



PEACEHAVEN TOWN COUNCIL

Councillors on this Committee:-

CLAIRE LACEY
TOWN MANAGER

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

TELEPHONE: (01273) 585493 Option 6

FAX: (01273) 583560

E mail: claire.lacey@peacehavencouncil.co.uk

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

Dear Committee Member,

17th November 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 22nd November 2016 at 7:30pm**

Claire Lacey
Town Manager

A G E N D A

The meeting will commence with a TownCity Card presentation by Chris Beveridge

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

13th September 2016 (page 1-8)

REPORTS

- 6 PAYMENTS & RECEIPTS 31st August to 31st October 2016 – enclosed (page 9-15)
- 7 INTERNAL AUDIT REPORT TO NOTE – enclosed (page 16-30)
- 8 LOCUM RFO BRIEFING PAPER – enclosed (page 31-36)
- 9 BUDGET 2017-18 – enclosed (page 37-47)
- 10 RESERVES – enclosed (page 48)

Policy & Finance Agenda 22/11/16

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

11 PEACEHAVEN TOWNCITY CARD – enclosed (page 49-50)

12 TO APPROVE & ADOPT THE FOLLOWING POLICIES:-

- 12.1 Tree Works Policy (page 51)
- 12.2 Allotment Policy (page 52-62)
- 12.3 Telephone Policy (page 63)
- 12.4 Wildflower Policy (page 64)
- 12.5 Memorial Benches Policy (page 65)
- 12.6 Lone Working Guide and PV Form (page 66-72)

13 ALLOTMENT RENT REVIEW – enclosed (page 73)

14 INFORMATION TO NOTE – enclosed (page 74-88)

- 14.1 Staff Announcements
- 14.2 Auditor Statement
- 14.3 Bank Mandate
- 14.4 Library Opening Hours
- 14.5 Flag Flying Dates
- 14.6 Youth Group
- 14.7 Road Safety Data
- 14.8 CAB Quarterley Data
- 14.9 PRS License
- 14.10 Grants

NEXT MEETING

15 TO CONFIRM DATE OF NEXT MEETING Tuesday 14th February 2017 at 7:30pm