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25/11/25

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 7th October 2025 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Gordon-Garrett, Cllr Harman, Cllr Donovan, Cllr Fabry, Cllr Gallagher, Cllr Davies, Cllr Campbell (non-voting).

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

Two members of the public were in attendance.

1. PF1148 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:31, 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 reminded members of the importance of confidentiality on any items listed under the confidential heading.

2. PF1149 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant POLICY & FINANCE matters.*

A member of the public spoke about a lack of a Town flower, and that there is a suggestion that the white Peace Poppy could be adopted as a Town flower.

Another member of public representing the Peacehaven and Telscombe Bowls Club spoke to the Committee about the membership and benefits of the Bowls Club, particularly in relation to item PF1155 on the agenda.

3. PF1150 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Veck and Cllr Sharkey.

Cllr Gallagher was substituting for Cllr Sharkey.

4. PF1151 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1152 TO ADOPT THE COMMITTEE'S MINUTES OF 22nd JULY 2025.

Cllr Campbell asked a question about whether the CCTV is actively monitored by Sussex Police, the Clerk confirmed that it wasn't actively monitored but could be accessed and controlled live.

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Griffiths
The minutes of 22nd July 2025 were **agreed** and **adopted**

The Chair brought forward item PF1155

6. PF1155 TO DISCUSS THE BOWLS CLUB LEASE

Cllr Gallagher asked how the invoicing for services to the Bowls Club is reported on the income and expenditure report, and also within the terms of the lease, whether in practice there is public access to the green.

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Cllr Gallagher also spoke about the lease referring to the Bowls Club building, the type of lease that is being entered into, and concerns that the Bowls Club are not seeking professional advice on the lease.

Cllr Griffiths highlighted that the Council have always charged this as ground rent as the Council does not own the building.

Cllr Donovan raised concerns that the signing of this new lease is quite overdue, and that we should look to proceed with this.

Cllr Davies raised concerns about why this lease has taken so long to progress, why the rent is so low at just £150 per year, and concerns about the Bowls Club not taking legal advice.

It was proposed that the Committee suspend Standing Orders to address the representative of the Bowls Club.

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

Standing Orders were suspended at this point.

There was a further discussion with the representative of the Bowls Club, about the process of developing the lease.

Cllr Davies raised concerns that the lease had not been to Committee or Council previously. The Clerk explained that it is a lease renewal and standard business for the Council.

Standing Orders were reinstated.

The Chair directed that there would be further discussion on some of the lease details under the Confidential section of this meeting.

7. PF1153 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

Cllr Gordon-Garrett asked about the high income percentage, which the RFO confirmed is due to the second precept payment being received.

Cllr Campbell asked about the expenditure on the Hub, noting that the additional support for the Hub has not been put on here yet.

Committee **noted** the Finance Officer's report.

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

Proposed by: Cllr Davies **Seconded by:** Cllr Donovan
Committee **resolved** to **agree** to the signing of 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).

The RFO clarified that this report is only showing the current financial year's expenditure.

Committee **noted** the CIL and s.106 report.

- f. List of payments (for approval).

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

Committee **resolved** to **approve** the list of payments.

8. PF1154 TO RECEIVE THE 2024/25 EXTERNAL AUDITORS REPORT AND CERTIFICATE

The Clerk introduced the item, highlighting the outstanding report. Cllr Davies added his thanks to the Officers.

Proposed by: Cllr Gordon-Garrett

Seconded by: Cllr Griffiths

Committee **resolved** to **approve** the review of the External Auditors Report and receive the Certificate of completion of audit.

9. PF1156 TO REVIEW COMMUNITY AND BUSINESS PLAN ITEMS

There was a brief discussion about the Community & Business plan, that the 10-year plan for Community House is adopted, that the Net-Zero carbon resolution will be moved to the new Environment & Sustainability Committee.

It was suggested that a review of the Community & Business plan should involve some element of consultation with the public.

The Hub will also be moving under the Policy & Finance Committee due to the new Committee structure.

Cllr Campbell spoke about the importance of the external grants application item.

10. PF1157 TO RATIFY THE RECOMMENDATIONS OF THE GRANTS COMMITTEE

It was proposed that the Committee ratify the recommendations of the Grants Committee,

Proposed by: Cllr Harman

Seconded by: Cllr Griffiths

Committee **resolved** to **agree** to ratify this recommendation.

11. PF1158 TO DECIDE ON A GRANT FOR HAVENS COMMUNITY CARS

The RFO summarised the application and why it has been deferred to the Policy & Finance Committee.

There was a discussion on Havens Community Cars and the benefit to Peacehaven residents.

It was proposed to award £3000 to Havens Community Cars, as per their Grant application.

Proposed by: Cllr Gallagher

Seconded by: Cllr Griffiths

Committee **resolved** to **agree** to this proposal by a majority vote of 5 in favour, 1 against, and 2 abstaining.

12. PF1159 TO AGREE TO A BUDGET FOR THE WAR MEMORIAL RESURFACING

Cllr Fabry left at this point (21:19)

It was proposed to agree with the recommendations in the report for the budget

Proposed by: Cllr Gallagher

Seconded by: Cllr Griffiths

Committee **resolved** to **agree** to this proposal



It was proposed that Birch surfacing be used.

Proposed by: Cllr Harman

Seconded by: Cllr Donovan.

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

13. PF1160 TO AGREE BUDGET ALLOCATION FOR STAKEHOLDER MEETINGS ON THE HUB

The Clerk summarised the report, there was a discussion about the amount of money being requested as a maximum.

It was proposed that the Committee agree up to £750 from the NHDP budget.

Proposed by: Cllr Gallagher

Seconded by: Cllr Davies

Committee **resolved** to **agree**

14. PF1161 TO NOTE A REPORT ON DEVOLUTION OF ASSETS

The Clerk summarised the report.

Cllr Campbell asked about the protections for the Leisure Centre once Local Government Reorganisation takes place.

Cllr Gallagher advised that Lewes District Councillors have already asked for a full report on Wave Leisure.

Cllr Davies spoke about the importance of protecting the assets highlighted.

Committee **noted** the report on devolution of assets.

15. PF1162 TO SET UP A TFG TO MEET WITH REMEDY CONSULTING ON PHASE 1 OF THE HUB PROJECT

It was proposed to agree to form the TFG.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gallagher

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

TFG members to include: Cllr Gallagher, Cllr Campbell, and Cllr Alexander

16. PF1163 TO NOTE SUSSEX POLICE'S NOTICE TO VACATE THE POLICE ROOM IN COMMUNITY HOUSE

Committee **noted** the report.

17. PF1164 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

The Committee **noted** the report in the papers.

b. Community Buildings Working Group

Cllr Gallagher summarised the work that the TFG have been doing, particularly in relation to Community House.

18. PF1165 DATE OF NEXT MEETING – TUESDAY 25TH NOVEMBER 2025 AT 7.30PM

The next meeting was confirmed as Tuesday 25th November 2025 at 7.30pm.

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19. **PF1166** TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Donovan

Seconded by: Cllr Davies

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.*

Cllr Campbell left at this point (21:56).

20. **PF1167** UNPAID INVOICE REPORT

The RFO summarised the unpaid invoice report, which the Committee **noted**.

21. **PF1155** TO DISCUSS THE BOWLS CLUB LEASE

This item was followed on from the item in the public session, to discuss lease details under the confidential heading.

The RFO and Clerk were asked to get answers to 7 questions posed by the Committee.

It was proposed that the Committee recommend that Full Council agree to this lease, subject to satisfactory answers to the questions put forward.

Proposed by: Cllr Griffiths

Seconded by: Cllr Gallagher.

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

There being no further business, the meeting was closed at 22:17.



