 TO AGREE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS

It was proposed to agree to option 1 of the report, to extend the current cover for a further 2-years.

Proposed by: Cllr Veck **Seconded by:** Cllr Alexander
Council **resolved** to **agree** to this proposal.

C1387 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**a. Planning & Highways Committee:-**

i. **To receive the meeting minutes of the 25th March 2025**

ii. **To receive the meeting minutes of the 15th April 2025**

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Rosser

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

iii. **To note the draft meeting minutes of the 6th May 2025**

Council **noted** the draft minutes.

b. Policy & Finance Committee:-

- i. **To receive the financial report, authorise payments and signing of Bank Reconciliation statements.**

Proposed by: Cllr Alexander

Seconded by: Cllr Sharkey

Council **resolved** to **agree** to the authorising of payments and signing of bank reconciliation statements.

- ii. **To note the draft meeting minutes of the 1st April 2025**

Council **noted** the draft meeting minutes.

- iii. **To note and approve the 2024/25 end of year Internal Audit report**

Proposed by: Cllr Alexander

Seconded by: Cllr Gallagher

Council **resolved** to **approve** the 2024/25 end of year Internal Audit report.

Noted thanks

- iv. **To approve 2024/25 Annual Governance Statement**

Proposed by: Cllr Alexander

Seconded by: Cllr Gordon-Garrett

Council **resolved** to **approve** the 2024/25 Annual Governance Statement.

- v. **To approve 2024/25 Annual Accounting Statement**

Proposed by: Cllr Alexander

Seconded by: Cllr Sharkey

Council **resolved** to **approve** the 2024/25 Annual Accounting Statement.

The Youth Mayor and Deputy Youth Mayor left at this point.

- vi. **To receive a report from the CIL Bids TFG**

The RFO summarised the report and gave relevant background to the item. Cllr Alexander added that the last of possible bids is drawn from quite a small group, so suggested that any other suggestions could be made.

It was proposed that the suggestions go back via relevant committees before coming back to Council

Proposed by: Cllr Gallagher

Seconded by: Cllr Davies.

Council **resolved** to **agree** to this proposal.

c. Personnel Committee.

- i. **To receive the meeting minutes of the 18th February 2025**

Proposed by: Cllr Fabry

Seconded by: Cllr Donovan

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

- ii. **To note the draft meeting minutes of the 15th April 2025**

Council **noted** the draft minutes.

d. Leisure, Amenities & Environment Committee;-

- i. **To receive the meeting minutes of the 18th March 2025**

Proposed by: Cllr Sharkey

Seconded by: Cllr Gordon-Garrett

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

- ii. **To note the draft meeting minutes of the 13th May 2025**

Council **noted** the draft minutes.

e. Civic & Community Events Committee:-

i. To receive the meeting minutes of the 11th March 2025

Proposed by: Cllr Veck

Seconded by: Cllr Donovan

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

ii. To note the draft meeting minutes of the 29th April 2025

Council **noted** the draft minutes.

C1388 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Gallagher informed Council that Lewes District Council have now confirmed that the HRA report has been shared with the statutory consultees, after a consultation period, the examiner will conduct hearings and will then send her findings to the District Council, it will then come back to the Town Council's in June or July for agreement and subsequent referendum.

C1389 TO AGREE RECOMMENDATIONS ON THE MERIDIAN MEANDER LEAFLET

Cllr Donovan introduced the report. Cllr Campbell raised some concerns around Friar's Bay being referred to as Black Friar's Bay, and concerns over no mention of the South Downs. Cllr Griffiths also highlighted that Spine Walk Path should just be Spine Path.

It was agreed, subject to the necessary corrections, that Council agree to proceed with the Meridian Meander Leaflet.

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Davies

Council **resolved** to **agree** to this proposal.

C1390 TO RECEIVE AN UPDATE ON THE HUB PLANNED PROCUREMENT NOTICE

The Town Clerk summarised the report, which Council **noted**.

C1391 TO REVIEW MEMBERSHIP OF & RECEIVE REPORTS FROM WORKING GROUPS & TASK AND FINISH GROUPS:

a. Neighbourhood Plan Steering Group

The Steering Group Chair had given a report earlier in the agenda, and that there were no changes to the membership.

b. Youth Engagement

Cllr Campbell requested to come off this Working Group. Cllr Fabry and Sharkey will continue.

c. Public Rights or Way

There were no changes or updates from this Working Group.

d. Public Safety

There were no changes or updates from this Working Group.

e. Morrisons Development

Cllr Bradley requested to be added onto this Working Group, as well as Cllr Griffiths and Davies who will continue.

f. Sussex Nature Recovery

Cllr Gallagher asked to come off this Working Group, Cllr Griffiths requested to join the group.

g. Meridian Walk

There were no changes or updates from this Working Group.

h. The Hub

It was proposed to close this Working Group.

Proposed by: Cllr Veck **Seconded by:** Cllr Gordon-Garrett

The Council **resolved** to **agree** to close this Working Group.

C1392 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

Cllr Donovan informed Council of her report regarding the SCDA Community Supermarket.

C1393 TO NOTE THE OVERVIEW OF COMPLAINTS RECEIVED

Council **noted** the overview of complaints.

C1394 DATE OF NEXT MEETING - TUESDAY 24TH JUNE 2025 AT 7.30PM.

The next meeting was confirmed as Tuesday 24th June 2025 at 7.30pm.

There being no further business, the meeting closed at 21:35

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Outside Body Representatives

Citizens Advice Bureau

Purpose:	The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.
Representatives:	Cllr Sharkey, Cllr Campbell

Community Transport Lewes Association (CTLA)

Purpose:	Lewes and surrounding area dial-a-ride service; charity dedicated for over 20 years to providing a wide range of transport services for isolated people, neighbourhoods, clubs, groups.
Representatives:	Cllr Alexander

Lewes District Association of Local Councils

Purpose:	The Local Government Association's General Assembly, the 'parliament of Local Government', meets once a year. It considers strategic policy issues of national significance to local government in England and Wales
Representatives:	Cllr Gallagher

Peacehaven & Telscombe Access Group

Purpose:	Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.
Representatives:	Cllr Bradley

Royal British Legion

Purpose:	The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities.
Representatives:	Cllr Donovan

The House Project

Purpose:	The House Project is a Charity that runs/or funds and sustainable projects that beneficial to the local community from Rottingdean, Saltdean, Telscombe Cliffs, Peacehaven, Newhaven and Denton
Representatives:	Cllr Cheta

Peacehaven Community Orchard	
Purpose:	The Peacehaven Community Orchard, which is cared for by a team of volunteers with the support of Brighton Permaculture Trust.
Representatives:	Cllr Harman

Peacehaven Community Garden	
Purpose:	The Peacehaven Community Garden exists for members to grow produce, share ideas and learn gardening skills and knowledge using permaculture principles.
Representatives:	Cllr Studd

South Downs National Park Authority	
Purpose:	Get to know the amazing history, species and communities of the South Downs
Representatives:	Cllr Gordon-Garrett, Cllr Campbell

Peacehaven & District Residents Association	
Purpose:	Group to discuss and try to resolve issues facing the town
Representatives:	Cllr Fabry

Joint Action Group (JAG)	
Purpose:	Community Safety Partnership include Lewes District Council, the Police, Sussex Police Authority, East Sussex County Council, East Sussex Fire and Rescue Service, East Sussex Downs and Weald NHS Trust and Surrey and Sussex Probation Trust.
Representatives:	Cllr Davies, Cllr Alexander

East Sussex Association of Local Councils (ESALC)	
Purpose:	East Sussex Association of Local Councils (ESALC) represents the interests of its 102 member Local Councils across East Sussex. ESALC is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise, and train its member councils. Our goal is to ensure that the voice of the first tier of local government is heard across the county and by the Government.
Representatives:	Cllr Veck, Cllr Davies

Havens Health PPG	
Purpose:	To work with the surgery and residents to resolve any service user issues.
Representatives:	Cllr Griffiths

Peacehaven & District Chamber of Commerce	
Purpose:	Peacehaven & District Chamber of Commerce is a thriving modern membership organisation and is the responsible voice of business in the local area.
Representatives:	Cllr Campbell, Cllr Donovan

Kempton House	
Purpose:	Aim Is to Support The Whole Community. Kempton house day Centre puts the needs of the community first, helping elderly people within the area.
Representatives:	Cllr Gallagher

Peacehaven and Telscombe Football Club	
Purpose:	Local Football club with mens, ladies, and youth teams.
Representatives:	Cllr Gallagher, Cllr Rosser, Cllr Davies

Sustrans	
Purpose:	Sustrans has joined up with local community groups on the Holiday Activities and Food (HAF) programme to provide active travel games, workshops and activities for children during the school holidays.
Representatives:	Cllr Campbell

Community Speedwatch	
Purpose:	The voluntary work is entirely focused on early intervention by means of proactive education before anything else – training will be provided, a body camera can be worn.
Representatives:	Cllr Gordon-Garrett, Cllr Alexander

Havens Hub & Community Cars	
Purpose:	We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community.
Representatives:	Cllr Gallagher

SCDA Community Supermarket	
Purpose:	Series of community food projects, which aim to put food on tables across Seahaven, reduce food waste and bring our community together to grow, cook and eat.
Representatives:	Cllr Bradley

Rampion/ Offshore	
Purpose:	To represent the Council and feedback information as needed – phase 2 still not commenced.
Representatives:	Cllr Campbell

The Joff	
Purpose:	Youth groups to increase social, communication and independent living skills, LGBTQ groups, Sexual health advice resources, Substance misuse advice resources, C-Card drop in service.
Representatives:	Cllr Rosser, Cllr Harman

Peacehaven Schools	
Purpose:	Schools in the Peacehaven Town area.
Representatives:	Cllr Veck, Cllr Sharkey

Lewes District Cost of Living Partners Action Group (CoLPAG)	
Purpose:	To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
Representatives:	Cllr Fabry

Ouse Valley Energy Services Company (OVESCO)	
Purpose:	To generate community owned renewable energy locally and help as many people as possible to do the same. Educating and helping people to use less oil, coal and gas.
Representatives:	Cllr Gallagher

Peacehaven Parkrun	
Purpose:	Peacehaven parkrun is a FREE weekly 5k event for participants of all standards, which takes place every Saturday at 9:00am in Centenary Park, Piddinghoe Avenue, Peacehaven, BN10 8RJ.
Representatives:	Cllr Cheta, Cllr Sharkey

Family Hubs	
Purpose:	Family Hubs in Lewes and Havens areas.
Representatives:	Cllr Campbell

Peacehaven Players	
Purpose:	Local amateur dramatics group.
Representatives:	Cllr Sharkey

Peacehaven Horticultural Society	
Purpose:	Club for those interested in gardening. It has been running for many years and currently meets the second/third Mondays of the month.
Representatives:	Cllr Donovan

SLR (Strengthening Local Relationships)	
Purpose:	Meetings which are held twice a year by Parish and Town Councils to enable effective communication between your Parish and East Sussex Highways
Representatives:	Cllr Campbell

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DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 6th May 2025 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Gallagher, Cllr Davies, Cllr Rosser, Cllr Studd

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees and Assistant Projects Officer)

1 member of the public was in attendance.

1. PH2284 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and outlined the procedure for the public questions item.

2. PH2285 PUBLIC QUESTIONS.

There were no public questions.

3. PH2286 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

An apology for absence from Cllr Sharkey was received.

4. PH2287 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PH2288 TO ADOPT THE MINUTES FROM THE 15th APRIL 2025

Proposed by: Cllr Rosser Seconded by: Cllr Campbell

The Committee **resolved** to **adopt** the minutes.

6. PH2289 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Campbell commented that she believed there was EMR money available, but that it was only recorded in the budget report if it was spent.

The report was **noted**.

7. PH2290 TO RECEIVE A VERBAL UPDATE FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher updated committee, via Cllr O'Connor of LDC, that the head of planning policy had passed all the information to the examiner and LDC were also carrying out final checks with regards to any impact of the Planning and Infrastructure Bill; that there should be a further update later in May, and hopefully the referendum would be later this year.

The update was **noted**.

8. PH2291 TO NOTE PROCESS FOR REPORTING OVERGROWN VERGES

Cllr Gallagher commented that the associated mobile app to report issues was good.

The report was **noted**.

9. PH2292 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Chair expressed that an update would be provided at the next P&H meeting.

10. PH2293 TO NOTE PROGRESS REPORT ON BUSINESS PLAN ITEMS

There was discussion around the possible outcome from the Council Committees Restructure TFG, including the Public Realm and the Green Infrastructure Plan, since they spanned committees.

As a member of the Council Committees Restructure TFG, Cllr Campbell expressed that the TFG were considering a draft proposal to replace 'Highways' from the committee name with 'Infrastructure' and also moving the monument and benches to the LA&E committee.

The Chair thanked Cllr Campbell for the update.

The report was **noted**.

11. TO COMMENT on the following Planning applications as follows:-**PH2295 LW/25/0202 98 South Coast Road**

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0202

It was proposed to **object** to the application on the grounds of over development; over massing; in breach of PT7 (accessibility) and NPPF115 (In assessing sites that may be allocated for development in plans, or specific applications for development); insufficient parking spaces; and the lack of an over-shadowing report on the impact to the neighbours and the residents of Sunview Avenue.

Proposed by: Cllr Campbell Seconded: Cllr Gallagher
Committee resolved to **object** the application.

PH2296 TW/25/0036/TPO 1 Wendale Drive

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=TW/25/0036/TPO

It was proposed to **support** the application

Proposed by: Cllr Gallagher Seconded: Cllr Davies
Committee resolved to **support** the application.

PH2297 LW/25/0216 21 Malines Avenue

https://padocs.lewes-eastbourne.gov.uk/planning/planning-documents?ref_no=LW/25/0216

It was proposed to **support** the application

Proposed by: Cllr Rosser Seconded: Cllr Campbell
Committee resolved to **support** the application.

12. TO NOTE the following Planning decisions**PH2298 LW/25/0087 64 Hoddern Avenue**

The planning decision was **noted**.

PH2299 LW/24/0517 Land between 45&61 Downs Walk

The planning decision was **noted**.

13. PH2300 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

Cllr Campbell thanked the Committees and Assistant Projects Officer for their support with this item.

The Meetings & Projects Officer expressed there was no update on the grass cutting schedule item.

Cllr Davies updated committee that, due to LDC's benches and bins work last year along the clifftop, LDC had no available budget this year for any new benches, and that along with Cllr Collier had been working with residents in terms of clifftop grass cutting.

Cllr Gallagher raised the possibility of residents raising funds for benches, reminded committee of installation costs, and commented that LDC's grass cutting contracts were due to end in 2026 and the implementation of a hybrid scheme. Cllr Davies commented that grass cutting was tied in with devolution.

Cllr Gallagher suggested the 'lack benches' item be updated as an LDC item.

Cllr Davies confirmed he was still pursuing the bench halfway up the cliff.

Cllr Campbell suggested the addition of the item 'Car parked on the verge of Southview Avenue'.
The complaints were **noted**.

14. PH2301 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

Cllr Campbell updated committee that the Rights of Way Action had been moved to sit under Full Council, and with confirmation from the Committees and Assistant Projects Officer of the successful completion of the drainage works, that the item 3 could be removed.

The action plan was **noted**.

15. PH2302 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 27th MAY 2025 AT 6.15PM

The date was **agreed**.

There being no further business the meeting ended at 20:19

George Dyson
Town Clerk

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

Minutes of the meeting of the Planning & Highways (Applications Only) Committee meeting held in the Anzac Room, Community House on 27th May 2025 at 6:15pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell, Cllr Sharkey, Cllr Davies, Cllr Rosser, Cllr Wood, Cllr Donovan, Cllr Fabry, Cllr Gallagher.

Officers: George Dyson (Town Clerk), Vicky Onis (Committees and Assistant Projects Officer)

3 members of the public were in attendance.

GENERAL BUSINESS

1 PH2303 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 18:15, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, announced that the meeting was being recorded, and outlined the procedure for the public questions item.

2 PH2304 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

A member of the public spoke in objection to application LW/25/0224, citing overdevelopment, traffic, overlooking to existing properties leading to a lack of privacy, and concerns over inaccuracies with the tree survey.

Cllr Wood also spoke in relation to application LW/25/0224, with concerns of the impact on migratory birds, suggesting that every new development should have 'swift bricks' included in the build.

3 PH2305 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

4 PH2306 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2307 TO ADOPT THE MINUTES FROM THE 6TH MAY 2025

Proposed by: Cllr Rosser **Seconded by:** Cllr Sharkey
The minutes of 6th May 2025 were **agreed** and **adopted**.

6 TO COMMENT on the following Planning applications as follows:-

PH2308 LW/25/0224 The Dewdrop Inn 19 Steyning Avenue

Cllr Wood raised concerns over the chalk cellar being referred to as a 'small basement' in the plans, that this seemed like overdevelopment, that it would be uncharacteristic for the area as there are no flats currently south of the Coast Road, and inaccuracies in the sustainability report.

Cllr Campbell highlighted the already significant public objection to the redevelopment, and that the public house has been subject to a nomination as an asset of community value. She noted that PTC had formally

asked that a change of use to housing should be delayed until the autumn in case an alternative viable option emerged.

Cllr Campbell stated that the adverse impacts of the Application significantly and demonstrably outweigh the benefits when assessed against the policies of the NPPF as a whole; the Application directs development to an unsustainable location, secures a badly designed place and does not provide affordable homes (NPPF para 11). She continued to give a lengthy list of policies within the NPPF and emerging Local Plans which the proposed development seems to breach: NPPF paragraph 129(c) (infrastructure), 135 and 139 (detract from overall quality of area, totally unsympathetic to surrounding built environment and fails to distinguish between A259 sites and coastal plotlands (see P&T Neighbourhood Plan Design Codes 4.1 and 4.2), and NPPF policies 162, 163, 164 and 185 because the site falls within the coastal vulnerability zone (see LDC Local Plan Topic Paper Jan 2025 page 50 and LDC emerging 2040 Plan policy CC8). She also proposed several conditions that should be applied if the District Council were minded to grant the planning permission: No SUDS etc unless a specialist coastal change geological expert recommended otherwise; removal of east-facing balconies (privacy for neighbours); secure management and funding arrangements for the proposed community spaces in perpetuity; secure water supply and sewage for other local residents as well as occupants; consult Bat Conservation Society re rare and threatened Barbastelle bats; preserve items of historical interest such as unique roof tiles and Inn Sign if only for use elsewhere; swift boxes etc .

Cllr Gallagher commented on the proposed development being far too big and out of character for the area, that it would put additional strain on the Steyning Road car park, which is already very busy, would have a knock on impact on local businesses, and concerns over the lack of a sustainable plan for the development.

Cllr Gallagher also highlighted several areas within the emerging Neighbourhood Development plan which the application breaches, as well as the destruction of bio-diversity on the site. She cited NPPF paras 136-7 requiring high quality design and trees, P&T emerging Neighbourhood Plan PT1, PT2 (long term sustainability), PT3 (negatively impact area and greenery/biodiversity); PT8 low cost housing (Application does nothing for local housing need); breach of P&T Design Guide coastal plotlands, including height limit to 2.5 storeys.

It was proposed that the Committee object to the application on the grounds cited throughout this item.

Proposed by: Cllr Campbell **Seconded by:** Cllr Wood

Committee **resolved** to **object** to this application by majority, with one abstention.

2 members of the public and Cllrs Gallagher and Fabry left at this point (18:47).

PH2309 LW/25/0159 227 Arundel Road

It was proposed that Committee support this application

Proposed by: Cllr Sharkey **Seconded by:** Cllr Davies
Committee **resolved** to **agree** to support this application

PH2310 LW/25/0228 23 The Promenade

It was proposed that Committee support this application

Proposed by: Cllr Campbell **Seconded by:** Cllr Sharkey
Committee **resolved** to **agree** to support this application

PH2311 LW/25/0153 81 Lincoln Avenue

Cllr Campbell highlighted a lack of a biodiversity report in the application which is a particular concern given that the site includes a large hedge which would represent a significant biodiversity loss, although noted that the plans seem to include retaining part of the hedge.

Cllr Wood raised concerns over a lack of information about whether the grass verge is to be retained or not, and also asked that swift bricks be included in the development.

C1401aii

There were concerns around whether the application would meet planning requirements around light access and space between the two buildings.

It was proposed that Committee request a biodiversity report is undertaken, that the light impact on the existing property is considered, that the whole hedge is retained, and that the plans include swift and bee bricks.

Proposed by: Cllr Campbell **Seconded by:** Cllr Sharkey
Committee **resolved** to **agree** to comment on this application.

PH2312 LW/25/0245 12 Jason Close

The Committee noted that there are already some objections from residents on the planning portal to this application.

Committee **noted** the application, but declined to comment on the application.

7 TO NOTE the following Planning decisions

PH2313 LW/25/0010 136 Rowe Avenue

PH2314 LW/25/0097 138 South Coast Road

PH2315 LW/25/0134 9 Downs View

Committee **noted** the planning decisions.

7 PH2316 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 17TH JUNE 2025 AT 7.30PM

The next meeting was confirmed as 17th June 2025.

There being no further business, the meeting was closed at 19:08.

George Dyson
Town Clerk

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

Minutes of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 17th June 2025 at 7.30pm

Present: Cllr Gordon-Garrett (Committee Chair), Cllr Campbell (Committee Vice-Chair), Cllr Rosser, Cllr Gallagher, Cllr Griffiths.

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees & Assistant Project Officer),

Public: 3 members of the public were in attendance.

GENERAL BUSINESS

1 PH2317 CHAIR ANNOUNCEMENTS

The Chair read out the Civility and respect statement, ran through the fire procedure, asked for mobile phones to be switched off or put on silent, and reminded all that the meeting was being recorded for internal use only, and of the public questions protocol.

2 PH2318 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*

1 member of the public raised concern with planning application PH2329 LW/25/0265 in terms of what the height of the extension in view of loss of their light, and not understanding the plans.

The Chair expressed that the plans would be reviewed during the meeting, and advised the item would be brought forward.

3 PH2319 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were two apologies for absence from:-

Cllr Wood – Cllr Griffiths substituted.

Cllr Sharkey – Cllr Gallagher substituted.

4 PH2320 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2321 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Campbell as Vice Chair of this Committee.

Proposed: Cllr Campbell Seconded: Cllr Rosser

The motion was **carried**.

1 member abstained.

6 PH2322 TO ADOPT THE MINUTES FROM THE 27TH MAY 2025

Proposed by: Cllr Rosser Seconded by: Cllr Campbell

The motion was **carried**.

1 member abstained.

7 PH2323 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The report was **noted**.

It was proposed to move item **PH2329 LW/25/0265** forward

Proposed by: Cllr Campbell Seconded by: Cllr Rosser

All in **favour**.

PH2329 LW/25/0265 15 Horsham Avenue Peacehaven

It was proposed to support the application, subject to the Case Officer ensuring there is no loss of light to the neighbours at the back of the property.

Proposed by: Cllr Campbell Seconded: Cllr Gallagher

All in **favour**.

19:48 - 2 members of public left the meeting

8 PH2324 TO DISCUSS AND AGREE CIL BID PROPOSALS

Cllr Gallagher suggested that neither proposal would be eligible for CIL as they were not in PTC's remit.

Cllr Griffiths reminded committee of LDCs plans to install electric chargers, so expressed it would be too soon to request the car parking item.

Cllr Campbell raised that the suggested crossing in Pelham rise would be in a dangerous position, and that it formed part of a report later in this meeting's agenda.

Cllr Gallagher expressed they may have never been any lines in the carpark, and that it could be considered at the point of devolution.

It was proposed to not take these items forward as they are unsuitable for PTC for the reasons expressed above.

Proposed by: Cllr Gallagher Seconded: Cllr Campbell

All in **favour**.

Cllr Campbell suggested the painting of the disabled bay lines be followed up with ward and district Cllrs, and Committee suggested that PTC Officers ask for an update from district councilors on what was being worked on.

Cllr Gallagher explained the background to the items in the report.

9 PH2325 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Chair updated committee that a meeting was held yesterday, and the update would be brought to the next meeting.

Cllr Gallagher spoke on the cycle path item and reminded committee that it was not an official cycle path, and that there would be new cycle paths emerging.

Members discussed the future ownership of the infiltration pond and the plot of grassland, and Cllr Griffiths expressed their locations had altered position during development.

Members suggested that Officers obtain a written response from LDC with regards the handover of the plot of land and infiltration pond.

Cllr Gallagher expressed that if the land was provided to PTC this could help safeguard against it being built on in future.

- b. Meridian Monument & area
The Meetings & Projects Officer updated committee on the progress of the Meridian Information board.

10 PH2326 TO AGREE TO THE RECOMMENDATION IN THE CROSSINGS AND ISLANDS REPORT
Cllr Gallagher expressed that, if unlocked, the S106 money would only be for development on the South Coast Road, and that there was no need to pursue the S106 monies.

It was proposed to agree to the recommendation to share with Councillors both maps with a covering explanation.

Proposed by: Cllr Griffiths Seconded by: Cllr Rosser
All in **favour**.

11 PH2327 TO DECIDE WHETHER TO PREPARE A PTC RESPONSE TO THE SDNP'S NEW PARTNERSHIP MANAGEMENT PLAN 2026-2031

Cllr Gallagher updated committee that there would be an SDNPA parish online meeting on 1st July.

The Chair expressed that SDNP Officers were encouraging PTC to respond to the consultation.

It was proposed that PTC form a TFG to prepare a response for approval at the next P&H on 29th July.

The TFG was confirmed as Cllr Campbell and Cllr Gordon-Garrett.

Proposed by: Cllr Campbell Seconded by: Cllr Rosser
All in **favour**.

Cllr Gallagher expressed the importance of pushing for buffer zones, and the C7 being a national park route.

12 TO COMMENT on the following Planning applications as follows:-

PH2328 LW/25/0284 37 Keymer Avenue Peacehaven

It was proposed to support the application

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher
All in **favour**.

PH2330 LW/25/0185 117 Phyllis Avenue Peacehaven

It was proposed to support the application

Proposed by: Cllr Campbell Seconded by: Cllr Rosser
All in **favour**.

13 TO NOTE the following Planning decisions/applications

PH2331 TW/25/0036TPO 1 Wendale Drive Peacehaven

PH2332 LW/25/0285 75 Cairo Avenue Peacehaven

PH2333 LW/25/0193 6 Outlook Avenue Peacehaven

PH2334 LW/25/0105 4 Telscombe Road Peacehaven

PH2335 LW/25/0303 19 Roundhay Avenue Peacehaven

PH2336 LW/25/0266 Unit 4 Bolney Avenue Peacehaven

PH2337 LW/25/0297 10 Johns Close Peacehaven

PH2338 LW/25/0292 24 Steyning Avenue Peacehaven

PH2339 LW/25/0237/CD Land Adjacent to 61 Downs Walk Peacehaven

The planning decisions/applications were **noted**.

14 PH2340 There were no Planning & Highways Complaints to note.

Cllr Campbell expressed adding a complaint about parking on the verge at the corner of Southview Road, and also there still being no lighting at Pippits Way, but would check this first before an Officer made further contact.

15 PH2341 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Gallagher expressed the Neighbourhood Plan be added to future P&H agendas. The Chair agreed, and apologised for it not being on this agenda.

**16 PH2342 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 8TH JULY 2025 AT 6.15PM
(applications only)**

The next meeting was confirmed as 8th July 2025

There being no further business, the meeting was closed at 20:34

Zoe Malone
Responsible Finance Officer

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

Committee:	Policy & Finance	Agenda Item:	C1401
Meeting date:	24 June 2025	Authors:	Zoe Malone
Subject:	Financial position of the council year to date		
Purpose:	To note the council's financial position year to date and agree any additional financial information required for future committee meetings		

Recommendation(s):

To note the council's financial position year to date and agree any additional financial information required for future committee meetings

1. Background

The attached reports summarise the council's overall financial position as at the middle of month 03 (June 2025). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

2. Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 30 May 2025. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As per Financial Regulations the requirement for the bank reconciliations should be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – Action 2 above

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as

Unrepresented Cheques (Minus)) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as Receipts not Banked/Cleared (Plus)

As councillors are aware, any receipts received at the council offices, either cash or cheque, are collected by G4S on a fortnightly basis. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as Bank Statement Account Name) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as Difference is) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to nominal codes (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and cost centres (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- Actual year to date – the total amount spent so far this financial year for that particular nominal code
- Current Annual Bud – the agreed budget for the entire financial year for that particular nominal code
- Variance Annual Total – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- Committed expenditure – not currently used by this council
- Funds available – the amount of money remaining available to spend during the remainder of the financial year.
- % of budget – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 19.5.% of the budgeted expenditure has been spent so far, and 51.6% of the budgeted income has been received as at the middle of month 3 (June 2025)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its assets (money the council has and/or is owed to it) and liabilities (money the council owes to others) and how those funds are allocated within the councils accounts (shown as Represented By).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The Represented By section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the Net Expenditure over Income figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2026, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

3. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

4. Appendices

- **Barclays Bank account summary balances May 2025**
- **Bank reconciliation statement for cashbook 1 – May 2025**
- **Bank reconciliation statement for cashbook 2 –May 2025**
- **Credit Card reconciliation statement – April 2025**
- **Detailed income and expenditure month 3 (June 2025)**
- **Detailed balance sheet month 3 (June 2025)**

Date: 13/06/2025

Peacehaven Town Council

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Time: 13:36

Current Bank A/c

List of Payments made between 01/05/2025 and 30/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2025	Northstar IT	DD	14.10		office 365
06/05/2025	WORLDPAY	WP0605	33.19		CARD CHARGES
07/05/2025	JOSEPH GREY	BACS	50.00		A.BATES REFUND
07/05/2025	EMILY CARLTON	BACS1	50.00		E.CARLTON REFUND
07/05/2025	SUSSEX PUNJABI SOCIETY	BACS3	100.00		SUSSEX PUNJABI REFUND
07/05/2025	HAVENS COMMUNITY CARS	BACS4	3,000.00		HAVENS SLA
07/05/2025	EMILY CARLTON	BACS2	50.00		E.CARLTON REFUND
07/05/2025	JOSEPH GREY	BACS3	50.00		J.GREY REFUND
07/05/2025	SUSSEX PUNJABI	BACS4	100.00		SUSSEX PUNJABI REFUND
07/05/2025	SUSSEX PUNJABI	BACS5	-100.00		ENTERED TWICE IN ERROR
07/05/2025	EMILY VARLTON	BACS6	-50.00		ENTERED TWICE IN ERROR
07/05/2025	BT	BACS	49.31		BROADBAND DELVIERY
07/05/2025	CLA FABRICATIONS LTD	BACS6	1,066.16		FENCE FOR BOWLS CLUB
07/05/2025	Heatcraft And Ventilation ltd	BACS7	2,558.40		ANNUAL MAINTENANCE
07/05/2025	Northstar IT	DD	1,575.73		MAY SUPPORT
07/05/2025	WORLD PAY	WP0705	0.47		CARD CHARGES
07/05/2025	WORLD PAY	WP07052	0.24		CARD CHARGES
08/05/2025	02	DD1	93.79		MONTHLY MOBILES
08/05/2025	Barclays	DD2	21.00		COLLECT CHARGES/ BACS
08/05/2025	WORLDPAY	WP0805	0.17		CARD CHARGES
09/05/2025	SCDA	121158	6,782.48		MAYORAL DONATON
09/05/2025	TOOLSTATION LIMITED	BACS8	12.98		RUST NEUTRALISER
09/05/2025	R.J.Meaker Fencing Ltd	BACS9	16.63		BATTENS
09/05/2025	NUCO TRAINING LTD	BACS10	79.75		HEALTH & SAFETY AWARDS
09/05/2025	SYNERGY PRODUCTS LTD	BACS12	22.80		CLAMP BOLT
09/05/2025	TRAVIS PERKINS Trading	BACS13	143.58		KILN DRIED PAVING SAND
09/05/2025	DANFO (UK) LIMITED	BACS14	240.00		CHANGING PLACES DOOR REPAIR
09/05/2025	SUSSEX PAYROLL SERVICES LTD	BACS15	198.88		APRIL PAYROLL & P60S
09/05/2025	TOTAL GAS & POWER	BACS16	853.05		MARCH GAS
09/05/2025	CONSULT CLEANING SERVICES	BACS17	1,388.63		Purchase Ledger Payment
09/05/2025	AMAZON	BACS	6.99		TOILET FLUSH BUTTONS
09/05/2025	CHLOE JAQCQUET	121159	100.00		C JACQUET REFUND
12/05/2025	The Fuelcard People	DD	13.20		FUEL CARD
12/05/2025	WORLD PAY	WP1205	0.47		CARD CHARGES
12/05/2025	Unity Trust Fixed Term Deposit	UNITY FT	200,000.00		FIXED TERM TRANSFER
14/05/2025	BARCLAYS	CHAPS	25.00		CHAPS FEE
15/05/2025	WORLD PAY	WP1505	0.11		CARD CHARGES
16/05/2025	INSTANTPRINT	BACS	108.26		SF BANNER / HUB BANNER
16/05/2025	EDF	BACS1	68.63		APRIL ELECTRICITY
16/05/2025	TOOLSTATION LIMITED	BACS2	11.39		GAS CYLINDER FOR BEACON
16/05/2025	Society Of Local Council Clerk	BACS3	144.00		ZM - PIALC QUALIFICATION
16/05/2025	INSTITUTE OF LEADERSHIP	BACS4	150.00		ZP STANDARD PACKAGE
16/05/2025	HARTNELL TAYLOR COOK	BACS5	27,959.29		JAN-FE 24 SERVICE
19/05/2025	HEALTH ASSURED LTD	DD	60.00		EAP 19/05-18/06
20/05/2025	EDF	BACS	588.91		APRIL ELECTRIC
20/05/2025	CASTLE WATER	BACS1	52.61		APRIL WATER
20/05/2025	CASTLE WATER	BACS2	341.37		APRIL WATER SPORTS PARK

Continued on Page 2

Date: 13/06/2025

Peacehaven Town Council

Page 2

Time: 13:36

Current Bank A/c

List of Payments made between 01/05/2025 and 30/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/05/2025	AMAZON	BACS3	19.99		BINGO DABBER
20/05/2025	Tansleys Printers Limited	BACS4	234.00		FOAMEX BOARDS C/H
20/05/2025	Wightman & Parrish Ltd	BACS5	136.39		CLEANING/BAGS
20/05/2025	HORTICULTURAL	BACS6	35.00		ANNUAL SHOW ADVERT
22/05/2025	KINTO UK LTD	DD4	499.74		VEHICLE LEASE
22/05/2025	WORLD PAY	WP2205	1.43		CARD TRANSACTION
23/05/2025	GEORGE DYSON	BACS	9.90		G.DYSON MILEAGE
23/05/2025	JOHN LAWSONS CIRCUS	BACS1	200.00		JOHN LAWSONS CIRCUS
23/05/2025	HANNAN PERRIERA	BACS2	50.00		HANNAN PERRIERA
23/05/2025	SCH SUPPLIES	BACS3	352.73		WATER PUMP
23/05/2025	The Play Inspection Company Lt	BACS4	1,230.00		ANNUAL PLAY APP LICENCE
23/05/2025	TOTAL GAS & POWER	BACS5	22.33		APRIL GAS - UNIT 14
23/05/2025	SUSSEX TOILETS LIMITED	BACS6	564.00		TOILETS FOR SUMMER FAIR
23/05/2025	Wightman & Parrish Ltd	BACS7	172.71		URINAL BLOCKS
23/05/2025	MDS LEISURE	BACS8	183.84		BLEACHER SERVICE
23/05/2025	PHS Group	DD1	680.82		SANITARY DISPOSAL ETC
23/05/2025	TOWER LEASING LIMITED	DD2	110.67		PHONE LEASE / ANNUAL SERVICE
23/05/2025	CITRUS HR	DD3	204.00		SAFE HR = 20/05-19/06
23/05/2025	CASTLE WATER	DD5	7.64		APRIL WATER - DELL
23/05/2025	MAY SALARIES	MAY PAY	29,603.17		MAY SALARIES
23/05/2025	Credit Card A/c	APR CC	242.00		APR CC
27/05/2025	The Fuelcard People	DD1	138.10		FUEL
29/05/2025	FOCUS GROUP	DD	174.72		JUNE SERVICES
Total Payments			282,904.75		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Fixed Term Deposit	30/05/2025		200,000.00
			<u>200,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,000.00
		Balance per Cash Book is :-	200,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Accounts

Payments

Authorisation

Beneficiaries

Account management

Help and support

< Accounts

Princeshaven Town Council

FT12

60-83-01-80186689

Gross interest rate

4.10 %

Term start

13/05/25

Term end

13/05/26

Balance

£ 200,000.00

Transactions

Statements

Direct Debits

Standing orders

Scheduled payments

People

Limits

Search transactions

Download (.csv/.ofx)

Print

Balances are correct as of 14:59 on 03 June 2025.

Date	Description	Paid in	Paid out	Balance
Tuesday 13th May 2025				200,000.00
13/05/25	Transfer from 20529105	200,000.00		200,000.00

**Bank Reconciliation Statement as at 01/05/2025
for Cashbook 5 - Credit Card A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	01/05/2025		0.00
G Dyson CC	01/05/2025		-242.00
			<u>-242.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-242.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-242.00
		Balance per Cash Book is :-	-242.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR G DYSON

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
Card number: 5476760490508309
Statement date: 28 April 2025
Page number: 3 of 3
Monthly spend limit: £1,000.00

Date	Description	Amount
10 Apr 2025	HIGHFIELD* O #8309 DONCASTER LND	6.00
110485383905	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
14 Apr 2025	BOOKER LTD - 38537454 WELLINGBOROUGH	163.00
150405272465	GROCERY STORES, SUPERMARKETS	
24 Apr 2025	B&Q MARKETPLACE EASTLEIGH	73.00
250485481475	LUMBER AND BUILDING MATERIALS STORES	
3 new purchases / cash advances. Total of spending.		£242.00

G 006443 BBA2525A 51356



Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business
Park, Shaw Wood Way
Wheatley Hills, Doncaster, South Yorkshire, DN2
5TB
VAT Reg No. GB 998943626

Tel: 01302 363277
Fax:

accounts@highfieldelearning.com
www.highfieldelearning.com

**Invoice**

Peacehaven Town Council
Meridan Centre
Meridan Way
Peacehaven
BN10 8BB

Invoice Number 0003049022
Invoice Date 08/05/2025
Customer Ref 9039
Account Ref PEACECOU
Cust. VAT Number
Cust. EORI Number
Order Number 0004049206

Details	Quantity	Net Amount £	VAT £
GDPR E-Learning	1.00	5.00	1.00

Chris Bradley

Credit terms strictly 30 days unless otherwise agreed with the company.
Goods remain the property of Highfield ELearning Limited until payment is received in full.

Code	Name	Net	VAT
1 20.00	Standard Rate	5.00	1.00

Total Net Amount £ 5.00

Delivery Address:

Total VAT Amount £ 1.00

Meridan Centre
Meridan Way
Peacehaven
BN10 8BB
Great Britain

Invoice Total £ 6.00

Payment Received with Thanks

"PLEASE NOTE OUR BANK DETAILS HAVE CHANGED TO THE BELOW, PLEASE USE WITH IMMEDIATE EFFECT THANK YOU"

Bank Details: Barclays Account No: 30434868 Sort Code: 20-77-18

IBAN: GB34 BARC 2077 1830 4348 68 Company Registration 7380246

Invoice



KU Bathrooms & Kitchens Ltd

George Dyson
Community House , Meridian Centre
BN10 8BB
Peacehaven
GB

KU Kitchens and Bathrooms Ltd
via 
Nethercroft Monkholme Lane
Threshfield Skipton
BD23 5HE
Bradford
Yorkshire
GB
VAT number: GB238771183
COC number: 04824226

Invoice number	34340
Order number	1049430792-A
Order date	4/24/2025 2:12:57 PM +00:00
Invoice date	4/24/2025 2:19:59 PM +00:00

Description	Quantity	Price (£)	VAT %	VAT (£)	Ex. VAT (£)	Line total (£)
Contemporary Bathroom Wall Hung Toilet Pan , 390mm x 355mm, White Condition: New Color: White Size: 515 x 355 x 360mm GTIN: 5056678499511 Merchant product number: BCAD140P	1	73.00	20.00	12.17	60.83	73.00
Subtotal (£)				12.17	60.83	73.00
Shipping Cost (£)				0.00	0.00	0.00
Order total (£)				12.17	60.83	73.00

We have a 28-day free return policy, which means you have 28 days after receiving your item to request a return. To arrange a collection please contact us.

KU Bathrooms and Kitchens Ltd, Threshfield, Skipton, BD23 5HE

sales@balterley.co.uk



Customer Services
0333 014 3357

Dear George Dyson

Thank you for your order

Order number : **1049430792**

Total Cost: **£73.00**

Thank you for ordering from B&Q.

You'll find details of your order and delivery or collection information below. For help with questions about our service, please see the Customer Support pages of our website.

Payment details



MASTERCARD
Card ending : 8309
End date :08/2027



Home Delivery

Details of your items are listed below. If you have selected a delivery date, this will also be shown. If you'd like to know more about our range of delivery options, please visit the [Delivery](#) pages of our website.

Bought an electrical or electronic products from us? Find out about our electrical recycling service at www.diy.com/services/weee

If you have chosen a refurbished product from us, thank you for extending the life of a product. For more information on refurbished products visit www.diy.com/refurbed

Delivery address

George Dyson
Community House
Meridian Centre
Peacehaven
East Sussex
BN10 8BB
United Kingdom

Contact number :07749491877
Mobile Number: 07749491877

**Bank Reconciliation Statement as at 30/05/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/05/2025		1,099,325.12
Current Account	30/05/2025		54,115.40
			<u>1,153,440.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
15/08/2024 121124	S GRAVENOR	50.00	
07/05/2025 BACS3	JOSEPH GREY	50.00	
			<u>200.00</u>
			1,153,240.52
<u>Unpresented Receipts (Plus)</u>			
21/05/2025		280.00	
23/05/2025		60.00	
27/05/2025		20.40	
28/05/2025		10.00	
28/05/2025		24.00	
28/05/2025		1.00	
30/05/2025		327.40	
30/05/2025		60.00	
30/05/2025		7.25	
			<u>790.05</u>
			1,154,030.57
Balance per Cash Book is :-			1,154,030.57
Difference is :-			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/05/2025
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/05/2025		599.89
			<u>599.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			599.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			599.89
		Balance per Cash Book is :-	599.89
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



30 May 2025

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 30 May 2025

Business Current Accounts

Business Current Account Statement	£54,115.40
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£1,099,325.12
Sort Code 20-49-76 • Account No 30701211	
Business Premium Account	£599.89
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

Detailed Income & Expenditure by Budget Heading 10/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	481,860	963,719	481,859			50.0%	
1010 CIL Income	2,309	0	(2,309)			0.0%	2,309
1013 Income from Photocopying	63	400	337			15.7%	
1016 Housing Benefit Claims LDC	16,283	16,283	0			100.0%	
1031 Horticultural	5	0	(5)			0.0%	
1100 Interest Received	4,500	4,000	(500)			112.5%	
1309 Other Income	0	500	500			0.0%	
General Administration :- Income	505,019	984,902	479,883			51.3%	2,309
4345 CTLA Service Level Agreement	6,825	6,825	0		0	100.0%	
4346 CAB Service Level Agreement	0	13,000	13,000		13,000	0.0%	
4354 HCC Service Level Agreement	3,000	3,000	0		0	100.0%	
4362 The Joff Service Level Agree	0	3,340	3,340		3,340	0.0%	
4363 Bus Shelter Advertising	0	2,000	2,000		2,000	0.0%	
General Administration :- Direct Expenditure	9,825	28,165	18,340	0	18,340	34.9%	0
4001 Salaries	75,928	530,494	454,566		454,566	14.3%	
4002 Employer N.I Contributions	9,599	57,000	47,401		47,401	16.8%	
4003 Employer Pension Contributions	11,697	93,000	81,303		81,303	12.6%	
4004 Overtime	519	4,000	3,481		3,481	13.0%	
4011 Training	305	2,500	2,195		2,195	12.2%	
4014 Staff Costs	0	750	750		750	0.0%	
4201 Purchase of Vehicles	833	5,000	4,167		4,167	16.7%	
4212 Mileage Costs	10	500	490		490	2.0%	
4301 Purchase of Furniture/Equipmen	66	1,500	1,434		1,434	4.4%	
4302 Purchase of Materials	11	500	489		489	2.3%	
4306 Printing	331	3,000	2,669		2,669	11.0%	
4307 Stationery	0	1,000	1,000		1,000	0.0%	
4308 Cllr Printing	0	1,500	1,500		1,500	0.0%	
4312 Professional Fees - Other	2,905	8,500	5,595		5,595	34.2%	2,310
4314 Audit Fees	130	3,000	2,870		2,870	4.3%	
4315 Insurance	14,121	13,500	(621)		(621)	104.6%	
4321 Bank Charges	133	1,150	1,017		1,017	11.6%	
4323 PDQ Charges	31	0	(31)		(31)	0.0%	
4325 Postage	235	3,000	2,765		2,765	7.8%	
4326 Telephones	651	3,500	2,849		2,849	18.6%	
4327 Computers	3,989	20,000	16,011		16,011	19.9%	
4333 Members Allowance	0	8,500	8,500		8,500	0.0%	
4334 Members Training	5	1,500	1,495		1,495	0.3%	
4341 Grants	2,425	10,000	7,576		7,576	24.2%	
4342 Subscriptions	4,697	8,000	3,303		3,303	58.7%	

Detailed Income & Expenditure by Budget Heading 10/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4356 EAP	100	600	500		500	16.7%	
4444 Election Costs	0	10,000	10,000		10,000	0.0%	
General Administration :- Indirect Expenditure	128,720	791,994	663,274	0	663,274	16.3%	2,310
Net Income over Expenditure	366,474	164,743	(201,731)				
6000 plus Transfer from EMR	2,310	0	(2,310)				
6001 less Transfer to EMR	2,309	0	(2,309)				
Movement to/(from) Gen Reserve	366,475	164,743	(201,732)				
<u>110 Civic Events</u>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	78	2,700	2,622		2,622	2.9%	
4335 Civic Expenses	10	1,500	1,490		1,490	0.7%	
4339 National Mourning	0	100	100		100	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	88	6,550	6,462	0	6,462	1.3%	0
Net Expenditure	(88)	(7,550)	(7,462)				
<u>120 Marketing</u>							
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	280	2,000	1,720			14.0%	
1301 Filming	520	1,000	480			52.0%	
Marketing :- Income	800	3,180	2,380			25.2%	0
4306 Printing	80	900	820		820	8.9%	45
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	85	500	415		415	17.0%	
Marketing :- Indirect Expenditure	165	2,900	2,735	0	2,735	5.7%	45
Net Income over Expenditure	635	280	(355)				
6000 plus Transfer from EMR	45	0	(45)				
Movement to/(from) Gen Reserve	680	280	(400)				
<u>200 Planning & Highways</u>							
1022 Planter Advertising	0	1,100	1,100			0.0%	

Detailed Income & Expenditure by Budget Heading 10/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1051 A1 Boards	0	1,100	1,100			0.0%	
Planning & Highways :- Income	0	2,200	2,200			0.0%	0
4851 Noticeboards	0	650	650		650	0.0%	
4852 Monument & War Memorial	37	600	563		563	6.2%	
4853 Street Furniture	0	600	600		600	0.0%	
4854 Maps / Right of Way	0	500	500		500	0.0%	
Planning & Highways :- Direct Expenditure	37	2,350	2,313	0	2,313	1.6%	0
4101 Repair/Alteration of Premises	0	2,500	2,500		2,500	0.0%	
4111 Electricity	145	2,500	2,355		2,355	5.8%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	16,178	16,178	(0)		(0)	100.0%	
Planning & Highways :- Indirect Expenditure	16,323	21,678	5,355	0	5,355	75.3%	0
Net Income over Expenditure	(16,360)	(21,828)	(5,468)				
<u>300 Grounds Team General Exp</u>							
4011 Training	32	2,000	1,968		1,968	1.6%	
4202 Repairs/Maintenance of Vehicle	147	7,000	6,853		6,853	2.1%	
4203 Fuel	1,499	5,500	4,001		4,001	27.3%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	0	1,000	1,000		1,000	0.0%	
Grounds Team General Exp :- Indirect Expenditure	1,678	16,100	14,422	0	14,422	10.4%	0
Net Expenditure	(1,678)	(16,100)	(14,422)				
<u>310 Sports Park</u>							
1025 Rent & Service Charge	3,805	3,645	(160)			104.4%	
1041 S/P Telephone Masts	0	6,383	6,383			0.0%	
1043 S/P Football Pitches	835	3,000	2,165			27.8%	
1060 Water Usage	200	0	(200)			0.0%	
1061 S/P Court Hire	309	740	431			41.8%	
1111 Electricity	31	0	(31)			0.0%	
Sports Park :- Income	5,180	13,768	8,588			37.6%	0
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	217	600	383		383	36.2%	
4161 Cleaning Costs	3,472	11,500	8,028		8,028	30.2%	
4164 Trade Refuse	640	3,000	2,360		2,360	21.3%	
4171 Grounds Maintenance Costs	2,158	10,000	7,842		7,842	21.6%	
Sports Park :- Indirect Expenditure	7,534	30,445	22,911	0	22,911	24.7%	0
Net Income over Expenditure	(2,354)	(16,677)	(14,323)				

Detailed Income & Expenditure by Budget Heading 10/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 Big Park</u>							
1092 Electricity Feed-in Tariff	161	0	(161)			0.0%	
1329 Advertising Income	0	2,000	2,000			0.0%	
Big Park :- Income	161	2,000	1,839			8.0%	0
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	147	1,000	853		853	14.7%	
4112 Gas	834	1,000	166		166	83.4%	448
4121 Rents	3,670	15,500	11,830		11,830	23.7%	
4131 Rates	6,737	6,052	(685)		(685)	111.3%	
4166 Skip Hire	305	1,000	695		695	30.5%	
4173 Fertilisers & Grass Seed	2,957	4,800	1,843		1,843	61.6%	2,957
4303 Machinery Mtce/Lease	83	4,000	3,917		3,917	2.1%	
4326 Telephones	27	0	(27)		(27)	0.0%	
4329 Advertising	0	2,000	2,000		2,000	0.0%	
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	14,759	41,437	26,678	0	26,678	35.6%	3,404
Net Income over Expenditure	(14,598)	(39,437)	(24,839)				
6000 plus Transfer from EMR	3,404	0	(3,404)				
Movement to/(from) Gen Reserve	(11,193)	(39,437)	(28,244)				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	1,428	9,363	7,935			15.3%	
1092 Electricity Feed-in Tariff	(161)	0	161			0.0%	
1111 Electricity	0	10,000	10,000			0.0%	
Gateway Cafe :- Income	1,267	19,363	18,096			6.5%	0
4101 Repair/Alteration of Premises	45	3,500	3,455		3,455	1.3%	
4111 Electricity	0	10,000	10,000		10,000	0.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	50	1,500	1,450		1,450	3.3%	
4326 Telephones	0	972	972		972	0.0%	
4355 Wifi	27	540	513		513	5.1%	
Gateway Cafe :- Indirect Expenditure	122	18,012	17,890	0	17,890	0.7%	0
Net Income over Expenditure	1,145	1,351	206				

Detailed Income & Expenditure by Budget Heading 10/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Parks & Open Spaces							
1044 Hire of the Dell	3,080	5,500	2,420			56.0%	
1050 Allotment Rent	87	2,650	2,563			3.3%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	3,267	8,150	4,883			40.1%	0
4050 Allotment Costs	123	1,000	877		877	12.3%	
4104 Vandalism Repairs	193	1,500	1,307		1,307	12.9%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	1,564	5,000	3,436		3,436	31.3%	1,564
Parks & Open Spaces :- Direct Expenditure	1,880	11,000	9,120	0	9,120	17.1%	1,564
4101 Repair/Alteration of Premises	0	5,000	5,000		5,000	0.0%	
4141 Water Services	1,402	5,000	3,598		3,598	28.0%	
4164 Trade Refuse	0	500	500		500	0.0%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	1,186	4,000	2,815		2,815	29.6%	
4301 Purchase of Furniture/Equipmen	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Indirect Expenditure	2,587	22,000	19,413	0	19,413	11.8%	0
Net Income over Expenditure	(1,200)	(24,850)	(23,650)				
6000 plus Transfer from EMR	1,564	0	(1,564)				
Movement to/(from) Gen Reserve	363	(24,850)	(25,213)				
355 The Hub							
1084 Sports Pavilion	4,114	18,185	14,072			22.6%	
1111 Electricity	0	300	300			0.0%	
1112 Gas	0	300	300			0.0%	
1303 Water Charges	25	160	135			15.6%	
1355 Wifi	35	210	175			16.7%	
The Hub :- Income	4,174	19,155	14,982			21.8%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	282	2,500	2,218		2,218	11.3%	
4111 Electricity	0	3,000	3,000		3,000	0.0%	
4112 Gas	(140)	3,000	3,140		3,140	(4.7%)	
4171 Grounds Maintenance Costs	607	2,000	1,393		1,393	30.3%	
4355 Wifi	55	420	365		365	13.1%	
The Hub :- Indirect Expenditure	804	10,920	10,116	0	10,116	7.4%	0
Net Income over Expenditure	3,370	7,735	4,365				

Detailed Income & Expenditure by Budget Heading 10/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
360 Community House							
1056 Equipment Hire	130	0	(130)			0.0%	
1069 C/H Police Room	2,585	2,557	(28)			101.1%	
1070 C/H Phoenix Room	1,266	4,589	3,323			27.6%	
1071 C/H Fields & Robson	1,050	12,600	11,550			8.3%	
1073 C/H Fields	0	7,097	7,097			0.0%	
1075 C/H Charles Neville	1,089	5,719	4,630			19.0%	
1076 C/H Main Hall	3,699	12,358	8,659			29.9%	
1077 C/H Anzac Room	1,843	7,119	5,276			25.9%	
1078 C/H Main Kitchen	226	701	475			32.2%	
1079 C/H Anzac Kitchen	69	393	324			17.6%	
1080 C/H Foyer	0	550	550			0.0%	
1081 C/H Equipment Hire	441	500	60			88.1%	
1083 Bus Shelter Advertising	0	2,000	2,000			0.0%	
1091 Cinema Income	0	3,000	3,000			0.0%	
1092 Electricity Feed-in Tariff	1,977	5,000	3,023			39.5%	
1102 106 Receipts	41,528	0	(41,528)			0.0%	
1303 Water Charges	20	0	(20)			0.0%	
Community House :- Income	55,923	64,183	8,260			87.1%	0
4167 Cinema Costs	0	3,000	3,000		3,000	0.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	0	3,900	3,900	0	3,900	0.0%	0
4101 Repair/Alteration of Premises	382	10,000	9,618		9,618	3.8%	
4102 Maintenance of Buildings	2,364	7,000	4,636		4,636	33.8%	
4111 Electricity	1,376	15,000	13,624		13,624	9.2%	
4112 Gas	173	7,500	7,327		7,327	2.3%	
4122 Service Charge	23,299	0	(23,299)		(23,299)	0.0%	23,299
4131 Rates	6,550	13,100	6,550		6,550	50.0%	
4141 Water Services	463	5,000	4,537		4,537	9.3%	
4151 Fixtures & Fittings	195	2,000	1,805		1,805	9.8%	
4161 Cleaning Costs	237	1,500	1,263		1,263	15.8%	
4162 Cleaning Materials	0	1,000	1,000		1,000	0.0%	
4163 Personal Hygiene	468	2,700	2,232		2,232	17.3%	
4176 Community House Reserve	0	50,000	50,000		50,000	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	35,507	115,500	79,993	0	79,993	30.7%	23,299
Net Income over Expenditure	20,416	(55,217)	(75,633)				
6000 plus Transfer from EMR	23,299	0	(23,299)				
Movement to/(from) Gen Reserve	43,715	(55,217)	(98,932)				

Detailed Income & Expenditure by Budget Heading 10/06/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Summer Fair</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	1,430	1,050	(380)			136.2%	
1094 Other Customer & Client Receipt	0	500	500			0.0%	
Summer Fair :- Income	1,430	2,050	620			69.8%	0
4500 Event Staff Overtime	0	3,000	3,000		3,000	0.0%	
4502 Events	515	1,500	985		985	34.3%	450
Summer Fair :- Indirect Expenditure	515	4,500	3,985	0	3,985	11.4%	450
Net Income over Expenditure	915	(2,450)	(3,365)				
6000 plus Transfer from EMR	450	0	(450)				
Movement to/(from) Gen Reserve	1,365	(2,450)	(3,815)				
Grand Totals:- Income	577,220	1,118,951	541,731			51.6%	
Expenditure	220,544	1,128,951	908,407	0	908,407	19.5%	
Net Income over Expenditure	356,676	(10,000)	(366,676)				
plus Transfer from EMR	31,073	0	(31,073)				
less Transfer to EMR	2,309	0	(2,309)				
Movement to/(from) Gen Reserve	385,440	(10,000)	(395,440)				

13/06/2025

Peacehaven Town Council

13:31

Balance Sheet as at 13/06/2025

31/03/2024

31/03/2025

Current Assets

12,668	Debtors Control	11,083
5,079	VAT Control A/c	9,475
50	Deposit Aqua	50
959,966	Current Bank A/c	1,101,255
600	Reserve Account	602
0	Unity Trust Fixed Term Deposit	200,000
501	Credit Card Creditors	0

978,863

1,322,466

978,863 Total Assets**1,322,466****Current Liabilities**

690	Credit Card A/c	163
5,376	Creditors	3,484
6,238	Mayor's Appeal	2
4,265	Accruals	0
231	Pension Control	231
4,994	Deposits Received	4,840

21,794

8,721

957,069 Total Assets Less Current Liabilities**1,313,745****Represented By**

262,618	General Reserves	648,058
614	Events	614
375	Meridian Walk	375
212	D-Day Grant	212
2,241	Repairs & Alterations P&H	2,241
5,000	Play Equipment	5,000
1,806	Purchase Of Equipment	242
27,102	Community House Reserve	27,102
13,334	Vehicle Reserve	13,334
655	Tree Works	655
1,950	Staff training	1,950
23,971	Elections	23,971
1,467	Members Training	1,467
28,647	Service Charges	5,348
500	National Mourning	500
1,240	Noticeboards	1,240

Balance Sheet as at 13/06/2025

31/03/2024		31/03/2025
	750 Town Crier Outfit	750
	1,830 Monument & War Memorial	1,830
	11,732 Football Foundation Fund	8,775
	1,016 Fuel	1,016
	468 Gas for Hub	21
	660 P/H Youth Task Group	660
	469,221 CIL	469,174
	46,587 Big Park	46,587
	3,100 Hub Improvments	3,100
	1,430 Climate Change	1,430
	1,428 Sponsorship	1,428
	450 Donations Received	0
	1,333 Professional Fees - Legal	1,333
	3,640 Neighbourhood Plan	3,640
	41,690 Capital Receipts Reserve	41,690
	957,069	1,313,745

The above statement represents fairly the financial position of the authority as at 13/06/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

George Dyson
Town Clerk

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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 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.

George Dyson
Town Clerk

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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 27th May 2025 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths, Cllr Sharkey, Cllr Davies, Cllr Gordon-Garrett, Cllr Campbell, Cllr Rosser, Cllr Harman, Cllr Donovan, Cllr Fabry, Cllr Veck, Cllr Bradley, Cllr Gallagher.

Officers: George Dyson (Town Clerk).

No members of the public were in attendance.

1. PF1114 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, welcomed everyone, read out the Civility and Respect statement, ran through the fire exit procedure, asked for phones to be switched off, and announced that the meeting was being recorded.

2. PF1115 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. PF1116 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from the Responsible Financial Officer.

4. PF1117 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1118 TO ADOPT THE COMMITTEE'S MINUTES OF 1ST APRIL 2025.

Cllr Gallagher requested an addition to the minutes, that in reference to item PF1107, that the minutes should also include mention of the Community Buildings Working Group, and that the following addition be made to the minutes:

Discussion concerning the interim community buildings Working Group, set up at P&F on 11th February 2025 and this referred to the projects already started to be finished, including the priorities, timings and funding, and the working group members, Cllr Davies, Gallagher, Griffiths, and Veck

It was proposed that the Committee adopt the minutes subject to the above amendment.

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

The minutes of 1st April 2025 were **agreed** and **adopted**.

The Chair brought forward item PF1127b to be discussed next.

6. PF1127B COMMUNITY BUILDINGS WORKING GROUP

Cllr Gallagher raised that the Working Group had met, and that the Group had been discussing their Terms of Reference, the group had felt that the Town Clerk and the Responsible Financial Officer would likely be needed to attend the next meeting to answer some questions that the group have.

Cllr Veck also advised that the meeting they have had was very limited for time, and that the group did have some questions outstanding.

Cllr Gallagher spoke about the sunset clause on the Working Group, and that the group would need to continue. The Town Clerk advised that continuing the group until the Committee restructure is agreed by Council would be a sensible way forward.

Cllr Campbell asked whether there was scope to expand the Working Group membership. Several of the Working Group members suggested that the membership should remain until the group is better established.

Cllr Gallagher left the meeting at this point (19:45)

7. PF1119 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Griffiths be Vice-Chair.

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

8. PF1120 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

It was highlighted that £200,000 has now been transferred to a high rate savings account.

Committee **noted** the report.

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

Proposed by: Cllr Griffiths **Seconded by:** Cllr Davies
The Committee **resolved** to **agree** to sign the bank account and bank reconciliation statements.

c. Income & Expenditure report. Committee **noted** the income and expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

Committee **noted** the CIL & S106 report.

f. List of payments (for approval).

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

9. PF1121 TO APPOINT MEMBERS AND ELECT A CHAIR TO THE GRANTS SUB-COMMITTEE

It was proposed that this item be referred to Full Council to give all Councillors the opportunity to be involved with the Committee.

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

10. PF1122 TO RECEIVE A REPORT AND AGREE GUIDELINES FOR THE ALLOTMENT LIAISON COUNCILLOR ROLE

Cllr Sharkey spoke on the background to this item.

Cllr Donovan asked whether the same Councillors would carry out the role. Cllr Sharkey advised that the appointed Councillors would be Cllr Sharkey, Gallagher, and Harman.

It was proposed that Committee agree these guidelines.

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

11. PF1123 TO DISCUSS AND AGREE TERMS FOR A DOG WASH STATION

The Town Clerk summarised the information that Officers need to continue progressing this. Cllr Sharkey then added background to the item which had previously been discussed at the Leisure, Amenities, and Environment Committee.

It was proposed that Officers progress this item as a fixed monthly ground rent plus cost of utilities.

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

12. PF1124 TO RECEIVE A REPORT FROM THE AUDIT WORKING GROUP

Cllr Veck summarised the work of the audit group, that the audit was very in depth, and the few minor things that had been picked up were actioned as soon as they were highlighted.

The Town Clerk added his thanks to the members of the Working Group for their time in this work.

The Committee **noted** the report from the Audit Working Group.

13. PF1125 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON A TRAFFIC RADAR

Cllr Alexander introduced the report and gave some background to the report. Cllr Gordon-Garrett spoke about the benefits of this over the Community Speedwatch.

There was some discussion about possible locations for the device, Cllr Alexander advised that there are 2 drawbacks to the device, which are that the device does not capture pedestrians and doesn't work well with slow moving traffic.

Cllr Griffiths raised concerns about hidden costs, such as staff training and time to install, as well as raising concerns on a lack of different devices to compare to.

There was a discussion about the vandalism risk associated with the device.

It was proposed that the Council look into possible funding through JAG for the device, and speak with other Council's about their experience with the devices.

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

14. PF1126 TO AGREE AN AMENDED CONDITION TO COMMUNITY HOUSE T&CS

The Clerk summarised the report and the background to it.

There was a lengthy discussion on the possibilities and implications of parking access in the Community House South Service yard. It was suggested that further discussion with the Meridian Centre managing agents on how best to manage the parking in the South Service yard should be considered.

It was proposed that discussions with the Access Group and the managing agents take place, as well as more public information being made available, and that Council consider additional measures in the future if this approach doesn't work.

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

15. PF1127 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

This Working Group had already reported back earlier in the agenda and had no further update.

b. Community Buildings Working Group

This item had been discussed earlier in the agenda.

c. Council Committee Structure TFG

The Town Clerk summarised the progress of the TFG.

Cllr Veck suggested having regular Committee Chair meetings to provide opportunities for updates and feedback.

The TFG is planning on meeting again soon. Committee **noted** the update.

16. PF1128 DATE OF NEXT MEETING – TUESDAY 22ND JULY 2025 AT 7.30PM

The next meeting was confirmed as 22nd July 2025 at 7.30pm.

17. PF1129 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Veck

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.*

18. PF1130 UNPAID INVOICE ANALYSIS

Committee **noted** the unpaid invoice analysis.

There being no further business, the meeting was closed at 21:02.

George Dyson
Town Clerk

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

Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 15th April 2025 at 7.30pm.

Present: Cllr C Gallagher, Cllr D Donovan, Cllr W Veck, Cllr M Campbell, Cllr I Alexander, Cllr N Fabry.

Officers: George Dyson (Town Clerk)

1. E567 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:32, read out a statement on Civility & Respect, briefly ran through the building fire procedures, asked that phones be put onto silent, and gave a brief reminder about the importance of confidentiality on this committee.

2. E568 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Veck. Cllr Cheta was absent.

3. E569 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E570 TO ADOPT THE MINUTES OF 18TH FEBRUARY 2025 MEETING

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan
The minutes of 18th February 2025 were **agreed** and **adopted**.

5. E571 TO REVIEW COMMITTEE'S BUDGETARY POSITION

There was a brief discussion about the professional fees expenditure and the budgeting for the members allowance.

Committee **noted** the budgetary report.

6. E572 DATE OF NEXT MEETING – TUESDAY 8TH JULY 2025 AT 7:30PM.

The next meeting was confirmed as 8th July 2025, it was also highlighted that if needed, an additional meeting could be called sooner.

7. E573 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Alexander **Seconded by:** Cllr Fabry
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 discussion of the following items.

8. E574 TO REVIEW THE COMMITTEE ACTION PLAN

Cllr Alexander provided an update about the progress of the Wellbeing TFG and the training that has been completed as a result of it. Dan Tiller & Karen Bray will be taking the lead on this TFG moving forward, and Cllr Alexander is in the progress of arranging a meeting to hand over information to them.

Committee **noted** the action plan.

9. E575 TO REVIEW THE COUNCILLOR TRAINING PLAN AND AGREE ANY ACTIONS

The Clerk highlighted that there has been some more Cllr training completed since the report was run, with more Cllrs now being up to date on GDPR training.

It was discussed to create a master document with links to online training, which the Clerk will collate and circulate.

Committee **noted** the Councillor Training Plan.

10. E576 TO REVIEW THE STAFF TRAINING PLAN AND AGREE ANY ACTIONS

Committee **noted** the Staff Training Plan.

11. E577 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

Committee **noted** the feedback from recent training.

12. E578 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE

The Clerk summarised the report, which the Committee briefly discussed.

Committee **noted** the staff sickness absence report.

13. E579 TO RECEIVE A REPORT FROM THE CHAIR ON A CIVILITY & RESPECT MATTER

The Chair summarised the background to the Civility & Respect pledge and how the Council has implemented this, highlighting the importance of resilience and emotional intelligence as part of Civility & Respect and how some further training could benefit this.

The Chair informed Committee that a recent matter, that has now been resolved, was dealt with quickly by engaging the CEO of ESALC.

Cllr Campbell asked for some clarification on the recent matter and for confirmation that it has been resolved to the satisfaction of all those involved and also whether any costs had been incurred as a result. The Chair confirmed that the CEO of ESALC had given verbal confirmation that the matter is resolved and that no costs were incurred.

14. E580 TO NOTE RECENT ACHIEVEMENTS

Committee **noted** the report about recent achievements.

15. E581 TO DISCUSS STAFFING VACANCIES

The Town Clerk summarised the background to this item. Cllr Donovan expressed the importance of having a dedicated Civic Officer.

There was a discussion around the need to limit number of events to make the role manageable within the number of hours available.

It was proposed that the Committee request Officers work up a proposal for recruitment of a Civic & Events Officer at 15 hours per week (60 hours per month), including consideration around the amount of non-civic events per year, and provisions within the Mayor's Handbook.

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

16. E582 TO AGREE STAFF LENGTH OF SERVICE RECOGNITION

Cllr Donovan advised Committee that she and Cllr Gallagher have found a suitable item for recognition of staff length of service. Cllr Donovan will liaise with the Town Clerk to progress this.

17. E583 TO AGREE REVISED SPINAL COLUMN POINTS FOLLOWING APPRAISALS

There was a discussion around how the SCP and LC scales work and are applied, there was a discussion about a possible need for a future agenda item to review staff at the top of their bands.

It was proposed that the Committee agree to the revised salary table.

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

18. E584 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Wellbeing

An update from the wellbeing TFG had been provided during the Action Plan item.

There being no further business, the meeting was closed at 21.29.

George Dyson
Town Clerk

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

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 13th May 2025 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Gallagher, Cllr Studd, Cllr Fabry, Cllr Griffiths, and Cllr Bradley.

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

2 members of the public were in attendance, including Cllr Bradley.

LA1006 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:33, apologised for the delay in start time, and invited Cllr Bradley to the table, read out the Civility and Respect statement, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting was being recorded.

LA1007 PUBLIC QUESTIONS.

There were no public questions.

LA1008 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Wood and Cllr Donovan.

LA1009 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

LA1010 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18th MARCH 2025

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry
All in **favour**.

LA1011 TO AGREE OR REFUSE PRISTINE PAWS PROPOSAL

The Chair thanked the member of public for their pre-meeting presentation.

Cllr Studd thought it a good innovative idea but had concerns with the potential for vandalism, and suggested securing the unit in some way, for instance it having secure doors which the Gateway Café would open / close.

Members discussed the likelihood of affecting current local dog grooming businesses, but that this was a different and affordable offering.

The Parks Officer expressed that if approved at this stage, the item would be taken to P&F with regards to the financial and location details.

It was commented that the business may reduce travel to groomers outside of Peacehaven and could reduce the changing places facility being used.

19:44 – Standing orders were suspended.

The member of public clarified comments raised.

19:45 – Standing orders were reinstated.

It was proposed to take the proposal forward and for the details to be agreed at the next P&F Committee meeting.

C1401dj

Proposed by: Cllr Gallagher Seconded by: Cllr Studd
Committee resolved to **support** the proposal.

19:47 - The member of public left the meeting.

LA1012 TO NOTE BUDGET UPDATE

The budget was **noted**.

LA1013 TO NOTE ACTION PLAN

Cllr Gallagher suggested the dog faeces item be removed, whereby the Parks Officer confirmed the action plan could be reviewed when the new committee members were agreed.

The action plan was **noted**.

LA1014 TO NOTE ALLOTMENTS UPDATE

Cllr Gallagher outlined the background to the report, and expressed that if the role guidelines were agreed they would be displayed on the noticeboards and Liaison Councillors would start their visits.

It was proposed that the role guidelines were satisfactory and for them to be taken to the next P&F committee meeting for approval.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd
All in **favour**.

The Parks Officer expressed that ten warning letters were going out and explained the notice to quit process. The allotments update was **noted**.

LA1015 ALLOTMENT SHED ROOF

The Parks Officer outlined the background of the situation and expressed that only the apex at the back was higher than allowed, that the plot holder was fairly new to the allotment and a complaint had been received.

Cllr Griffiths expressed that the front was the correct right height and that a green roof required a slope.

It was proposed to allow the shed to remain at that height as an exception.

Proposed by: Cllr Gallagher Seconded by: Cllr Griffiths
All in **favour**.

LA1016 TO NOTE THE COMPLAINTS LOG

The Parks Officer expressed there had been a spate of graffiti, which had been noted and the police updated.

The Chair queried the broken security tape on the bench, which the Parks Officer confirmed would be removed this week, and that the owner would remove the bench and repair it inside.

The Parks Officer expressed that the Town Clerk had agreed a bench from the Meridian Centre could be used as a replacement and installed with a plaque, and added that the police had attended and assessed that the vandalism was not in view of the CCTV because of the bushes.

The complaints log was **noted**.

The Chair explained that for the two items below, the item numbers on the papers were round the other way.

LA1017 BUSINESS PLAN: TO AGREE TO SET UP A TFG THE SCOPE FOR SPORTS AND LEISURE PUBLIC CONSULTATION SURVEY ON POSSIBLE IMPROVEMENTS IN PEACEHAVEN

It was proposed to set up a TFG with the members as Cllr Gallagher, Cllr Studd, and that others would be invited.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd.
All in **favour**.

LA1018 BUSINESS PLAN: TO AGREE TO SET UP A TFG TO AGREE THE CRITERIA FOR THE ACCESSIBILITY TO THE PARKS AND OPEN SPACES AUDIT

Cllr Gallagher raised that a similar survey had been carried out by Telscombe Town Council, and that it would be good to consider Equalities and Planning laws.

It was proposed to set up a TFG and the members as Cllr Sharkey, Cllr Griffiths and Cllr Fabry.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1019 REQUEST FOR METAL DETECTING ON PTC PARKS

The Parks Officer outlined the report, expressed there was evidence that detecting may have already taken place, and that trip hazards were a concern if the request was agreed.

It was proposed to not give permission for metal detecting on PTC land.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

All in **favour**.

LA1020 TO RECEIVE UPDATES FROM TASK AND FINISH GROUPS (TFGS)

a) Parks Signage

The Meetings & Projects Officer expressed that 4 ladder rung signs for Centenary Park were on order and likely to be installed in June, and that the H&S / Rules signs for each of the activity areas/playgrounds had been ordered too and were at the artwork amends stage.

b) Green Spaces Infrastructure

The Parks Officer expressed this was ongoing. Cllr Gallagher suggested the Meetings and Projects Officer help bring it up to date.

c) Howard Park Phase 2

No update was made.

d) Car Parking Options at Centenary Park

No update was made.

e) The Oval TFG

No update was made.

LA1021 TO CONFIRM DATE OF NEXT MEETING AS THE 15TH JULY 2025

The date of the next meeting was confirmed.

There being no further business the meeting ended at 20:13.

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Town Clerk

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Community House,
Meridian Way,
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DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 29th April 2025 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Donovan, Cllr Studd, Cllr Wood, Cllr Sharkey, Karina Gordon (Youth Mayor), Katelyn Harber (Deputy Youth Mayor).

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer).

There was 1 member of the public in attendance.

CCE531 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:31, read out a Civility & Respect statement, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, reminded that the public are invited to ask questions only during public questions. The Chair then informed the Council of the following:

- Bingo 7th May 2-4pm
- VE Day 80 Thursday 8th May Morning & Evening Event.

CCE532 PUBLIC QUESTIONS.

There was 1 public questioner who, in reference to item CE540, outlined their reasons for their request to hold a car boot sale at The Dell on 12th July.

The Youth Mayor expressed interest in having a charity stall at the summer fair.

CCE533 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies for absence.

CCE534 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

CCE535 TO ADOPT THE MINUTES FROM THE 11th MARCH 2025

Proposed by: Cllr Wood Seconded by: Cllr Studd

The Committee **resolved** to **adopt** the minutes.

The Chair brought forward item CCE540.

CCE540 TO DECIDE ON A REQUEST FOR A CAR BOOT SALE AT THE DELL ON 12TH JULY

Cllr Sharkey queried the car boot sale and the summer fair times, which the Information & Community Facilities Officer clarified as an 11am start for the summer fair, and the car boot sale end time as 12pm.

It was proposed to suspend standing orders

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**

The member of the public confirmed that the event would be a car boot sale not a summer fair.

Cllr Studd suggested that the car boot sale may entice visitors to the summer fair, and the Information & Community Facilities Officer expressed that advertising banners for the two events would be up at the same time, located one above the other.

Standing Orders were reinstated

It was proposed to agree to the hire of the Dell on 12th July 2025 for a Car Boot Sale.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

All in **favour**.

CCE536 TO NOTE THE BUDGETARY UPDATE AND MAYORS FUNDRAISING BUDGET

The Committee **noted** the budgetary update and Mayors fundraising budget.

CCE537 TO NOTE THE CIVIC VE DAY 80 EVENT REPORT AND AGREE FOR COSTS TO BE TAKEN FROM THE CIVIC EVENTS BUDGET

Cllr Donovan outlined both events.

The report was **noted**.

CCE538 TO NOTE THE CIVIC RECEPTION REPORT

The report was **noted**.

CCE539 TO NOTE THE SUMMER FAIR REPORT

The Information & Community Facilities Officer updated committee on the report and confirmed 70 stalls had so far been confirmed, that the area for bands to perform was being looked into, that advertising was being worked on, and there would be new arena entertainment around every 20 minutes.

The report was **noted**.

CCE541 TO NOTE THE PCS BUSINESS LUNCHEON REVIEW

Cllr Donovan outlined the report, highly praised the quality of food produced by the catering students, thanked the grants committee for the £500 grant to the school, and confirmed she had sent a thank you to the school.

The Chair asked that a thank you also be sent from the office at PTC.

The Deputy Youth Mayor expressed the event may take place again.

The report was **noted**.

CCE542 TO NOTE ANY UPDATES TO THE [BUSINESS PLAN](#)

Cllr Donovan outlined the progress of the Meridian Meander, and hoped to have a launch date if agreed at the Annual Council Meeting on 20th May.

Cllr Studd confirmed the date of the next Chamber of Commerce meeting, and Cllr Donovan updated committee of the Seahaven Business Awards Ceremony on Friday 9th May.

CCE543 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair expressed there had not been the opportunity to meet, and that a request for further members would be made at Full Council.

b. VE DAY 80 TFG

It was noted that this related to item CCE537

CCE544 TO NOTE THE BINGO REVIEW

Cllr Donovan commented on the success of the bingo events, that there were 42 attendees at the last event, and suggested that bingo events continue. The Information & Community Facilities Officer confirmed the caller was interested to continue, and that dates had been confirmed up until the end of November.

The review was **noted**.

CCE545 TO NOTE THE QUIZ REVIEW

Cllr Donovan confirmed the quizzes had been successful, and expressed that they continue.

The Information & Community Facilities Officer expressed there were usually around 8 to 12 tables, with 8 people on each.

The review was **noted**.

CCE546 TO NOTE THE EVENTS CALENDAR

Cllr Sharkey updated raised that ArtWave and VE Day be updated as agreed events.

The events calendar was **noted**.

CCE547 TO NOTE THERE ARE NO COMPLAINTS ON THE COMPLAINTS LOG

The complaints log was **noted**.

CCE548 TO REVIEW AND UPDATE THE CCE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Donovan expressed that the new mayor would need to find their own volunteers.

The Meetings & Projects Officer expressed that the PR Officer would update committee about using Eventbrite as soon as possible.

Cllr Donovan expressed the possibility of another way of fundraising for the Mayor's charity, which the Chair requested be reported at the next CCE committee meeting.

The Chair updated committee that the future of events was being looked into.

CCE549 TO NOTE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS 1ST JULY 2025

Cllr Donovan thanked the Meetings & Projects Officer for her temporary support with managing the Civic Officer role, and the Meetings & Projects Officer expressed thanks to her team for their support.

The date was **noted**.

There being no further business the meeting ended at 20:10

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Community House,
Meridian Way,
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Committee:	Full Council	Agenda Item:	C1403
Meeting date:	24 th June 2025	Authors:	Town Clerk
Subject:	Setting up a Working Group looking at a potential town merger		
Purpose:	To decide		

Recommendation(s):

To consider whether PTC sets up a joint Working Group with Telscombe Town Council to look at the potential town merger, and if so to agree terms of reference.

1. Background

This item has been discussed several times previously at Full Council, in March 2024 it was agreed to defer the item for 6 months, and in October 2024 it was agreed to not proceed with the Working Group.

2. Options for Council

- a. To decide whether to proceed with a joint working group with Telscombe Town Council.
- b. To consider the draft Terms of Reference for the Working Group.

3. Reason for recommendation

Following on from previous discussions at Council and discussion at the recent Councillor training.

4. Expected benefits

To be considered by the Working Group.

5. Implications

5.1 Legal	Legislation relating to Community Governance Reviews
5.2 Risks	
5.3 Financial	None at this stage
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

Efficiency of Town Council resources

7. Appendices

Copy of Draft terms of reference.

Peacehaven & Telscombe Merger

Working Group - Draft Terms of Reference

1. Background

1.1. Peacehaven & Telscombe Town Councils have resolved that a joint working group be established with the aim to explore options of grouping and merging the two town councils.

2. Purpose/Objectives

2.1. The purpose of the working group is to investigate the feasibility and implications of all possible options for closer working, up to and including merging the existing Peacehaven Town Council and Telscombe Town Council into a single new council serving both towns.

2.2 The Working group objective is to bring a report on the feasibility of all possible options for consideration and discussion at both town councils.

3. Principles

3.1. In establishing the working group, it is deemed appropriate that the group is provided with and accepts these terms of reference.

3.2. The working group membership shall remain balanced between the town councils and any political affiliations.

3.3. The working group membership shall be restricted to members and Officers of Peacehaven Town Council and Telscombe Town Council in the first instance, although the group may consult with any person for the purpose of achieving their objectives.

3.4. The working group is not delegated any financial or decision-making authority.

3.5. Peacehaven and Telscombe Town Councils retain autonomy over their decisions, and each must vote separately and independently on any recommendation from the working group.

4. Tasks and activities

4.1. The working group will investigate:

- a. The financial implications of merging the two councils, including budgets, reserves, assets and liabilities, staff costs and council tax levels
- b. The administrative implications, including payroll, IT systems, procedures, premises and democratic representation
- c. The service implications for residents and businesses currently provided separately by each council

- d. The legal process and legislative requirements surrounding each possible option
- e. The views and preferences of residents, businesses and other stakeholders in both towns
- f. All possible options such as shared services or closer partnership working without full merger
- g. Examples and experiences of other town councils that have merged

5. Roles and Responsibilities

5.1 The working group will carry out the following roles:-

- a. Review financial reports, budgets, procedures and legal documentation
- b. Conduct an initial feasibility study and analysis
- c. Engage with both existing town councils and senior officers
- d. Undertake community and stakeholder consultation in both towns
- e. Compare with other examples of council mergers

6. Decision Making

6.1. The working group has no decision-making authority and may only produce recommendations for each Council to consider.

7. Conduct

7.1. It is expected that all working group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.

All members of the working group will declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work being undertaken.

7.2. The working group shall apply the following principles:-

- a. Be clear and open when their individual roles or interests are in conflict.
- b. Work together for the benefit of the communities established in the Towns.
- c. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

- d. Treat other members of the group with respect and dignity, allowing members to express their views without prejudice and interruption.
- e. Actively promote equality of access and opportunity.

8. Group Membership – Initial Feasibility Stage

- 8.1. Subject to ratification by both Town Councils, the working group will be formed from Town Councillors and Council Officers.
- 8.2. Each Town Council may appoint 4 members and 1 Council Officer to the working group.
- 8.3. The working group shall agree amongst themselves which member of the group shall Chair the meeting and another member to take notes.

9. Meetings & Voting

- 9.1. The working group will keep notes of meetings which will be open to public scrutiny.
- 9.2. The notes of each meeting will be taken back to each Town Council for review.

10. Finance

- 10.1. No financial resources are allocated to the working group – if the group considers a need for expenditure, this must be made as a recommendation for the respective Town Council (or relevant Committee of the Town Council) to consider.
- 10.2. Free of charge room hire may be requested for meetings from either Town Council, which the Town Council shall grant subject to availability.

11. Changes to the Terms of Reference

- 13.1. These Terms of reference will be reviewed every six months throughout the project and amended as required. Any amendments are to be ratified by both Councils.

14. Dissolution of the Group

- 14.1. The working group shall be dissolved immediately upon presenting its completed report setting out findings and recommendations on whether merging the two town councils is desirable and feasible to each respective Council.

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Community House,
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Committee:	Full Council	Agenda Item:	C1404
Meeting date:	24 th June 2025	Authors:	Town Clerk
Subject:	Centenary Park CCTV		
Purpose:	To decide		

Recommendation(s):

To consider whether to purchase additional equipment for the CCTV system at Centenary Park.

1. Background

CCTV is currently available at Centenary Park with cameras mounted on the Gateway Café and overlooking the car park areas. The problem is that the CCTV system currently cannot be remotely accessed or controlled, meaning that when Police want to request footage, they need to request this via a 3rd party company, who then have to physically send someone to the Café to retrieve the footage, it also means that if there is a fault with the system, we do not know about it until we try to access footage.

Through the Public Safety Working Group, there has been discussion about linking the system up directly to the police, however, some additional equipment is required for this, which has been quoted at £2349.91+VAT, however, this cost includes a 5G router and data plan, which will then continue to cost the Council £672 per annum in data costs.

Our IT providers believe that we can reduce this cost by utilising the current internet connection at the Café instead of installing the new 5G router, however, communication between the relevant parties in agreeing whether this is possible has so far been inconclusive.

The new set up would allow Sussex Police to remotely view and control cameras at the park.

2. Options for Council

- a. To agree with the works at £2349.91 and £672 annual fee.
- b. To not agree to proceed at this time and await further discussions to take place with the IT providers.

3. Reason for recommendation

Following discussions with Sussex Police and through the Public Safety Working Group.

4. Expected benefits

Public safety and crime reduction at Centenary Park.

5. Implications

5.1 Legal	Localism Act 2011
5.2 Risks	Ensuring security of data being transmitted.
5.3 Financial	£2349.91 plus £672 per annum.
5.4 Time scales	
5.5 Stakeholders & Social Value	Sussex Police, Park Users, Gateway Café.
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Positive impact.
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	In line with policy
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

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

Committee:	Full Council	Agenda Item:	C1405
Meeting date:	June 24 2025	Authors:	Cllr Mary Campbell, Cllr Kiera Gordon-Garrett, Cllr Aimee Harman, Cllr Sherral Wood
Subject:	Possible shift of Peacehaven from East Sussex into Brighton&Hove 'Unitary Authority'		
Purpose:	To ask that Peacehaven residents are consulted		

Recommendation(s):

To ask that Central Government, the Member of Parliament and all relevant Local Authorities (LAs) ensure a specific and well-publicized consultation of Peacehaven residents before deciding any change in Peacehaven's geographical/civic status as part of the current devolution and reorganisation of local government in Sussex

1. Background

Central Government and Sussex Local Authorities are in the process of reconfiguring the civic arrangements for East Sussex, West Sussex and Brighton and Hove. A Mayoral Combined Authority is to be set up and District and Borough Councils are to be merged to create Unitary Authorities, likely to be based on (but not geographically identical to) the current LAs of East Sussex, West Sussex and Brighton&Hove. This process involves **both** devolution of some powers and funding from Central Government to a newly established Mayor **and** reorganisation of LAs. As part of this process, some areas may be moved from West Sussex into Brighton and Hove (or even into Surrey). It has been suggested that Peacehaven might be moved from East Sussex into the proposed new Brighton and Hove Unitary Authority: on May 29, Trevor Leggo, CEO of East Sussex Association of Local Councils, informed Peacehaven councillors at a wide-ranging briefing that this suggestion was no more than speculation – but did not deny that it might happen.

2. Options for Council

1. To agree the recommendation
2. Not to agree the recommendation

3. Reason for recommendation

The majority of Peacehaven residents might be in favour of their town being moved from East Sussex into Brighton and Hove (or a unitary authority based in Brighton and Hove, whilst retaining its Local Authority status as a Town). This would be a big change from the current situation. For such a change to be imposed on Peacehaven from above without consultation would defy democratic principles. But equally, if a substantial majority of residents wish Peacehaven to be moved into the new Brighton and Hove Unitary Authority, denying them a voice at this time of civic reorganisation would be equally undemocratic. Part of Peacehaven Town Council's role is to advocate for its residents.

4. Expected benefits

5.1 Legal	No legal implications
5.2 Risks	That Peacehaven residents will be completely ignored if recommendation not agreed
5.3 Financial	Peacehaven residents might unknowingly end up with different debt obligations or share of assets as a result of decision without consultation
5.4 Time scales	Urgent – decisions in course of being taken
5.5 Stakeholders & Social Value	Democratic deficit avoided, residents’ views expressed
5.6 Contracts	Not directly applicable (see Financial Implications above)
5.7 Climate & Sustainability	Ditto
5.8 Crime & Disorder	Ditto
5.9 Health & Safety	Ditto
5.10 Biodiversity	Ditto
5.11 Privacy Impact	Ditto
5.12 Equality & Diversity	Ditto

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	X
6.2 Growing the economy sustainably	X
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	X
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>
6.7 Which business plan item(s) does the recommendation relate to?	
All or none	



Outside Body Contact Report

Outside body			
Councillor representative			
Type of contact		Date of contact	
Report to Council			
Follow up/ Action points			

Total	
Open	6
Closed	33
Referred	4

Method of Contact		
Email	20	43%
In Person	10	22%
Phone	8	17%
Letter	0	0%
Raised by PTC	9	20%

Time taken to resolve		
Same day	12	30%
1 - 7 days	16	40%
8 - 30 days	0	0%
31 - 90 days	0	0%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epiny Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car							2						2
Access													0
Animals		6		1									7
Antisocial behaviour		2											2
Bins (household)													0
Bins (non-household)													0
Boundaries													0
Dog Bins													0
Drains													0
Environmental Health													0
Fencing							1		2				3
Flooding													0
Fly Tipping													0
Grass verges							4						4
Health & Safety		2					2						4
Illegal advertising													0
Litter							1						1
Misc/Other	1						6						7
Overgrown paths													0
Overhanging foliage							1						1
Park Enhancements													0
Parking													0
Pavement/verge obstruction							1						1
Pavements													0
Personnel													0
Planning							3						3
Rights of way													0
Road conditions													0
Road signs													0
Street lights							1						1
Trees													0
Vandalism		6		1			2			1			10
Weeds													0
TOTALS	1	16	0	2	0	0	24	0	2	1	0	0	46
	Allotments	Centenary Park	Community House	Epiny Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	

Councillor Attendance

27 May 2025 - 18 June 2025

Name	FULL COUNCIL				LEISURE, AMENITIES &				PLANNING & HIGHWAYS				CIVIC & COMMUNITY				POLICY & FINANCE				PERSONNEL				GRANTS sub Committee				Total Possible Meetings					
	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of Meetings	Number Attended	Apologies Given	ABSENCES	Percentage Attendance	
Cllr Alexander	0			#DIV/0!													1	1		100%									1	1	0	0	100%	Cllr Alexander
vacant	0			#DIV/0!																									0	0	0	0	#DIV/0!	vacant
Cllr Campbell	0			#DIV/0!					2	2		100%																	2	2	0	0	100%	Cllr Campbell
Cllr Cheta	0			#DIV/0!																									0	0	0	0	#DIV/0!	Cllr Cheta
Cllr Davies	0			#DIV/0!					2	1		50%					1	1		100%									3	2	0	1	67%	Cllr Davies
Cllr Donovan	0			#DIV/0!													1	1		100%									1	1	0	0	100%	Cllr Donovan
Cllr Fabry	0			#DIV/0!													1	1		100%									1	1	0	0	100%	Cllr Fabry
Cllr Gallagher	0			#DIV/0!																									0	0	0	0	#DIV/0!	Cllr Gallagher
Cllr Gordon-Garrett	0			#DIV/0!					2	2		100%					1	1		100%									3	3	0	0	100%	Cllr Gordon-Garrett
Cllr Griffiths	0			#DIV/0!													1	1		100%									1	1	0	0	100%	Cllr Griffiths
Cllr Harman	0			#DIV/0!													1	1		100%									1	1	0	0	100%	Cllr Harman
Cllr Bradley	0			#DIV/0!																									0	0	0	0	#DIV/0!	Cllr Bradley
Cllr Rosser	0			#DIV/0!					2	2		100%																	2	2	0	0	100%	Cllr Rosser
Cllr Sharkey	0			#DIV/0!					2	1	1	50%					1	1		100%									3	2	1	0	67%	Cllr Sharkey
Cllr Studd	0			#DIV/0!																									0	0	0	0	#DIV/0!	Cllr Studd
Cllr Veck	0			#DIV/0!													1	1		100%									1	1	0	0	100%	Cllr Veck
Cllr Wood	0			#DIV/0!					2	1	1	50%																	2	1	1	0	50%	Cllr Wood