

## PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY & FINANCE COMMITTEE held in the ANZAC ROOM,  
Community House, Meridian Centre, Peacehaven on Tuesday 22<sup>nd</sup> November 2016 at 7:30pm

**Committee Members Councillors:** Rachael Coles Jackie Harrison-Hicks (Chair)  
Brian Gosling Andy Loraine  
Lynda Hallett Robbie Robertson (Vice Chair)  
Job Harris Melvyn Simmons

**Present Councillors:** Rachael Coles Jackie Harrison-Hicks (Chair)  
Brian Gosling Andy Loraine  
Lynda Hallett Robbie Robertson (Vice Chair)  
Job Harris Melvyn Simmons

**In Attendance:** Claire Lacey – Town Manager  
Karen Crowhurst – Locum RFO  
Campbell McBryer – Leisure & Amenities Manager  
Sally Landers - Administration Officer

The meeting began with a TownCity Card presentation given by Chris Beveridge in order to provide further information with regards to Agenda Item 11

### GENERAL BUSINESS

### PF136 CHAIR ANNOUNCEMENTS

#### Introduction

Thank you for attending this evening.

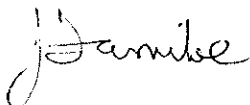
We are not expecting any emergency evacuations from the building, however in the event of an emergency, please leave the building by the safest route possible and meet on the grassed area on the opposite side of the car park. Do not re-enter the building until you are informed by a member of staff that it is safe to do so.

Please also switch your mobile phones onto silent and refrain from using during this meeting.

#### Crime Prevention

We held an event this morning focusing on crime prevention and would like to thank, Crimestoppers, Fearless, Paws On Watch and our PCSO's for attending. These organisations were handing out 'freebies' and there are some left over which can be collected from The Foyer here at Community House.

Signed:



93

Date: 14/02/17

Policy & Finance Minutes 22/11/16

## PF136 CHAIR ANNOUNCEMENTS continued

### Events

We are holding a Carol Concert on Friday 2<sup>nd</sup> December at 6pm. Tickets are limited to two per person and are going fast. If you wish to attend please collect tickets, which are free of charge, from the Information Office.

There will be a Christmas Market in Community House and in the Meridian Centre on Saturday 3<sup>rd</sup> December from 9am to 3pm. Santa will be visiting for the day and there will be food available along with entertainment.

The Jazz Evening scheduled for this Friday 25<sup>th</sup> November unfortunately has been cancelled due to lack of ticket sales.

Finally there will be a Burns Night on 28th January 2017, tickets are £12.50 which include a Scotch pie meal and Scottish dancing.

## PF137 PUBLIC QUESTIONS

### Sue Griffiths – North Ward

The resident queried why the Tree Work Policy does not include tree deceases and a maintenance schedule.

*C Lacey confirmed the policy only relates to dangerous trees, the remainder fall under the remit of the Grounds Team and the tree survey.*

The resident requested that the contractor who completes the tree survey does not action the work

*C Lacey confirmed the contractor who completes the tree survey does not action the work*

### Peter Seed – West Ward

The resident identified the need to spend ear marked reserves and Section 106 monies as stated in the Audit Report. The resident queried the outdoor gym budget which previously had a surplus set aside to purchase two new pieces of equipment which later reduced to one new item and requested Councillors look again at this proposal

*C Lacey stated the decisions taken two to three years ago were correct at the time and that rising costs mean it may not now be possible to purchase one new piece of outdoor gym equipment, the appointment of a Leisure & Amenities Manager means options can be investigated, funded from ear marked reserves and project funds*

The resident queried page 64/100 with regards to the poor condition of the grass verge between Chene Road and The Highway

*C Lacey confirmed Chene Road does not come under the remit of ESCC Highways or Peacehaven Town Council however it is likely to be maintained by ESCC Highways from March 2017*

Signed:

*J Jambe*

94

Date: 14/02/17.

Policy & Finance Minutes 22/11/16

**PF138 TO CONSIDER APOLOGIES FOR ABSENCE**

None

**PF139 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr. J Harrison-Hicks declared an interest in Bovis Homes Group plc

**PF140 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL POLICY & FINANCE MINUTES**

**Policy & Finance 13<sup>th</sup> September 2016**

Cllr. L Hallett proposed

Cllr. M Simmons seconded

**Approved**

**REPORTS**

**PF141 PAYMENTS & RECEIPTS**

The Policy & Finance Committee **AUTHORISE** payments totaling **£124,632.51** and **NOTES** receipts totaling **£300,164.38** between **31<sup>st</sup> August 2016 and 31<sup>st</sup> October 2016**

Cllr. R Coles proposed

Cllr. A Loraine seconded

**Agreed**

**Debate:-**

K Crowhurst briefed Members with regards to duplicate payments and confidentiality

Cllr. R Coles thanked the Locum RFO for her help and support

**PF142 INTERNAL AUDIT REPORT**

Cllr. J Harris proposed

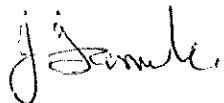
Cllr. M Simmons seconded

**Noted**

**Debate:-**

K Crowhurst summarised the Audit Report highlighting the need to look at spending reserves and Section 106 monies

Signed:



95

Date:

14/02/17

Policy & Finance Minutes 22/11/16

The Policy & Finance Committee **AGREES** all the proposals and actions as stated in the report and the following recommendations:-

**Interim Audit Report Recommendations:-**

The Town Manager and RFO review all of the documents making any suggested changes to the existing in red for approval.

A Working Group is set up to attend meetings to review any changes and discuss whether they should be carried forward. The Working Group will also ensure that the Standing Orders and Financial Regulations are suitable for the Town Council, these should be periodically review throughout the year once approved. It is statutory that current or new Standing Orders and Finance Regulations are adopted or readopted at each and every Annual Statutory Meeting.

An Internal Control Working Group consisting of non-cheque signatory membership is formed, to quarterly check payments against invoices and the accounting package. This will improve accountability and transparency within the Council.

**Budget Recommendations:-**

A new company i.e.: Peacehaven Town Council 2 is created on the software which will show a true reflection of the budget accepted.

A new heading for salaries be added with a new cost centre for staffing so it is not broken down into projects but provides a clear indication of the total for salary. If documentation including salary amounts is placed upon the website this needs to be excluded or highlighted so it cannot be seen. This will also provide a more accurate record of expenditure to Finance and Policy when total payments can include the salary expenditure, thus, increasing transparency.

Being mindful that the Council is very proactive within the community a heading for Community Infrastructure has been added. Members will need to consider what kind of expenditure which will benefit the community should be considered.

The Auditor advises that section 106 funds needs to be spent or could be clawed back from the District Council. It is strongly recommended Council considers spending Section 106 funds for its original purpose of recreation usage.

A budget heading called Projects be created and this be included in the reserves expenditure rather than include it in the budget for the next financial year. If this type of expenditure does occur we will have to provide a clear explanation of the variance of the Town Council's other expenditure on the Annual Return.

RBS be appointed to complete the end of year accounts at the cost of £495 plus VAT and Travel.

Cllr. M Simmons proposed

Cllr. B Gosling seconded

**Agreed**

Signed: 

96

Date: 14/02/17, Policy & Finance Minutes 22/11/16

## PF144 BUDGET 2017-18

The Policy & Finance Committee **AGREES** the **2017-18** budget of **£625,368**, subject to adjustments throughout the financial year if required

Cllr. R Coles proposed  
Cllr. J Harris seconded

### Majority Agreed

1 abstention

### Debate:-

K Crowhurst summarised the report noting that the proposed budget is the amount required to run the Council in 2017-18 which is £40,000 less than that in 2016-17, the difference could be allocated to general or ear marked reserves. The anticipated increase in the precept is 1.8%-1.9% dependent on the tax base

A discussion took place which confirmed a budget for marketing could be allocated from reserves. The unallocated spend against the Mayors Reception and other headings could be funded from reserves

It was suggested that in the future overspends are minimised by allocating reserves

## PF145 RESERVES

### Noted

### Debate:-

It was confirmed the term 'Purchase' referred to the accrual of Centenary Park monies

Committee Members agreed K Crowhurst could be excused from the following agenda items

## PF146 PEACEHAVEN TOWNCITY CARD

The Policy & Finance Committee **DOES NOT AGREE** to join the scheme and create a Peacehaven TownCityCard at a cost of £750.

Cllr. R Coles proposed  
Cllr. M Simmons seconded

### Majority Agreed

1 abstention

Standing Orders were suspended and subsequently re-instated to obtain views from the audience. In general opinion was split and Members agreed this proposal may not be of significant benefit to residents in Peacehaven and questioned the take up of this offer

Signed:  97

Date: 14/02/17, Policy & Finance Minutes 22/11/16

**PF147 TO APPROVE & ADOPT THE FOLLOWING POLICIES**

The Policy & Finance Committee **AGREE TO ADOPT** the following policies:-

- Tree Work Policy
- Allotment Policy
- Telephone Policy
- Wildflower Policy
- Memorial Benches Policy
- Lone Working Guide and PV Form

Cllr. R Coles proposed

Cllr. M Simmons seconded

**Agreed**

**PF148 ALLOTMENT RENT REVIEW**

The Policy & Finance Committee **AGREES** to increase allotment rental/hire charge from **1<sup>st</sup> April 2017** to:-

- Full Plot £30 per annum
- Half Plot £20 per annum

Cllr. R Coles proposed

Cllr. M Simmons seconded

**Agreed**

**PF149 INFORMATION TO NOTE**

**Noted**

**Debate:-**

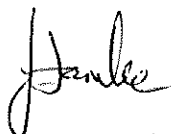
Cllr. J Harrison-Hicks welcomed the newly appointed Leisure & Amenities Manager, Campbell McBryer and invited him to join the meeting

**NEXT MEETING**

**PF150 TO CONFIRM DATE OF NEXT MEETING Tuesday 14<sup>th</sup> February 2017 at 7:30pm**

**Noted**

Signed:



98

Date:

14/02/17.

Policy & Finance Minutes 22/11/16

At: 12:30

Current/Deposit Account

## List of Payments made between 31/08/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/08/2016	Employees	BACS3108	19,055.24		August
01/09/2016	AHGTC	BACS0109	35.00		Town Crier subs 1609
01/09/2016	Lewes District Council	DD0109	1,622.00		Rates August
02/09/2016	Employees	BACS0209	19,055.24		Pay not processed by BACS
02/09/2016	Barclays	0209	350.00		BACS charges payroll
06/09/2016	Barclays Bank	DD0609	3.00		August
06/09/2016	O2	DD0609	24.31		Mobile Sept
09/09/2016	INAA	118892	50.00		Deposit refund inv6664
09/09/2016	H Newness	118875A	-100.00		Cancel 118875 rep with 118891
09/09/2016	PQA	118891	100.00		Replaces 118875 cancelled
09/09/2016	HMRC	BACS0909	6,524.29		August PAYE
09/09/2016	East Sussex Pension Fund	BACS0909	5,303.06		August Contributions
09/09/2016	Lewes District Council	BACS0909	162.00		Rates September
09/09/2016	Flight of the Dragons	118893A	-30.00		Cancel chq 118893
09/09/2016	Flight of the Dragons	118893	30.00		White bookcase
10/09/2016	Barclaycard	DD1009	42.23		August
10/09/2016	C Richardson	118904	100.00		Deposit refund inv6798
11/09/2016	Texaco	TEX1109	73.10		GY06PPX 54.73lt diesel
11/09/2016	Texaco	TEX1109	1.20		Carbon count
13/09/2016	Abba Heat	118894	126.00		Boiler repair
13/09/2016	Bonnies News	118896	28.60		Newspapers 28/08/2016
13/09/2016	Chandler Editing & Writing	118898	120.00		E news September
13/09/2016	AMP Services	bacs130901	14.17		1x sprocket 3/8" PICCO
13/09/2016	Aquald south Coast	bacs130902	7.80		1 19lt still water bottle
13/09/2016	British Gas	bacs130903	1,034.09		E meter August
13/09/2016	Butterfly Nursery	bacs130904	316.43		reinstate inv corre bacs payme
13/09/2016	Codec Facilities Ltd	bacs130906	659.98		Bench to be recharged
13/09/2016	Ernest Doe & Sons Ltd	bacs130907	1,200.91		Mower hydraulics repairs
13/09/2016	Lewes District Council	bacs130908	416.00		rent of 8 Euro bins
13/09/2016	HM Book-keeping & Payroll Serv	bacs130909	130.00		Payroll July
13/09/2016	Northstar Technology Ltd	bacs130910	100.02		Hosting e mails September
13/09/2016	Ricoh Capital Limited	bacs130911	1,438.86		Rental 01/09-30/11
13/09/2016	Rigby Taylor Limited	bacs130912	181.80		Credit charge
13/09/2016	South East Water Ltd	bacs130913	156.47		Dell 15/02-29/08
13/09/2016	Spaldings Ltd	bacs130914	40.55		Carriage
13/09/2016	Spy Alarms Ltd	bacs130915	175.20		Fire alarm service
13/09/2016	Symbio	bacs130916	191.70		Delivery
13/09/2016	Wightman & Parrish Ltd	bacs130917	37.46		1x1x5lt rinse aid
13/09/2016	B Gosling	118899	35.95		71 miles to Battle
13/09/2016	Ricoh Capital Limited	bacs130902	1,438.86		Purchase Ledger Payment
14/09/2016	Rigby Taylor Limited	bacs140901	192.90		Credit charge
15/09/2016	Petty Cash	118900	236.09		Petty cash reimbursement
16/09/2016	G Danahar	118903	100.00		Deposit refund inv6812
17/09/2016	Caroline Reid	BACS1709	110.00		11 hours cleaning
17/09/2016	A Santa	1188906	100.00		Deposit refund inv 6826
17/09/2016	Norcross Dance	1188905	50.00		Deposit refund inv 6813
18/09/2016	Texaco	TEX1809	76.07		LB53AXU 64.97 lt diesel

At : 12:30

Current/Deposit Account

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20/09/2016	D Earley	118902	30.00		Replace cheq118893 cancelled
20/09/2016	J V Harris	118901	34.20		76 miles Plaaning photos
21/09/2016	Cash payments	200577	294.00		bingo prizes
22/09/2016	EDF	DD2209	79.47		August
22/09/2016	Texaco	TEX2209	1.20		Carbon count
26/09/2016	Caroline Reid	BACS2609	160.00		16 hours cleaning
26/09/2016	Cash payments	200577	284.00		prizes 23/09
26/09/2016	Evangelical Church	BACS2609	100.00		Donation
27/09/2016	Wave Leisure Trust	118908	1,000.00		Grant allocation 27 July
27/09/2016	Peacehaven Heights	118909	1,000.00		Grant Allocation 27 July
27/09/2016	Horticultural Society	118910	125.00		Grant allocation 27 July
27/09/2016	U3A	118911	100.00		Grant Allocation 27 July
27/09/2016	Peacehaven Players	118912	125.00		Grant allocation 27 July
27/09/2016	Newhaven Cricket Club	118913	120.00		Grant Allocation July 27
29/09/2016	AMP Services	bacs290902	81.99		Carriage
29/09/2016	Chris Bartholomew Electrical C	bacs290903	297.00		Loose connections fixed
29/09/2016	Corona Energy Retail 4 Ltd	bacs290904	149.07		August
29/09/2016	Collier Turf Care Ltd	bacs290905	1,581.48		1x100g heritage
29/09/2016	Codec Facilities Ltd	bacs290906	44.99		Bench brass plaque
29/09/2016	CTLA	bacs290907	1,500.00		Bus service 01/06-30/09
29/09/2016	Heatcraft (Heating & Ventilati	bacs290908	103.20		boiler & solar heating repair
29/09/2016	John Freemantle	bacs290909	750.00		Wrestling 22/10
29/09/2016	PKF Littlejohn LLP	bacs290910	1,560.00		External audit 2015-16
29/09/2016	McCormick Tree Care Ltd	bacs290911	324.00		114 Firie Road trees cut back
29/09/2016	Northstar Technology Ltd	bacs290912	454.80		New router
29/09/2016	Pitney Bowes Finance Ltd	bacs290913	139.24		Rental 26/09-25/12
29/09/2016	Rigby Taylor Limited	bacs290914	57.14		1 pair 5 aside nets for MUGA
29/09/2016	Safehaven Security Ltd	bacs290915	56.40		office door new lock
29/09/2016	Trade UK Account	bacs290916	61.98		self closing bib
29/09/2016	Tamar Organics	bacs290917	20.10		.34t green waste
29/09/2016	Think Telecom	bacs290918	426.50		September
29/09/2016	WASP Printers	bacs290919	120.00		Walk & wrestling banner
29/09/2016	C R Allen & Sons Ltd	bacs300901	70.20		fit used mower tyre
29/09/2016	ASDA	CC70	49.83		Raffle & quiz prizes
30/09/2016	Bonnies News	118914	28.80		Newspapers to 25/09
30/09/2016	GB Roofing & Prioerty Maintena	118915	1,680.00		rub down & paint bus stops
30/09/2016	Galaxy Wholesale	118916	190.14		August
30/09/2016	Caroline Reid	BACS0310	180.00		18 hours cleaning
30/09/2016	TV Licencing	CC71	145.50		TV Licence 01/10-30/09/17
30/09/2016	Employees	BACS3009	17,379.51		Payroll September
30/09/2016	Barclays	BACS3009	50.00		Charge for 1 BACs overlimit
11/09/2016	S Redman	118907	50.00		Dep refund 6749 inv
28/09/2016	Mrs Rounce	118926	50.00		Deposit ref inv 6771
28/09/2016	Mrs Barron	118926	100.00		Deposit refund Inv 6844
01/10/2016	Mrs Wheeler	118924	100.00		Deposit refund 6867
04/10/2016	Newhaven Cricket Club	118922	120.00		Cancelled cheque reissue
04/10/2016	Seahaven Branch Royal Society	118919	64.00		Trafalgar dinner Mayor



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Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
04/10/2016	B Gosling	118920	43.20		Cllr expenses - travel ect
04/10/2016	E Sx Prayer Breakfast	118918	25.50		Breakfast Cllr's Gosling
04/10/2016	R Framiloe	118917	24.10		Training Lunch
07/10/2016	AMP Services	bacs071001	79.00		358mx2.7mm nylon line
07/10/2016	Aquaid south Coast	Bacs071002	23.40		3x19lt water bottle
07/10/2016	Codec Facilities Ltd	bacs071003	648.98		Bench offer no 2989
07/10/2016	Heatcraft (Heating & Ventilati	bacs071004	511.43		Immersion heater testing
07/10/2016	Lewes District Council	bacs071005	1,327.95		Wheeie bin empty 01/10-31/12
07/10/2016	HM Book-keeping & Payroll Serv	bacs071006	65.00		Payroll September
07/10/2016	NLA Media Access Limited	bacs071007	231.60		Copyright licence 23/09
07/10/2016	Northstar Technology Ltd	bacs071008	100.02		E mail hosting October
07/10/2016	Ricoh UK Ltd	bacs071009	55.50		2553 copies 01/06-31/08
07/10/2016	Scottish Power	bacs071010	111.09		Electricity Usage 22/06-20/09
07/10/2016	Wightman & Parrish Ltd	bacs071011	135.61		1x6x750ml bacterial cleaner sp
07/10/2016	A Picton	118923	88.15		118923
07/10/2016	Lewes District Council	BACS	162.00		Rates Victoria Ave
09/10/2016	Mencap	118927	50.00		Deposit inv 6842
10/10/2016	HMRC	BACS	5,332.30		Tax and NI
10/10/2016	E Sx Pension Fund	BACS 1222	4,867.72		September Contributions
12/10/2016	National Coast Watch	118928	100.00		Deposit refund
14/10/2016	George Danahar	118929	100.00		Replace chq 118903
19/10/2016	Mr Freemantle	118930	750.00		Wrestling spectacular
19/10/2016	Chris Cole	118933	300.00		Gold on pillars
19/10/2016	Deborah Donovan	118934	48.94		Refreshents
19/10/2016	Seahaven Locks	118935	210.00		New/Replacement Locks
24/10/2016	EDF energy	DD ELEC	77.99		Electricity supply
28/10/2016	Chris Bartholomew	118951	994.80		Chris Bartholomew
28/10/2016	British Gas	118952	165.49		965151483
28/10/2016	Think Group	118955	437.52		Telephone charges
28/10/2016	Wrightman & Parish Ltd	118956	262.75		Cleaning and other products
28/10/2016	120	118952	120.00		Printing services
28/10/2016	Arun Pumps	118959	1,099.80		Goods Services
28/10/2016	42.68	DD BB	42.68		Barclay Card
28/10/2016	Roger Brown Trophies	118961	12.00		Engraving sheild and spoon
28/10/2016	Mayo Wynne Baxter	118962	900.00		Professional Services
28/10/2016	HSBC	118960	364.80		Symbio Outstanding Payment
28/10/2016	Data Solutions	118963	66.78		Confidential wast removal
28/10/2016	South East Water	118964	336.59		Allotment Water Supply
28/10/2016	Purchase Power	118965	200.00		Franking Machine
28/10/2016	Tamar Organics	118966	100.50		Tamar Organics
28/10/2016	Rioch	118967	782.28		191550856
28/10/2016	Countrymans Contractors LTD	118954	5,460.00		Countrymans Contractors LTD
31/10/2016	Claire Lacey	118921	38.28		Grounds Main equipment
31/10/2016	Wrightman & Parish	118977	48.62		Cleaning supplies
31/10/2016	EDF Energy	118978	12.20		Cleaning products
31/10/2016	Sussex Ass'n Local Councils	118979	350.00		TM Leadership Training
31/10/2016	Sussex Ass'n Local Councils	118980	78.00		Clerk Network Day

At : 12:30

## Current/Deposit Account

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2016	Corona Enery retail LTD	118981	66.98		ESSCC Energy charge (Gas)
31/10/2016	The Fuel Card People	118983	65.52		The Fuel Card People
31/10/2016	Corona Energy LTD	118984	75.69		Corona Energy LTD
31/10/2016	Sussex Ass'n Local Councils	118974	2,028.00		Unit 6 Rent
31/10/2016	R Poplett	118975	390.00		Container 6 Rent
31/10/2016	R Poplett	118976	650.00		Block 3 Rent
31/10/2016	War Memorial Account	118951	994.00		Correction wrong cashbook
31/10/2016	War Memorial Account	118952	165.49		Correction Cashbook
31/10/2016	War Memorial Account	118953	120.00		Correction Cashbook
31/10/2016	War Memorial Account	11897	13.92		Correction Cashbook
31/10/2016	War Memorial Account	118992	100.02		Correction cashbook
31/10/2016	War Memorial Account	118994	65.00		Correction cashbook

<b>Total Payments</b>	<u>124,632.51</u>
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