

31/03/26

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**Minutes of the meeting of the Policy & Finance Committee meeting held in the Anzac Room, Community House on 10<sup>th</sup> February 2026 at 7:30pm.**

**Present:** Cllr Alexander (Chair), Cllr Griffiths (Vice-Chair), Cllr Gordon-Garrett, Cllr Rosser, Cllr Donovan, Cllr Gallagher, 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. PF1185 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:32, 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. PF1186 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. PF1187 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

Apologies were received from Cllr Fabry, with Cllr Gallagher substituting, and Cllr Sharkey, with Cllr Rosser substituting.

**4. PF1188 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

There were no declarations of interest.

**5. PF1189 TO ADOPT THE COMMITTEE'S MINUTES OF 25<sup>TH</sup> NOVEMBER 2025**

**Proposed by:** Cllr Gordon-Garrett                      **Seconded by:** Cllr Griffiths  
The minutes of 25<sup>th</sup> November 2025 were **agreed** and **adopted**

**6. PF1190 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**  
**a. Finance Officer's report.**

Cllr Gallagher asked about whether the RFO has any concerns with the budget now we're getting close to year end. The RFO responded that some analysis of this will take place over the next few weeks.

There was a brief discussion about the high expenditure on the monument and memorial this year.

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

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

**Proposed by:** Cllr Gallagher      **Seconded by:** Cllr Gordon-Garrett  
Committee **resolved** to **agree** to the signing of the bank account and bank reconciliation statements.

c. Income & Expenditure report.

Cllr Gallagher asked about the professional fees budget being over, which a summary was given of the expenditure from this code.

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).

It was proposed to approve the list of payments.

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

## 7. PF1191 TO AGREE RECOMMENDATIONS REGARDING LOCAL CONTROL TRANSFERS FROM LEWES DISTRICT COUNCIL

The Clerk introduced and summarised the report included in the papers.

Cllr Gallagher spoke about there being 2 plots of land in the Valley Road area, and only one appears in the papers, Cllr Gordon-Garrett confirmed this, and that the Clerk is awaiting a response from the research that Cllr Gordon-Garrett had done. Cllr Gallagher then also expressed a concern about taking on Lake Drive land.

Cllr Rosser expressed that long-term it would be beneficial to the town to take on as many assets as possible.

Cllr Veck agreed that Lake Drive Pond would be a significant risk to take on.

Cllr Davies expressed a concern about what could happen to the assets if Peacehaven Town Council does not take control of them, and expressed that it would be really important to put them forward for consideration.

It was proposed that the Committee recommend that Full Council submit all the sites included as nominations to the District Council.

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

## 8. PF1192 TO AGREE RECOMMENDATIONS ON COMMUNITY HOUSE WORKS

The RFO introduced and summarised the report.

Cllr Griffiths spoke about her opposition to replacing boilers with new gas ones and suggested separating the hot water system with more locally positioned instant hot water heaters, and that air source heat pumps be installed for the heating, and that a small TFG be formed to seek funding for the work.



Cllr Gallagher highlighted that there is a Working Group looking at this and gave some background, from the initial 10-year plan for Community House moving forward.

Cllr Veck spoke about the importance of balancing where money is spent against the priorities, and the possibilities of more local solutions such as electric heaters and hot water, but agreed that there was a need to replace the boilers.

Cllr Alexander spoke the additional costs of wiring relating to putting an electric boiler in, as well as the points on the 10-year plan the boilers would have been expected to be replaced.

Cllr Davies reinforced the importance of action, given that the building is in constant use by staff and members of the public.

It was proposed that Committee recommend to replace the heating system with air source heat pumps whilst separating out as much of the hot water system as possible with more locally positioned hot water heaters, and the Thursday Morning's Community Buildings Working Group meeting has a one item agenda to discuss this.

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Rosser  
Committee **resolved to not agree** to this proposal, with 3 Councillors in favour and 6 against.

It was proposed that Committee agree to recommend to replace the Gas Boilers with one new gas boiler, and that the Community Buildings working group work towards installing ASHP within the next 5-10 years, including financial planning and improvements to internal and external insulation.

**Proposed by:** Cllr Gallagher                      **Seconded by:** Cllr Donovan  
Committee **resolved to agree** to this proposal by a majority of 6 in favour and 3 against.

It was proposed that a TFG be set up specifically tasked with finding funding to install ASHP and associated works in Community House.

**Proposed by:** Cllr Griffiths                      **Seconded by:** Cllr Davies  
Committee **resolved to agree** to this proposal by a majority of 8 in favour and 1 abstention.

The TFG will be set up at Full Council and will report back to this Committee.

## 9. PF1193 TO ADOPT A SUSTAINABLE PROCUREMENT POLICY

Cllr Griffiths introduced the item. It was proposed that Committee adopt the policy

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

## 10. PF1194 TO AGREE TERMS AND CONDITIONS FOR THE EASTER CRAFTS FAIR

Cllr Veck gave some background to the item. It was proposed that Committee agree the Easter Crafts Fair T&Cs.

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

## 11. PF1195 TO DISCUSS UPDATES TO THE COMMUNITY & BUSINESS PLAN

The Clerk summarised the report in the papers. Cllr Veck suggested that a Committee Chairs meeting could be sufficient rather than a full TFG.

Cllr Gallagher suggested that other Councillors who aren't Committee Chairs might want to be involved and Cllr Davies agreed that all Councillors need to be able to have a way of being involved with this.

11.15

gve

It was proposed that an informal meeting be arranged to focus on the business plan for all Councillors to have input and then can be passed to a small TFG to finalise into a report for Council.

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

A TFG for this will be formed at Full Council

## 12. PF1196 TO ADOPT A REVISED GRANTS POLICY

The Chair outlined the report and the reasons behind the recommended revision.

It was proposed that Committee agree to adopt the revised policy as read.

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

## 13. PF1197 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TFG's

### a. Audit Working Group

Cllr Veck reported that the Group had completed an audit today, which went very well, and that the report will be going to the next Full Council meeting. The members advised that a new group of Councillors should be chosen to now take over this TFG.

### b. Community Buildings Working Group

The RFO ran through the report in the papers, with recent recommendations from the Working Group.

Members of the Working Group added their comments to the report, which Committee briefly discussed.

Cllr Gallagher highlighted the importance of including the outcomes of the recent stakeholders meeting on phase 2 of The Hub project.

It was proposed that a recommendation goes to Full Council to put forward option 3 relating to The Hub, which is to extend and reconfigure.

**Proposed by:** Cllr Donovan                      **Seconded by:** Cllr Rosser  
Committee **resolved** to **agree** to this proposal by majority vote, with one abstention.

It was proposed that Committee agree to recommend to Full Council that the Community House Main Hall Fire Exit doors and windows are replaced, that a contractor is engaged to develop a specification for the Fields & Robson Room roof replacement.

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

Additionally, Committee asked that Officers investigate alternatives to the current Pellet boiler at the Gateway Café.

## 14. PF1198 DATE OF NEXT MEETING – TUESDAY 31<sup>ST</sup> MARCH 2026

The date of the next meeting was confirmed as Tuesday 31<sup>st</sup> March 2026

## 15. PF1199 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

**Proposed by:** Cllr Veck                              **Seconded by:** Cllr Gordon-Garrett  
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.

**16. PF1200 UNPAID INVOICE REPORT**

Committee **noted** the report.

**17. PF1201 TO CONSIDER PROPOSED T&Cs FOR A SAUNA AT CENTENARY PARK**

The Town Clerk introduced the report which the Committee briefly discussed.

It was proposed that Committee reject the profit share agreement and instead request a monthly ground rent figure.

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

*There being no further business, the meeting was closed at 21:56.*

A handwritten signature in black ink, appearing to be 'G. M. M.', located in the lower right quadrant of the page.

