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Town Clerk

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East Sussex,
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Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 31st March 2026 at 7:30pm.

Present: Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Gordon-Garrett, Cllr Donovan, Cllr Fabry, Cllr Harman, Cllr Veck, Cllr Davies.

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

No members of the public were in attendance

1. PF1202 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, and provided a brief update on the repairs to the Big Park public toilets following the arson damage, 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. PF1203 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. PF1204 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

Apologies were received from Cllr Sharkey.

4. PF1205 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1206 TO ADOPT THE COMMITTEE'S MINUTES OF 10TH FEBRUARY 2026

Proposed by: Cllr Griffiths **Seconded by:** Cllr Donovan

The minutes of 10th February 2026 were **agreed** and **adopted**.

6. PF1207 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report.

The Responsible Financial Officer invited questions on the report, which the Chair asked a question about the investment account.

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

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

Proposed by: Cllr Donovan

Seconded by: Cllr Gordon-Garrett

Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

S.G.

c. Income & Expenditure report.

The Chair highlighted that the income looks very positive.

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 & s.106 report.

f. List of payments (for approval).

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

7. PF1208 TO AGREE THE REPLACEMENT OPTION FOR THE FIELDS & ROBSON BOILER

The Clerk summarised the report.

It was proposed that Committee proceed with option 2 in the report, to replace with localised solutions.

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

8. PF1209 TO AGREE TO REPLACE THE HUB FIRE ESCAPE DOORS

The Clerk introduced the report and the reasons for the recommendation. Cllr Davies spoke in support of replacing the doors now.

Cllr Veck asked that all other doors at the Hub also be checked, the Clerk confirmed he would do so this week.

It was proposed that Committee agree to proceed with replacing the doors.

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

9. PF1210 TO AGREE MONIES TO GO INTO EARMARKED RESERVES

The RFO introduced the report and gave some background to the item, briefly running through the recommendations.

The RFO was thanked for her work on this.

It was proposed that Committee agree to proceed with the recommended earmarked reserves.

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

10. PF1211 TO AGREE A SERVICING CONTRACT FOR COMMUNITY HOUSE HEATING & COOLING

The Clerk introduced the item and the reasons for the recommendation.

Cllr Fabry spoke in support of fixing for 3 or 5 years.

S.G.

Cllr Gordon-Garrett asked about an appropriate limit for installation without quotation, which Committee discussed.

It was proposed that Committee agree to fix for 5-years, and to authorise works up to £500 subject to a Purchase Order number being obtained.

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

11. PF1212 TO ADOPT THE FOLLOWING POLICIES

The Chair introduced the item and explained that these policies are due a standard review.

a. Volunteer Handbook

There was a discussion surrounding including reference to the safeguarding policy within the handbook, the Clerk confirmed that this can be updated. It was further added that all volunteers should be issued with a copy of the Safeguarding policy and asked to sign to confirm that they have read and understood it.

It was proposed to readopt this policy subject to the above change.

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

b. Equality & Diversity

It was proposed to readopt this policy.

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

c. Planning Code of Good Practice

There was a discussion about the code of good practice needing review, this will be deferred back to the Planning Committee, with a view to be adopted at the next Policy & Finance Committee meeting.

12. PF1213 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

a. Audit Working Group

Cllr Veck confirmed that an audit has been completed recently, Cllr Harman added how impressive the outcomes of the audit has been.

b. Community Buildings Working Group

The Clerk summarised some of the progress that has been made since the extraordinary Council meeting.

c. Funding for Community House works including Air Source Heat Pumps

The group has not met yet, but have shared some information by email.

d. Business Plan Review

The Clerk summarised the progress, and that another informal meeting will be called soon.

13. PF1214 DATE OF NEXT MEETING – TUESDAY 5TH MAY 2026

The next meeting was confirmed as Tuesday 5th May 2025.

S.G.

14. PF1215 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Gordon-Garrett **Seconded by:** Cllr Donovan
Committee **resolved** to **exclude** press and public from the remaining 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.*

15. PF1216 UNPAID INVOICE REPORT

The RFO summarised the report and that there are no real concerns over the unpaid invoices.

Committee **noted** the unpaid invoice report.

16. PF1217 TO CONSIDER PROPOSED T&Cs FOR A SAUNA AT CENTENARY PARK

It was proposed that Committee agree with the proposed terms.

Proposed by: Cllr Griffiths **Seconded by:** Cllr Fabry
Committee **resolved** to **agree** to this proposal by majority with one abstention.

17. PF1218 TO AGREE A VARIATION TO COMMUNITY HOUSE T&CS OF HIRE

There was a lengthy discussion on the possible variation to Community House Terms & Conditions of hire.

It was discussed that a notice on the door would be needed, specifying loading/ unloading only

It was proposed that Committee agree to a variation to highlight that the South Service Yard is for loading/ unloading only and not for parking, and that hirers are responsible for enforcing this for their bookings, and that bookings could be terminated as a result of non-compliance, and additionally that PTC will put up signage to reflect this.

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

18. PF1219 TO AGREE TO OPT TO TAX AT THE HUB

The RFO introduced the background to the report, which Committee discussed.

It was proposed to agree to Opt to Tax for the Hub

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

It was then discussed about how this would be applied.

It was proposed that PTC absorb the cost of the VAT for one-year and earmark £4000 income from the 2025/26 budget to offset the cost of doing this in the 2026/27 financial year, and that hirers are given notice that the full VAT will be applied from the 2027/28 financial year.

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 21:33.

S. Griffiths 5/5/2026