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07/10/25

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 22nd July 2025 at 7:30pm.

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

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

No members of the public were in attendance.

1. PF1131 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.

Cllr Griffiths also reminded members about the LDC briefing tomorrow on recycling services.

2. PF1132 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. PF1133 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Davies, with Cllr Gallagher substituting.

4. PF1134 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1135 TO ADOPT THE COMMITTEE'S MINUTES OF 27TH MAY 2025.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Sharkey
The minutes of 27th May 2025 were **agreed** and **adopted**.

6. PF1136 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -
a. Finance Officer's report.

Cllr Gallagher asked about the dates shown on the balance sheet, and queried whether it is up to date, the RFO confirmed that it is. Cllr Gallagher also queried a s.106 receipt, which the RFO confirmed was funds spent last year on several items at Big Park, which had been reimbursed in this financial year.

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

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

Proposed by: Cllr Gallagher **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 & Expenditure report.

d. Balance Sheet.

Committee **noted** the balance sheet.

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

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

f. List of payments (for approval).

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
Committee **resolved** to **approve** the list of payments.

7. PF1137 TO DISCUSS THE CCTV AT CENTENARY PARK

The Clerk summarised the report and the background to this item, Cllr Gordon-Garrett spoke about the CCTV being important to reduce anti-social behaviour at Centenary Park, and that we could review in a years' time to see whether it has any impact.

Cllr Fabry commented that it would be a very good idea to better utilise the CCTV. Cllr Alexander raised a concern about how much the police would actually use it.

Cllr Griffiths asked where the CCTV could be funded from. The RFO responded that there are some items with the budget, including CCTV maintenance and Big Park Repairs & Alterations that could be used, alternatively CIL or Big Park Earmarked Reserves would be used.

Cllr Veck suggested the Police might want to contribute, it was highlighted that this had been considered through the Public Safety Working Group and was unlikely, however, it could be raised again.

It was proposed that Council proceed with the works, funded from the Big Park s106, subject to confirmation from the Public Safety Working Group confirm that no funding from the Police is available for this project.

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

8. PF1138 TO REVIEW RELEVANT COMMUNITY AND BUSINESS PLAN ITEMS

The Committee went through the relevant business plan items, noting that the 10-year-plan item is complete.

Committee noted the work completed and still needed on the efficiency of resources item.

It was suggested that the Community & Business plan should be reviewed at the next Full Council meeting.



9. PF1139 TO NOTE PROGRESSING CLOSER WORKING WITH TELSCOMBE TOWN COUNCIL

The Clerk summarised the progress on this item since the recent Full Council meeting.

Cllr Gallagher spoke about Telscombe Town Council's (TTC) recent Council meeting, and that they were supportive of the suggestion to proceed informally at this time.

Cllr Veck highlighted that the outcome of the informal meeting was to involve all PTC and TTC Councillors rather than just a select few.

Cllr Donovan highlighted that the Civic Officers for PTC & TTC seem to be communicating more at the moment which is positive.

It was proposed that no further action is taken at this time, pending the outcome of informal discussions.

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

10. PF1140 TO AGREE T&Cs FOR A DOG WASH STATION AT CENTENARY PARK

It was proposed to approve the recommendation in the report to proceed with the agreement and authorise the Parks Officer to agree the final siting of the station.

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

11. PF1141 TO DISCUSS REVIEWING THE MAYOR'S HANDBOOK

Cllr Veck introduced the item, highlighting that with the Committee restructure it may be best to wait for this to happen. Cllr Donovan suggested waiting for the Civic Officer to be in post.

There was a discussion around who should be involved with the review of the handbook. Cllr Fabry suggested that objective outsiders would be important in the review rather than just people close to the Civic function.

It was proposed that Committee agree that the review should go ahead, however to bring the item back to Committee to after the recruitment of the Civic & Events Officer to set up the TFG.

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

12. PF1142 TO AGREE RECOMMENDATIONS ON BACKBILL FOR BEREAVEMENT SERVICES

The RFO summarised the report and the background to this item.

It was proposed that we proceed with the recommendation in the report for paying the back bills.

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

13. PF1143 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

Cllr Veck informed Committee that the Audit Working Group met again last week, and that the outcome was overwhelmingly positive.



b. Community Buildings Working Group

Cllr Gallagher advised Committee that there is some information included in the papers and summarised the information in the papers, including the importance of this data.

The Working Group will meet again soon.

c. Council Committee Structure TFG

The Clerk updated the Committee that the TFG is working on the Terms of Reference and Scheme of Delegation, and a meeting should be held soon.

14. PF1144 DATE OF NEXT MEETING – TUESDAY 7TH OCTOBER 2025 AT 7.30PM

The next meeting was confirmed as Tuesday 7th October 2025.

15. PF1145 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Fabry **Seconded by:** Cllr Sharkey
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 (20:42)

16. PF1146 OVERDUE INVOICE REPORT

Committee **noted** the overdue invoice report.

17. PF1147 TO RECEIVE A CONFIDENTIAL REPORT ON BEREAVEMENT SERVICES

The Clerk introduced the report which the Committee discussed.

It was proposed that we proceed with option A in the confidential report and also consult with Peacehaven based funeral directors on the future of this agreement.

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

There being no further business, the meeting was closed at 20:52

