



PEACEHAVEN TOWN COUNCIL

Councillors on this Committee:-

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

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TOWN MANAGER

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
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Dear Committee Member,

8th September 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 13th September 2016 at 7:30pm**

John Kocher

Corporate Services Manager & RFO

A G E N D A

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 MINUTES:-

5.1 Policy & Finance

5th July 2016 (page 1-12)

5.2 Grant Sub Committee

26th July 2016 (page 13-14)

REPORTS

6 PAYMENTS FOR AUTHORISATION – report enclosed (page 15-22)

7 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31st August 2016 – report enclosed (page 23-41)

8 BANK RECONCILIATION – report enclosed (page 42-48)

9 TO APPROVE & ADOPT THE FOLLOWING POLICIES - enclosed (page 49-61 in total):-

9.1 Lone Working Policy (page 50)

9.2 Child Protection & Vulnerable Persons Policy (page 51)

9.3 Dignity & Respect at Work Policy (page 52-53)

9.4 Health & Safety Policy (page 54)

9.5 Complaints Policy (page 55)

9.6 Correspondence Policy (page 56)

9.7 First Aid Policy (page 57-58)

9.8 Flexible Working Policy (page 59)

9.9 Certifying Documents Policy (page 60-61)

Policy & Finance Agenda 13/09/16

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

10 MAYOR'S HANDBOOK – enclosed (page 62-72)

11 INFORMATION TO NOTE – enclosed (page 73-80)

NEXT MEETING

12 TO CONFIRM DATE OF NEXT MEETING Tuesday 22nd November 2016 at 7:30pm