



# PEACEHAVEN TOWN COUNCIL

Councillors on this Committee:-

Rachael Coles, Brian Gosling, Lynda Hallett, Job Harris,  
Jackie Harrison-Hicks, Andy Loraine, Robbie Robertson, Melvyn Simmons

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN 10 8BB

**CLAIRE LACEY**  
TOWN MANAGER

Tel: 01273 585493 Option 6  
Fax: 01273 583560  
Email: [claire.lacey@peacehavencouncil.co.uk](mailto:claire.lacey@peacehavencouncil.co.uk)

Dear Committee Member,

30<sup>th</sup> June 2016

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held in the **ANZAC ROOM** Community House, Meridian Centre, Peacehaven on **Tuesday 5<sup>th</sup> July 2016 at 7:30pm**

John Kocher  
Corporate Services Manager & RFO

## AGENDA

### GENERAL BUSINESS

#### 1 CHAIR ANNOUNCEMENTS

#### 2 PUBLIC QUESTIONS

There will be a 15 minute period when members of the public may ask questions on matters that affect the Town, each speaker is restricted to 3 minutes. Copies of any non-confidential reports listed below may be obtained by contacting the Town Council Office.

#### 3 TO CONSIDER APOLOGIES FOR ABSENCE

#### 4 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

#### 5 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL POLICY & FINANCE MINUTES:-

5.1 Policy & Finance	19 <sup>th</sup> April 2016 (page 1-11)
5.2 Policy & Finance Extra-Ordinary	26 <sup>th</sup> April 2016 (page 12)
5.3 Policy & Finance Extra-Ordinary	10 <sup>th</sup> June 2016 (page 13-14)

### REPORTS

#### 6 PAYMENTS FOR AUTHORISATION – report enclosed (page 15-18)

#### 7 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31<sup>st</sup> May 2016 – report enclosed (page 19-37)

#### 8 BANK RECONCILIATION – report enclosed (page 38)

#### 9 REPLACEMENT ROTARY RIDE ON MOWER – report enclosed (page 39)

#### 10 BINGO & QUIZ INCOME – report enclosed (page 40)

#### 11 STILES HAROLD WILLIAMS SERVICE CHARGE – report enclosed (page 41-42)

#### 12 SUMMER FAYRE TERMS & CONDITIONS – information to note (page 43-54)

Councillors on this Committee:-  
Rachael Coles, Brian Gosling, Lynda Hallett, Job Harris,  
Jackie Harrison-Hicks, Andy Loraine, Robbie Robertson, Melvyn Simmons

**13 TO APPROVE & ADOPT THE FOLLOWING POLICIES (page 55-73 in total):-**

- 13.1 LONE WORKING POLICY (page 57-58)
- 13.2 CHILD PROTECTION & VULNERABLE PERSONS POLICY (page 59)
- 13.3 DATA PROTECTION POLICY (page 60-61)
- 13.4 DIGNITY & RESPECT AT WORK POLICY (page 62-63)
- 13.5 HEALTH & SAFETY POLICY (page 64)
- 13.6 COMPLAINTS POLICY (page 65-66)
- 13.7 CORRESPONDENCE POLICY (page 67)
- 13.8 COMMUNITY ENGAGEMENT POLICY (page 68-69)
- 13.9 FIRE SAFETY PRECAUTIONS POLICY (page 70)
- 13.10 FIRST AID POLICY (page 71-72)
- 13.11 FLEXIBLE WORKING POLICY (page 73)

**NEXT MEETING**

**14 TO CONFIRM DATE OF NEXT MEETING Tuesday 13<sup>th</sup> September 2016 at 7:30pm**