

George Dyson  
Town Clerk

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

6<sup>th</sup> August 2025

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 12<sup>th</sup> August 2025 at 7.30pm.

A handwritten signature in black ink, appearing to read "G Dyson", written over a horizontal line.

George Dyson  
Town Clerk

### A G E N D A

**C1413 MAYOR/CHAIR'S ANNOUNCEMENTS**

**C1414 PUBLIC SESSION.** *Members of the public may ask questions on any relevant Council matter.*

**C1415 TO APPROVE APOLOGIES FOR ABSENCE**

**C1416 TO RECEIVE DECLARATIONS OF INTERESTS**

**C1417 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 24<sup>TH</sup> JUNE 2025**

**C1418 TO AGREE A RESPONSE TO THE CONSULTATIONS ON THE BOUNDARY OF LEWES DISTRICT FROM APRIL 2028 ONWARDS**

**C1419 TO AGREE A NEW COMMITTEE STRUCTURE TO TAKE EFFECT FROM 1<sup>ST</sup> SEPTEMBER 2025**

**C1420 DATE OF NEXT MEETING - TUESDAY 2<sup>ND</sup> SEPTEMBER 2025 AT 7.30PM.**

**C1421 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING 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.*

**C1422 TO RECEIVE AN UPDATE ON QUESTIONS OF CLARIFICATIONS FOR THE TENDER FOR THE WORKS TO THE HUB**

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## **Minutes of the meeting of the Council meeting held in the Anzac Room, Community House on Tuesday 24<sup>th</sup> June 2025 at 7.30pm**

**Present:** Cllr Debbie Donovan (Chair), Cllr Aimee Harman (Vice Chair), Cllr Nikki Fabry, Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Libbee Bradley, Cllr Max Rosser, Katelyn Harber (Deputy Youth Mayor).

**Officers:** George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer), Kevin Bray (Parks Officer), Zoe Malone (Responsible Financial Officer).

3 members of the public were in attendance.

### **C1395 MAYOR/CHAIR'S 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, and reminded Councillors of the importance of confidentiality for items under this heading.

The Mayor also gave a few updates about what she and the Deputy Mayor have been planning, including upcoming Bingo sessions, the Armed Forces Day flag raising on Friday this week, a Health & Wellbeing awareness day, a community wall in the Community House Foyer area, a race-night in September, and a car boot sale in August.

### **C1396 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.***

There were no public questions.

### **C1397 TO APPROVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Davies, Cllr Veck, Cllr Sharkey, and Cllr Studd.

Cllr Cheta was also absent.

### **C1398 TO RECEIVE DECLARATIONS OF INTERESTS**

Cllr Gallagher made a declaration of interest relating to item C1405

Cllr Griffiths made a declaration of interest relating to item C1399.

### **C1399 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN EAST WARD**

*As per the Co-option policy, Standing Orders were suspended for this item.*

There were 2 applications for co-option, and both candidates were present to introduce themselves to the Council – each candidate spoke about why they wanted to be co-opted as a Councillor and were both asked to answer some questions from Councillors.

It was proposed that Council co-opt Philip Mills.

**Proposed by:** Cllr Rosser

**Seconded by:** Cllr Campbell

It was proposed that Council co-opt Katie Williamson

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Griffiths

A recorded vote was taken.

In favour of co-opting Philip Mills: Cllrs Rosser, Campbell, Bradley, Gordon-Garrett, Wood, and Harman.

In favour of co-opting Katie Williamson: Cllrs Gallagher, Griffiths, Alexander, Fabry, and Donovan.

Philip Mills was confirmed as being co-opted to fill the casual vacancy in East Ward. Mr Mills and the Clerk signed the declaration of acceptance of office, and Cllr Mills took his seat at the table.

*One member of the public left at this point, Standing Orders were reinstated.*

#### **C1400 TO ADOPT THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 20<sup>TH</sup> MAY 2025**

**Proposed by:** Cllr Rosser

**Seconded by:** Cllr Wood

The minutes of the meeting of 20<sup>th</sup> May 2025 were **agreed** and **adopted**.

#### **C1401 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

##### **a. Planning & Highways Committee:-**

- i. **To receive the meeting minutes of the 6<sup>th</sup> May 2025**
- ii. **To receive the meeting minutes of the 27<sup>th</sup> May 2025**

**Proposed by:** Cllr Gordon-Garrett

**Seconded by:** Cllr Rosser

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

- iii. **To note the draft meeting minutes of the 17<sup>th</sup> June 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 Gordon-Garrett

Council **resolved** to **agree** to authorise payments and sign the bank reconciliation statements.

- ii. **To receive the meeting minutes of the 1<sup>st</sup> April 2025**

**Proposed by:** Cllr Alexander

**Seconded by:** Cllr Gordon-Garrett

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

- iii. **To note the draft meeting minutes of the 27<sup>th</sup> May 2025**

Council **noted** the draft minutes.

- iv. **To appoint members and elect a Chair of the Grants Sub-Committee**

It was proposed that Cllrs Fabry, Wood, Griffiths, Harman, Rosser be members of the Committee, and that Cllr Harman be elected Chair.

**Proposed by:** Cllr Fabry

**Seconded by:** Cllr Wood

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

**v. To note any further updates from the Committee Structure TFG**

There were no further updates, however it was asked whether TFG members were available to meet this Friday at 11:30am, members will let the Town Clerk know their availability.

**c. Personnel Committee:-**

**i. To note the draft meeting minutes of 15<sup>th</sup> April 2025**

Council **noted** the draft minutes.

**d. Leisure, Amenities & Environment Committee:-**

**i. To note the draft meeting minutes of the 13<sup>th</sup> May 2025**

Council **noted** the draft minutes.

**e. Civic & Community Events Committee:-**

**i. To note the draft meeting minutes of the 29<sup>th</sup> April 2025**

Council **noted** the draft minutes.

**C1402 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

Cllr Gallagher informed the Council that there is no further update on the progress of the examiner yet.

**C1403 TO DISCUSS SETTING UP A JOINT WORKING GROUP WITH TELSCOMBE TOWN COUNCIL REGARDING CLOSER WORKING OR POSSIBLE MERGING**

The Town Clerk introduced the item and reinforced the purpose of the joint Working Group. There was a long debate about the proposal, about whether now is a good time to begin discussions in light of unknowns around devolution and Local Government Reorganisation, and how far the Working Group should be looking to go particularly whether a full merger is too far.

It was proposed that Council agree to form a Joint Working Group with Telscombe Town Council with the Terms of Reference included in the meeting papers.

**Proposed by:** Cllr Gallagher

**Seconded by:** Cllr Fabry

Council **rejected** this proposal with 4 in favour, 7 against, and 1 abstention.

**C1404 TO AGREE TO PURCHASE EQUIPMENT RELATING TO THE CCTV AT CENTENARY PARK**

The Clerk introduced the item and the background to the report. There was a discussion on the item, with Councillors speaking on both sides of the debate.

It was proposed that the matter is referred to Policy & Finance for further discussion, pending more information.

**Proposed by:** Cllr Campbell

**Seconded by:** Cllr Mills

Council **resolved** to **agree** to this proposal by majority, with one abstention.

*One member of the public and the Youth Mayor left at this point (20:50).*

**C1405 TO AGREE TO ASK VARIOUS PARTIES FOR A SPECIFIC CONSULTATION FOR PEACEHAVEN RESIDENTS ON LOCAL GOVERNMENT REORGANISATION.**

Cllr Gallagher explained to the Council why she had declared an interest in this item.

It was proposed that Standing Orders be suspended to allow Cllr Gallagher to remain in the room during this item.

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

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

*Standing Orders were suspended at this point (20:56)*

Cllr Alexander highlighted to Council that a consultation has already taken place. Cllr Campbell spoke about the report and the reasons behind the recommendation. Cllr Fabry also spoke about Peacehaven moving into Brighton not being tabled, and that East Sussex have been adamant that the boundary is not being changed.

There was a lengthy debate with support for both sides of the report recommendation.

It was proposed 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, and to invite an Officer of LDC and leader of LDC to the next meeting of PTC to go through the process with us.

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

Council **resolved** to **agree** to this proposal by majority, with 8 in favour, 2 against, and 1 abstention.

*Standing Orders were reinstated at this point (21:13).*

**C1406 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES**

Council **noted** the reports in the meeting papers.

**C1407 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED**

Council **noted** the overview of complaints.

**C1408 TO NOTE THE COUNCILLOR ATTENDANCE RECORD**

Council **noted** the attendance record.

**C1409 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**

**a. Youth Engagement**

Cllr Fabry advised Council that the TFG would like to explore expanding Youth Councillors at PTC.

**b. Morrisons Development**

Cllr Gallagher advised that the MP has provided an update that over 3000 letters and 500 leaflets were sent from the MP to residents around the town, from which around 2000 people have signed a petition for Morrisons to make good on the promise to build the new supermarket. A decision is expected from a Morrisons board meeting coming up in the next couple of weeks.

**c. Public Rights of Way**

Cllr Gordon-Garrett advised that statements and data are being collected with a view to applications being put in from the Town Council.

**d. Meridian Walk**

Cllr Donovan advised that the work is still in progress, and that the map will start being amended in July.

**e. Sussex Nature Recovery**

Cllr Campbell informed Council that the TFG is in a research phase, and that some of the work this TFG is doing is also building up to the potential new Committee focused on Climate Change. The TFG will next be meeting next week with an OVCA Community Ranger.

**C1410 DATE OF NEXT MEETING - TUESDAY 2<sup>ND</sup> SEPTEMBER 2025 AT 7.30PM.**

The next meeting was **confirmed** as 2<sup>nd</sup> September 2025.

**C1411 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Gordon-Garrett

**Seconded by:** Cllr Fabry

Council **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.*

**C1412 TO RECEIVE A REPORT AND AGREE RECOMMENDATION ON THE AWARDING OF A TENDER FOR THE WORKS TO THE HUB**

The Town Clerk introduced and summarised the item, adding his thanks to the Councillors and Officers involved in getting this tender to this point.

There was a lengthy confidential debate on the bids, and the various options to progress this whilst ensuring compliance with the legal framework.

It was proposed that Council accept the recommendation in the report.

**Proposed by:** Cllr Campbell

**Seconded by:** Cllr Griffiths

A recorded vote was requested.

In favour: Cllrs Alexander, Gordon-Garrett, Rosser, Fabry, Wood, Harman, Donovan, Campbell, Bardley, Griffiths, Mills.  
Against: Cllr Gallagher.

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

*There being no further business, the meeting closed at 22:13.*



# Consultation on boundary of Lewes district

Local Government Reorganisation (a central government policy) will see new unitary councils established across East and West Sussex, including Brighton & Hove. A unitary council provides all the public services that are currently split between district/borough councils and the county council.

East Sussex is responding to the government policy in September 2025 with a desire to create one single unitary council, covering the existing East Sussex footprint.

Brighton & Hove City Council has announced that as part of local government reorganisation it is looking to potentially grow the city boundaries and is looking at options to expand into parts of Lewes district, specifically Kingston ward, East Saltdean, Telscombe, Peacehaven and Newhaven.

We have launched a public consultation to understand how our residents feel about these proposals. This is in addition to the previous county-wide consultation to seek views on the changes that will happen because of the reorganisation process. For those of you that contributed to that survey – thank you. We appreciate an additional survey is a bigger ask on your time and thank residents of Lewes district in advance for contributing.

Views of our residents are what matter most. By answering the following questions below, you can have your say.

Your feedback will be fed into the East Sussex proposal, which will be considered by government when they decide the size and boundaries of the new unitary councils.

**The survey will stay open until 5pm on Monday 25 August 2025.**

1. Please tell us in what capacity you are responding to this survey.

- ☐ A resident of Lewes district
- ☐ A resident of somewhere else
- ☐ A business
- ☐ A local group or organisation
- ☐ A national group or organisation
- ☐ A councillor or member of parliament
- ☐ If you are responding as anything other than a resident of Lewes district, please specify:

**2. Where in Lewes district do you live?**

- ☐ Barcombe
- ☐ Chailey
- ☐ Denton
- ☐ Ditchling
- ☐ East Chiltington
- ☐ East Saltdean
- ☐ Falmer
- ☐ Glynde



- ☐ Hamsey
- ☐ Iford
- ☐ Kingston
- ☐ Lewes town
- ☐ Newhaven
- ☐ Newick
- ☐ Northease
- ☐ Peacehaven
- ☐ Plumpton
- ☐ Ringmer
- ☐ Rodmell
- ☐ Seaford
- ☐ St John (Without)
- ☐ Streat
- ☐ Southease
- ☐ South Heighton
- ☐ Streat
- ☐ Tarring Neville
- ☐ Telscombe Cliffs

☐ Westmeston

☐ Wivelsfield

Other (please state):

### 3. What is your postcode?

We are committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. We collect and use your personal data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you or we are legally required to do so.

## Options for the boundary of Lewes district from April 2028 onwards

No change to the current Lewes district boundary.

### Key



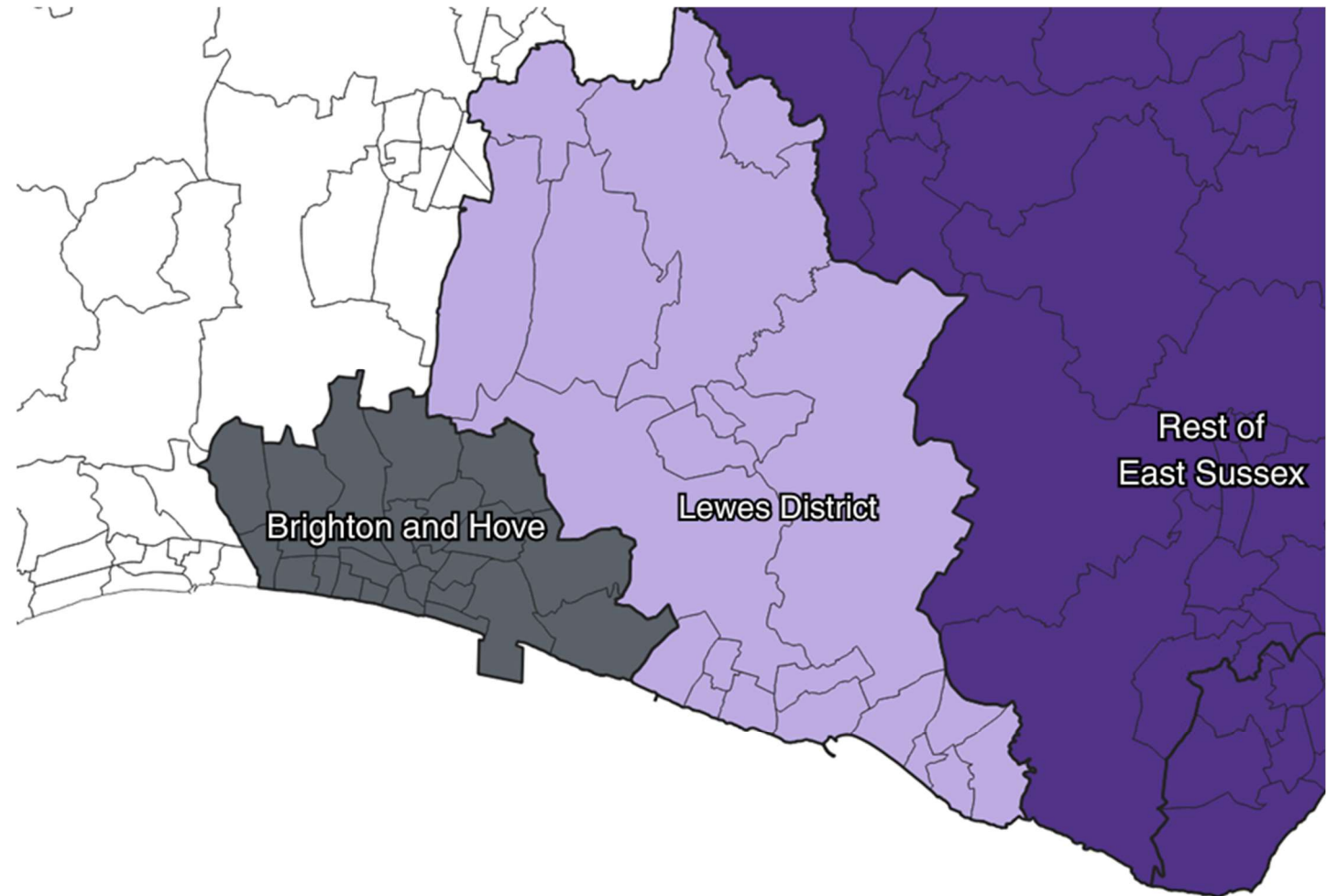
Lewes District



Rest of East Sussex




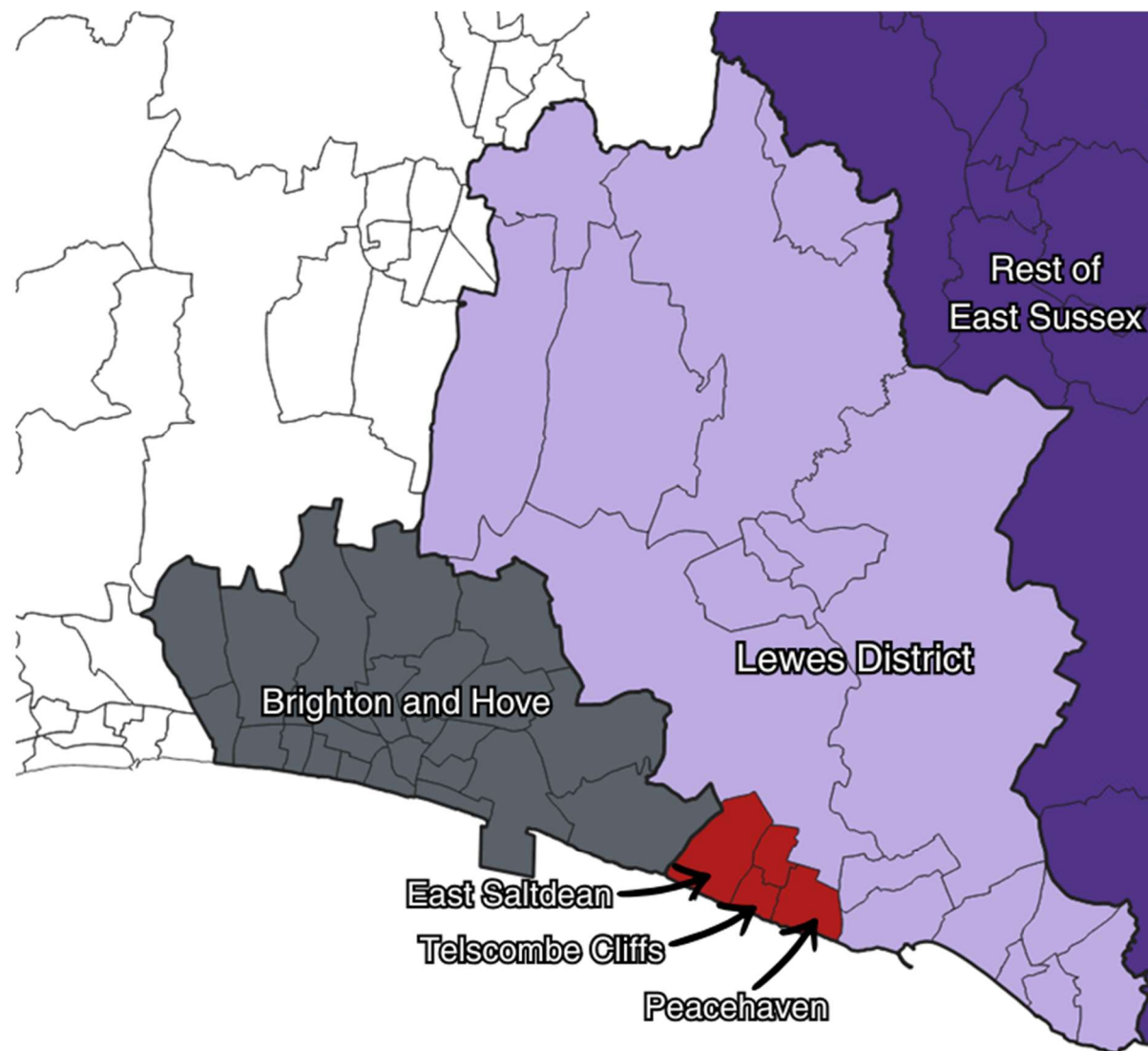
Brighton & Hove



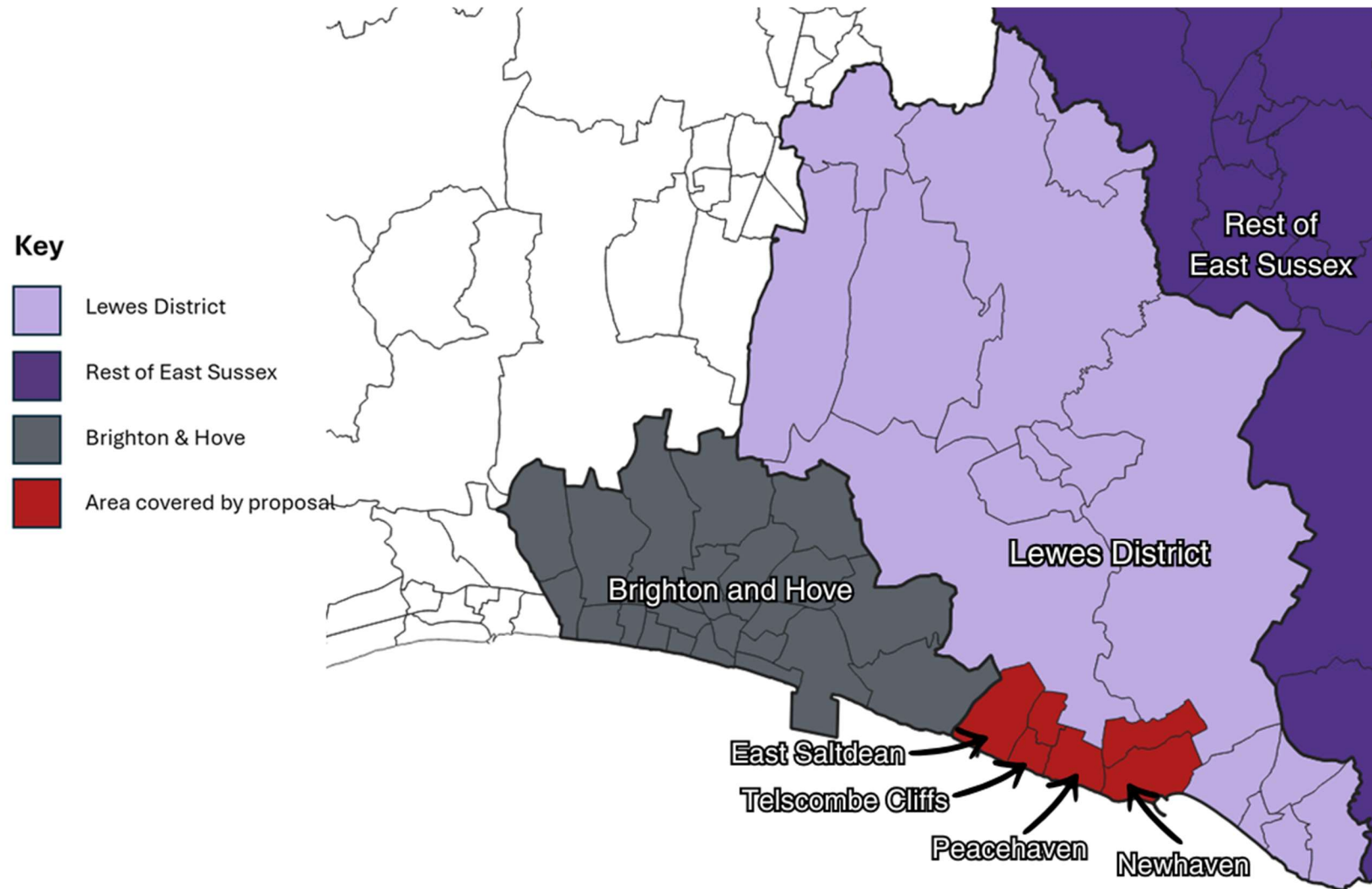
Brighton & Hove expanded to include East Saltdean, Telscombe Cliffs and Peacehaven.

**Key**

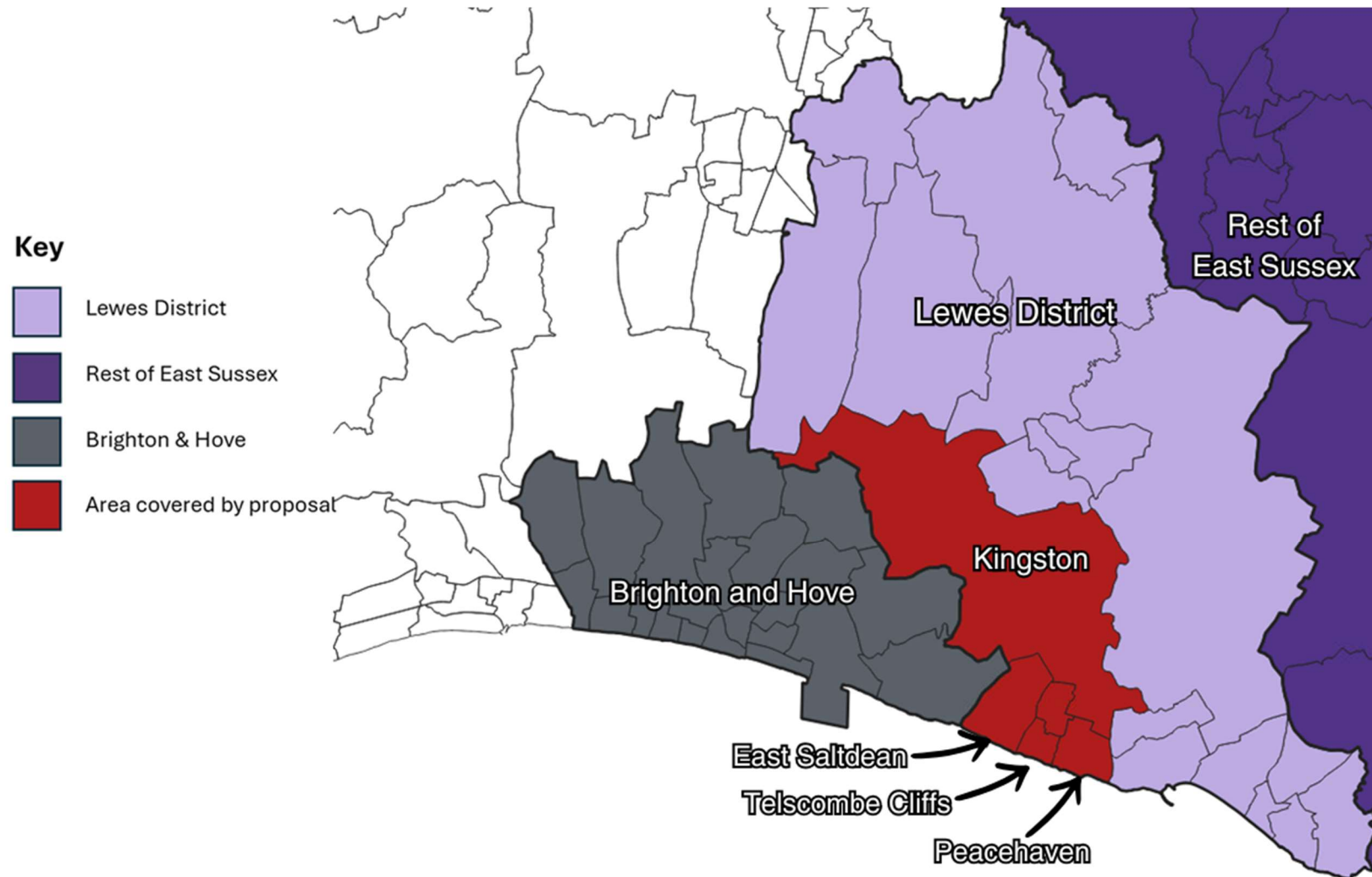
-  Lewes District
-  Rest of East Sussex
-  Brighton & Hove
-  Area covered by proposal



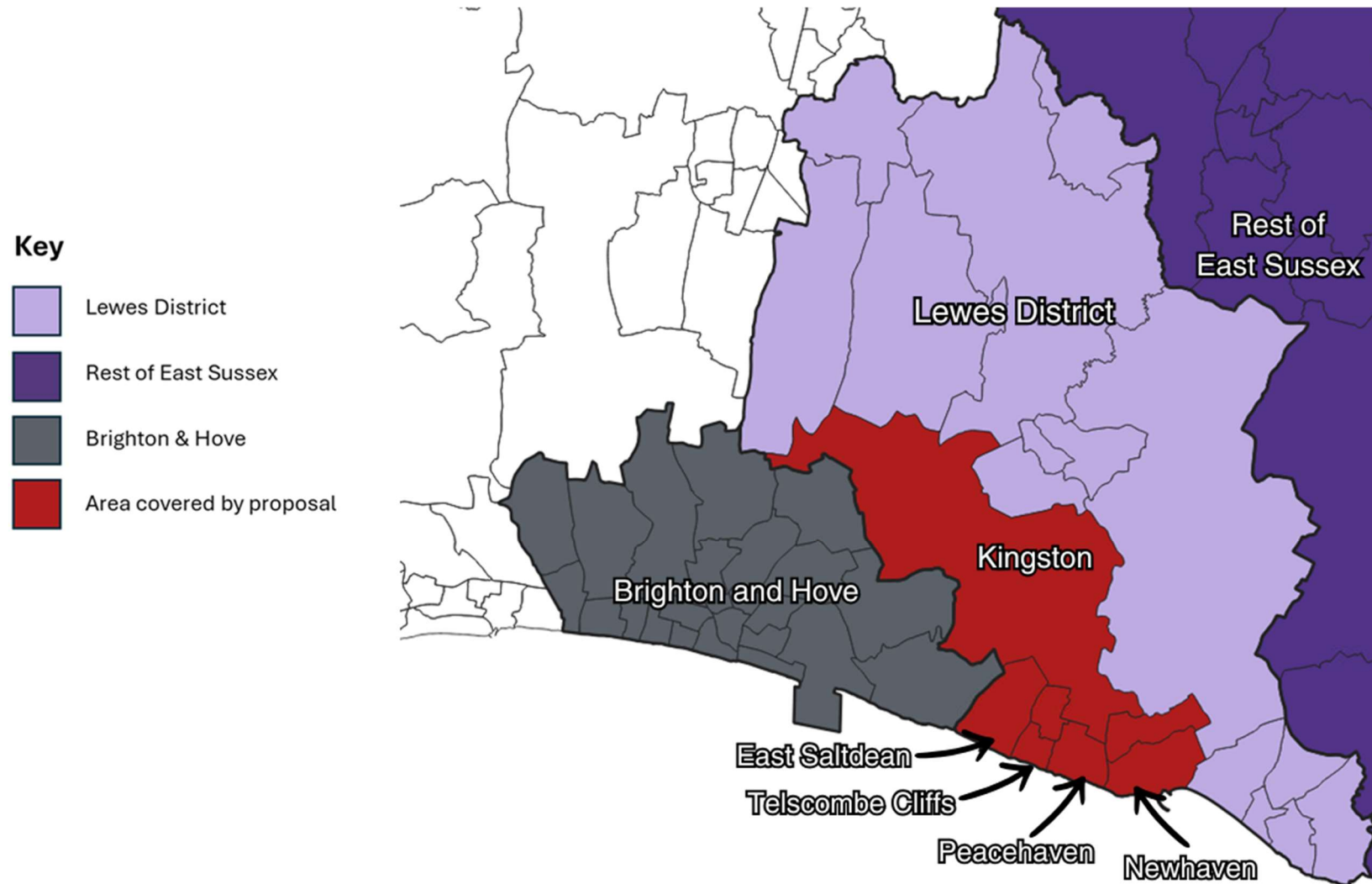
Brighton & Hove expanded to include East Saltdean, Telscombe Cliffs, Peacehaven and **Newhaven**.



Brighton & Hove expanded to include East Saltdean, Telscombe Cliffs, Peacehaven and **Kingston**.



Brighton & Hove expanded to include East Saltdean, Telscombe Cliffs, Peacehaven, **Kingston** and **Newhaven**.



Boundary Maps Source: Office for National Statistics licensed under the Open Government Licence v.3.0. Contains OS data © Crown copyright and database right 2025.

#### 4. Which of the options set out above would you prefer?

- ☐ No change to the current Lewes district boundary
- ☐ Brighton & Hove expanded to include East Saltdean, Telscombe Cliffs and Peacehaven
- ☐ Brighton & Hove expanded to include East Saltdean, Telscombe Cliffs, Peacehaven and **Newhaven**
- ☐ Brighton & Hove expanded to include East Saltdean, Telscombe Cliffs, Peacehaven and **Kingston**
- ☐ Brighton & Hove expanded to include East Saltdean, Telscombe Cliffs, Peacehaven, **Kingston** and **Newhaven**

#### 5. Please briefly state the reasons for your preferred option:



**6. If you would like to be included on our mailing list to make sure you hear about further engagement opportunities on local government reorganisation, please enter your email below.**

We are committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. We collect and use your personal data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties unless we need to do so to provide a service to you or we are legally required to do so.

## Equality Monitoring

Please answer the questions below by ticking the boxes that you feel most describes you. Some questions may feel personal, but any information that you give will be treated in the strictest confidence and will be used only to help us to improve our services. It will not be linked to you as an individual. **You do not have to fill this in, but it will help us if you do.**

**7. Which of the following describes yourself?**

- ☐ Female
- ☐ Male
- ☐ Prefer to self-describe
- ☐ Prefer not to say

Please self-describe here as desired:

**8. What is your age?**

- ☐ Under 17      ☐ 18-24    ☐ 25-34  
☐ 35-44      ☐ 45-54    ☐ 55-64  
☐ 65-74      ☐ 75-84    ☐ 85 and over  
☐ Prefer not to say

**9. Do you have an impairment, health condition or learning difference that has a substantial or long-term impact on your ability to carry out day-to-day activities?**

- ☐ Yes  
☐ No  
☐ Prefer not to say

**10. If you have answered 'yes', please tick the box ('s) that best describes your impairment.**

**This information helps us improve access and remove barriers to our services.**

- |  |  |
|--|--|
| <input type="checkbox"/> Blind or visual impairment  | <input type="checkbox"/> D/deaf or have a hearing impairment   |
| <input type="checkbox"/> A long-standing illness or health condition, e.g., cancer, HIV, diabetes, rheumatoid arthritis, chronic asthma, epilepsy, cardiovascular conditions, sickle cell anaemia, motor neurone disease, some forms of dementia | <input type="checkbox"/> A mental health difficulty, e.g., schizophrenia, depression, anxiety disorder, some forms of dementia |
| <input type="checkbox"/> A physical impairment or mobility issues, e.g., walking, dexterity, difficulty using your arms or using a wheelchair or crutches  | <input type="checkbox"/> A social/ communication impairment, e.g., speech and language impairment or                           |

Asperger's syndrome/other autistic spectrum disorder

☐ A specific learning difficulty e.g., dyslexia, dyspraxia or AD(H)D

☐ Prefer not to say

☐ Other:

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Thank you for completing this feedback survey. You can return this to us in the following ways:

Take your completed survey back to one of the Lewes District Council offices.

Email your completed survey to [BPP@lewes-eastbourne.gov.uk](mailto:BPP@lewes-eastbourne.gov.uk)

Scan a copy and email it to [BPP@lewes-eastbourne.gov.uk](mailto:BPP@lewes-eastbourne.gov.uk)

Post it to:

Local Government Reorganisation Consultation  
Lewes District Council  
The Marine Workshops  
Railway Approach  
Newhaven  
BN9 0DF

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<b>Committee:</b>	Full Council	<b>Agenda Item:</b>	C1419
<b>Meeting date:</b>	12 <sup>th</sup> August 2025	<b>Authors:</b>	Town Clerk
<b>Subject:</b>	Committee Structure		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

To agree whether to adopt the revised Committee Structure from September 2025.

## 1. Background

A TFG was formed in February 2025 to consider the Committee Structure and propose changes, the Committee has met frequently since then and has developed a revised structure, Terms of Reference, and Scheme of Delegation for Council to consider.

As there is a 'like-for-like' Committee for each of the Current Committees, the suggestion is to keep current Committee members and Chairs as they are, just under the new Committee. The exception being the Environment & Sustainability Committee, which Council will need to appoint members and a Chair to either now or at the next Full Council meeting.

Implementing the new structure from September will allow us several months of seeing how the new structure works before the Scheme of Delegation, Terms of Reference, and Standing Orders are reviewed anyway at the May 2026 Annual Council meeting, where revisions can be made if necessary.

## 2. Options for Council

- To agree the revised Committee Structure, Terms of Reference, and Scheme of Delegation.
- To agree any revisions to the Terms of Reference or Scheme of Delegation.
- To appoint members to the Environment and Sustainability Committee, or agree to defer this to the next Full Council meeting.
- To appoint a Chair of the Environment and Sustainability Committee, or agree to defer this to the next Full Council meeting.
- To decide to not change the Committee structure at this time.

## 3. Reason for recommendation

In line with previous direction from Council and the Policy & Finance Committee, following work by the appointed TFG.

#### 4. Expected benefits

Fit-for-purpose Committee structure, significantly reducing overlap and 'grey areas' in Committee responsibilities.

#### 5. Implications

5.1 Legal	Local Government Act 1972 Scheme of Delegation
5.2 Risks	Ensuring a smooth transition to reduce disruption
5.3 Financial	Restructuring of budgets would need to wait for the next financial year
5.4 Time scales	September 2025
5.5 Stakeholders & Social Value	More streamlined and fit for purpose structure
5.6 Contracts	
5.7 Climate & Sustainability	New Committee focussed on progressing this action
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	New Committee would have responsibilities relating to 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 checked="" type="checkbox"/>
6.3 Helping children and young people	<input checked="" 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 checked="" type="checkbox"/>

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

The whole business plan could be linked in some way to this.

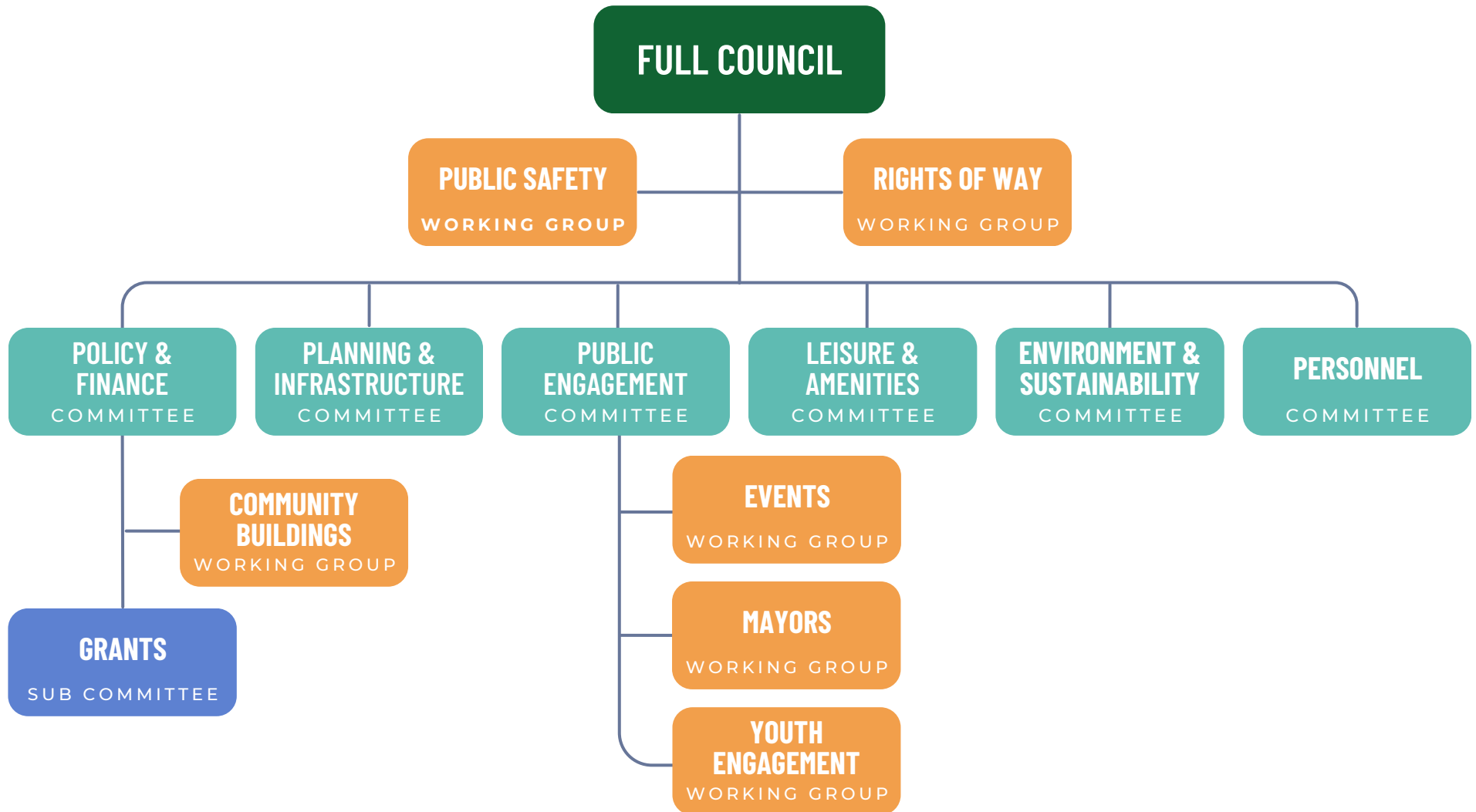
#### 7. Appendices

Revised Committee Structure

Revised Scheme of Delegation & Terms of Reference.



# PROPOSED COMMITTEE STRUCTURE





# Peacehaven Town Council

## Terms of Reference & Schemes of Delegation

- 1. Introduction**
- 2. Standing Committees**
  - 2.1. Community Engagement**
  - 2.2. Environment and Sustainability**
  - 2.3. Leisure and Amenities**
  - 2.4. Personnel**
  - 2.5. Planning**
  - 2.6. Policy and Finance**
- 3. Officers**
  - 3.1. Town Clerk**
  - 3.2. Responsible Financial Officer**
- 4. Civic**
  - 4.1. Mayor of Peacehaven**

### **1. Introduction**

Local Councils may do only what legislation requires or permits them to do. The Local Government Act 1972, s101 (with some exceptions) allows the Council to delegate functions to committees, sub committees, officers, or other authorities. Authority to make decisions cannot be delegated to an individual Councillor or group of Councillors outside of a committee.

In addition to legislation, the business of Peacehaven Town Council (PTC) is governed by its adopted Standing Orders and Financial Regulations.

The Chair and Vice Chair of Council will also be ex-officio members with full voting rights of every Committee.

The Council cannot delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement).
- Approving the Annual Governance Statement.
- Approving the Annual Accounting Statements.
- Borrowing.
- Writing off bad debts.
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

## **2. Standing Committees**

### **2.1. Community Engagement**

#### **Membership**

The Community Engagement Committee (CEC) shall have a maximum of nine (9) members.

The Chair or Vice-Chair of Council shall not be Chair or Vice-Chair of this Committee.

#### **Quorum**

Three (3) members must be present to constitute a quorum.

#### **Meetings**

The Community Engagement Committee shall meet at least five (5) times per year.

#### **Terms of Reference**

- Public communications of the Council, including through the website, Peacehaven News, Social Media channels, printed media, and any other Council publicity.
- Increasing income streams, including for fundraising purposes and sponsorship, within areas under the Committee's terms of reference
- Increasing the Council's public engagement with the Peacehaven community, including charitable organisations, businesses and schools/nurseries.
- Supporting the Civic Office in the organisation of agreed events.
- Management, organisation, and facilitation of civic and Council-led community events.
- Facilitation of Mayoral charitable events and Council-supported events.
- Oversight of the Council's civic responsibilities and Mayoral functions.
- To form and appoint members to the Mayor's Working Group.
- To form and appoint members to the Events Working Group.
- To monitor and promote filming opportunities within Peacehaven.



## **Scheme of Delegation**

- To **review** and strengthen communications with the Community, including charitable organisations, businesses and schools/nurseries.
- To **agree** and regularly review the Council's publications and public relations strategy.
- To **ensure** adequate risk assessments are completed for all events.
- To **receive** reports and **consider** recommendations from the Events Working Group.
- To **receive** reports and **consider** recommendations from the Mayoral Working Group.
- To **prepare** the Committee's annual budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the Committee.
- To **decide** the number and type of civic and Council-led community events to be held during the year.
- To **decide** the number and type of Mayoral fund-raising events to be held during the year.
- To **consider** proposals for Council-supported events (which may also be fund-raising events for the Mayor's charities).
- To **assess** the success (or otherwise) of events, including attendance, Council input (effort/costs) and funds raised for charity.
- To **consider** the environmental implications of Committee decisions.

## **2.2. Environment and Sustainability**

### **Membership**

The Environment and Sustainability Committee (ESC) shall have a maximum of nine (9) members.

### **Quorum**

Three (3) members must be present to constitute a quorum.

### **Meetings**

The Environment and Sustainability Committee shall meet at least three (3) times per year.

### **Terms of Reference**

Making decisions in line with Council policies, in particular those relating to climate change, biodiversity, nature recovery, and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.

Reviewing, advising on, and proposing changes to policies and procedures relating to the environmental management and sustainability practices of the Council.

Submitting proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast.

## **Scheme of Delegation**

- To **advise** on environmental and sustainability implications of tenders and contracts in accordance with PTC's Financial Regulations and with reference to its Policy and Finance Committee.
- To **report** progress against the Council's Community & Business Plans.
- To **recommend** actions to promote nature recovery and biodiversity.
- To **recommend** targets relating to climate change and sustainability for Council to consider.
- To **develop** action plans for environmental and sustainability management.

- To **report** progress towards the Council's agreed targets for climate change and sustainability.
- To **prepare** annual Committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** at each committee meeting the income and expenditure against the approved budget for the committee.
- To **consider** the environmental implications of Committee decisions, including for biodiversity and nature recovery.
- To **submit** reports with recommendations to other Standing Committees for items under their delegated authority, including the bi-annual climate event.

## 2.3. Leisure and Amenities

### Membership

The Leisure and Amenities Committee (LA) shall have a maximum of nine (9) members.

### Quorum

Three (3) members must be present to constitute a quorum.

### Meetings

The Leisure and Amenities Committee shall meet at least five (5) times per year.

### Terms of Reference

The maintenance, management, and improvement of outdoor facilities. This includes:

- Parks and PTC-owned or managed greenspaces throughout Peacehaven.
- PTC-owned bus shelters.
- PTC-owned planters.
- Playgrounds and play equipment.
- Recreation grounds and sports pitches and facilities.
- Benches and litter bins.
- Car parking provision at Centenary Park.
- Grass verge cutting arrangements.

Making decisions in line with Council policies, in particular those relating to the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.

Submitting proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast.

### Scheme of Delegation

- To **create and monitor** a management plan for each of PTC's green spaces and public amenities (excluding any Community Buildings and LDC amenities) and to ensure they are maintained and enhanced in line with Council policies.
- To **manage** the provision, maintenance and upgrading of PTC's vehicles and equipment.
- To **manage** the provision of recreational facilities.
- To **monitor** safety checks and maintenance of all playground equipment owned by PTC and to keep records of this for seven (7) years.
- To **recommend** to the Personnel Committee matters relating to the council's staff engaged on the maintenance of grounds and facilities.
- To **prepare** annual Committee budget estimates for review by the Policy and Finance Committee.

- To **manage** and **monitor** at each committee meeting the income and expenditure against the approved budget for the committee.
- To **agree** the frequency and the contractor for highway grass verge cutting on an annual basis.
- Be **responsible** for the provision and maintenance of PTC owned bus shelters, street/footpath lighting and shrub/flower planters.
- To **advise** on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with PTC's financial regulations and with reference to its P&F Committee.
- To **recommend** to the P&F Committee on matters relating to leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- To **report** progress against the Council's Community & Business Plan.
- To **consider** the environmental implications of Committee decisions and recommendations from the Climate & Sustainability Committee.

## 2.4. Personnel

### Membership

The Personnel Committee (Personnel) shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council.

### Quorum

Three (3) members must be present to constitute a quorum.

### Meetings

The Personnel Committee shall meet at least three (3) times per year.

### Terms of Reference

Overseeing matters relating to Council employees in line with relevant legislation and the Council's employment policies.

Dealing with matters which may arise and which are likely to directly or indirectly affect the terms and conditions of Council employees.

### Scheme of Delegation

- To **approve** adverts, job descriptions, personnel specifications, and salary terms for staff vacancies.
- To **agree** interview panels **or delegate** authorisation to senior employees (as appropriate) in accordance with agreed Council policy.
- To **review** the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary.
- To **assess** and act where necessary in respect of staff grievances in accordance with agreed Council policy.
- To **assess** and act where necessary in respect of staff disciplinary in accordance with agreed Council policy.
- To **approve** annual salary increases in accordance with the requirements of Financial Regulations.
- To **recommend** to Full Council the appointment or dismissal of Council employees.
- To **recommend** to the Policy and Finance Committee updates to personnel-related policies or procedures.
- To **consider** the environmental implications of Committee decisions and recommendations from the Climate & Sustainability Committee.
- To **manage** and **monitor** at each committee meeting the income and expenditure against the approved budget for the committee.

## 2.5. Planning

### Membership

The Planning Committee (Planning) shall have a maximum of nine (9) members, where possible this should include at least one member from each ward.

### Quorum

Three (3) members must be present to constitute a quorum.

### Meetings

The Planning Committee shall meet at least once per month, except where there are no new planning applications or other business to be transacted.

### Terms of Reference

To consider and comment on every planning application and other relevant planning issue affecting Peacehaven. This includes:

- Planning applications including tree works.
- Highways & infrastructure matters & issues.
- Public transport.

Applications of a large or contentious nature may be referred to an extraordinary meeting of Full Council at the Discretion of the Chair of Council, Chair of Planning Committee, or Town Clerk.

### Scheme of Delegation

- To **comment** to the Local Planning Authority on applications for planning permission.
- To **comment** in respect of appeals against the refusal of planning permissions.
- To **agree** recommendations regarding street names.
- To **monitor** development plans, other plans relevant to Peacehaven, and to make representations to the appropriate authority.
- To **facilitate** economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies.
- To **comment** to the appropriate Planning Authority in respect of other planning matters not otherwise referred to.
- To **comment** to the appropriate authority in respect of highway matters and public transport services.
- To **comment** to the appropriate authority regarding Public Entertainment Licensing and Licensed Premises generally.
- To be **receive updates and reports** on the Neighbourhood Plan.
- To **prepare** annual committee budget estimates for review by the Policy and Finance Committee.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee.
- To **consider** the environmental implications of Committee decisions and recommendations from the Climate & Sustainability Committee.

## 2.6. Policy and Finance

### Membership

The Policy and Finance Committee (P&F) shall have a maximum of nine (9) members including the Chair and Vice-Chair of Council and Chairs of the other Standing Committees.

### Quorum

Three (3) members must be present to constitute a quorum.

### Meetings

The P&F Committee shall meet at least five (5) times per year.

### Terms of Reference

To manage the Council budget and its assets. This includes:

- Budget & finance, including planning/annual budgets/payment of accounts/financial audits/ setting of fees & charges
- Premises & Capital Assets, including all PTC owned buildings and their operation
- Capital projects and spend
- Licences, leases and agreements (other than Allotments)
- Monitoring and overseeing Corporate Governance arrangements
- Grant requests

### Scheme of Delegation

- To **recommend** on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference).
- To **review** and **adopt** appropriate policies to support the day-to-day administration of the Council.
- To be **responsible** for matters not specifically delegated to any other standing committee.
- To **ensure** risk assessments are undertaken as appropriate.
- To **ensure** the council has adequate insurance.
- To **review** and update the Council's Asset register.
- To **agree** the Council's insurance requirements.
- To **be lead committee** in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
- To **review** annual committee budget estimates on all Terms of Reference referred to above not later than November.
- To **manage** and **monitor** at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the committee and monitor all other Standing Committees
- To **prepare** annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council.
- To **manage** and **monitor** (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and Council as a whole.
- To **consider** and **decide** on grant applications, at least one of its meetings each year will be devoted to the consideration of grant applications funded out of the grants budget; applications for funding from this budget may, however, be considered at other times of the year too.

- To **support, monitor and implement** the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.
- To **oversee** all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
- To be **responsible** for Community House and the Hub.
- To actively **seek** external funding where possible to support Town Council functions.
- To **monitor** general reserves to ensure that they remain in line with national guidance and audit requirements.
- To **consider** the environmental implications of Committee decisions and recommendations from the Climate & Sustainability Committee.

### 3. Officers

Terms of Reference for Officers are as laid out in job descriptions and statements of particulars.

#### 3.1. Town Clerk

#### Scheme of Delegation

- To **act** as the Proper Officer<sup>1</sup> of the Council in carrying out all of its functions and to issue all notifications required by law.
- To be **responsible** for giving clear and accurate guidance to Councillors, including the Chair, to enable legal and considered decisions to be made.
- To be **responsible** for receiving correspondence on behalf of the Council and responding to, dealing with, or bringing communication to the attention of the Council as required.
- To assume **total responsibility for ensuring that the instructions of the Council are carried out** in connection with its function as a local authority.
- To **make orders and incur expenditure** within authorised budgets.
- To **be accountable** for the effective management of all of the Council's resources.
- To have **overall responsibility for the Council's administrative service**.
- To **act as a general manager** in respect of all of the Council's services, projects and initiatives.
- To **assume overall responsibility for the supervision of the Council's staff**, in line with the policies of the Council, and to ensure that all necessary activities are undertaken in connection with the management of salaries, conditions of employment and work of staff.
- To **ensure** that the contractual arrangements with the Council's contractors are organised on an acceptable basis.
- To **liaise with outside organisations** (locally, regionally and nationally) to strengthen the role of the Council and to effect improved communication.
- To be **responsible** for the Health, Safety, and Welfare of persons affected by the Council's undertakings.
- To **approve** details of Council events
- To **act** as the representative of the Council as required.
- To be **responsible** for maintaining, implementing and monitoring the effectiveness of the Council's procedural and policy documents, within the policy framework defined by the Council.

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<sup>1</sup> The responsibilities delegated by Council to the Proper Officer are as defined in Standing Order 15b.

### 3.2. Responsible Financial Officer

#### Scheme of Delegation

- To **act** as the Council's Responsible Financial Officer as defined by the Local Government Act 1972 in ensuring that the Council's financial processes and records are acceptable and that the Council's finances are carefully administered.
- To **make orders, incur expenditure and process payments** within authorised budgets.
- To have **overall responsibility for the Council's accounts** and for the preparation of appropriate records for audit and VAT purposes.
- To **act** as the representative of the Council as required.
- To be **responsible** for preparing financial forecasts for the Council and making recommendations to the Council regarding the required precept in the following year.
- To be **responsible** for assisting the Council to secure economy, efficiency and effectiveness in the use of resources.
- To **ensure** that the Council has a sound system of internal control and management of risks.
- To **ensure** that financial control systems are observed, and that the Council's accounting records are kept up to date.
- To be **responsible** for all matters relating to internal or external audits.

#### 4. Civic

##### 4.1. Mayor of Peacehaven

Section 245 of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town and the Chair has been Mayor.

Sections 15 & 34 of the Local Government Act 1972 require local councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the Council) they must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of their duties. The Chair of Council guides activities by managing the meetings of the council, ensuring that all councillors have the opportunity to speak and that they keep to the point. A tie in votes may be settled by the casting vote exercisable by the Chair of Council when chairing a meeting.

**Other than in regard to the casting vote, a Mayor has no more power than any other Councillor and has no power to make decisions without a resolution of the council.**

The Mayor is the public face of the Council and may be invited to official functions, where they must represent views of the Council and not personal views. Section 15(5) of the Local Government Act 1972 enables a Mayor to be paid an allowance to meet the expenses of their office.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the town and can help in the promotion of the Council's objectives in the local community. In turn, the people of Peacehaven will have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the town and to represent them in the wider Community.