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Town Clerk

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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.