

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

2nd October 2024

Members of Peacehaven Town Council are summoned to the Council meeting to be held in Community House, Peacehaven, on Tuesday 8th October 2024 at 7.30pm.

George Dyson
Town Clerk

AGENDA

C1272 MAYOR/CHAIR'S ANNOUNCEMENTS

C1273 PUBLIC SESSION. *Members of the public may ask questions on any relevant Council matter.*

C1274 TO APPROVE APOLOGIES FOR ABSENCE

C1275 TO RECEIVE DECLARATIONS OF INTERESTS

C1276 TO ADOPT THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 15TH AUGUST 2024

C1277 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-

- a. Planning & Highways Committee:-
 - i. To receive the meeting minutes of the 2nd July 2024
 - ii. To receive the meeting minutes of the 30th July 2024
 - iii. To receive the meeting minutes of the 27th August 2024
 - iv. To note the draft meeting minutes of the 24th September 2024
 - v. To appoint additional members to the Public Safety Working Group
- b. Policy & Finance Committee:-
 - i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements
 - ii. To receive the external auditors report and note conclusion of audit
 - iii. To receive the meeting minutes of the 9th July 2024
 - iv. To note the draft meeting minutes of the 17th September 2024
 - v. To agree to the Service Level Agreement with Havens Cars
 - vi. To adopt revised Financial Regulations
 - vii. To adopt revised Standing Orders
 - viii. To ratify the decision to increase the members allowance
- c. Personnel Committee:-
 - i. To note the draft meeting minutes of 16th July 2024
- d. Leisure, Amenities & Environment Committee:-
 - i. To receive the meeting minutes of the 18th June 2024
 - ii. To note the draft meeting minutes of the 3rd September 2024
 - iii. To agree role of allotment liaison Councillors
- e. Civic & Community Events Committee:-
 - i. To receive the meeting minutes of the 16th April 2024

- ii. To receive the meeting minutes of the 25th June 2024
- iii. To note the draft meeting minutes of the 10th September 2024
- iv. To agree whether to proceed with the line and barn dance event

C1278 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

C1279 TO AGREE TO THE 2024-25 STREET LIGHTING MAINTENANCE AGREEMENT

C1280 TO REVIEW OUTSIDE BODY REPRESENTATIVES

C1281 TO DECIDE WHETHER TO SET UP A JOINT WORKING GROUP WITH TELSCOMBE TOWN COUNCIL REGARDING A POSSIBLE MERGER OF TOWN COUNCILS

C1282 TO DECIDE WHETHER TO AGREE TO A PUBLIC CONSULTATION ON LISTING THE MERIDIAN MONUMENT AS A LISTED/SCHEDULED MONUMENT

C1283 TO AGREE TO CHANGE THE TITLE OF THE BUSINESS PLAN ITEM 'ISOLATION' TO 'INCLUSION'

C1284 TO AGREE RECOMMENDATIONS ON THE COUNCIL'S ENEWS PUBLICATION

C1285 TO AGREE RECOMMENDATIONS REGARDING PTC NOTICEBOARDS

C1286 TO AGREE RECOMMENDATIONS REGARDING THE PTC WEBSITE

C1287 TO AGREE RECOMMENDATIONS REGARDING SPONSORSHIP/ ADVERTISING ON PLANTERS

C1288 TO RECEIVE REPORTS FROM OUTSIDE BODY REPRESENTATIVES

C1289 TO AGREE A OUTSIDE BODY CONTACT REPORT FORM AND CHANGE OF REPORTING METHOD MOVING FORWARD

C1290 TO NOTE OVERVIEW OF COMPLAINTS RECEIVED

C1291 TO NOTE THE COUNCILLOR ATTENDANCE RECORD

C1292 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

- a. Climate Change Working Group
- b. Youth Engagement
- c. Morrisons Development
- d. Public Rights of Way
- e. Meridian Walk
- f. Communications, Advertising, and Promotion
- g. Sussex Nature Recovery
- h. The Hub Public Consultation

C1293 DATE OF NEXT MEETING – TUESDAY 10TH DECEMBER AT 7.30PM.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the Extraordinary meeting of the Full Council meeting held in the Anzac Room, Community House on Thursday 15th August 2024 at 7.30pm

Present: Cllr Donovan (Chair of Council), Cllr Veck (Vice-Chair of Council), Cllr Griffiths, Cllr Evans, Cllr Fabry, Cllr Gallagher, Cllr Cheta, Cllr Sharkey, Cllr Davies, Cllr Wood, Cllr Gordon-Garrett, Cllr Campbell, Cllr Studd, Cllr Seabrook, Cllr Alexander.

Officers: George Dyson (Town Clerk).

3 members of the public were in attendance.

C1263 MAYOR/CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:30, went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting is being recorded. The Chair then informed the Council of the following:

- Mayors Bingo is 28th August 2024
- Bowls evening is also 28th August 2024
- Artwave is coming up at the start of September
- Next Cinema is 18th September showing Fly me to the Moon
- Next Quiz is on 20th September.

C1264 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.

A member of the public spoke about the health benefits of Hydrotherapy pools and the need for one in this area, suggesting that it could be possible to build one in the area around the Hub to support health and wellbeing.

C1265 TO APPROVE APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Ashby-Parkin and Cllr Harman.

C1266 TO RECEIVE DECLARATIONS OF INTERESTS.

There were no declarations of interest.

C1267 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 23RD JULY 2024

Cllr Campbell requested that item C1253 be updated to reflect that she also gave an update about Family Hubs. It was proposed that Council adopt the minutes subject to this amendment.

Proposed by: Cllr Campbell Seconded by: Cllr Davies
The Council **resolved** to **adopt** the minutes of the 23rd July 2024.

C1268 TO DECIDE WHETHER TO PROCEED WITH THE FUNDED OVCA PROJECT

There was a lengthy debate on this item, with Council considering the benefits of the project going ahead against concerns about the implications if the signs were to be vandalised or destroyed, the ongoing maintenance required,

and the requirements in the Terms and Conditions and the Deed itself. The background to the length of time that PTC has been involved in this project was also discussed.

It was proposed that Council agree to proceed with the project and that the Clerk be authorised to execute the deed of dedication.

Proposed by: Cllr Griffiths Seconded by: Cllr Seabrook.

A counter proposal was made that the Council agree to proceed, but that PTC Officers work with OVCA to agree a licence for the works rather than agreeing to the deed of dedication, and that some of the grant money be reserved for maintenance.

Proposed by: Cllr Alexander Seconded by: Cllr Fabry.

The counter proposal was voted on first, and a recorded vote was requested.

For: Cllrs Alexander, Davies, Fabry, Gallagher, Cheta, Sharkey, Donovan.

Against: Cllrs Wood, Gordon-Garrett, Campbell, Studd, Seabrook, Veck, Griffiths, Evans.

The Council therefore **did not agree** to this proposal.

The original proposal was then voted on.

For: Cllrs Davies, Wood, Gordon-Garrett, Campbell, Studd, Seabrook, Veck, Griffiths, Evans, Cheta, Sharkey, Donovan.

Abstaining: Cllrs Gallagher, Fabry, Alexander.

The Council **resolved** to **agree** to this proposal.

C1269 TO RECEIVE AN UPDATE FROM CLLR GALLAGHER, CHAIR OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Gallagher gave a brief summary of the meeting notes in the papers, and explained some of the process now that some initial comments have been received by the Examiner.

Cllr Gordon-Garrett highlighted a concern over some of the wording in the meeting notes, which will be highlighted to the steering group to consider rewording.

Cllr Campbell requested that the Examiners comments and responses from the Steering Group be circulated to Councillors, as per previous paperwork. The Clerk confirmed that this will happen.

C1270 TO AGREE TO UNDERTAKE A PUBLIC CONSULTATION ON THE HUB BUILDING

There was a discussion around how the consultation would be done, and what the structure and scope of it should be.

It was proposed that the Town Clerk and Information & Events Officer set up a time for an Open Day at the Hub, and that a small TFG be set up to develop a plan for the consultation.

Proposed by: Cllr Veck Seconded by: Cllr Sharkey

The Council **resolved** to **agree** to this proposal.

TFG to consist of: Cllrs Galagher, Sharkey, and Griffiths.

C1271 DATE OF NEXT MEETING – TUESDAY 8TH OCTOBER 2024 AT 7:30PM

The next meeting was confirmed as Tuesday 8th October 2024 at 7.30pm.

There being no further business the meeting ended at 20:49.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 2nd July 2024 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Davies, Cllr Seabrook

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees and Projects Assistant)

5 members of the public were in attendance.

1. PH2001 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, ran through the fire exit procedure, asked for phones to be switched off and announced the meeting is being recorded. The following announcements were made:-

- Friday 5th July 10:30am – 11:30am – Community House - Meet the Mayor
- Saturday 13th July 11am – 3pm - Towards Carbon Zero Peacehaven
- 17th July 2 – 4pm - Bingo
- Friday 19th July - Quiz
- 28th July – Civic Service
- 6th July – Telscombe Summer Fair

2. PH2002 PUBLIC QUESTIONS.

There were 4 public questions.

The first question was from a long-term resident in relation to concern with landslip at Rushey Hill, and who underlined the contents of the Report (item PH2009). Concern was expressed that there was no strategy within the County Council for dealing with landslips, no expertise within the council about what has been built before, or how to manage the area in the future, and that it was unclear as to whether there was any current monitoring. The resident explained that a lot of work had been carried out on the road, including drainage, described the history of the road, and expressed concern that more weight on the road is being added with repairs, which is not ideal for landslips, and cracks were now on both lanes. The question was what are the ongoing investigations at Rushey Hill?

The Chair thanked the resident for the information and question.

Another resident raised 3 questions. The first related to concern over the state of the south coast road pavements, and that increased pavement usage (bikes, electric scooters and roller skaters), and the weight of more housing was adding to their demise. The question was, what can Peacehaven Town Council do to improve the state of the pavement?

The second question was how did a new café built next to the post office get the go ahead when it does not have level street access and therefore does not conform to EIA (Environmental Impact Assessment) regulations?

As part of the access group, Cllr Seabrook expressed that it wasn't obvious in the plans that there was a step down and that it was the responsibility of LDC since they approve planning applications.

The third question queried what Peacehaven Town Council thought about only have 1 surgery in the town?

The Chair agreed that infrastructure is very poor, commented that with the release of the Lewes draft plan this year hoped that it would not encourage a lot of building, and confirmed that Officers would follow up the questions.

The Chair thanked public for the questions.

A resident raised concern over the decreasing width of the footpath in relation to the grass cutting.

3. PH2003 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were 0 apologies for absence.

4. PH2004 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were 0 declarations of interest.

5. PH2005 TO ADOPT THE MINUTES FROM THE 4th JUNE 2024

Cllr Gallagher raised that the minutes from the P&H Committee meeting on the 4th June 2024 had been recorded with the month missing after the '31st'.

It was noted that this was missing and would be updated (this has been subsequently added as January).

It was proposed to adopt the minutes from 4th June 2024.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

The Committee **resolved** to **adopt** the minutes of the 4th June 2024.

6. PH2008 GRASS CUTTING REPORT

The Meetings & Projects Officer ran through the report.

Cllr Gallagher explained that the section near to the Outlook has not been cut, and expressed that the emergency special cut mentioned before was priority.

Cllr Campbell emphasised the future grass cutting costs and explained that the plan was for the TFG to research other options, where a comprehensive report could be brought to Committee by September at the latest before Officers contact ESCC about the revised schedule.

A member of public left the meeting.

It was proposed to not go ahead with the recommendation for Officers to contact ESCC for the time being, but for the TFG to research future grass cutting options and bring a report back to Committee.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

All in **favour**.

To research future grass cutting options.

Proposed by: Cllr Campbell Seconded by: Cllr Studd

All in **favour**.

Cllr Campbell commented that if anyone is interested helping in the research to contact an Officer, Cllr Campbell or Cllr Studd.

7. PH2009 TO NOTE THE REPORT ABOUT THE A259 BETWEEN TUDOR ROSE AND CRESTA DRAINAGE

Members suggested the information, photos and public questions be forwarded to ESCC Highways, County Councillors and relevant LDC Councillors and Officers, for instance Cllr Collier and Cllr Robinson.

Cllr Davies expressed LDC was carrying out a lot of work going on this, that along with himself, LDC Officers, and the county councillors were fully aware of the situation, and were taking it forward, and that an update from ESCC should be sought. He explained the reason LDC is involved is because of the grass cutting.

Cllr Davies to be liaised with on this subject.

The report was **noted**.

8. PH2006 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr Campbell queried whether the grass cutting was paid out of last year's budget rather than this years', whereby it was confirmed that this would be checked with the RFO.

The budgetary report was **noted**.

9. PH2007 TO NOTE REPORT - UPDATE OF NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher updated Committee on the status of the plan, ran through the report, explained that it was an aid to the background and details of the NDP, that two town councils Peacehaven and Telscombe were the qualifying body; that the role of the steering group was to ensure regular meetings, and that the steering group did not write the plan, and was written by key figures and qualified professionals.

Cllr Seabrook expressed that it would have been useful if infrastructure had been included in the plan, and that it optional as per the Government's Neighbourhood Development plan website. Cllr Gallagher expressed she had been informed infrastructure could not be included, and would ask the Town Clerk to look into it.

Cllr Campbell appreciated for the work that had gone into the plan but was puzzled why the steering group was not the qualifying body when it was stated in a document that it was, and requested to see records of where the two councils had reached the decision to appoint consultants. And with regards to item 4 –the hub building was put forward for assessment - queried whether this came before committee or council for a decision. It was requested that the evidence for these queries to be found by Officers.

Cllr Campbell raised concern with adhering to an increase in housing numbers in reference to the NDP and the design guide, for instance at the valley road area, and also the Meridian Centre, if, for instance, a new application was ever to be put forward.

Cllr Campbell then expressed concern about Section 5 - a centre for Peacehaven Policy PT 37 & 38, which states the design code is part of NDP – as the Meridian centre has no provision for a civic centre.

Cllr Gallagher responded that the latest version of NDP has 37 policies, and that the items mentioned by Cllr Campbell had been removed; that the design code was not a planning document, but aspirational; that in 2017 there was already a plan in mind for The Hub; that the NDP designated where the land use should be and was the opportunity for the hub to be assessed, and provided a short cut to any planning applications.

20:32 – 1 member of the public left.

The report was **noted**.

10. PH2010 UPDATE ON ISSUES RAISED TO LDC

20:33 – 1 member of the public left the meeting.

The Chair explained that most of answers would be with PTC in September.

The updates were **noted**.

11. PH2011 VERBAL UPDATE ON PUBLIC REALM

Cllr Seabrook explained the issues with a new pole installed outside the newsagents at Roderick Avenue, including that was further restricting the width of the path.

20:36 – 1 member of the public left the meeting.

Members discussed the unsuitable position of the pole, and the Meetings & Projects Officer read out an email from B&H buses explaining their reasoning: "They are being installed to hold the timetable frames and flags - as when those old RTI's are replaced they won't have an extension box or anything on them - so every stop will have a pole unless a lamp post is in the suitable position. We also use these poles - with flags, to guide the driver where to stop".

It was proposed that Officers request clarification into the email from Brighton and Hove Buses, and for the pole to be moved.

Proposed by: Cllr Campbell Seconded by: Cllr Seabrook

All in favour

Cllr Seabrook suggested that the pole be moved near to the nearby wall, and Cllr Campbell requested clarification as to whether the RTIs were to be abolished.

12. PH2012 QUOTE FOR REPLACEMENT OF BOLLARDS SOUTH COAST ROAD

The Meetings & Projects Officer summarised the report.

Cllr Seabrook commented that the pavement was not designed for vehicles and would deteriorate.

It was proposed to not replace the bollards.

Proposed by: Cllr Gallagher. Seconded by: Cllr Sharkey.

All in favour.

13. PH2013 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

Cllr Seabrook explained there was no report, and that there will be a meeting in a couple of weeks.

b. Rights of way

The Chair confirmed there was no update.

c. Grass – cutting contract

Cllr Campbell expressed this had already been reported on.

12. TO COMMENT on the following planning application:-

PH2014 LW/24/0404 7 Tollgate Peacehaven

It was commented on that the plan was not to the rear of the building, but to the side, and that the neighbour was in favour.

It was proposed to support the application

Proposed by: Cllr Seabrook Seconded by: Cllr Sharkey.

All in favour.

13 TO NOTE the following Planning decisions:-

PH2015 LW/24/0403/CD

The Planning decision was **noted**.

17. PH2016 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

The Committee **noted** this.

18. PH2017 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

Cllr Seabrook said that the Pelham Rise Bus stop was now complete.

The Chair confirmed there was no further work for this committee for the Kaner Olette report.

Cllr Gallagher explained there was no further progress with the pond at Lake Drive pond, and would find out along with Cllr OConnor the best way to progress it. Then mentioned issues with grass not being cut in local LDC green spaces, that progress was being made with the toilets, and that LDC was responsible for Lake Pond Drive, Ashington gardens, the memorial park, and The Bricky, which needed priority in terms of safety.

19. PH2018 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 30TH JULY 2024

The next meeting was **confirmed** as Tuesday 30th July 2024.

There being no further business the meeting ended at 20:54.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 30th July 2024 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Gallagher, Cllr Sharkey, Cllr Griffiths

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Committees and Projects Assistant)

3 members of the public were in attendance.

1. PH2019 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:32, welcomed everyone, ran through the fire exit procedure, asked for phones to be switched off and announced the meeting is being recorded, and for any meeting absences to be sent to the Town Clerk, the Civic, Governance and Support Officer, and the Meetings & Projects Officer. The following announcements were made:-

- Bowling event for staff and Councillors at 6pm Friday 2nd August
- Mayor's Bingo Event in aid of Breast Cancer on 28th August 2pm-4pm

2. PH2020 PUBLIC QUESTIONS.

There was 1 public questioner.

The first question was about Roderick Avenue bus stop, where it was explained that on both sides of the road the stops are not bus stop clearways either side of the road, but need to be, similar to Pelham Rise and Glynn Road.

Committee raised concern that this could cause an issue with shops and deliveries, and that a public consultation would need to take place, to which the member of public agreed. The member of public continued to explain that the bus stops are the 2 busiest in Peacehaven, and the Eastbound stop is not fit for purpose for various reasons.

Cllr Campbell confirmed that an alternative position for the bus stop about 50m further east, had been put forward as an option.

The member of public explained having received an email from Brighton Council with regards bus priority crossings.

3. PH2021 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were 3 apologies for absence.

Cllr Davies, no substitute

Cllr Seabrook – Cllr Griffiths substituted

Cllr Studd, no substitute.

4. PH2022 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were 0 declarations of interest.

5. PH2023 TO ADOPT THE MINUTES FROM THE 2nd JULY 2024

It was proposed to adopt the minutes from 2nd July 2024.
Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey
The Committee **resolved** to **adopt** the minutes.
All in **favour**.
1 abstained.

6. PH2024 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The budgetary report was **noted**.

7. PH2025 TO NOTE REPORT - UPDATE OF NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher expressed moving in tangent with the Lewes Local Plan, and explained that there had been housing targets, but 18 months into the plan preparation they were advised to no longer be looking at sites and numbers as it was all going to happen through the Lewes plan.

Cllr Gallagher mentioned Making Places from 2016, and expressed that the issues and problems faced then are very much the same now; that examiners comments were now with LDC, that there were no policies or procedures changes, but was more to do with information required.

The report was **noted**.

8. PH2026 TO NOTE THE RESPONSE FROM ESCC REGARDING SPEED SIGNAGE IN PELHAM RISE

The Civic, Governance and Support Officer expressed that if there were any questions, to please let her know.
The response was **noted**.

9. PH2027 TO NOTE THE RESPONSE FROM BRIGHTON & HOVE BUSES REGARDING ADDITIONAL POLES INSTALLED AT LOCAL BUS STOPS IN PEACEHAVEN

There was general discussion about the way in which the bus stop worked, including the flag which shows bus drivers where to stop but is not adhered to. Officers are to make Brighton and Hove buses aware of this issue.

The response was **noted**.

10. PH2028 AGREE TO REQUEST THAT ESCC EXTEND THE HOURS FOR FREE USE OF THE DISABLED PERSON(S) BUS PASS

An Officer is to respond to ESCC in reference to option 2, and also to send a letter to the MP, with the report, and explain that it's a national problem.

It was proposed to agree to the request to option 2 & 5.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

All in **favour**.

Cllr Gallagher explained that car park charges and fines pay for the concessionary Brighton&Hove bus fares.

11. PH2029 TO NOTE THE REPORT AND AGREE TO PREPARE A PTC WISH LIST TO PUT FORWARD TO ESCC AND BSIP TEAMS

Cllr Gallagher mentioned the Enhanced Partnership Forum that the Meetings & Projects Officer forum attended, and questioned whether attending the forum and being involved in BSIP was an item of Peacehaven Town Council or the best use of an Officer's time.

The Meetings & Projects Officer briefly summarised the forum attended, and that they would be approximately every 3 months; explained she was new to the BSIP topic, and would be happy to continue, but would speak with the Town Clerk about the best way forward.

Cllr Gallagher expressed that the Residents Association was a useful link for BSIP, that BSIP was not on the business plan and resources in terms of officer time and finances were being watched carefully.

The report was **noted**.

12. PH2030 TO DECIDE - CONCERN FOR PUBLIC SAFETY AT THE DELL PLAY PARK

The Chair introduced the report.

It was proposed to agree to the request for an Officer to communicate with ESCC on their intentions to replace the damaged railing and to investigate extending and strengthening it.

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Griffiths

All in **favour**.

13. PH2031 TO CONSIDER THE TECHNICAL CONSULTATION FROM LEWES DISTRICT COUNCIL

The Chair explained that the papers were not included, but were sent out separately by the Town Clerk, and that all correspondence is to be sent through the Town Clerk.

14. PH2032 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Group

The Meetings and Projects Officer mentioned the Road Police would be putting up additional signs at Pelham Rise and Roderick Avenue, and would also that be visiting school about road safety, and parking around schools. The Civic, Governance and Support Officer mentioned that for speedwatch a body camera could be borrowed. The Chair mentioned that volunteers for speedwatch were required.

Cllr Campbell queried training for speed detection, and The Chair summarised this.

It was expressed that the next meeting is planned for September.

b. Rights of way

The Chair explained this was an item for Full Council since it was a TFG under Full Council.

c. Grass – cutting contract

Cllr Campbell expressed there would be a meeting before the next Committee meeting, where a report would hopefully be brought, prior to the grass cutting deadline of October / November 2024.

d. Monument and Area TFG

The Chair explained this should have been on the agenda, and Meetings and Projects Officer explained the next TFG meeting would be 22nd August at 12pm.

15. TO COMMENT on the following planning application:-

PH2033 LW/24/0448 35 Cornwall Avenue Peacehaven

20:15 – 1 member of public left the meeting.

It was proposed to support the application

Proposed by: Cllr Sharkey Seconded by: Cllr Gallagher

All in **favour**.

PH2034 LW/24/0411 2 Steyning Avenue

The variation was **noted**.

PH2035 LW/24/0469 Lower Hoddern Farm, Hoddern Farm Lane

Cllr Campbell explained the whole of Chalkers Rise construction would be completed and that it needed to be reviewed to make sure that PTC were satisfied when they are leave in September. Officers were asked to check the situation after they've finished.

The application was **noted**.

16. PH2036 TO NOTE THE FOLLOWING PLANNING DECISIONS

PH2036 LW/24/0352

The planning decision was **noted**

PH2037 LW/24/0346

The planning decision was **noted**

The planning decision was **noted**

PH2038 LW/24/0331

The planning decision was **noted**

The planning decision was **noted**

PH2039 LW/24/0287

The planning decision was **noted**

PH2040 LW/24/0147

The planning decision was **noted**

PH2041 LW/24/0115

The planning decision was **noted**

PH2042 LW/24/0113

The planning decision was **noted**

PH2043 LW/24/0329

The planning decision was **noted**

PH2044 LW/23/0683

The planning decision was **noted**

17. PH2045 TO NOTE PLANNING AND HIGHWAY COMPLAINTS

The planning and highways complaints were **noted**.

18. PH2046 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

Cllr Gallagher expressed the action plan comments were old, and for No. 3 – Lake Drive Pond to be removed completely as there would be a big survey about local green spaces, and Cllr O'Connor will be moving this item forward.

19. PH2047 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 27TH AUGUST 2024

The next meeting was **confirmed**.

There being no further business the meeting ended at 20:29.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on Tuesday 27th August 2024 at 7.30pm

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Davies, Cllr Gallagher, Cllr Griffiths, Cllr Sharkey, Cllr Studd.

Officers: George Dyson (Town Clerk)

3 members of the public were in attendance.

1 PH2048 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:31, welcomed everyone, ran through the fire exit procedure, asked for phones to be switched off and announced the meeting is being recorded, and for any meeting absences to be sent to the Town Clerk, the Civic, Governance and Support Officer, and the Meetings & Projects Officer. The following announcements were made:-

- Mayor's Bingo Event in aid of Breast Cancer on 28th August 2pm-4pm
- Cinema showing Fly me to the Moon on 18th September
- Mayor's next Quiz is on 20th September

2 PH2049 PUBLIC QUESTIONS

A member of the public read a statement relating to HGVs using Roderick Avenue North and Valley Road, a copy of the comments have been handed to the Clerk.

Another member of the public highlighted an error in the minutes of the last Committee meeting and updated the Committee about an ESCC review of a bus lane.

Another member of the public gave additional information and representation in support of item PH2063 on the agenda.

3 PH2050 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies received from Cllr Seabrook, with Cllr Griffiths substituting.

4 PH2051 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 PH2052 TO ADOPT THE MINUTES FROM THE 30TH JULY 2024

It was proposed that the minutes be adopted with an amendment on item PH2029 to change the words Residents Association to Bus Watch.

Proposed by: Cllr Sharkey Seconded by: Cllr Campbell
The Committee **resolved** to **agree** to this proposal.

The Chair brought forward item PH2063

6 TO COMMENT on the following TPO applications as follows:-

PH2063 TW/24/0075/TPO 178A Roderick Avenue North, Peacehaven

There was a brief discussion around ensuring an appropriate tree would replace the Sycamore to be felled, as well as ensuring that the property owner is in agreement with the application.

It was proposed that the Committee support this application, subject to satisfactory replanting and permissions from the land owner.

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to this proposal by a majority of 6, with 1 abstention.

7 PH2053 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The Committee **noted** the budgetary report.

A member of the public left at this point (19:52)

8 PH2054 UPDATE OF NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher informed the Committee that there hasn't been much movement since the update given at the Extraordinary Full Council meeting due to the August break. Maps are expected to be ready next week. Cllr Gallagher also circulated answers to the questions previously asked at a Council meeting by Cllr Wood.

9 PH2055 TO AGREE A RESPONSE TO THE SOUTH DOWNS NATIONAL PARK REVIEW OF ITS LOCAL PLAN

There was a brief discussion on this item, during which it became clear that the report referred to confidential documents, it was therefore proposed that this item be considered last on the agenda during a confidential session.

Proposed by: Cllr Davies Seconded by: Cllr Griffiths.

The Committee **resolved** to **agree** to this proposal.

10 PH2056 TO AGREE A RESPONSE TO THE APPEAL AGAINST REFUSAL OF PLANNING PERMISSION FOR NEW HOUSE ON LAND NEXT TO 4 TELSCOMBE ROAD

The Committee discussed its role in responding to this appeal, and whether Committee should note the appeal, or make any further comment, or amendment/ withdrawal of its original representation.

It was proposed that the Town Clerk revisits the original comments made and assesses whether more detail is needed.

Proposed by: Cllr Griffiths Seconded by: Cllr Davies.

The Committee **resolved** to **agree** to this proposal by a majority of 6 with 1 abstention.

11 PH2057 TO AGREE A RESPONSE TO THE APPEAL AGAINST NON-DETERMINATION OF AN APPLICATION TO THE LAND EAST OF BLAKENEY AVENUE

It was proposed that this item also be passed to the Town Clerk to revisit the original comments and assess whether more detail is needed.

Proposed by: Cllr Campbell Seconded by: Cllr Griffiths

The Committee **resolved** to **agree** to this proposal by a majority of 6 with 1 abstention.

12 PH2058 TO AGREE A RESPONSE TO A REQUEST FOR ADDITIONAL INFORMATION RELATING TO PUBLIC SAFETY AT THE DELL PARK

The Chair summarised the information in the report which the Committee briefly discussed, it was suggested that the Committee didn't want the safety barrier extended, but rather wanted the barrier to be made stronger/ reinforced, and that it also be considered whether a higher curb would be possible.

12 PH2059 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Public Safety Working Party

No updates

b. Grass cutting contract

Cllr Campbell reported that the TFG will be meeting tomorrow, and that a full report should be coming to the next meeting of this Committee.

c. Meridian Monument and Area

The Meridian Monument and Area TFG met with and LDC Officer yesterday, and are researching information on getting the monument registered with English Heritage.

A member of the public left at this point (20:25)

13 TO COMMENT on the following Planning applications as follows:-

PH2060 LW/24/0317 6 Rustic Road Peacehaven

The Committee discussed this application, particularly highlighting a number of valid public objections lodged on the planning portal, lack of information and plans submitted, concerns about the safety – particularly emergency vehicle access.

It was proposed that the committee not comment on the application at this time due to insufficient information provided, and request that more information is submitted.

Proposed by: Cllr Gallagher Seconded by: Cllr Studd
The Committee **resolved** to **agree** to not comment.

PH2061 LW/24/0487 20 Coney Furlong Peacehaven

It was proposed to support this application

Proposed by: Cllr Gallagher Seconded by: Cllr Sharkey

The Committee resolved to agree to this proposal.

PH2062 LW/24/0482 8 Telscombe Road Peacehaven

The Committee discussed a number of concerns about this application, including that it represents gross overdevelopment, that there is a lack of supporting documentation provided, including no design and access statement or biodiversity checklist, and that the development would be overshadowing of neighbours.

It was proposed that the Committee object to this planning application on the grounds that it is against policies DM25 and DM28 of the Lewes District Council Local Plan Part 2, against Core Policy 2 of the Lewes District Council Local Plan Part 1, and against Policy PT1 of the emerging Peacehaven and Telscombe Neighbourhood Development Plan. In addition, the Committee were concerned by the lack of information on the application, in particular no comments on biodiversity impact.

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

The Committee **resolved** to **object** to this application.

15 TO NOTE the following Planning decisions

PH2064 LW/24/0639

PH2065 LW/24/0469

The Committee **noted** these planning application decisions.

16 PH2066 TO NOTE PLANNING & HIGHWAYS COMPLAINTS

The Committee **noted** the relevant complaints.

17 PH2067 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED.

There was a brief discussion on the provision of electric vehicle charging points in Peacehaven, which is being progressed by East Sussex County Council.

It was also highlighted that future agendas would start including items to begin progressing the agreed business plan.

18 PH2068 TO NOTE DATE FOR THE NEXT MEETING AS TUESDAY 24th SEPTEMBER 2024

The next meeting was **confirmed** as Tuesday 24th September 2024 at 7.30pm.

19 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Davies

Seconded by: Cllr Campbell

The Committee **resolved** to **exclude** press and public from the remaining 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 discussion of the following items.

A member of the public left at this point (20:43)

The Chair called a brief recess at 20:43, and the meeting was restarted at 20:52

20 PH2055 TO AGREE A RESPONSE TO THE SOUTH DOWNS NATIONAL PARK REVIEW OF ITS LOCAL PLAN

The Clerk circulated a confidential document which evidenced some of the statements made in the public report, the Committee discussed this information.

The Committee requested that the Council not send a response to the survey at this stage, but that the Council does publicise the survey for residents to complete.

There being no further business the meeting ended at 21.07.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Planning & Highways Committee meeting held in the Anzac Room, Community House on 24th September 2024 at 7:30pm.

Present: Cllr Gordon-Garrett (Chair), Cllr Campbell (Vice Chair), Cllr Gallagher, Cllr Sharkey, Cllr Davies, Cllr Seabrook

Officers: Zoe Polydorou (Meetings & Projects Officer), Vicky Onis (Civic, Governance and Support Officer)

5 members of the public were in attendance.

1. PH2069 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, ran through the fire exit procedure, asked for phones to be switched off and announced that the meeting was being recorded.

The following announcements were made:-

- 25th September 6:30pm – 9pm – Online Training Event - Planning Reforms and the Future Shape of the Planning System
- 25th September - Mayor's Bingo Event 2-4pm

2. PH2070 PUBLIC QUESTIONS.

There were 2 public questioners.

The first resident expressed the minutes from April's meeting with Lewes District Council Officers had still not been received despite several requests. The Chair explained they were hoping to get back by September and that this would be followed up.

Their second query was in relation to the turning circle at Downs Walk, where concern was raised that it didn't reflect the plans. The Chair advised that this was an agenda item at this meeting.

Their third comment was about number 45 the Outlook (item PH2094) where they expressed that, although the application had been strongly objected, were disappointed that it had been approved. The Chair commented that the decision notice should be available, whereby the Vice Chair confirmed the information was on the portal. The Chair thanked the resident for their contribution.

The second questioner was Cllr Wood, who as a member of the public, explained the size requirements for the turning circle at Downs Walk. The second point raised was concern with the lack of a path on the grass verge between Outlook Avenue and Chene Road, along with no crossing on the A259, especially to reach a bus stop, and there being no drop kerbs; using section 106 money was suggested.

The third point raised was in regards to the current shared footpath, where the overgrowth was narrowing the path and was a health and safety concern.

Cllr Wood then expressed concern with the planning application at 50 Cornwall Avenue (Item PH2087), and questioned how an unadopted road could be made into 3 parking spaces, and how much of the road would be taken up; explained a cess pit there had caused 1 allotment plot to be shut down, and that the garages were work-shops. Cllr Wood requested Peacehaven Town Council put forward the concerns to ESCC.

Cllr Campbell commented that islands and pedestrian crossings formed part of the Committee's business plan.

Cllr Seabrook explained that section 106 was for very specific purposes, and that CIL money could be used for any infrastructure. He agreed that the shared cycle path was very dangerous, had received correspondence from ESCC Councillors and had written to MPs, but that Highways considered it to be safe.

3. PH2071 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Studd, with no substitute.

4. PH2072 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Campbell declared an interest in the Woodland Trust.

5. PH2073 TO ADOPT THE MINUTES FROM THE 27th AUGUST 2024

It was proposed to adopt the minutes from 27th August 2024.

Proposed by: Cllr Sharkey Seconded by: Cllr Davies

The Committee **resolved** to **adopt** the minutes.

6. PH2074 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT AND NOTE THAT DISCUSSION IS BEGINNING FOR THE DRAFT 2025/26 BUDGET

The report was **noted**.

It was **noted** that discussions were beginning for the draft 2025/26 budget.

7. PH2075 UPDATE OF NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) FROM CLLR GALLAGHER CHAIR OF THE STEERING GROUP FOR THE NDP

Cllr Gallagher updated members that there was a hold up with the examiner; that there was a grant for the habitats assessment; and that by end of this week AECOM should have started preparing that report.

8. PH2076 TO AGREE THE ACTIONS TO BEGIN WORKING TOWARDS THE BUSINESS PLAN

Cllr Gallagher summarised that a start had been made on all business plan items, and that who was doing what needed to be determined.

9. PH2077 GRASS CUTTING TFG REPORT

It was proposed to invite Cllr Wood to the table for this item.

Proposed by: Cllr Seabrook Seconded by: Cllr Davies

All in **favour**

Cllr Wood expressed that cut number 4 had not been completed. The Meetings & Projects Officer explained that ESCC had advised that cut number 4 had been completed. It was requested that an Officer re-contact ESCC and ask how the non-completion can be rectified, financially too, and report back.

Cllr. Davies raised that grass cutting was the biggest complaint he receives, and expressed that a possible reason for the problem was ESCC's resources, and advised that next year Lewes and East Sussex will be looking into what they will do with the cuts.

It was proposed to reinstate standing orders.

Proposed by: Cllr Davies Seconded by: Cllr Gallagher

All in **favour**

It was proposed to go ahead with the two recommendations

Proposed by: Cllr Davies Seconded by: Cllr Gallagher

All in **favour**

Cllr Davies raised disappointment with the problems with left-grass, and inadequate strimming at the edges and around lampposts, and concern over wasting money.

Members discussed grass cutting issues, and suggested these issues be brought to ESCC, to help enforce improved cutting services and to make sure cuts are carried out properly.

Cllr Seabrook raised the importance of reviewing this item regularly, along with considering the budget.

10. PH2078 106 MONIES REPORT

Cllr Gallagher raised that using the money for islands and crossings would be a good use of the money.
The Report was **noted**

11. PH2079 TO SUPPORT CONTINUED PROGRESS TOWARDS LDC LOCAL PLAN

The Chair introduced the report.

The Vice Chair advised the deadline was tonight , the 24th September, 11:45pm.

It was proposed to support the recommendation

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher

All in **favour**

12. PH2080 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

Public Safety Group

Cllr Seabrook updated members that a meeting had taken place without PCSOs, and no progress had been made because of the lack of cooperation. The next meeting was confirmed as 18th October.

Rights of way

Cllr Seabrook expressed that it was progressing and that another meeting has been arranged.

Cllr Campbell updated members that the Supporting Officer and herself would be conducting a walk of the various paths.

Grass – cutting contract

The Chair explained this was as discussed earlier in the meeting (item PH2077).

13. TO COMMENT on the following planning application:-

PH2081 LW/24/0558 5 Cornwall Avenue

It was proposed to support the application.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

All in **favour**

PH2082 LW/24/0542 36 South Coast Road

It was suggested to comment on the two 36 South Coast Road applications in succession.

20:24 - 1 member of public left

Members discussed the boundaries and the car parking space in terms of servicing.

It was proposed to support the application but there are concerns with the parking, subject to LDC being satisfied that the land being enclosed is not part of the old East Sussex roadway.

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell.

All in **favour**.

Cllr Gallagher expressed that this application is in line with LDC's core policy 6 (a mixed retail centre, residential and commercial, and is in accordance with the Neighbourhood plan (to have mixed use along the South Coast Road)).

PH2088 LW/24/0551 36 South Coast Road

It was proposed to object to the application on the grounds that it is counter to LDC's core policy 6 (a mixed retail centre, residential and commercial), and counter to the Neighbourhood plan (to have mixed use along the South Coast Road), and there is no information about sustainability or bio-diversity and is against the Neighbourhood plan PT1.

Proposed by: Cllr Gallagher Seconded by: Cllr Seabrook

Committee resolved to **object** to the application.

1 member abstained

PH2083 LW/24/0517 Land Between 45 & 61 Downs Walk

It was proposed to suspend Standing Orders so that an interested member of the public (who was on the public seats) could answer questions.

Proposed by: Cllr Campbell Seconded: Cllr Sharkey
All in **favour**

It was proposed to reinstate standing orders
Proposed by: Cllr Gallagher Seconded by: Cllr Davies
All in **favour**

Concern was raised over it being a self-build which means it doesn't require a Preliminary Ecological Appraisal (PEA) survey, or a protected species report, and is exempt from biodiversity net gain; also concern with land contamination due to an old railway line that runs through the land, and concern for badger protection. It was expressed that information had been given that there are protected species on or around the area, and it is an offence under the wildlife act to have any heavy machinery interfering with badger sets, which are protected under the wildlife law, and a license is needed to remove them under Natural England. The Chair recommended a PEA for the site, and asked for the application to go to the Planning Committee at LDC because of the likelihood of protected species

Members discussed the process of calling in the application; the house design, its location and possible contradictions to Lewes District Local Plan Part 1, core policy 2, 10 and 11.

It was proposed to support the application with the condition to have an ecology study carried out, and that the breaking of the TPO is not treated as a precedent.

Proposed by: Cllr Seabrook Seconded by: Cllr Davies
Committee resolved to **support** the application.
1 member abstained

PH2084 LW/24/0524 86 South Coast Road

It was proposed to object to the application on the grounds of the change of use as office space is needed in Peacehaven, a lack of information concerning sustainability and biodiversity, disabled ambulance access issues for the ground floor flat, privacy issues in relation to the neighbour's roof windows, and because it is using old ESCC land.

Proposed by: Cllr Gallagher Seconded by: Cllr Davies
All in **favour**

PH2085 LW/24/0482 8 Telscombe Road

It was proposed to suspend Standing Orders so that an interested member of the public (who was on the public seats) could answer questions.

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher.
All in **favour**

The member of the public explained the change to the application.

It was proposed to reinstate standing orders
Proposed by: Cllr Campbell Seconded by: Cllr Davies.
All in **favour**

It was proposed to support the application
Proposed by: Cllr Campbell Seconded by: Cllr Gallagher
All in **favour**.

21:39 – 4 members of the public left.

PH2086 LW/24/0575 16 Linthouse Close

It was proposed to support the application.

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

All in **favour**.

PH2087 LW/24/0579 50 Cornwall Gardens

Members acknowledged that this application's road name is Cornwall Avenue.

It was proposed to object to the application on the grounds that the verge to be converted to private car parking is land in public use, that it will narrow the entrance to Cornwall Avenue at a busy junction, it is opposite the entrance to the scout hut and will narrow the road where there is heavy traffic, there is no plan for the bungalow, documents are inadequate, and the application isn't in line with PT1 Peacehaven and Telscombe Neighbourhood plan (good quality build and design).

Proposed by: Cllr Campbell Seconded by: Cllr Gallagher

All in **favour**.

1 member abstained.

PH2089 LW/24/0563 18 Victoria Avenue

It was proposed not to comment

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

All in **favour**.

PH2090 LW/24/0560 204 South Coast Road

It was proposed not to comment

Proposed by: Cllr Gallagher Seconded by: Cllr Campbell

All in **favour**.

PH2091 LW/24/0590/CD / LW/23/0398 35 Horsham Avenue

The application was **noted**.

14. **PH2036 TO NOTE THE FOLLOWING PLANNING DECISIONS**

PH2092 LW/24/0404

7 Tollgate

The planning decision was **noted**

PH2093 LW/24/0357

81-83 South Coast Road

The planning decision was **noted**

PH2094 LW/23/0187

Land adjacent to no 45 The Lookout Peacehaven

The planning decision was **noted**

15. **PH2095 TO NOTE PLANNING AND HIGHWAY COMPLAINTS**

The planning and highways complaints were **noted**.

16. **PH2096 TO REVIEW & UPDATE THE P&H ACTION PLAN AND AGREE ANY ACTIONS REQUIRED**

The Chair confirmed the TFG Rights of Way was ongoing and would be updated.

The Chair summarised there had been no progress with the speed activation sign, and needed to be updated.

Cllr Sharkey explained that herself along with Cllr Gallagher and Cllr Fabry had a meeting about EV charger locations. Cllr Seabrook expressed that the EV chargers Hilcrest Centre, Newhaven, were inaccessible to people with disabilities.

The Action Plan is to be updated by Officers.

The Action plan was **noted**.

17. **PH2097 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 22ND OCTOBER 2024**

Cllr Seabrook commented that the length between meetings has increased to every 4 weeks, from 3.

The next meeting was **agreed**.

There being no further business the meeting ended at 21:57

Agenda Item: C1277b(i)
Committee: Full Council
Date: 8th October 2024
Title: Financial position of the council year to date
Report Author: Responsible Financial Officer
Purpose of Report: To note the council's financial position year to date and agree any additional financial information required for future committee meetings

Summary of recommended actions

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

Introduction

The attached reports summarise the council's overall financial position as at the end of month 5 (August 2024) An explanation of each report is included in the analysis below, along with comments regarding the council's position.

Analysis

Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 August 2024 In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors are aware, any receipts received at the council offices, either cash or cheque, are collected by G4S on a fortnightly basis. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that 46.4.% of the budgeted expenditure has been spent so far, and 108.0% of the budgeted income has been received as at the end of month 5 (August 2024)

Detailed balance sheet

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2025, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

Appendices/Background papers

- Barclays Bank account summary balances July & August 2024
- Bank reconciliation statement for cashbook 1 – July & August 2024
- Bank reconciliation statement for cashbook 2 – July & August 2024
- Credit Card reconciliation statement – June 2024
- Detailed income and expenditure month 5 (August 2024)
- Detailed balance sheet month 5 (August 2024)



Transactions

Peace Sweep

20-49-76 30701211

Available balance	£1,373,994.99
Last night's balance	£1,375,373.14
Overdraft limit	n/a

Showing 2 transactions between 31/07/2024 and 01/08/2024 from 31/07/2024 to 01/08/2024

Date	Description	Money in	Money out	Balance
01/08/2024	Transfer TRANSFER 10701173 TRANSFER 10701173		-£566.10	£939,741.09
31/07/2024	Transfer TRANSFER 10701173 TRANSFER 10701173		-£8,689.09	£940,307.19

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk.

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

**Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	31/07/2024		940,307.19
Current Account	31/07/2024		50,000.00
			<u>990,307.19</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
31/05/2024 205630	TELSCOMBE CLIFF SCHOOL	100.00	
			<u>100.00</u>
			990,207.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			990,207.19
		Balance per Cash Book is :-	990,207.19
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	31/07/2024		593.32
			<u>593.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			593.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			593.32
		Balance per Cash Book is :-	593.32
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

THE OFFICIALS
PEACEHAVEN TOWN COUNCIL
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 30 August 2024

Business Current Accounts

Business Current Account Statement	£50,000.00
.....	
Sort Code 20-49-76 • Account No 10701173	

Business Savings Accounts

Business Premium Account	£1,370,231.49
.....	
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£593.32
.....	
Sort Code 20-49-76 • Account No 83521656	







[This is the end of your account summary.](#)

THE OFFICIALS
 PEACEHAVEN TOWN COUNCIL
 MERIDIAN CENTRE
 MERIDIAN WAY
 PEACEHAVEN
 EAST SUSSEX
 BN10 8BB

Your Business Current Account

At a glance








24 - 30 Aug 2024

Date	Description	Money out £	Money in £	Balance £
24 Aug	Start Balance			50,000.00
27 Aug	DD Direct Debit to Fuel Card Services Ref: Ffb017243	32.52		49,967.48
	Giro Transfer to Account 30701211	42.03		49,925.45
	Giro Direct Credit From Sumup Payments Acc Ref: McA Pid680063		26.55	49,952.00
	 Direct Credit From Bait Bucket Ltd F Ref: Bait Bucket		48.00	50,000.00
28 Aug	DD Direct Debit to Focus Group Ref: FH4342	162.13		49,837.87
	Giro Transfer From Account 30701211		162.13	50,000.00
29 Aug	DD Direct Debit to Totalenergies G&P Ref: 1221874	149.64		49,850.36
	Giro Transfer From Account 30701211		149.64	50,000.00
30 Aug	 On-Line Banking Bill Payment to Cullen Vehicle Ser Ref: 109334	11.99		49,988.01
	 On-Line Banking Bill Payment to Screwfix Direct LI Ref: 1524747181	21.95		49,966.06
	 On-Line Banking Bill Payment to Amp Services Ref: 771591	69.69		49,896.37
	 On-Line Banking Bill Payment to Edf Energy Custome Ref: 8419119850	86.37		49,810.00
	 On-Line Banking Bill Payment to C Brewers + Sons L Ref: Peac021	274.77		49,535.23

Start balance	£50,000.00
Money out	£8,439.50
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£8,439.50
End balance	£50,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

[Continued](#)

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				49,535.23
30 Aug	 On-Line Banking Bill Payment to Siemens Financial Ref: 001/24/1745511	281.83		49,253.40
	 On-Line Banking Bill Payment to Greenacre Recyclin Ref: 072296	348.00		48,905.40
	 On-Line Banking Bill Payment to Chroma Vision Limi Ref: 801986	564.00		48,341.40
	 On-Line Banking Bill Payment to City Electrical FA Ref: Bre/600708	618.72		47,722.68
	 On-Line Banking Bill Payment to Consult Group Limi Ref: Inv-0148	1,319.75		46,402.93
	 On-Line Banking Bill Payment to Vitax Limited Ref: 0000002341	1,937.70		44,465.23
	 On-Line Banking Bill Payment to Travis Perkins Ref: 119431	2,518.41		41,946.82
	Giro Transfer From Account 30701211		8,053.18	50,000.00
30 Aug	Balance carried forward			50,000.00
	Total Payments/Receipts	8,439.50	8,439.50	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 01 Aug 2024 was 5.000%

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- you go overdrawn on your account without agreeing an overdraft with us first; or
 - you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- understand any changes in your business and explore the options available;
- consider options for authorised borrowing facilities;
- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Online

barclays.co.uk

On the phone

0345-717-1819

Talk to an advisor 7am - 11pm or use our 24-hour automated service

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

- 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

Follow us

 www.facebook.com/barclaysbusinessuk

 www.twitter.com/barclaysbizchat

 youtube.com/BarclaysUK

 www.linkedin.com/BarclaysBusinessBanking

Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

Bank Reconciliation Statement as at 30/08/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/08/2024		1,370,231.49
Current Account	30/08/2024		50,000.00
			<u>1,420,231.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/05/2024	205630	TELSCOMBE CLIFF SCHOOL	100.00
15/08/2024	121123	LUCY FORD	50.00
15/08/2024	121124	S GRAVENOR	50.00
			<u>200.00</u>
			1,420,031.49
<u>Unpresented Receipts (Plus)</u>			
26/07/2024			21.00
16/08/2024			50.00
19/08/2024			90.60
19/08/2024			14.04
20/08/2024			42.00
20/08/2024			167.63
23/08/2024			20.00
23/08/2024			50.00
27/08/2024			16.80
27/08/2024			69.88
27/08/2024			9.60
30/08/2024			249.95
			<u>801.50</u>
			1,420,832.99
		Balance per Cash Book is :-	1,420,832.99
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/08/2024
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/08/2024		593.32
			<u>593.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			593.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			593.32
		Balance per Cash Book is :-	593.32
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 5 - Credit Card A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Z Malone CC	31/08/2024		-184.90
G Dyson CC	31/08/2024		-646.27
			<hr/> -831.17
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-831.17
<u>Unpresented Receipts (Plus)</u>			
22/08/2024 CC JUL		831.17	
			<hr/> 831.17
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

STATEMENT FOR Z MALONE

BARCLAYCARD COMMERCIAL
 PO BOX 4000
 SAFFRON ROAD
 WIGSTON, LE18 9EN

Tel: 0800 008 008
 Outside UK: +44 1604 269452
 Fax: 0300 020 0184
 Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
 Card number: 5476760915581121
 Statement date: 28 July 2024
 Page number: 4 of 4
 Monthly spend limit: £1,000.00



Date	Description	Amount
4 Jul 2024	SumUp *Sussex Communi Newhaven GBR 050785230744 CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	5.00
17 Jul 2024	ROTTINGDEAN FRAMES/GAL BRIGHTON GBR 180705272474 ARTIST SUPPLY STORES, CRAFT SHOPS	50.00
24 Jul 2024	Canva* 04221-46548978 Sydney AUS 240712301994 COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS	129.90
3 new purchases / cash advances. Total of spending.		£184.90

Deposit Summary

05/07/2024

Summary of Deposits to Sussex Community Development on 27/06/2024

CHEQUE NO.	PMT METHOD	RECEIVED FROM	MEMO	VAT	AMOUNT
	VISA	Donation	from Peacehaven Town Hall 27-06-2024 12:08 TCKE6KSZTT	NB (Sales)	5.00
				DEPOSIT SUBTOTAL	5.00
				INCLUDES VAT TOTAL	0.00
				LESS CASH BACK	
				DEPOSIT TOTAL	5.00

**ROTTINGDEAN
FRAMES & GALLERY**

10 Marine Drive, Rottingdean
East Sussex, BN2 7HQ Tel: 01273 303287
Picture Framing - Sale of Prints

INVOICE 2255

Name: Victoria Onis
Address: Peacehaven Town
Council
Tel: 07515108818
Date: 4

Victoria - Onis @ Peacehaven Town
Council - Gov. UK

Description	Frame	Mount	Price
<u>640 x 515</u> <u>outside size (P)</u>	<u>612/50D</u> <u>172/5*</u> <u>or</u> <u>wider.</u>	<u>301</u>	<u>50-</u>



Tax Invoice

Invoice Date
23 July 2024

Invoice no.
04221-46548978

To
Peacehaven Council
peacehavenc@gmail.com
Peacehaven Town Council

Subscriptions

Canva Pro
iAGLxuy00LO
23 July 2024

£129.90

Paid with MasterCard **** 3988
Your payment may be processed internationally. Additional bank fees may apply.

Total
Includes tax
Total charged

£129.90
£21.65
£129.90

Please retain for your records.
Canva Pty. Ltd. ABN 80 158 929 938, VATEU372042198
110 Kippax St. Surry Hills NSW 2010 Australia
Copyright © 2024 Canva Pty. Ltd.. All rights reserved.

STATEMENT FOR G DYSON

BARCLAYCARD COMMERCIAL
 PO BOX 4000
 SAFFRON ROAD
 WIGSTON, LE18 9EN

Tel: 0800 008 008
 Outside UK: +44 1604 269452
 Fax: 0300 020 0184
 Online: www.barclaycard.co.uk/commercial

Company reference: 5476760307525801
 Card number: 5476760490508309
 Statement date: 28 July 2024
 Page number: 3 of 4
 Monthly spend limit: £1,000.00

Date	Description	Amount
2 Jul 2024	AMAZON* 204-5304359-77 LONDON LND	11.99
030785383904	MISCELLANEOUS GENERAL MERCHANDISE STORES	
10 Jul 2024	Adobe Saggart, Dublin IRL	238.75
110715265674	DIGITAL GOODS - APPLICATIONS (EXLDG GAME	
11 Jul 2024	Vistaprint Venlo NLD	45.00
120715265674	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	
16 Jul 2024	SP EASY CONTROL GEAR BALDOCK LND	100.10
170785383904	COMPUTER SOFTWARE STORES	
16 Jul 2024	HSQE LTD CHELMSFORD GBR	32.40
170755184224	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
16 Jul 2024	HIGHFIELD-GROUP DONCASTER LND	30.00
170785383904	SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	
24 Jul 2024	BOOKER LTD - 38537454 WELLINGBOROUGH GBR	188.03
250705272464	GROCERY STORES, SUPERMARKETS	
7 new purchases / cash advances. Total of spending.		£646.27

Invoice

GEORGE DYSON
56, WESTVIEW CLOSE
PEACEHAVEN, BN10 8GA
GB

Paid

Payment reference ID WcEYWSDRRraw0NMc2RS6
Sold by zhengzhouyimuyoupinxumukejyoxiangongsi

Invoice date / Delivery date 02.07.2024
Invoice # DS-ASE-INV-GB-2024-292647360
Total payable £11.99

VAT declared by Amazon Services Europe S.a.r.L.
VAT # GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address

George Dyson
56, WESTVIEW CLOSE
PEACEHAVEN, BN10 8GA
GB

Delivery address

Andy Picton
PEACEHAVEN TOWN COUNCIL COMMUNITY
HOUSE, MERIDIAN CENTRE
PEACEHAVEN, BN10 8BB
GB

Sold by

zhengzhouyimuyoupinxumukejyoxiangongsi
huijiqhuayuankouzhenlingzhuang202hao
zhengzhou, 450044
CN

Order information

Order date 02.07.2024
Order # 206-1718320-9569151

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Lucky Farm 2 Pack 1/2" Original Float Valve for Stainless Steel Automatic Waterer Bowl Horse Cattle Goat Sheep Pig Dog Water Trough B0878RFTQK ASIN: B0878RFTQK	1	£9.99	20%	£11.99	£11.99
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £11.99

VAT rate Item subtotal VAT subtotal
(excl. VAT)



Adobe Systems Software Ireland Ltd
4-6 Riverwalk
Citywest Business Park
Dublin 24
Ireland
VAT No: GB779019395

ORIGINAL

Invoice Information

Invoice Number IEN2024035827572
Invoice Date 10-JUL-2024
Payment Terms Credit Card
Purchase Order AE02673704203CGB
Order Number 7166002933
Customer Number 1266367043
Currency GBP

Bill To

George Dyson
BN10 8GA
GREAT BRITAIN

INVOICE

Item Details

Service Term: 10-JUL-2024 to 09-JUL-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
30000055	Acrobat Pro	1	EA	198.96	198.96	20.00%	39.79	238.75

Invoice Total

NET AMOUNT (GBP) 198.96
TAXES (SEE DETAILS FOR RATES) 39.79
VAT

GRAND TOTAL (GBP) 238.75

Comments:

<http://www.adobe.com/support/service/>
VAT

Thank you for your order!

Updates will be sent to townclerk@peacehaventowncouncil.gov.uk. For real-time updates visit [order history](#).

Order date: 11th July 2024

Order #: VP_59MP5GOK

Delivery method Economy Estimated arrival 25th Jul	Delivery address George Dyson Peacehaven Town Council Community House Meridian Centre Peacehaven, BN10 8BB United Kingdom 01273 585493	Billing address George Dyson Peacehaven Town Council Community House Meridian Centre Peacehaven, BN10 8BB United Kingdom 01273 585493	Payment method  Mastercard **** 8309	£45.00
---	---	--	--	--------

Items



Self-Inking Stamps
In progress
Expected delivery: 25th Jul
Quantity: 1



Selected options

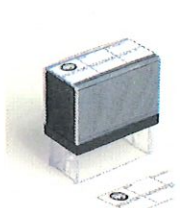


Item total

£18.75
Excluding £3.75 VAT

Order summary

Product total	£37.50
Savings	-£0.00
Shipping: Economy	FREE
VAT (20%)	£7.50
Total	£45.00



Self-Inking Stamps
In progress
Expected delivery: 25th Jul
Quantity: 1



Easy Control Gear

Unit 4 Ashville Trading Estate / Baldock ENG SG7 6NN /

United Kingdom

01462 490 066

info@easy-controlgear.com

www.easy-controlgear.com

INVOICE

ORDER NO

ECG-212955-02

ORDER DATE

2024-07-16 14:31:17

SHIP TO

George Dyson
townclerk@peacehaventown
council.gov.uk
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
England
BN10 8BB
United Kingdom
07749491877

BILL TO

George Dyson
townclerk@peacehaventown
council.gov.uk
Peacehaven Town Council
Community House
Greenwich Way
Peacehaven
England
BN10 8BB
United Kingdom
07749491877

ITEM		SKU	QTTY	VAT	UNIT PRICE	TOTAL
	HF-Ri TD 2 28/35/49/54 TL5 E+ 195-240V 913700695866 Dali Dimmable	hfritd22854t5- ph	2	20%	£ 48.95	£ 97.90
	05135 Plastic BC Lampholder 1/2" Switched T2 100W	LF-05135	1	20%	£ 2.20	£ 2.20

SUB TOTAL : £ 100.10

SHIPPING : £ 0.00

townclerk@peacehaventowncouncil.gov.uk

From: Vital Skills <no-reply@myvitalskills.co.uk>
Sent: 16 July 2024 13:27
To: townclerk@peacehaventowncouncil.gov.uk
Subject: HSQE Confirmation Email for order ref: #453640



Invoice receipt for order #453640

HSQE Ltd Elrose, Mayes Lane, Sandon, Chelmsford, Essex, CM2 7RP

VAT number: 820593536

E: support@hsqe.co.uk T: [0333 733 1111](tel:03337331111)

W: hsqe.co.uk W: vitalskills.co.uk

Billing Address

George Dyson
Peacehaven Town Council
Peacehaven Town Council
Meridian Way
Peacehaven
East Sussex
BN10 8BB
[07749491877](tel:07749491877)

Coordinator Email Address:
townclerk@peacehaventowncouncil.gov.uk

Invoice Details

Invoice Number:

#453640

Invoice Date: **16-07-**

2024

Invoice Status: **Paid**

Highfield ELearning Limited

Unit 15, Highfield Place, Shaw Wood Business
Park, Shaw Wood Way
Wheatley Hills, Doncaster, South Yorkshire, DN2
5TB
VAT Reg No. GB 998943626

Tel: 01302 363277
Fax:

accounts@highfieldelearning.com
www.highfieldelearning.com

George Dyson
Peacehaven Town Council
Community House
Peacehaven
BN10 8BB



Invoice

Invoice Number 0003042854
Invoice Date 16/07/2024
Customer Ref 39809
Account Ref GDYSON
Cust. VAT Number
Cust. EORI Number
Order Number 0004043004

Details	Quantity	Net Amount £	VAT £
L2 Award in Customer Service E-Learning ONLINE	1.00	25.00	5.00

townclerk@peacehaventowncouncil.gov.uk

From: info@highfieldelearning.com on behalf of Highfield e-learning
<info@highfieldelearning.com>
Sent: 16 July 2024 13:22
To: townclerk@peacehaventowncouncil.gov.uk
Subject: Your Order at Highfield e-learning



Highfield e-learning
Highfield Icon, First Point
Balby Carr Bank
Doncaster
DN4 5JQ

Thanks for your order, George!

Want to manage your order online?

If you need to check the status of your order, please visit our home page at [Highfield e-learning](https://www.highfieldelearning.com) and click on "My account" in the menu or login with the following link:

<https://www.highfieldelearning.com/user>

Purchasing Information:

E-mail Address: TownClerk@peacehaventowncouncil.gov.uk

Billing Address:

GEORGE DYSON
PEACEHAVEN TOWN COUNCIL
COMMUNITY HOUSE
PEACEHAVEN
BN10 8BB

Billing Phone:

BOOKER

www.booker.co.uk

Booker is the trading name of Booker Limited
Registered Office: Equity House, Irthlingborough Road, Wellingborough, Northants NN8 1LT
Telephone: 01933 371000
Registered in England. Number 197380, VAT Number GB 220 4302 31

Alcohol Wholesale Registration No - XTAW00000102869

BRANCH 307

BRIGHTON
MOULSECOOMB WAY
BRIGHTON

BN2 4NP TEL : 01273 624242
FAX : 01273 684565

CUSTOMER 737249466 MR DYSON
PTC COMMUNITY HOUSE
Comm MERIDIAN CENTRE
PEACEHAVEN EAST SUSSEX
NN10 8BB TEL: 07749491877

INVOICE NUMBER 0475505 PAGE 01
DATE 24/07/24 TIME 14:45
TILL 04 OPERATOR 105 SELFSCAN

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR
85246	Kenco Decaf Coffee PM499	6 100g	1	15.95 P	15.95	A	4.99	46.7%
RETAIL GROCERY SUB-TOTAL		:	ITEMS 1	GOODS :	15.95	EXC.VAT		
74529	LF Classic Mixed Cupcakes	12 Single	1	13.49	13.49	A		
29843	Marg Hall Fondant Fancies	12 Sgl	1	12.19	12.19	A		
91218	MH Mix Cupcakes and Loaves	12 12pk	2	10.49 P	20.98	A		
CHILLED SUB-TOTAL		:	ITEMS 4	GOODS :	46.66	EXC.VAT		
70443	Tetley Tea Bags 440s Decaf	1 440	1	15.49	15.49	A		
93194	LF Assrted Mini Pack Biscuit	1 100pk	1	19.99	19.99	A		
CATERING GROCERY SUB-TOTAL		:	ITEMS 2	GOODS :	35.48	EXC.VAT		
94949	Class Milk Choc Stick PM129	24 110ml	2	11.99	23.98	B	1.29	53.5%
FROZEN FOOD SUB-TOTAL		:	ITEMS 2	GOODS :	23.98	EXC.VAT		
82872	Hidden Road White Zinfandel	12 187ml	1	16.99	16.99	B		
89529	Hidden Road Shiraz PET 187ml	12 187ml	1	16.99	16.99	B		
92115	Blossom Hill Rose 18.7cl	12 18.7cl	1	17.89	17.89	B	2.79	35.9%
VOID NOTE								
92115	Blossom Hill Rose 18.7cl	12 18.7cl	1-	17.89	17.89-	B		
94674	Hidden Road Pinot Grigio	12 187ml	1	16.99	16.99	B		
WINES SPIRITS BEERS SUB-TOTAL		:	ITEMS 3	GOODS :	50.97	EXC.VAT		

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/24

and recorded as minute reference:

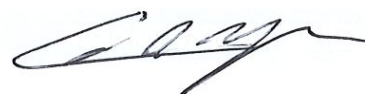
C1231

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



www.peacehaventowncouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

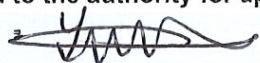
Peacehaven Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	628,658	675,598	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	687,081	749,213	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	275,278	384,778	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	531,009	534,183	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	384,410	467,632	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	675,598	807,774	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	678,846	746,919	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,035,963	4,995,226	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

21-05-24


I confirm that these Accounting Statements were approved by this authority on this date:

21/05/24

as recorded in minute reference:

C1231

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

PEACEHAVEN TOWN COUNCIL - ES0070

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

13/08/2024

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 9th July 2024 at 7.30pm.

Present: Cllr Alexander (Chair of Committee), Cllr Davies (Vice-Chair of Committee), Cllr Donovan (Chair of Council), Cllr Gallagher, Cllr Sharkey, Cllr Gordon-Garrett, Cllr Griffiths, Cllr Seabrook.

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance.

1. PF1014 CHAIRMAN'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone, ran through the building fire procedures, requested that phones be put onto silent, and informed the Committee that the meeting was being recorded, followed by highlighting the following upcoming events:

- 13th July – Towards Zero Carbon Fair
- 17th July – Bingo
- 19th July – Quiz
- 28th July – Mayor's Civic Service.

2. PF1015 PUBLIC QUESTIONS

There were no public questions.

3. PF1016 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Campbell, with Cllr Seabrook Substituting. Apologies were also received from Cllr Veck.

4. PF1017 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. PF1018 TO ADOPT THE COMMITTEE'S MINUTES OF 30TH APRIL 2024

Proposed By: Cllr Gallagher **Seconded By:** Cllr Sharkey
The minutes were **agreed** and **adopted**.

6. PF1019 TO ELECT A COMMITTEE VICE-CHAIR

It was proposed that Cllr Davies be Vice-Chair of the Committee.

Proposed By: Cllr Gallagher **Seconded By:** Cllr Sharkey

It was proposed that Cllr Griffiths be Vice-Chair of the Committee.

Proposed By: Cllr Gordon-Garrett **Seconded By:** Cllr Seabrook

5 members were in favour of Cllr Davies being Vice-Chair of Committee.
3 members were in favour of Cllr Griffiths being Vice-Chair of Committee.

The Committee therefore **resolved** to **agree** by majority that Cllr Davies be Vice-Chair of the Committee.

7. PF1020 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 14TH MAY 2024

Proposed By: Cllr Griffiths **Seconded By:** Cllr Davies
The minutes were **agreed** and **adopted**.

8. PF1021 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 27TH JUNE 2024

The Committee **noted** the draft minutes.

9. PF1022 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

a. Finance Officer's report

The RFO introduced the report and invited questions from the Committee.

Cllr Alexander queried a returned high-value payment. The RFO clarified that this was due to a signatory error on a cheque, and that the payment was later processed through BACS instead via 2 smaller transfers.

Cllr Gallagher asked about the benefit of moving to more BACS working rather than Cheques, the RFO clarified that some additional payee information is available.

Cllr Donovan questioned the use of Heyzine for the eNews. The Town Clerk explained that this was as per a decision of the Civic & Community Events Committee, and that there were no cheaper alternatives that we had been able to find, however, also clarified that the payment was an annual fee, not monthly.

Cllr Donovan also queried a transaction on the Civic & Community Events Income and Expenditure sheet, which the RFO will clarify by email later in the week.

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

Proposed by: Cllr Sharkey **Seconded by:** Cllr Davies
The Committee **resolved** to **agree** to sign the bank reconciliation statements.

c. Income & Expenditure report

The Committee **noted** the report.

d. Balance Sheet

The Committee **noted** the balance sheet.

e. CIL & S.106 report (income, expenditure & bids)

The Committee **noted** the report.

f. List of payments (for approval)

Proposed by: Cllr Davies **Seconded by:** Cllr Donovan
The Committee **resolved** to **approve** the list of payments.

10. PF1023 TO ADOPT A CCTV POLICY

The Clerk introduced the policy which the Committee discussed, and some amendments were suggested as follows:

- Change of the title to 'Community House CCTV Policy'
- Clarification on section 7 about where the guidance for necessary retention periods are

It was proposed that, subject to the above amendments, the policy be agreed and adopted.

Proposed By: Cllr Seabrook **Seconded By:** Cllr Donovan

The Committee **resolved** to **agree** to this proposal.

11. PF1024 TO ADOPT A OUTSIDE BODY REPRESENTATION POLICY

The Clerk introduced the item and briefly gave some background to the policy.

It was proposed that the Committee adopt the policy as read.

Proposed By: Cllr Gallagher **Seconded By:** Cllr Donovan

The Committee **resolved** to **agree** to this proposal.

12. PF1025 TO ADOPT A REVISED CO-OPTION POLICY

Cllr Sharkey asked for clarification on what the revisions to the policy were, the Clerk clarified that the only material change was to the process at the co-option meeting to reflect the process that has taken place at the last couple of co-option meetings.

It was proposed that the Committee adopt the policy as read.

Proposed By: Cllr Sharkey **Seconded By:** Cllr Gordon-Garrett

The Committee **resolved** to **agree** to this proposal.

13. PF1026 TO AGREE TO PROCEED WITH THE OVCA FUNDED PROJECT

Cllr Gallagher gave the Committee some background information on the item and explained that the forms seemed to be excessive for the project.

Cllr Griffiths explained that the forms are required by the National Lottery to release the funds.

The Committee discussed the proposal and the paperwork required to be completed, the Clerk also clarified that the Committee does not have delegated authority to agree that the deed of dedication be entered into, and that Full Council would have to agree this.

It was proposed that the Committee agrees to recommend to Council that the Clerk be authorised to sign and seal the deeds, subject to legal advice being obtained to the Councils satisfaction.

Proposed By: Cllr Griffiths **Seconded By:** Cllr Gordon-Garrett

The Committee **resolved** to **agree** to this proposal by a majority, with 5 in favour, 2 against, and 1 abstention.

The Clerk requested that any questions from Committee members be emailed by the end of the day on Thursday 11th July, and that any questions be finite and concise.

14. PF1027 TO DISCUSS SOURCE OF FUNDS FOR FENCING (FROM LA&E COMMITTEE)

Cllr Gallagher gave some background information to this item, emphasising that the work should be undertaken as soon as possible.

The RFO clarified options for where the funding could be sourced from.

It was proposed that the RFO finds out whether the money can be paid from the Big Park funds, and if this is not an option then it be paid for from CIL, subject to a limit of £3,092.35 as set out in the report.

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

15. PF1028 TO AGREE THE CTLA SERVICE LEVEL AGREEMENT

Cllr Donovan explained that she was not happy with the proposal to pay this SLA as the level of service from the CTLA does not seem to have come back to the level it was prior to COVID.

The RFO explained that in a recent SLA review meeting, the CTLA demonstrated how they are very much still supporting the people of Peacehaven, the Town Clerk also shared some statistics provided by the CTLA.

There was a brief discussion on the service provided.

It was proposed that the decision be deferred to Full Council, and that the CTLA be asked to provide some more statistics in preparation for this.

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

16. PF1029 TO AGREE TERMS OF REFERENCE AND SET UP A WORKING GROUP FOR THE COMMUNITY HOUSE 10-YEAR PLAN

The Town Clerk introduced the item and gave the background, the RFO added details about Councillors expressions of interest for joining the working group.

The Committee discussed the Terms of Reference, and it was proposed that 3.2 be removed from the document.

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

Additionally, it was suggested that some additional revisions be made, including:

- 4.1b – remove 'and implementation.
- 7.2c – add disability

It was proposed to agree to the Terms of Reference and set up the Working Group, subject to the above amendments.

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

Members of the Working Group to include Cllrs: Gallagher, Alexander, Campbell, and Griffiths, with Cllr Davies and Donovan available to substitute if necessary.

17. PF1030 TO AGREE DISPOSAL OF AN ASSET - MOWER

There was a brief discussion about where the money should be allocated.

It was proposed that the Committee agree to dispose of the asset, with the income being allocated into the vehicle reserve.

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

18. PF1031 DATE OF NEXT MEETING – TUESDAY 17TH SEPTEMBER 2024 AT 7.30PM.

The Date of the next meeting was confirmed as 17th September 2024 at 7.30pm.

19. PF1032 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Sharkey

Seconded by: Cllr Griffiths

The Committee **resolved** to exclude press and public from the following items.

CONFIDENTIAL

In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-

20. PF1033 AGED DEBT ANALYSIS.

The Committee **noted** the aged debt analysis.

There being no further business the meeting ended at 20:57

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 17th September 2024 at 7.30pm.

Present: Cllr Alexander (Chair of Committee), Cllr Davies (Vice-Chair of Committee), Cllr Griffiths, Cllr Sharkey, Cllr Veck (Vice-Chair of Council), Cllr Campbell, Cllr Donovan (Chair of Council), Cllr Gallagher, Cllr Gordon-Garrett,

Officers: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance.

1. PF1033 CHAIR'S ANNOUNCEMENTS.

The Chair opened the meeting at 19:31, welcomed everyone, explained fire procedures, asked that phones be put onto silent, explained that the meeting is being recorded, and shared the following information;

The Cinema planned for tomorrow has been cancelled due to low ticket sales
The Mayor of Peacehaven's Charity Quiz Night is on Friday 20th Sept at Community House
The Clerk has been chosen as the winner of the Society of Local Council Clerk's New Clerk of the Year 2024, those present congratulated the Clerk on the achievement.

2. PF1034 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. PF1035 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

There were no apologies for absence.

4. PF1036 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

There were no declarations of interest.

5. PF1037 TO ADOPT THE COMMITTEE'S MINUTES OF 9TH JULY 2024

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey
The minutes were **agreed** and **adopted** by the Committee.

6. PF1038 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

- a. Finance Officer's report.
The RFO gave a summary of the report in the papers which the Committee **noted**.
- b. Bank account & Bank Reconciliation statements (for signing).
Proposed by: Cllr Gallagher Seconded by: Cllr Donovan.
The Committee **resolved** to **agree** to sign the bank accounts and bank reconciliation statements.
- c. Income & Expenditure report.
The Committee **noted** the report.

- d. Balance Sheet.
The Committee **noted** the balance sheet.
- e. CIL & S.106 report (income, expenditure & bids).
The Committee discussed the allocation of S.106 monies to the major road networks, and whether we could influence how this is spent.
- f. List of payments (for approval).
Proposed by: Cllr Sharkey Seconded by: Cllr Gordon-Garrett
The Committee **resolved** to **agree** to approve the list of payments.

7. **PF1039** TO RECEIVE THE EXTERNAL AUDITORS REPORT

The RFO was commended on the excellent report. The Committee **received** the external auditors report and **noted** the conclusion of audit.

8. **PF1040** TO AGREE TO RECOMMEND REVISED FINANCIAL REGULATIONS TO FULL COUNCIL

The RFO briefly summarised the reason for this update, and explained the changes to the document.

It was proposed that that Committee agree to recommend the revised financial regulations to Full Council as read.

Proposed by: Cllr Gordon-Garrett Seconded by: Cllr Campbell
The Committee **resolved** to **agree** to this proposal.

9. **PF1041** TO DISCUSS ANY REVISIONS TO STANDING ORDERS

The Town Clerk introduced the item and the Committee discussed possible revisions, particularly around handling non-pecuniary interests.

It was proposed that the Clerk provide options for Council to consider regarding how to handle non-pecuniary interests at the next Full Council meeting.

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

10. **PF1042** TO DISCUSS THE TERMS OF REFERENCE FOR A WORKING GROUP LOOKING AT A POTENTIAL MERGER WITH TELSCOMBE TOWN COUNCIL

The Town Clerk briefly introduced the item and gave a summary of the background, there was a length discussion on the Terms of Reference, which resulted in reviewing each section, from which the following amendments were suggested before the item come back to Full Council:

Reword of 2.1 to bring it in line with 2.2.

Change wording on 9.1 & 9.2 from 'minutes' to 'notes'.

There were concerns around item 8, however, no alternative wording could be agreed.

The Town Clerk will also email out to gauge interest from Councillors in joining the Working Group.

11. **PF1043** TO NOTE THE T&CS FOR THE 2025 SUMMER FAIR

The Committee **noted** the T&Cs.

12. **PF1044** TO REVIEW THE MEMBERS ALLOWANCES POLICY

The Town Clerk introduced the item and gave some background, particularly relating to the district remuneration panel's report that was included in the papers. The Committee discussed the item and

were generally in agreement that there was a need for an increase to the allowance, and discussed what this increase might be.

It was proposed that the Committee agree to increase the allowance by £100 per year for the next 3 years.

Proposed by: Cllr Veck

Seconded by: Cllr Gordon-Garrett

The Committee **resolved** to **agree** to this proposal by a majority of 8, with one against.

13. PF1045 TO REVIEW AND ADOPT THE BEE KEEPING POLICY

Proposed by: Cllr Campbell

Seconded by: Cllr Sharkey

The Committee **resolved** to **adopt** this policy.

14. PF1046 TO REVIEW AND ADOPT THE TREE WORKS AND INSPECTION POLICY

Proposed by: Cllr Campbell

Seconded by: Cllr Gordon-Garrett

The Committee **resolved** to **adopt** this policy.

15. PF1047 TO ADOPT AN APPLYING FOR GRANTS POLICY

Proposed by: Cllr Griffiths

Seconded by: Cllr Davies

The Committee **resolved** to **adopt** this policy.

16. PF1048 TO AGREE BRAND GUIDELINES FOR THE MAYOR OF PEACEHAVEN

Proposed by: Cllr Griffiths

Seconded by: Cllr Veck

The Committee **resolved** to **adopt** the brand guidelines for the Mayor of Peacehaven.

17. PF1049 TO DISCUSS THE FUNCTION OF THE COMMUNITY HOUSE SUB-COMMITTEE

The Town Clerk and RFO introduced the item, which the Committee discussed at length, including the sub-committee's terms of reference, purpose, costs, and ongoing work.

It was proposed that the Committee agree to pause the sub-committee meetings and review the terms of reference when the meetings resume.

Proposed by Cllr Donovan

Seconded by: Cllr Gallagher

The Committee **did not agree** to this proposal by a majority of 2 in favour, 5 against, and 1 abstention.

It was proposed that the sub-committee meetings continue as scheduled.

Proposed by: Cllr Davies

Seconded by: Cllr Griffiths

The Committee **resolved** to **agree** to this proposal by a majority of 5 in favour, 1 against, and 3 abstentions.

18. PF1050 TO AGREE THE SOURCE OF ADDITIONAL COSTS FOR CENTENARY PARK FENCING

The RFO summarised the report and it was proposed that the Committee agree to take the additional costs from the Big Park Earmarked Reserve.

Proposed by: Cllr Campbell

Seconded by: Cllr Gallagher

The Committee **resolved** to **agree** to this proposal.

19. PF1051 TO ADOPT REVISED T&CS FOR HIRE OF THE DELL

Cllr Veck summarised the work that the TFG had undertaken in reviewing these T&Cs.

It was proposed that the Committee adopt the revised T&Cs.

Proposed by: Cllr Veck

Seconded by: Cllr Campbell

The Committee **resolved** to **agree** to this proposal.

20. PF1052 TO ADOPT REVISED COMMERCIAL HEALTH AND FITNESS ACTIVITIES IN PARKS TERMS AND LICENCE APPLICATION FORM

Proposed by: Cllr Griffiths Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to adopt the revised commercial health and fitness activities in parks terms and licence application form.

21. PF1053 TO ADOPT REVISED RULES AND REGULATIONS FOR MINI MARKETS HELD AT COMMUNITY HOUSE

Cllr Campbell explained that this document is an addendum to the substantive Community House T&Cs specifically for mini-markets.

It was proposed that the Committee adopt the revised rules and regulations for mini markets held at community house.

Proposed by: Cllr Veck Seconded by: Cllr Campbell

The Committee **resolved** to **agree** to this proposal.

22. PF1054 DATE OF NEXT MEETING – TUESDAY 17TH SEPTEMBER 2024 AT 7.30PM.

The next meeting was confirmed as 26th November 2024.

23. PF1055 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Campbell Seconded by: Cllr Sharkey

The Committee **resolved** to **agree** to exclude press and public from the remaining 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.*

24. PF1056 AGED DEBT ANALYSIS

The RFO summarised the report, highlighting one particular account that she is having discussions with to reduce the debt.

The committee **noted** the report.

There being no further business, the meeting closed at 21:44.



Service Level Agreement

Havens Community Cars (HCC) & Peacehaven Town Council (PTC)

Duration: from April 2024 – March 2025

Aim

To provide a transport solution for Peacehaven residents who are struggling to access public transport. The service will help residents to access vital community and health services, enabling them to live independently and helping to reduce social isolation and loneliness.

The service is provided in line with Havens Community Cars Mission of ***'putting the transport needs of the individual first – improving inclusion by removing any barriers to transport'***.

1. Service Provision

The Service will be available equally to all registered members of Havens Community Cars who are residents of Seaford, Newhaven, Peacehaven, Telscombe, Telscombe Cliffs and East Saltdean. The service and hours of operation is subject to the availability of HCC's volunteer drivers. The service is provided by grant funding and financial contributions, together with a small booking fee taken at the time of booking. Individual journey mileage will be charged to the service user at 0.45p a mile and will be reimbursed to the volunteer driver.

Membership of Havens Community Cars is open to all qualifying Peacehaven residents and is free of charge (however HCC reserves the right to introduce a nominal future membership fee should that be desirable to maintain the service).

Two wheelchair accessible electric vehicles are available within the service and drivers transporting wheelchair users will be MIDAS trained.

2. Drivers

Havens Community Cars recruit, train and support volunteers who have been subjected to an enhanced Disclosure Barring Service check, Driving Licence Eligibility and Vehicle checks.

Volunteers can choose to use their own vehicle (subject to roadworthy checks) or Havens Community Cars wheelchairs accessible vehicles.

HCC will ensure that either their own or the volunteer's vehicles are maintained to a roadworthy condition, including ensuring compliance with taxation and insurance requirements. HCC will arrange reimbursement of any expenses to the volunteer drivers.



3. Operations

Havens Community Cars will recruit, and train individuals required to maintain a telephone booking system so that service users can book journeys and match transport requests with available drivers and vehicles subject to availability.

Booking will be taken in line with membership conditions and will require at least 48 hours' notice. Telephone lines will be operational within the opening hours of HCC's office (Monday – Friday 9:00am – 1:00pm – excluding Bank and Public Holidays).

4. Service Statistical Reporting

Havens Community Cars will maintain statistical information to undertake ongoing monitoring of the scheme. PTC may request feedback on these statistics at any time.

5. Charges to Service Users

The definition, collection, banking, and accounting for all charges to service users will be the sole responsibility of Havens Community Cars.

6. The PTC Financial Contribution

To provide the service as outlined in section 1. of this Service Level Agreement requires considerably more than the contribution from Peacehaven Town Council.

Havens Community Cars will be paid by PTC at a cost of £3,000.00 per annum, payable annually in advance on 1st April. The service provided under this Service Level Agreement is non – VAT chargeable.

7. Contract Price Review

This SLA and level of the Council's annual contribution will be reviewed annually and may be revised by mutual agreement, but either party may request a review at any time by notice in writing.

8. Publicity and Promotion

Havens Community Cars will be responsible for any marketing and promotion of the Service.

Havens Community Cars will look to PTC to support and promote the service and will be expected to hold marketing material and information about the service and promote it to local residents at suitable opportunities.



9. GDPR, Safeguarding, Client Confidentiality & Equal Opportunities

For the purposes of GDPR compliance Havens Community Cars will be the nominated Data Controller and also the Data Processor.

Havens Community Hub have written policies covering the following: - Data Protection
Safeguarding of Vulnerable Adults and Children (including DBS checks)

Client Confidentiality

Equal Opportunities

Health & Safety

All policies will be reviewed by HCC's Community Manager on a regular basis.

10. Variations and Termination

The contents of this SLA may be varied by mutual consent in writing at any time.

Either party can end this agreement by giving the other 31 days' notice in writing. In the event that the agreement should be terminated before the end of any 12-month grant period, Havens Community Cars will reimburse PTC pro-rata for any wholly unused calendar months.

Signed on behalf of Havens Community Cars

Name

Print Name

Position

Date

Signed on behalf of Peacehaven Town Council

Name

Print Name

Position

Date



Havens Community Cars (CIO: 1184955)

Every Journey Matters

About the Project:

Havens Community Cars is a volunteer driver scheme that was launched in April 2020. Since its creation the scheme has recruited over 50 volunteer drivers and has almost 600 members. The scheme started in the height of the pandemic, assisting people to access covid vaccinations and has continued to support the communities transport needs.

Havens Community Cars provides safe and reliable transport for individuals in need of transport support. Journeys can be booked by members, where access to alternative transport provisions may be unavailable or difficult, whether this is because of the distance and location of public transport provisions or the cost of private transport provisions. The scheme supports community members to access vital services- whether this is a trip to the shops, to a relatives for tea or to a doctor's appointment- every journey matters and makes a difference to individual and community wellbeing. We are frequently the only means of transport for vulnerable and isolated members who are mainly elderly people or people with disabilities. We help members to stay independent, participate in their communities, and access vital public services. The scheme aims to reduce transport poverty, promote independence, and actively lessen isolation and loneliness across the Havens Community.

Our volunteer driver team are what makes the scheme possible. We have had over 50 volunteer drivers since the scheme launched in 2020 and they are all friendly and caring and thus able to help reduce loneliness. For many of our members these drives might be one of the only social interactions they have across the week and thus it is important to us that our team is well equipped for a good conversation. Havens volunteers are more than just drivers, they offer a friendly face, a chance to chat and take the time that some of the service users need, to make sure they feel safe, secure, and comfortable. We are proud to be in finalists for the Kings Award for Voluntary Service, we will find out in November if we are successful, and we came 2nd in Seahaven Business Awards 'Best Customer Service' category in 2024.

This service is increasingly important to our community as a result of the cost-of-living crisis, as those with financial constraints may struggle to afford other transport provisions that are frequently rising in price, and are therefore at risk of becoming isolated. We are looking to continue the support that this community service has to offer and are seeking funding support from Peacehaven Town Council to do so.

Our Volunteer Drivers and Their Role:

- The volunteer drivers are all very special and provide excellent customer service.
- They are approachable, friendly, and respectful and all have a courteous attitude which enhances the overall experience for our members.
- They ensure the comfort and safety of members and meet any special needs or requests, often going beyond just the journey.
- We have drivers who have baked cakes, printed and dropped off 'bin collection timetables', taken and waited with them in hospital because they've had a fall and much more.
- Many drivers are flexible and happy to stop at the shops on the way home from appointments to get some shopping.
- The volunteer drivers show empathy and understanding whilst respecting the privacy and confidentiality of the role, they are valuable members of the community responding to the member's needs. Treating them with respect and courtesy in a professional manner.
- Members feel safe as we provide a reliable and credible service which is easy and accessible.



Driver Feedback:



The Impact in Peacehaven:

- 14 of our 48 volunteer drivers are Peacehaven residents.
- 168 of our 574 members are Peacehaven residents.
- An average of 10 journeys per week start or end in Peacehaven.
 - 90% of which are medical, ranging from journeys to Royal Sussex Brighton, Eastbourne Hospital, Princess Royal in Haywards Heath, Chiropody, dentists, eye hospital.
 - 10% are for social opportunities e.g. social clubs, Paradise Park and hairdresser appointments.
- The cost of a 20 mile each way journey to hospital costs with us £20 (40 miles x 45p + £2) with a regular taxi service it would cost approx. £160 (average of £4 per mile).
- The reason for using our service is not just financial, our helpful and friendly volunteer drivers make the journey a social interaction, reducing isolation and loneliness.
- We are accessible offering a fully wheelchair accessible option.
- Our environmentally friendly electric vehicles are serviced by Peacehaven business, CR Allen.
- Our calls are taken by a Peacehaven business, We take calls, ensuring our users receive a friendly, personal service and can seamlessly access the support they need.

Member Feedback and Stories:

Havens Community Cars are so grateful for our volunteer drivers who give up a couple of hours a week to aide and assist people, unable to use public transport, to get to a range of medical and daily living appointments, reducing transport poverty locally.

Our members often refer to our service as a 'godsend' and our drivers as 'friendly and supportive'.

One friendship that warms our hearts is volunteer driver, Nik, a renowned local comedian and 90-year-old member, Hilary from Seaford.

"I love driving with Hilary" said Nik, "as a fellow football fan we always have lots to talk about in the car - although I'd rather she supported Arsenal than Notts Forest!"

"Nik, and all the volunteer drivers I've had helping me, have been incredible" said Hilary, "I just don't know what I'd do without them."



Member Story:

One of the most active members we have – is an elderly lady with dementia whose beloved husband went into a care home 15 miles away. She started using the Havens Community Cars Scheme two and a half years ago. We have taken her on an average of four journeys a week to-

- See her husband in his rest home twice a week (they have never been apart for sixty years).
- To a dementia day club where she has friends and socialises with activities designed to strengthen and help prevent more rapid mental deterioration.
- To attend a carers and dementia sufferers support group for friendship and assistance.

Over five hundred journeys, have been undertaken by volunteer drivers for this member amounting to well over a thousand hours of volunteering. If these journeys were taxi fares they could have cost the member over £16,000, yet for our project, with our brilliant volunteer team the journeys over 3 years have been reduced to

less than a quarter of this cost (approximately £3000) as only volunteer fuel expenses have been needed to be paid.

She would not have had the quality of life, spent time with her Husband, or received support for living with dementia without the Havens Community Cars Scheme. It would have been unaffordable costing over £125 per week. Not only this but the drivers have become her friends. Even with dementia she remembers them because of the continuity of volunteer drivers who regularly take her. This would not be true of private transport (even if she could afford it).

How Can Peacehaven Town Council Support us:

We are a unique and streamlined community service- with minimal costs and overheads. Our main focus is supporting our community members to access viable transport. Our sole, part-time member of staff works comfortably from home scheduling journeys and our calls are responded to by a local Peacehaven based business (We Take Calls). Our main expenses and costs are; our part-time staff member, some administrative costs, insurance for our 2 vehicles, the subscription to the local call service, printing costs, and volunteer expenses- including fuel reimbursement advertisement, recruitment and training.

We would like to respectfully request £3000 funding support from Peacehaven Town Council to continue the essential community transport service that Havens Community Cars is providing to the community, including supporting the 168+ Peacehaven members on essential journeys, reducing transport poverty locally.

Your support to help us meet the financial levels needed to run our services for the next year to come would be greatly appreciated and funding would enable us to continue providing for the transport provision needs of our members in the Havens community, including Peacehaven. Funding would be utilised to seek, recruit and train volunteers and cover the administration and staff costs of the project, supporting access to transport in the community and therefore community members wellbeing.

Every Journey Matters

havenscommcar@gmail.com - www.havenscommunityhub.co.uk

2A Thompson Road, Denton, BN9 0RS

01273 918226

CIO - 1184955

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

FINANCIAL REGULATIONS

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments.....	8
7. Electronic payments.....	9
8. Cheque payments.....	10
9. Payment cards.....	10
10. Petty Cash.....	11
11. Payment of salaries and allowances.....	11
12. Loans and investments.....	11
13. Income.....	12
14. Payments under contracts for building or other construction works.....	13
15. Assets, properties and estates.....	13
16. Insurance.....	13
17. Suspension and revision of Financial Regulations.....	14
Appendix 1 - Tender process.....	15

These Financial Regulations were adopted by the council at its meeting held on

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or an authorised signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy & Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO/Clerk will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Policy & Finance committee no later than the end of November each year.

- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall try to seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk or RFO shall seek to achieve value for money.
- 5.11. No individual member or group of members outside of a committee or council meeting is authorised to purchase any goods on behalf of the council.
- 5.12. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.13. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.15. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.16. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk, under delegated authority, for any items below £3,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £5,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
 - in respect of grants/SLA's, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £10,000
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.17. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

- 5.18. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.19. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO
- 5.22. Purchase orders should be provided for all orders.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) will be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Policy & Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. any payments of up to £3,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Finance committee.
- 6.9. The RFO shall present invoices requiring authorisation to two authorised signatories for signing. The Policy & Finance committee shall be informed of the payments list retrospectively.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. Copies of the relevant invoices, shall be presented to two authorised signatories for payment authorisation
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors and or the Clerk who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. A full list of all payments made in a month shall be provided to the next Policy & Finance meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised

members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the Policy & Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Credit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a credit limit of £1,000.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card account opened by the council will be specifically restricted to use by the Clerk and RFO. Any Trade Card can be used by any

employee of council only with line manager approval and any balance shall be paid in full each month.

- 9.4. Personal credit or debit cards of members or staff should not be used under any circumstances

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances where paid are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals

banking such cash. Cash should be banked using a secure cash collection service wherever possible.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets over £100 and all Investments are kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1277b(vii)
Meeting date:	8 th October 2024	Authors:	Town Clerk
Subject:	To adopt revised Standing Orders		
Purpose:	To agree		

Recommendation(s):

To agree the wording of Standing Order 13c, relating to the handling of non-pecuniary interests, and to adopt Standing Orders subject to this decision.

1. Background

Standing Orders were adopted at the Annual Council Meeting in May, subject to a 6-month review. The Policy & Finance Committee considered Standing Orders at their meeting on 17th September 2024, and requested that the Clerk provide alternative options for Standing Order 13c for Full Council to agree.

2. Options for Council

1 – Current wording: *Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest. They may return to the meeting after it has considered the matter in which they had the interest.*

2 – Alternative option: *Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall not cast a vote in relation to a matter in which they have another interest. They may engage in the debate and remain in the meeting room for the vote.*

3 – Alternative option: *Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall not engage in the debate or cast a vote in relation to a matter in which they have another interest. They may remain in the room for the debate and vote.*

3. Reason for recommendation

In line with resolution at Policy & Finance Committee meeting.

4. Expected benefits

a. The community

Having a Council that operates effectively and transparently.

b. The environment

c. Other

Essential for internal governance.

5. Implications

5.1 Legal	Local Government Act 1972
5.2 Risks	Standing Orders help reduce risk by enforcing compliance with statutory requirements.
5.3 Financial	Refer to Financial Regulations
5.4 Time scales	Adopted annually
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	Section 21 of Standing Orders.
5.12 Equality & Diversity	

6. Appendices

Current Standing Orders



Peacehaven Town Council Standing Orders

Introduction	2
Rules of debate at meetings	3
Disorderly conduct at meetings	5
Meetings generally	5
Committees and sub-committees	8
Ordinary council meetings	9
Extraordinary meetings of the council, committees and sub-committees	11
Previous resolutions	11
Voting on appointments	12
Motions for a meeting that require written notice to be given to the proper officer	12
Motions at a meeting that do not require written notice.....	13
Management of information	13
Draft minutes.....	14
Code of conduct and dispensations.....	15
Code of conduct complaints.....	16
Proper officer	17
Responsible financial officer	18
Accounts and accounting statements	18
Financial controls and procurement.....	19
Handling staff matters.....	21
Responsibilities to provide information.....	22
Responsibilities under data protection legislation	22
Relations with the press/media	22
Execution and sealing of legal deeds	23
Communicating with district and county or unitary councillors.....	23
Restrictions on councillor activities	23
Standing orders generally	23

Adopted by Council on 21st May 2024

INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

References to "chair" and "vice-chair" in the context of meetings of the whole council shall mean "Mayor" and "Deputy Mayor".

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent, noting those that have given apologies;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- x A meeting shall not exceed a period of three hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend, substitute members shall have full rights for voting;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the

meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e Councillors who cannot attend a committee or sub-committee can appoint a councillor to attend in their absence. The absent councillor must advise the Proper Officer of the nomination.
 - f All Councillors who are not members of a committee or sub-committee are entitled to attend the said meeting and participate, but shall not have a vote. Non committee or sub-committee members shall be excluded for confidential items, unless the chair grants express permission to remain.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;

- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least fourteen clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ten days before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning and Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or by email to an email address set up specifically for tender submissions;
 - v. tenders shall be opened by an Officer of the Council in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel committee or, if they are not available, the vice-chair (if there is one) of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chair of the Personnel committee or in their absence, the vice-chair and the chair of Council or in their absence, the vice-chair, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The targets set shall be reported to Council at the next suitable meeting.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel committee or in their absence, the vice-chair of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a staff member relates to the chair or vice-chair of the Personnel committee, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ten councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e Councillors will, where possible, attend all training delivered by, or on behalf of, Peacehaven Town Council. Expenditure for additional travel to and from training will be reimbursed by the council.
- f Councillors who have breached standing orders will, by resolution of the council, be reported to the District Monitoring Officer.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1277b(viii)
Meeting date:	8 th October 2024	Authors:	Town Clerk
Subject:	Increase to members allowance		
Purpose:	To agree		

Recommendation(s):

To consider the recommendation from Policy & Finance Committee to increase the members allowance by £100 per year for the next 3 years.

1. Background

The Local Authorities (Members Allowances) (England) Regulations 2003 allows Town & Parish Councils to pay an allowance to elected members. When setting the allowance, the Town Council should take into consideration the guidance of the remuneration panel when setting this.

The Council discussed this in March 2024 (item C1200). As part of the Members Allowances Policy, the decision will be ratified at the Annual Council Meeting in May 2025, however, the recommendation for Full Council to ratify needs to be agreed before the end of the budgetary setting period to allow us to ensure that any increases are correctly budgeted.

The Policy & Finance Committee on 17th September 2024, agreed to recommend to Council that the allowance be increased by £100 per year for the next 3 years.

2. Options for Council

- a. To agree to increase the allowance by £100 per year for the next 3 years.
- b. To agree to a different increase.
- c. To agree to keep the allowance at it's current level.

3. Reason for recommendation

In line with Committee resolution and needing to know for budget setting purposes.

4. Expected benefits

a. The community

Ensuring that Councillors are able to cover the costs of carrying out their roles supporting the Community.

b. The environment

Promoting environmental objectives as part of the role of a Councillor.

c. Other

5. Implications

5.1 Legal	The Local Authorities (Members Allowances) (England) Regulations 2003
5.2 Risks	Public perception of precept increase to cover cost. Ensuring that councillors are not out of pocket carrying out their roles.
5.3 Financial	Up to £12,750 per year.
5.4 Time scales	Ratification at May 2025 Annual Council meeting.
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	In line with publication scheme.
5.12 Equality & Diversity	Allowance available to all elected members.

6. Appendices

Report from District Remuneration Panel.



REPORT OF THE INDEPENDENT REMUNERATION PANEL

FOR

**LEWES PARISH AND TOWN
COUNCILS**

NOVEMBER 2023

Index

Introduction	Page 1
Terms of Reference	Page 2
Approach	Page 2
Arriving at the Recommendations	Page 3
Recommendations	Page 3

Report from the Parish and Town Councils Independent Remuneration Panel November 2023

1. Introduction

The Parish Remuneration Panel was convened by Lewes District Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish and Town Councils regarding:

- Basic Allowance
- Chairs Allowance
- Travel and Subsistence Allowance
- Indexing

The Parish and Town Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met via MS Teams on the **14th and 15th November 2023** to review the allowances for Lewes District Council and Eastbourne Borough Council. The members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Development Director, South East Employers (Chair)
- Daphne Bagshawe, .MA JP, Consultant on Local Government
- Ian Buckingham, Management Consultant and Former Local Resident.

The Panel meeting was held in private session.

The report recommendations apply to the twenty-two Parish and Town Councils within the boundaries of Lewes District Council. The last review was undertaken in January 2020.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire that was sent to all twenty-two Councils and responses were received from **eleven** of the Councils. A summary of the responses is included as Appendix 1.

The Panel paid close attention to the Government Guidance in arriving at the recommendations.

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

The recommendations are based on the information provided from the responses to the questionnaire, the interviews and consideration was given to:

- Frequency of meetings
- The number of Committees
- Levels of responsibility and
- Hours worked

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the Basic Allowance paid by Lewes District Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the recommended Basic Allowance of Lewes District Council.

The recommended Basic Allowance for the Council for 2024/25 is £5,002 subject to any indexation; **15% of this is £750 per annum, subject to any indexation. This should in accordance with the statutory regulations only be paid to Councillors who are elected not those co-opted.**

Chair's Allowance.

Should any Parish or Town wish to set an allowance for Chair, in addition to the civic and ceremonial allowance then the Panel is again given authority to award any amount up to 100 per cent of the basic allowance paid by Lewes District Council.

The Panel did receive responses in respect of the increasing levels of responsibility and hours worked by Chairs of the Councils.

The Panel therefore recommends that those parishes who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the proposed Basic Allowance for Lewes District Council

The recommended Chair's Allowance is therefore any amount up to £1,500, 30% of the proposed Basic Allowance for Lewes District Council.

Travel and Subsistence.

The Panel recommends that the Parish and Town Councils should pay Travel and Subsistence Allowances in line with those agreed as part of the Members Allowances Schedule for the District Council.

Indexation of Allowances

The indexation of the allowances paid to Members of the Parish and Town councils should be in accordance with the indexation applied to Members Allowances at the District Council. The recommended approach to indexation is in line with the District Councils annual staff salary increase when applicable.

Forgoing Allowances.

A councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish/Town council.

Publicity

With- regard to the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For- example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

The Panel recommends that the Parish Clerk should also publicise the allowances scheme to all Parish and Town Councillors

Implementation

The Panel recommends the new allowances should be implemented from May 2024. If a decision on allowances has not been made by Lewes District Council before the start of the new municipal year then allowances payable to Parish Councillors can be backdated to May 2024.

Mark Palmer- Chair, Independent Remuneration Panel

Daphne Bagshawe- Independent Remuneration Panel

Ian Buckingham- Independent Remuneration Panel

November 2023

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Personnel Meeting held in the Anzac Room, Community House on Tuesday 16th July 2024 at 7.30pm.

Present: Cllr Cathy Gallagher (Chair of Committee), Cllr Debbie Donovan (Chair of Council), Cllr Wendy Veck (Vice-Chair of Council), Cllr Mary Campbell, Cllr Nikki Fabry (Vice-Chair of Committee), Cllr Ian Alexander.

Officers: George Dyson (Town Clerk).

1. E500 CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed everyone and briefly discussed the current building works going on at Community House.

2. E501 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cheta.

3. E502 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest.

4. E503 TO ADOPT THE MINUTES OF 28TH MAY 2024 MEETING

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan

The minutes of 28th May were **agreed** and **adopted**.

5. E504 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Chair briefly summarised the budgetary report, and there was a brief discussion surrounding the overtime budget.

The Committee **noted** the budgetary update.

6. E505 DATE OF NEXT MEETING – TUESDAY 15TH OCTOBER 2024 AT 7:30PM

The next meeting was confirmed as 15th October 2024 at 7:30pm.

7. E506 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS

Proposed by: Cllr Alexander **Seconded by:** Cllr Veck

The Committee **resolved** to exclude press and public from the remaining 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 discussion of the following items.

8. E507 TO REVIEW THE COMMITTEE ACTION PLAN

There was an update on the planned next steps with the stress management standards TFG, for which a meeting should be taking place soon.

The Committee **noted** the action plan.

9. E508 TO REVIEW THE TRAINING PLAN AND AGREE ANY TRAINING REQUIREMENTS

The Town Clerk gave an update on the training plan, and the Committee briefly discussed the function of the Training & Skills audit TFG in reviewing the headings for the training plan.

The Committee **noted** the Training plan.

10. E509 TO NOTE AND DISCUSS FEEDBACK FROM RECENT TRAINING

The Committee **noted** the feedback from recent training.

11. E510 TO RECEIVE AN UPDATE ON STAFF SICKNESS ABSENCE.

The Clerk introduced and summarised the report, which the Committee **noted**.

12. E511 TO AGREE PROPOSED STAFF SECONDMENTS

The Town Clerk introduced the proposals and ran through the report.

There was a discussion on training requirements for the roles and when this would be facilitated.

It was proposed that the Committee agree to the report recommendation to agree the staff secondments with the secondment agreements as read.

Proposed by: Cllr Donovan **Seconded by:** Cllr Fabry

The committee **resolved** to **agree** to the proposal.

13. E512 TO RECEIVE A REPORT ON RECOGNITION OF STAFF LENGTH OF SERVICE

The Town Clerk introduced the report and gave some background to it. Several suggestions came forward for possible recognition schemes.

The Chair and Vice-Chair of Committee will meet before the next meeting and report back with some suggestions on what the recognition scheme could be.

14. E513 TO AGREE CORPORATE EYECARE ARRANGEMENTS

The Town Clerk introduced the item, the Committee discussed the pros and cons of each option.

It was proposed that the Committee agree to sign up for the corporate scheme with Scrivens, and to fund glasses, where required, subject to a limit of £50.

Proposed by: Cllr Fabry **Seconded by:** Cllr Donovan

The committee **resolved** to **agree** to the proposal by majority vote, with 5 in favour, and 1 against.

15. E514 TO RECEIVE AN UPDATE ON STAFF PROBATIONARY PERIODS

The Committee **noted** the report.

16. E515 TO NOTE LEGAL UPDATE FROM HR PROVIDER

The Committee **noted** the update.

17. E516 TO DISCUSS PROVISIONS FOR STAFF SICKNESS COVER

The Committee discussed the report and felt that the item would need to be referred to other Committees/ Full Council with some more information.

It was suggested that as a starting point, some further analysis of bookings could take place to identify quieter evenings, with a further report to be produced for the relevant Committee.

18. E517 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):

a. Training and Skills

This had already been discussed earlier in the agenda.

b. Stress Management Standards

This had already been discussed as part of the Action Plan update.

There being no further business, the meeting closed at 20:49.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 18th June 2024 at 7:30pm.

Present: Cllr Sharkey (Chair of Committee), Cllr Gallagher, Cllr Campbell, Cllr Studd, Cllr Fabry, Cllr Seabrook, Cllr Griffiths, Cllr Donovan, Cllr Harman.

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

2 members of the public were in attendance.

1. LA912 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed Committee members and members of the public, requested that phones be turned off, and briefly ran through the fire procedure. The Chair then informed Committee of the following:

- Cinema Back to Black at 7:30pm on Wednesday 19th June.

2. LA913 PUBLIC QUESTIONS.

Members of the public may ask questions on any relevant L&A matter.

There was 1 public question, in relation to item LA927, whereby it was explained that an issue with the fence was ongoing from 6 years prior, but that there had not been much response to their complaints over the years; that the issue had recently exacerbated and that damage to, and balls being kicked over, their fence was a regular occurrence by all ages. It was explained that they did not see signage as being a solution, and wanted to know what options there were.

The Chair thanked the members of public for their questions.

3. LA914 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Ashby-Parkin and Cllr Campbell substituted.

Cllr Gallagher explained that she was recording the meeting.

4. LA915 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. LA916 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to nominate Cllr Ashby-Parkin

Proposed by: Cllr Griffiths

Seconded by: Cllr Seabrook

The Committee **resolved** to **appoint Cllr Ashby-Parkin** as Vice Chair of Committee

6. LA917 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LA&E MEETING HELD ON 20TH FEBRUARY 2024 AND 2ND APRIL 2024.

It was proposed to approve the minutes of the meetings.

Proposed by: Cllr. Studd Seconded by: Cllr Fabry.
1 member abstained.

The Committee **resolved** to **adopt** the minutes of the 20th February 2024 and 2nd April 2024.

16. LA927 TO DECIDE AGAINST A FENCE REQUEST

The Parks Officer introduced the report and added that different measures could be used, for instance a netting system, like the one behind the MUGA court, but that this could be open to vandalism and wouldn't protect the fence.

Cllr Seabrook appreciated the residents' situation but expressed that a 6-foot fence wouldn't help, and Cllr Gallagher appreciated the residents' patience and suggested the wire fence should be installed.

Cllr Griffiths queried whether there was a budget, and the Chair clarified there was none. Cllr Gallagher explained there is a vandalism budget, and members questioned whether other properties would need to be considered too.

19:42 standing orders were suspended.

A member of public further expressed the issues being faced.

19:43 standing orders were reinstated.

It was discussed that any other affected properties be considered in their own merit, and that the RFO would be consulted with regards to whether the fence could be financed through the vandalism budget or from CIL, classed as infrastructure.

It was proposed to put up the wire fence as per the report.
Proposed: Cllr Gallagher Seconded by: Cllr Donovan
All in favour.

The Chair thanked the members of the public.
19:47 public left the meeting.

7. LA918 TO NOTE THE BUDGET UPDATE

Cllr Gallagher expressed that some of the headings needed some tweaking and splitting out, in particular the Hub; that if everything went smoothly PTC would be on 25% within the '%spent' column; and from that explained the sports park income and rents were underestimated, and that the queries would be put to the RFO.
The Committee **noted** the budget

8. LA919 TO NOTE THE ACTION PLAN

The Parks Officer said the order been placed for the equipment and that the overflow carpark bollards were being installed.
The Committee **noted** the action plan

9. LA920 TO NOTE THE ALLOTMENT UPDATE

The Parks Officer explained that three allotment holders received a formal warning yesterday, and there were a number of new tenants.
Cllr Gallagher expressed the allotments were looking much improved, and the Chair expressed she would speak with the Committees and Assistant Projects Officer about re-doing the poster.
The Parks Officer and his team were thanked for the allotment tidy up.
The Committee **noted** the allotment update

10. LA921 TO AGREE TO PROCEED WITH THE OUSE VALLEY CARES FUNDED PROJECT

It was clarified that the name had changed to Ouse Valley Climate Action, and that the Parks Officer had written the report.
Cllr Griffiths explained the bid had already started; that this item was about permission to complete the forms formally, which were to confirm PTC owns the land and would look after the OVCA items.
Cllr Gallagher expressed concern that the form is more complicated than that, the expense of a solicitor, and that the report did not have the full details to progress this item without full information from the Town Clerk.

It was proposed to take the paper to Policy & Finance Committee with further information to go with it.

Proposed by Councillor Donovan Seconded by: Cllr Fabry

Four members voted in favour.

Three members abstained.

The Committee **resolved** to **agree** to this proposal.

Cllr Gallagher will send the Town Clerk her questions.

19. LA930 TO AGREE THE OVCA SIGNAGE REPORT

Cllr Griffiths explained the background to the report, and Cllr Gallagher queried what else was part of the plan.

Cllr Seabrook clarified the project had not changed since 2019, and included the trees, waymarking, the information board, and a litter bin, and explained the finances.

There was general discussion surrounding the background of the project, around the workshops the finances, and the suitability of the wayfinding posts in terms of weather and vandalism.

The Parks Officer clarified that prior to being a Councillor Cllr Harman was a contractor for OVCA, confirmed that no money from PTC had gone into this project.

Cllr Harman explained the project and involvement.

20:19 Cllr Harman left the meeting.

Cllr Gallagher complimented the designs, but expressed concern over their suitability with the weather, whereby the Parks Officer explained the suitability of recycled plastic for the project.

It was proposed to agree the design

Proposed by: Cllr Studd Seconded by: Cllr Griffiths

The Committee **resolved** to **agree** to this proposal.

20:23 Cllr Harman rejoined the meeting.

20:24 Cllr Campbell left the meeting.

11. LA922 TO AGREE WATER HARVESTING BID

Cllr Seabrook introduced the report, and the Parks Officer explained that it would need to be match funded.

There was general discussion amongst members around project costs, where Cllr Gallagher expressed that the bid amount was too much, and Cllr Seabrook explained it was unlikely the projects would be that much and that if the funding was granted it did not need to be accepted.

20:26 Cllr Campbell rejoined the meeting

There were discussions around a feasibility study.

It was proposed that Officers investigate water harvesting and that funding is applied for.

Proposer: Cllr Seabrook Seconded: Griffiths

Four members voted in favour, and three abstained.

It was **resolved** to **agree** to this proposal.

12. LA923 TO AGREE TO SET UP A TFG FOR PHASE TWO OF THE HOWARD PARK PROJECT

The Chair introduced the report.

Proposed by: Cllr Griffiths Seconded by: Cllr Seabrook

The Committee **resolved** to **agree** to this proposal.

TFG Members: Cllr Griffiths, Cllr Seabrook, Cllr Campbell, Cllr Sharkey.

13. LA924 TO AGREE TO SET UP A TFG TO DISCUSS CAR PARKING OPTIONS AT CENTENARY PARK

The Parks Officer introduced the report and explained options that could be looked at.

Cllr Gallagher raised various points to request that the TFG is broadened to include generating income.

Members discussed items that could be discussed at a TFG, including concern over car parking charges being introduced, EV charger discussions from around 1 year ago at P&H, along with car parking and the park, and solar lighting in the car park.

Cllr Fabry mentioned having sent an email to the Town Clerk in relation to EV chargers on March 10th, and will follow this up.

It was proposed to agree to set up the TFG.

Proposed by: Cllr Griffith Seconded by: Cllr Seabrook

One member abstained.

The Committee **resolved** to **agree** to this proposal.

TFG Members: Cllr Griffiths, Cllr Fabry, Cllr Campbell

14. LA925 TO AGREE TO THE RECOMMENDATIONS IN THE SIGNAGE TFG UPDATE

The Meetings & Projects Officer introduced and summarised the report.

General discussion took place about the various options, and the Parks Officer explained that this project had been running a long time.

It was proposed to go with option 1

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan

One member abstained.

The Committee **resolved** to **agree** to this proposal.

15. LA926 TO NOTE THE COMPLAINTS LOG

The Chair explained that this is combined with item LA931

The Parks Officer explained about some recent vandalism.

The Committee **noted** the complaints log

17. LA928 TO DECIDE ON THE DELL NOTICEBOARD RELOCATION

Cllr Griffiths explained that original minutes recorded that the noticeboard was to be moved, not removed, so should stay in the parks.

Members discussed various location options, including the other entrance at the Dell.

It was proposed to relocate the noticeboard to the right-hand side of the banner boards, and to retain its current height.

Proposed by: Cllr Seabrook Seconded by: Cllr Studd

The Committee **resolved** to **agree** to this proposal.

18. LA929 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a) Green Spaces Infrastructure

Cllr Gallagher explained there was no report.

20. LA931 TO REVIEW COMPLAINTS

The Committee **noted** the complaints log.

21. LA932 TO CONFIRM DATE OF THE NEXT MEETING AS THE 3RD SEPTEMBER 2024

The next meeting was **confirmed** as the 3RD SEPTEMBER 2024 at 7:30pm.

There being no further business the meeting ended at 21:10.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 3rd September 2024 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Griffiths, Cllr Evans, Cllr Gallagher, Cllr Fabry, Cllr Studd, Cllr Donovan, Cllr Seabrook.

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

2 members of the public were in attendance.

LA933 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members, and went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting was being recorded. The Chair then informed the Council of the following:

- ArtWave Festival beginning this Saturday 7th September at the Friendship Centre, Mayfield Avenue, and then the following 2 weekends both Fridays and Saturdays, finishing on the 21st September.
- Cinema Wednesday 18th September – Fly me to the Moon
- The Mayor’s Quiz Night on Friday 20th September – With proceeds in aid of the Peacehaven Community Supermarket
- That works were taking place at the Dell playground, installing new inclusive play equipment which had been funded by section 106 contributions.

LA934 PUBLIC QUESTIONS.

Members of the public may ask questions on any relevant L&A matter.

There was 1 public question. The resident expressed concern over the state of The Oval due to the lack of grass cutting, which has meant that it has not been used because of the issues with the overgrown grass, including ticks, dog mess, and rats. It was described as being a waste of a community space, and no longer a nice environment, and it was requested for the rewilding decision was reversed.

The Chair thanked the member of public.

LA935 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Ashby-Parkin.

LA936 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were 0 declarations of interest.

LA937 TO ADOPT THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18TH JUNE 2024

Cllr Fabry requested clarification of what the ‘items’ stated were.
The Meetings & Projects Officer agreed to look into this.

Proposed by: Cllr Griffiths Seconded by: Cllr Studd
The Committee **resolved to adopt** the minutes.

LA940 TO DECIDE THE OVAL GRASS CUTTING SCHEDULE REVIEW

The Chair introduced the report. There was general discussion and appreciation of the issues that the resident had described during public questions, and there was concern with there being only 2 choices, and suggested leaving some area cut and some not.

The Parks Officer explained it used to be cut around 10-12 times a year, and would be cut in the next couple of weeks.

The report below was then considered in conjunction with this item.

LA 946 TO DISCUSS ACCESSIBILITY TO THE OVAL PARK

Cllr Seabrook introduced the report.

It was proposed to agree to the recommendations in the report.

Proposed by: Cllr Seabrook Seconded by: Cllr Griffiths

The Council **resolved** to **agree** to this proposal.

The Parks Office confirmed that none of the gates are accessible, and those discussions can take place in the TFG. TFG members were confirmed as: Cllr Griffiths, Cllr Studd, Cllr Evans, the two members of the public, and to invite Cllr Ashby-Parkin, Cllr Alexander and his wife.

LA938 TO NOTE BUDGET UPDATE

Cllr Seabrook queried the changing places cost, whereby the Parks Officer explained the issue with there having been several faulty locks.

The budgetary report was **noted**.

LA939 TO NOTE ACTION PLAN

20:02 – The 2 members of the public left.

Cllr Gallagher suggested the members of the greenspaces infrastructure audit to be inputted as Cllr Fabry, Cllr Ashby-Parking, Cllr Gallagher, Cllr Sharkey.

Cllr Donovan queried if the OVCA item was now being taken forward, whereby the Parks Officer suggested referring this to the Town Clerk.

Cllr Gallagher expressed that a public consultation needs to be carried out with regards to the Hub.

The Parks Officer explained details of plan for The Hub and that it will go to Full Council, possibly with a TFG set up.

The action plan was **noted**.

LA941 TO DECIDE TREE WORKS REQUEST, FOXHILL

Members discussed possible financial and tree works contributions from residents, and reviewing the currently policy.

It was proposed to carry out the tree work as per the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

The Council **resolved** to **agree** to this proposal.

5 members voted in **favour** of the proposal.

2 abstained.

LA 942 TO NOTE ALLOTMENT UPDATE

The Chair queried whether this item could fall into Confidential.

The Parks Officer read out the Town Clerk's response with regards to confidential items, which summarised that it would not.

There was general discussion about liaison officers and an allotment complaint.

The verbal update was **noted**.

LA 943 TO NOTE THE COMPLAINTS LOG

Cllr Griffiths explained that LDC would like to contribute to the bench's repair.
The complaints log was noted.

LA 944 TO NOTE OVESCO WORKSHOP UPDATE

Cllr Sharkey explained she did not attend the meeting, but that Cllr Harman did.
Cllr Gallagher introduced the report and expressed it was a major opportunity to carry out decarbonisation of PTC assets (buildings).
The update was **noted**.

LA 945 TO NOTE BUSINESS PLAN

The Chair introduced the report.
Cllr Gallagher explained a lot of this was to do with the NDP and the Green Infrastructure plan.
The business plan was **noted**.

Cllr Fabry mentioned the access measurements in the Appendices for the Oval park were too narrow, and should be looked into.

LA 947 TO AGREE AND APPROVE THE CENTENARY PARK MAIN SIGN

The Meetings & Projects Officer explained the report.
It was proposed that the Meetings & Projects Officer proceed with the signage.

Proposed by: Cllr Evans Seconded by: Cllr Studd
The Council **resolved** to **agree** to this proposal.

LA 948 TO NOTE REPORT FROM PARKS SIGNAGE TFG

The Meetings & Projects Officer introduced the report.
The report was **noted**.

LA 949 TO NOTE GREEN INFRASTRUCTURE PLAN UPDATE

Cllr Gallagher expressed that it would be good to have a support officer involved so that a future report can be brought to Committee.
The report was **noted**.

LA 950 TO NOTE HOWARD PARK PHASE 2 TFG REPORT

The Meetings & Projects Officer summarised the report.
Cllr Donovan suggested West Ward councillors as weeding volunteers.
The report was **noted**.

LA 951 TO NOTE THE FOOTBALL CLUB 3G PROJECT UPDATE

The Parks Officer summarised the report.

The update was **noted**.

LA 952 VERBAL UPDATES FOR TASK AND FINISH GROUPS

- i. Parks Signage
- ii. Green Spaces Infrastructure
- iii. Howard Park Phase 2
- iv. Car Parking Options at Centenary Park

No further updates.

LA 953 TO CONFIRM DATE OF NEXT MEETING AS THE 29TH OCTOBER 2024

The next meeting was confirmed as 29th October 2024.

There being no further business the meeting ended at 20:55.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1277d(iii)
Meeting date:	8 th October 2024	Authors:	Town Clerk/ Parks Officer
Subject:	Allotment councillor liaison complaint.		
Purpose:	To agree to the rules for councillor allotment liaison representatives when attending the allotments.		

Recommendation(s):

To agree and set out the rules for councillors who attend the allotments as liaison representatives

1. Background

At the L&A meeting on the 28th February 2023 it was agreed to have two councillor liaison representatives who would visit the allotments to talk to tenants and report back any information to the committee (LA756).

We had a tenant make a verbal complaint about a liaison Councillor entering plots and pulling vegetation from a fence.

Upon investigation of the resolutions made, it appears that no terms of reference were agreed for this role, other than that "Two Councillors be authorised as liaison between the Allotment tenants and the Council to develop relationship to improve goodwill."

Council are asked to consider agreeing more robust terms of reference for this role clearly setting out the remit and limitations of the Councillors acting in this capacity are.

2. Options for Council

To agree how best to go about forming robust terms of reference.

3. Reason for recommendation

Clarity of the role and ensuring that no members acting in this capacity can be accused of acting outside their remit when the remit has not been agreed.

4. Expected benefits

a. The community

Positive engagement with allotment tenants.

b. The environment

Positive impact that the allotments have for the environment.

c. Other

Reduced risk of code of conduct breaches or complaints.

5. Implications

5.1 Legal	Local Government Act 1972 PTC Allotment T&Cs. PTC Allotment Risk Assessments.
5.2 Risks	Risk assessment for visits required.
5.3 Financial	None
5.4 Time scales	Unknown
5.5 Stakeholders & Social Value	Benefit for the allotment tenants.
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	Positive impact.
5.11 Privacy Impact	Data protection policies to be adhered to.
5.12 Equality & Diversity	

6. Appendices

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 16th April 2024 at 7.30pm

Present: Cllr. D Seabrook (Chair of Council), Cllr. I Sharkey (Vice Chair of Council), Cllr Veck (Chair) Cllr Donovan (Vice Chair), Cllr Alexander, Cllr Griffiths, Cllr Gordon-Garrett, Cllr Gallagher, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor)

Officers: George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer).

No members of the public were in attendance.

1. CCE411 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:32, went through the building fire procedure, reminded committee of the procedures towards the Chair, that Peacehaven Town Council's entertainment license for alcohol has now been granted. There was no fortnightly bingo update from the Town Clerk.

Further reminders from the Chair were that TFGs are to arrange meet ups, that the bingo caller cover was now in situ, the next bingo is on 8th May, and the film The Boys in The Boat is on Wednesday 24th April.

2. CCE 412 VERBAL YOUTH MAYOR UPDATE

The Youth Mayor commented that communication is ongoing with the school, would keep up to date with events, and that the Mayors Civic Reception was enjoyed.

The Chair thanked the Youth Mayor.

The Town Clerk said that both the Youth and Deputy Youth Mayor were invited to participate in Lewes District local plan consultation.

3. CCE 413 PUBLIC QUESTIONS.

Members of the public may ask questions on any relevant Civic & Community Events matter.

There were no public questions.

4. CCE414 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies for absence from:-

- Cllr Ashby-Parkin (Cllr Griffiths substituting).
- Cllr Studd (Cllr Gallagher substituting).
- Cllr Harman (Cllr Gordon-Garrett substituting).

5. CCE415 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

None declared.

6. CCE416 TO ADOPT THE MINUTES FROM THE 27th FEBRUARY 2024

Proposed by: Cllr Seabrook Seconded by: Cllr Sharkey
The Committee **resolved** to **adopt** the minutes of the 27th February 2024.

7. CCE417 TO NOTE THE COMMITTEES BUDGETARY REPORT

The budgetary report was **noted**.

8. CCE418 TO NOTE THE COMMUNITY HUB REPORT

Cllr. Alexander suggested there may be a need for the Community Hub throughout the year. The Chair clarified that the majority of users are using outdoor facilities, so it would not be cost effective. Cllr Sharkey suggested that it could be used as a cool hub. The Chair confirmed this could be brought back to committee.
Cllr. Seabrook thanked the Chair and Gill Veck for the Community Hub work.

The report was **noted**.

9. CCE419 TO NOTE THE D-DAY 80 TFG REPORT

Cllr. Donovan mentioned there would be a meeting on 17th April 2024, and that the Parks Officer will be in attendance, summarised the report, progress of the event to date; that Nicola Papanicolaou of the Gateway Café will provide another official lantern and will be in touch with the RFO.

Cllr. Seabrook passed on Nicola Papanicolaou, of the Gateway Café, apologies for not being able to attend this committee meeting.

It was proposed that Kempton House will serve refreshments after the service in the morning, and that the itinerary is confirmed.

Proposed by Cllr. Donovan Secunder Cllr. Alexander
The Committee resolved to **agree** to this proposal.

10. CCE420 TO NOTE THE UPDATE TO THE D-DAY TFG MEMBERS

The Chair confirmed she will leave the TFG, but will be available as support.
Cllr. Donovan said that this would be the same for Cllr. Ashby-Parkin too.

The update to the D-Day TFG members was **noted**.

11. CCE421 TO VOTE TO AGREE TO MOVE THE MERIDIAN WALK TFG FROM THE CIVIC & COMMUNITY EVENTS COMMITTEE TO FULL COUNCIL

The Chair explained why this is being proposed.

Cllr. Donovan explained she is happy for the move the TFG to Full Council, but requested to keep the TFG as it is currently.

It was proposed to change the TFG to a Working party.
Proposed by: Cllr Donovan Seconded by: Cllr Sharkey
The Committee **resolved** to **agree** to this proposal.

It was proposed to move the Meridian Walk TFG to Full Council.
Proposer: Cllr Donovan Secunder: Cllr Gordon-Garret
The Committee **resolved** to **agree** to this proposal.

12. CCE422 TO AGREE TO THE TWO RECOMMENDATIONS IN THE TFG'S MERIDIAN LINE MEANDER (UNLESS AT ITEM CCE421 IT HAS BEEN AGREED FOR THE TFG TO MOVE TO COUNCIL, WHEREBY THIS REPORT WILL BE PRESENTED AT COUNCIL)

Cllr. Donovan explained that with regards to the first recommendation that, since the report was written, the next stages have changed which Full Council will be updated on.

With regards to the second recommendation, the Town Clerk confirmed that Officer support was in the pipeline.

Cllr Campbell suggested that properties on the proposed route should be informed.

The Chair **noted** this and suggested this could be included in the next report.

13. CCE423 TO NOTE THE SUSTAINABILITY OF THE E-NEWS TFG REPORT AND CONSIDER RECOMMENDING COUNCIL SET UP A TFG/WORKING PARTY/SUB COMMITTEE ON INFORMATION AND PUBLIC RELATIONS AND COMMUNICATION

Cllr. Campbell summarised the report, and confirmed there is extra information since the report which is:-

- 4 pages in the monthly Peacehaven Directory very approximate estimate received of £480 per month.
- Printed news - A4 centre stapled: 16 pages cost £2,471 / 20 pages £2,737 / month (costs are very approximate), and confirmed these are printing only costs.

It was proposed to close the TFG and reopen a new TFG when the new Public Relations Officer is in post.

Proposed by: Cllr Donovan

Seconded by: Cllr Gallagher

The Council **resolved** to **agree** to this proposal.

14. CCE424 TO NOTE THE VERBAL UPDATE ON THE CLIMATE FAIR

Cllr. Seabrook updated that there has not been much progress, that a meeting is in the pipeline, and a detailed plan in place, and there is £3,000 funding available.

The report was **noted**.

15. CCE425 TO DECIDE ON THE OPTIONS OUTLINED IN THE ARTWAVE EVENT REPORT

Cllr Sharkey explained a change to the report - that the Friendship Hall is available, that it is cheaper, is bus accessible and is a suitable space.

The Town Clerk queried how the costs of the hall would be covered, and Cllr. Sharkey clarified that the artists would individually pay.

It was proposed to use money from the CCE budget to pay for the registration and that it will be repaid by the artists.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan.

The Council **resolved** to **agree** to this proposal.

Cllr Seabrook suggested that the artists are asked to commit to pay the registration fee up-front, The Chair confirmed that this was **noted** and that it would be for the TFG to discuss.

Cllr Gordon-Garrett raised a query on the need and therefore cost of items like risk assessments, whereby the Town Clerk clarified this would depend on whether Peacehaven Town Council was financing the event or the facilitator.

The Chair requested the TFG to cover this in the next report.

16. CCE426 TO NOTE THE RECYCLED FASHION SHOW REPORT AND AGREE TO A TFG

It was proposed to form a TFG.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan.

It was resolved to **agree** to this proposal.

TFG members were noted as Cllr Sharkey, Cllr Donovan, Cathy Norcott-Jones, Josie Turner (from school), Cllr Ashby-Parkin.

17. CCE427 TO NOTE THE MAYOR'S CIVIC RECEPTION REVIEW

Cllr Seabrook summarised the review, explained that the event went over budget by £390 and proposed the loss is taken from the Mayor's allowance where there is a surplus. The Chair thanked the Mayor for the kind donation.

The review was **noted**.

18. CCE428 TO NOTE THE TFG RULES

The Chair summarised the reasons the TFG rules formed part of the agenda.

Cllr Seabrook commented on item 7 and the need to be careful of wording for minutes.

The Chair reminded committee of the rules around the size of a TFG.

Cllr Campbell queried whether these are the official Council Rules, the Chair confirmed they are.

The TFG rules were **noted**.

19. CCE429 TO NOTE THE EVENTS CALENDAR DATES

It was discussed that the D-Day lantern workshops dates, D-Day event and Civic dates are to be included in the calendar, and all dates to be shared on social media.

It was proposed to include the calendar of events in the E-news.

Proposed: Donovan Seconded by: Cllr. Gallagher.

It was resolved to **agree** to the proposal.

20. CCE430 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 25th June 2024

The next meeting was **confirmed** as 25th June 2024.

There being no further business the meeting ended at 20:26.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 25th June 2024 at 7.30pm

Present: Cllr Veck (Chair), Cllr Ashby Parkin, Cllr Seabrook, Cllr Studd, Cllr Donovan, Cllr Campbell, Cllr Sharkey.

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Community and Information Officer).

1 member of the public was in attendance.

CCE431 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30 and made the following announcements:-

- 5th July Meet the Mayor in the Mini Market, Community House
- 17th July - Bingo, and also an afternoon tea fundraiser for breast cancer.
- 13th July Towards Zero Carbon Peacehaven
- 24th July Film 'Living'
- 28th July 2:15pm - Raising the flag to mark armed forces, no ceremony, and all welcome.

CCE432 PUBLIC QUESTIONS

Members of the public may ask questions on any relevant Civic & Community Events matter.

There were 0 public questions.

Councillor Campbell requested that as soon as the new MP is elected that they are invited to speak to the Peacehaven Town Council.

The Chair confirmed this could be carried out.

CCE433 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were 2 apologies for absence from:-

- Cllr Evans, Cllr Campbell substituted.
- Cllr Harman, Cllr Seabrook substituted.

Cllr Donovan apologised on behalf of the Youth Mayor due to school commitments.

CCE434 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No interests were declared.

CCE435 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Harman

Proposed by: Cllr Seabrook Seconded: Ashby Parkin

All in favour.

CCE436 TO ADOPT THE MINUTES FROM THE 16TH APRIL 2024

The minutes were not included in the papers, and were deferred to the next relevant meeting for adoption.

CCE437 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY UPDATE

Cllr Donovan queried where the Mayors Fundraising was shown on the budget.

The Chair expressed that it is understood that the fundraising was separate.

The Chair agreed to a separate paper for the Mayors Fundraising for each CCE paper.

The budget report was **noted**.

CCE438 TO AGREE TO THE RECOMMENDATION IN THE COUNCIL COMMUNICATION SUPPORT REPORT

It was proposed to allow the new Public Relations Officer to review this topic, and then inform and support the TFG and move it forward.

Proposed by: Cllr Seabrook Seconded by: Cllr Donovan

1 member abstained

The Committee resolved to **agree** to the proposal.

CCE439 TO NOTE THE D-DAY 80 REVIEW

Cllr Donovan reported that the lanterns contributed effectively to the event, and thanked the workshop organisers for their work.

The Chair extended thanks to the RBL and the town crier.

Cllr Sharkey queried if the lanterns could be upcycled, and it was agreed they could where available.

The D-day 80 Review was **noted**.

CCE440 TO NOTE THE TOWARDS ZERO CARBON (CLIMATE FAIR) REPORT

Cllr Seabrook expressed that the event was on target, currently with 28 confirmed stalls in writing and more to come, and that volunteers were needed for 8am on the day.

Cllr Donovan queried whether all public liability and risk assessments were in and whether the office was collating the paperwork, to which Cllr Seabrook confirmed yes, and announced the next TFG meeting would be next Wednesday at 2pm.

The report was **noted**.

CCE441 TO NOTE THE UKRAINIAN CULTURE EVENT REVIEW

Members discussed that advertising had not been effective, that with the new PR officer in place this would help future events.

Cllr Studd suggested that the surplus of £700 could have been spent on marketing for D-Day 80, specifically leaflets.

Cllr Donovan expressed that marketing was not included in the grant funding, and should be considered for future events.

The report was **noted**.

CCE442 TO NOTE THE RECYCLED FASHION SHOW REPORT

Cllr Sharkey explained the name had been updated to: Anti-Fast-Fashion Celebration, that the first workshop at PCS was successful, and a day workshop was planned for 10th July in preparation for the Towards Zero Carbon event.

Cllr Sharkey explained that £90 had been spent, and a grant was being applied for through OVCA, which could be from £500 up to possibly £1000.

The Information Officer confirmed an earlier start had been discussed to incorporate younger children in the event too

The report was **noted**.

CCE443 TO NOTE THE ARTWAVE EVENT REPORT

Cllr Sharkey updated Committee that interested artists were close to 19, and the Information Officer said 4 people had paid to date. Cllr Sharkey explained the possibility of children exhibiting, how that would run, and how the event would work with Telscombe's event.

It was proposed to include young artists up to the age of 16 at no charge.

Proposed by Cllr Donovan Seconded by: Cllr Seabrook

All in favour.

The report was **noted**.

CCE444 TO DISCUSS AND DECIDE THE RECOMMENDATIONS IN THE MAYORAL FUNDRAISING EVENTS REPORT

Cllr Donovan explained all the details were in the report, that the Meetings and Projects Officer had queried a few items; that she was happy to work with the Information Officer, and clarified that the Youth Mayor had a £500 budget.

The Chair introduced the 3 quiz night events, and Cllr Donovan confirmed 19th July and 20th September would be in the Anzac room, the 23rd November in the hall, where all 20 tables would be filled, and raffle prizes would be obtained with support of the Information Officer.

It was proposed to approve the event dates.

Proposed by Cllr Sharkey Seconded by Cllr Campbell

All in favour.

The Chair introduced the Youth Mayor Gala Dinner, it was confirmed that the Anzac would be suitable for the food related event, and that SCDA would be the registered caterers.

Cllr Donovan explained there was a Meet the Mayor event next Friday; showed the Quiz night poster; explained she is working with Cllr Studd and PCS on next year's Business Careers Event, and is researching details for the Murder Mystery event.

The Chair said the Carol concert was already booked in, and Cllr Donovan explained the concept of Beetle Drive for the Mayor's Christmas Tea Party, with just cake and tea, and that a report would be brought to the next Committee meeting.

It was proposed to change the Mayor's Tea Party to a Beetle Drive.

Proposed by Cllr Donovan Seconded by Cllr Ashby-Parkin

All in favour.

CCE445 TO CALL AND AGREE THE MAYOR'S VOLUNTEERS

It was proposed to agree the list of volunteers

Proposed by Cllr Ashby Parkin Seconded by Cllr Campbell

The Council **resolved** to **agree** to this proposal.

CCE446 TO AGREE THE USE OF A PRE-EVENTS CHECKLIST

The checklist was discussed, Cllr Sharkey expressed it was very thorough, and helpful, and Cllr Seabrook questioned what the core values were. The Meetings & Projects Officer said the Town Clerk would confirm.

Members discussed the complexity of the purple guide, for the risk assessments to be approved by the Town Clerk, having a supporting Officer for each event to support with the purple guide and the checklist, and there was general discussion around Officer time.

Cllr Seabrook suggested the need to add in about completing a risk assessment.

It was proposed to trial and review the checklist for the ArtWave and Halloween events.

Proposed by Cllr Seabrook Proposed by Cllr Donovan.

All in favour.

CCE447 TO NOTE THE EVENTS CALENDAR DATES AND SET UP A HALLOWEEN TFG

The Halloween TFG members were agreed as Cllr Studd, Cllr Veck, and Cllr Sharky if needed. It was suggested that Cllr Harman was invited, and a reminder was made that public could join.

20:32 – The member of the public left the meeting, and was thanked for their assistance with D-Day 80.

12th July 2025 was proposed as the date for the 2025 Summer Fair and a colour run.

Proposed by Cllr Sharkey Seconded by Cllr Donovan.

All in favour.

CCE448 TO NOTE THE COMPLAINTS LOG

The Chair said a complaint was made at the D-Day 80 event to the town Crier with regards to the volume of the music, and that levels were monitored, and were below industry standard; that the complaint was resolved immediately, and no further complaints were raised.

The complaints log was **noted**.

CCE449 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 10TH SEPTEMBER 2024

The next meeting was confirmed as 10th September 2024.

Cllr Donovan apologised in advance for not being able to attend.

There being no further business the meeting ended at 20.36

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 10th September 2024 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Griffiths, Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Evans, the Youth Mayor.

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information and Events Officer).

4 members of the public were in attendance.

1. CCE450 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:31 and ran through the fire procedure, asked for mobile phones to be switched off, explained that the meeting was being recorded, and for speakers to speak up. The Chair reminded Committee of the CCE Terms of Reference (which were placed on each Councillor's table), asked for definitions for Civic, PTC-Supported, and Community events to be emailed to herself and Cllr Harman as there was confusion with them, and reminded Committee that the new pre-events checklist be used for each event moving forward.

The following announcements were then made:-

- ArtWave at the Evangelical Church, 13th and 14th September 11am – 4pm
- Mayor of Peacehaven Quiz 20th September 6:30pm
- Bingo 25th September and 23rd October
- Cinema at 7:30pm on 18th September - Fly Me to The Moon, and 23rd October-The Critic
- The Children's Halloween Party 28th October
- Hats, scarves, scarves, handbags and toys wanted items for raising funds

2. CCE451 PUBLIC QUESTIONS

There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters

There were 4 members of the public

There was 1 public question from a new local boxing gym. The speaker provided information about the boxing gym, and expressed their vision of a boxing event in Centenary Park (in relation to item 6. CCE455). It was explained that the match would raise money for local charities, would be held in the summer, that the electricity needed would mainly be for the sound system, and that it would be gated to keep it secure. The question was whether it could go ahead.

The Chair suggested that later in the meeting standing orders could be suspended for questions.

3. CCE452 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were 2 apologies for absence from:-

- Cllr Donovan, Cllr Gallagher substituted.
- Cllr Ashby-Parkin, Cllr Griffiths substituted.

4. CCE453 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Harman and Cllr Sharkey both declared an interest with ArtWave, as they are both exhibiting.

5. CCE454 TO ADOPT THE MEETING MINUTES OF 16TH APRIL 2024 AND 25th JUNE 2024

It was proposed to adopt the minutes.

Proposed by: Cllr Sharkey Seconded by: Cllr Harman

All in favour.

6. CCE455 TO AGREE TO RECOMMEND THE BOXING EVENT AT CENTENARY PARK TO BE AN ITEM AT THE NEXT FULL COUNCIL ON 8TH OCTOBER

It was proposed to suspend standing orders.

Proposed by: Cllr Harman **Seconded** by: Cllr Studd

Questions were asked to the members of the public from the boxing club, where it was clarified that funding would be sought for the event, that they wanted to do something for the community, for promoting the club, fitness and a healthy lifestyle, and that the event would raise money for the local youth club.

Cllr Griffiths suggested they apply for funding through Peacehaven Town Council's Community Grant.

19:48 - Standing Orders were reinstated

Proposed by: Cllr Harman **Seconded** by: Cllr Sharkey

It was proposed to agree to the recommendation for the item to be on the Full Council agenda on 8th October.

Proposed by: Cllr Evans **Seconded** by: Cllr Sharkey.

All in **favour**

The Chair suggested the boxing club liaise with the Information and Events Officer to move the event forward.

19:49 - 3 members of the public left the meeting.

7. CCE456 TO NOTE THE BUDGETARY UPDATE AND NOTE THAT DISCUSSION IS BEGINNING FOR THE DRAFT 2025/26 BUDGET

The budgetary update was **noted**.

It was **noted** that discussion is beginning for the draft 2025/26 budget.

8. CCE457 TO DISCUSS THE NEW LAST-PLACE BOARD FOR THE MAYORS QUIZES AND AGREE WHERE THIS SHOULD BE FUNDED FROM

The Chair briefly summarised the background of the winning and last-place shields and last-place wooden spoons, which are all displayed in the foyer, and outlined the cost for engraving.

Cllr Gallagher expressed that at present it was not necessary to have winning or last-place engravings.

Cllr Studd suggested a certificate instead; Cllr Sharkey agreed. Cllr Harman suggested a photo of the winners in a frame, and a caption underneath 'Winners of the quiz, are you coming to the next one?' with the date of the next quiz.

It was proposed to have a framed A4 photocopy of a photo of the winners.

Proposed by: Cllr Harman **Seconded** by: Cllr Evans.

All in favour.

It was proposed to stop using the shields

Proposed by: Cllr Sharkey. **Seconded** by: Cllr Gallagher.

All in favour.

9. CCE458 TO NOTE THE TOWARDS ZERO CARBON (CLIMATE FAIR) EVENT REVIEW

It was proposed to suspend standing orders

Proposed by: Cllr Harman **Seconded** by: Cllr Sharkey

All in favour.

Cllr Seabrook as a member of the public summarised the review, and commented positively on the new event form. He explained there was £922 left over from the event.

It was proposed to ask OVCA to place it into a reserved fund for next time.

Proposed by: Cllr Griffith **Seconded** by: Cllr Sharkey

Cllr Seabrook explained that the bus at the event had only been used by 8 people, and questioned its inclusion in future events. He suggested using the Dell as a park and ride for the summer fair.

Standing orders were reinstated

Proposed by: Cllr Griffiths **Seconded** by: Cllr Harman

All in favour.

The event review was **noted**.

10. CCE459 TO AGREE TO THE ANTI FAST-FASHION SHOW EVENT BECOMING A NON-PTC EVENT

Cllr Sharkey explained one of the reasons why the TFG suggest the event should become a non-PTC one was OVCA were not happy that the grant to PTC would pay for room hire, and explained that the event is likely now to be in April.

It was proposed to agree that the anti-fast fashion show become a non-PTC event.

Proposed by: Cllr Sharkey **Seconded** by: Harman

The Committee resolved to **agree** to the proposal.

11. CCE460 TO AGREE TO THE DETAILS OF CHILDREN'S CHRISTMAS PARTY, AND MAKE A CALL FOR VOLUNTEERS

The Information and Events Officer introduced the report, and a call for volunteers was made, along with a request for a Father Christmas.

Cllr Griffiths queried whether there were alternative food options, whereby the Information & Events Officer explained that on ticket purchase any dietary requirements were asked.

The Chair expressed that it was a PTC event.

Members discussed how the Mayor could be involved.

It was proposed to agree to the proposal.

Proposed by: Cllr Evans **Seconded** by: Cllr Griffiths

The Committee resolved to **agree** to the proposal.

12. CCE461 TO NOTE THE REPORT AND AGREE THE NEW TIME FOR THE CAROL CONCERT

Cllr Griffiths queried why the time had changed to start at 4 and finish at 5pm. The Information & Events Officer explained it was the same as last year; that a 4pm start helped ensure schools could attend; that the ticketed cost of £1 per person would go to Mayor's charity; that tickets were now on sale; that there wouldn't be an interval, and refreshments would be served at the end of the event by volunteers.

It was proposed to agree the new time.

Proposed by: Cllr Sharkey **Seconded** by: Cllr Evans

The Committee resolved to **agree** to the new time.

The report was **noted**.

13. CCE462 TO AGREE TO THE DETAILS IN THE HALLOWEEN EVENT REPORT

The Information & Events Officer explained the details of the event, including the park orienteering. Cllr Griffiths suggested an alternative to those who could not have sweets. It was explained that the café would still be used by public.

It was proposed to agree to the details in the event report.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Studd

The Committee resolved to **agree**.

14. CCE463 TO DECIDE AND AGREE THE ISOLATION PROJECT (PART OF THE BUSINESS PLAN)

The Chair explained the item was to do with the Community Hub, and that she was happy to run the event as last year.

Cllr Gallagher complimented the project and that Monday 10 – 1pm would be a good day and time.

There was general positive discussion around the need for the project, but the name ‘isolation’ as the title for the project was unpopular.

It was proposed to start the project at the beginning of October on Mondays as ‘The Welcome Café’.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Harman

The Committee resolved to **agree** to the proposal.

The Information & Events Officer made a call for Coats, Hats, Scarves.

It was agreed to set up a Working Party to look at the strands of the Isolation Project.

Working Party members were agreed as: Cllr Evans, Cllr Seabrook, Cllr Griffiths.

15. CCE464 TO AGREE TO THE LINE AND BARNDANCE EVENT DETAILS

The Information & Events Officer explained it would be a Civic Event.

The Chair reemphasised the general confusion over event definitions, and the importance for this to be resolved.

It was proposed to agree to the event in principle along with the date, and for a detailed report to be taken to Full Council.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Sharkey

The Committee resolved to **agree** to the proposal.

16. CCE465 TO AGREE TO THE PRE-LOVED BAG, PURSE AND SCARF SALE

Cllr Studd expressed he would let the Chamber of Commerce know items were wanted.

The Information and Events Officer summarised the event.

It was proposed to agree to the event.

Proposed by: Cllr Evans **Seconded** by: Cllr Harman

The Committee resolved to **agree** to the proposal.

17. CCE466 TO AGREE A CHANGE OF EVENT FROM A BEETLE DRIVE TO A CHRISTMAS AFTERNOON OF JAZZ, AND NOTE THE DATE

The Information & Events Officer explained the event and confirmed a full report and pre-event checklist would be brought to the next Committee meeting.

It was proposed to agree to the change of event.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Evans

The Committee resolved to **agree** to the proposal.

18. CCE467 TO NOTE THE SUMMER FAIR REPORT, AND MAKE A CALL FOR VOLUNTEERS

The Chair thanked the Information and Events Officer for all her work with the many events that are taking place, and Cllr Gallagher complimented the posters.

The Information and Events Officer summarised the event to-date; confirmed it will be car-less, apart from blue-badge holders; explained Cllr Seabrook's bus at the Dell idea may not work as extra staff would be needed; and confirmed there would not be a car boot sale at the event, nor one on The Dell.

The report was **noted**.

19. CCE468 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Council Communications Support TFG

The Meetings & Projects Officer explained the PR Officer would bring a report to Full Council, under the Communications, Advertising and Promotions TFG.

It was proposed to close the Council Communications Support TFG.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Evans

All in favour

b. ArtWave TFG

A verbal update was made by Cllr Sharkey. It was explained that the event was going well, that there were various teething issues, including the card reader, and signage.

Members discussed that at least 2 of the noticeboards would need to be returned to Peacehaven Town Council by the 21st September.

20. CCE469 TO NOTE THE COMPLAINTS LOG

The complaints log was **noted**.

21. CCE470 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 12th NOVEMBER 2024

It was proposed to agree to the new date of 12th November 2024, with the time to be agreed at a later date.

Proposed by: Cllr Sharkey **Seconded** by: Cllr Harman.

All in favour.

There being no further business the meeting ended at 20.56

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1277e(iv)
Meeting date:	8 th October 2024	Authors:	Cllr. Deborah Donovan
Subject:	Mayoral Event – a combined Line and Barn Dance		
Purpose:	To agree		

Recommendation(s):
For the committee to agree to this fundraiser.

1. Background

To raise funds for my charity & raise the awareness.

2. Options for Council

To accept this recommendation for a social community event which will be cost free to council. The Line Dancing Company have offered to deliver the event free of charge, with a ticket price of £8 to help raise funds for the Peacehaven Community Supermarket. The Mayor's volunteers will also run a raffle and fancy-dress competition. Any monies collected & raised will be handed over to PTC for the Mayor's fundraising account. This event will take place on Saturday 1st March 2025. From 7.30pm – 10.00pm with a bring your own food & drink option to maximise funds.

Reason for recommendation

Mayoral fundraising event – to help raise the awareness of the Peacehaven Community Supermarket and the need to raise much needed funds.

3. Expected benefits

a. The community

Definitely

b. The environment

Using local entertainers

c. Other

To bring the community together for a social event.

To be organised by the Mayor's volunteers.

Information officer to sell tickets

4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	One hour caretakers fee (please advise me of the sum)
5.4 Time scales	7.30pm – 10.00pm volunteers will help to clear up
5.5 Stakeholders & Social Value	Promoting volunteer sector and local business
5.6 Contracts	Free of charge
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Same as barn dance
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Appendices

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1278
Meeting date:	8 th October 2024	Authors:	Chair of NHDP Steering Group
Subject:	Neighbourhood Plan Update and recommendation to contact SDNPA.		
Purpose:	To note		

Recommendation(s):

To note the report and appendices and for this council to send a request to the South Downs National Park Authority asking that it be kept informed of the Local Plan Review as a consultee noting that this council would be particularly concerned about any development proposals that would encroach on the National Park within the Towns boundary or adjoining it and would want to be fully consulted as early as possible.

1. Background

Under the Localism Act 2011 the introduction of Neighbourhood Plans gave residents the opportunity to have a say as to how land in the area is used for creating homes and commercial premises. Since 2017 Peacehaven and Telscombe Town Councils have been actively working on a Neighbourhood Plan. A steering group undertakes the work of preparation and reports to each Telscombe Town council and Peacehaven Town Council who are joint Qualifying Body.

2. Options for Council

The Peacehaven and Telscombe Neighbourhood Plan Development Plan was submitted to the Government Examiner by Lewes District Council. On the 17th July 2024 the Examiner wrote asking for clarification on a set of questions and about the maps in the draft plan. The Steering group have submitted information to Lewes District Council who have send full responses to the Examiner. An up-to-date Habitats Regulation Assessment has been requested. This has been done by Peacehaven Town Council as Qualifying Body requesting a Technical Grant from Locality who administer grants for the Government. AECOM have been commissioned as independent experts to undertake the work.

- Habitats Regulations Assessment, - A study is undertaken to see whether a Neighbourhood Plan is likely to have a significant effect on Nationally recognised habitats sites, either alone or in combination with other plans and pro-jects. This initial assessment has to be done on the basis of objective information. If significant effects cannot be ruled out, then an appropriate assessment under the Habitats Regulations is carried out. In our case the nearest sites are the Lewes Downs Special Area of Conservation (SAC) and the Castle Hill SAC. Given the 7km distance from these sites, it is not expected that direct impacts will arise. The only other relevant site is Ashdown Forest Special Protection Area and SAC. This site is some 30km away from the Plan area. Consequently, it is likely that the proposed plan will have no impact upon these sites but it is deemed necessary by the Examiner that a report is obtained to verify this.
- The Examiner requested details of Lewes District Councils Local Plan saved policies

- The areas of green spaces identified for Local Green Space Protection were put in a map to show spread through the Plan area,
- A further map showing community assets should be included to protect against their loss.

Another issue that the Neighbourhood Plan has to have particular interest in is the potential for development which may come out of the Districts Local Plan and the South Downs National Parks own Local Plan consultation. This is background to the preparation of the Neighbourhood Plan but informs the overall preparation.

3. Reason for recommendation

4. Expected benefits

a. The community

b. The environment

The draft Neighbourhood Plan seeks to improve the environment by looking at better managing land use within the area.

c. Other

Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	This is intended to be resource neutral for this council
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Appendices

Appendix A A copy of the response to the Governments consultation on the National Planning Policy Framework proposed revision which was sent by Lewes District Council to the Secretary of State

Appendix B provides details a summary of the South Downs National Park's Local Plan consultation.



Lewes District Council

Secretary of State
Ministry of Housing, Communities
& Local Government
2 Marsham Street
London
SW1P 4DF

Sent to: angela.rayner.mp@parliament.uk
correspondence@levellingup.gov.uk

Cc: james.maccleary.mp@parliament.uk
chris.ward.mp@parliament.uk
mims.davies.mp@parliament.uk

23rd August 2024

Dear Secretary of State,

Playing your part in building the homes we need

I write in response to your letter to Leaders and Chief Executives in England of 30th July 2024 and the government's consultation on the National Planning Policy Framework (NPPF). Before I directly address the points most relevant for Lewes District Council (LDC) in your letter, it is important to provide the local geographic and demographic context, and which underpins the concerns expressed in my letter.

Background to Lewes District

1. Lewes District covers an area of 292 sq. km, and has a population of 103,525, of which it is estimated that approximately 79,000 (around 75%) is located outside of the National Park in the main urban areas of Newhaven, Peacehaven, Seaford and Telscombe Cliffs/East Saltdean, Ringmer and Newick. The South Downs National Park (SDNP) covers just over half of our geographic area, including the town of Lewes. The Park Authority is the responsible local planning authority for the areas of the district within its boundary.
2. The district benefits from good access to the trunk road network, with the A27/A26 linking the coastal towns to neighbouring Brighton and Eastbourne and the nearby A23/M23 providing access to London, Gatwick and the M25. The area is served by a number of key A roads, including the A259, which links the coastal communities, and the A26, A272 and A275, which are key routes through the northern part of the district. Newhaven and Seaford are linked by rail connections to London and Gatwick and towns along the Sussex coast and beyond. The port of Newhaven provides cross channel passenger and freight services to Dieppe in France.
3. The coastal towns are tightly enclosed by the National Park and comprise of a coastal environment characterised by chalk cliffs and shingle beaches with significant parts of Seaford and Newhaven constrained by risk of flooding from the River Ouse or inundation from the sea. The area of the district to the north of the National Park differs and is typified by a gently undulating low weald landscape, abundant woodland and river valleys, interspersed by small rural villages. The city of Brighton & Hove to the southwest exerts a strong influence on the

Lewes District Council
6 High Street
Lewes BN7 2AD

Chief Executives Office
Zoe.Nicholson@lewes.gov.uk
Laurence.OConnor@lewes.gov.uk

district, as do the towns of Haywards Heath and Burgess Hill in Mid Sussex, albeit to a lesser extent.

Local Plan, housing target and reforms to the NPPF

4. LDC adopted its current Local Plan Part 1 in 2016, (Part 2 in 2020) having jointly prepared it with the South Downs National Park Authority (SDNPA). While LDC was able to adopt the plan, a legal challenge prevented the SDNPA from adopting the plan, it instead prepared a new plan which it adopted in 2019.
5. With the introduction of the Standard Method in 2018, our housing need more than doubled to 782 homes per annum. Our adopted Local Plan set a housing requirement for 345 dwellings per annum for the whole of the district, i.e. including the area of the district for which the SDNP is the planning authority. In May 2021, upon reaching the fifth anniversary of adopting Part 1, for the purposes of the five-year housing supply the council published its approach to housing need for its plan area. This gave the district a housing need of 602 dwellings per annum.¹
6. However, with the increased housing target we are in the position that our adopted Local Plan, which was prepared and adopted within the existing planning framework, has become 'out of date' and our district is subject to 'presumption in favour of sustainable development'. This has subjected that authority to applications for development which do not accord with the adopted plan and do not support the holistic needs of our communities. The district's area for which we are preparing the Local Plan has numerous constraints, which are having an impact on our ability to meet our housing need.
7. While LDC commenced work on a new Local Plan in 2020 and has carried out two hugely successful rounds of public consultation (our Issues and Options consultation attracted approximately 42,000 individual comments) our task of preparing the new Local Plan has been beset by a national policy environment in flux. Since we started work on the Local Plan, there have been three revisions to the NPPF, the last of which was in December 2023. The current NPPF consultation will result in the fourth NPPF against which our Local Plan is being prepared.
8. With each revision to the NPPF, we have had to take time to consider the implications and inevitably had to delay the submission of the Local Plan. Until now we were working towards publication of our Regulation 19 consultation in the winter but, with your letter and the proposed changes in the NPPF, you are effectively inviting us to go back to an earlier stage and, as you acknowledge, delay submitting our plan. My officers are now having to 're-visit'. Regrettably, our communities are going to be subjected to a further period without a Local Plan in place, and open for further unplanned development. I ask you to consider affording us protection from unplanned development for any period which extends beyond 30th June 2025, and ahead of adoption of our new plan.
9. Additionally, I am asking that you consider through the reforms to national policy how you can provide certainty and clarity to local planning authorities such as us. While there is reference in the NPPF to National Parks, it is not clear whether the 'automatic' exceptional circumstance will be given the same level of consideration for the local plans of planning authorities hosting a National Park. I would argue that authorities such as Lewes District should not have to meet their housing needs in full under the revised framework because, while we have 77% of the districts housing stock, we only have ~49% of the district's land.

¹ [Approach to Calculating Local Housing Need for purposes of Five Year Housing Land Supply.pdf \(lewes-eastbourne.gov.uk\)](#)

Social and affordable housing

10. I welcome the announcements of measures to support social and affordable housing. Increasing provision of affordable housing, including social housing, will not only provide homes for those most in need, but it will also relieve the financial pressures on local authority budgets, which are increasingly becoming difficult to balance.
11. However, as you say, its about the right homes, in the right places, with the necessary systems and infrastructure included to ensure we are developing thriving and sustainable communities. The need for sustainable housing is paramount to ensure that our homes are truly affordable for our residents considering the total household cost when it comes to assessing affordability in this cost-of-living crisis.
12. It is also essential that Registered Social Landlords are given greater capacity, freedoms, and flexibilities by this government to ensure affordable housing allocations on new developments are actually delivered. We are finding too often that Registered Providers and Housing Associations are not taking up affordable housing through Section 106 Agreements due to a lack of financial capacity and therefore puts those allocations at risk, which undermines your directive to deliver more affordable and social housing.
13. Also, I refer you to my joint letter with Eastbourne Borough Council sent to your office dated 1st August 2024: 'securing the future of council housing'. LDC is one of less than 25% of councils in the UK that has built any housing in the last 10-years, developing a pipeline of quality, sustainable, and affordable housing to meet a range of local needs. The current financial position of our Housing Revenue Account (HRA) is however not sustainable and the measures we endorse as set out in the Southwark Council report articulate what is needed, both immediately and long-term, to enable accelerated council house building again in this country. This includes addressing the systemic homelessness problem and urgent need for better and more affordable forms of temporary accommodation provision.

Further reforms to the Planning system

14. We will of course be submitting our formal response to the consultation on the NPPF, but it is as equally important that I am able to raise these concerns directly with you and your civil servants. If you consider having a meeting would be helpful, then we would be more than willing to host you in our district, so that you are able to enjoy the beauty of our part of England but also to see firsthand for yourself the challenge that you are setting for us.
15. While we await details of further changes to the planning system, we would stress the need to have stability, so that local plans are in place giving local people the necessary controls over their communities and what development takes place in them.
16. Finally, again, I ask you to consider affording us protection from unplanned development for any period which extends beyond 30th June 2025, and ahead of adoption of our new plan. Also, to consider through the reforms how you can provide us more certainty and clarity.

Yours sincerely,



Councillor Zoe Nicholson
Leader of Lewes District Council



Councillor Laurence O'Connor
Cabinet Member for Planning and Infrastructure

Lewes District Council
6 High Street
Lewes BN7 2AD

Chief Executives Office
Zoe.Nicholson@lewes.gov.uk
Laurence.OConnor@lewes.gov.uk

APPENDIX B

South Downs Local Plan review survey

1. INFORMATION

The South Downs National Park is currently in the `early participation` stage of Reviewing its Local Plan in order to produce a new Plan 2024-2042. The deadline for contributions to this stage was September 16. The first formal consultation will take place in 2025. SDNP Local Plan Review documents and surveys can be found at <https://sdnpalocalplanreview.commonplace.is> The Authority have started work on reviewing the South Downs Local Plan. The review provides an opportunity to address important issues such as nature recovery and climate change and the types and level of development needed in the National Park, such as affordable homes. Apparently public consultations to date have highlighted three main issues, protecting the landscape, biodiversity loss and water quality. The review will give the Authority the opportunity to address particular issues such as climate change and nature recovery, review development needs and provision figures, and will allow them to address changes in national policy. In particular they are inviting feedback on the scope of the Local Plan Review and the key issues for it to address .

The objective of the Local Plan Review is to deliver an up to date Local Plan, Policies Map and Design Code which :

Will set the framework for development in the South Downs National Park for at least 15 years from adoption

Sets the vision, strategy and objectives for how the area should develop over the lifetime of the plan.

Seeks to further the National Park purposes

Delivers the SDNPA Corporate priorities

Is Takes into account any local nature recovery strategy.

Is evidence based and legally compliant. designed to secure that the use and development of land in the authority's area contributes to the mitigation of, and adaption to, climate change.

The eventual plan intends to set out policies in relation to the amount, type, location of and timetable (trajectory) for development, including site allocation policies, and Parkwide strategic and development management policies. It will set requirements that will be met for planning permission for development to be granted on topics such as landscape, design, affordable housing, infrastructure and other particular characteristics or circumstances of the area.

2. SURVEY

There is a large amount of information contained within the background documents but the survey simply asks to answer some basic questions such as:

- What do we think about the vision for the National Park ? The vision is to ensure that South Downs to remains a special place in 2050, where its landscapes can provide more benefits to more people, who can enjoy, understand and take action to support it.
- It asks about the preferred options if development was to take place and to support this it asks if you had £1m how would you spend it giving options such as, affordable housing, adapting to climate change, arts & heritage, community facilities, nature recovery plus walking or cycling routes.
- In addition within the survey there are a suite of documents which cover how the authority will go about reviewing the Local Plan. These include a project plan, a project time table and a high level statement on their approach to consultation. They are the:

Project Initiation Document which defines the scope and programme of work to be completed by the SDNPA.

Local Development Scheme which sets out the timetable for the Local Plan Review.

Statement of Community Involvement which sets out how they will consult with all stakeholders, including local communities, business, and public bodies, on planning matters.

3. COMMENTS

The SDNP Draft Review` s focus upon climate change and nature recovery is welcomed. We w Furthermore this council will send a message to the Authority asking that it be kept informed of the Local Plan Review as a consultee noting that this council would be particularly concerned about any development proposals that would encroach upon the National Park within the Towns boundary or adjoining it and would want to be fully consulted as early as possible.

MEMORANDUM OF AGREEMENT

relating to the discharge of duties and powers
under the Highways Act 1980 and other
associated legislation

East Sussex County Council
County Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1SW

THIS AGREEMENT is made the day of 2024

BETWEEN :

- (1) **EAST SUSSEX COUNTY COUNCIL** of County Hall St Anne's Crescent, Lewes, East Sussex BN7 1SW (the "County Council") and
- (2) **PEACEHAVEN TOWN COUNCIL** of Meridian Centre, Meridian Way, Peacehaven, BN10 8BB (the "Town Council").

WHEREAS

- (1) The County Council and the Town Council are local authorities as defined by the Local Government Act 1972.
- (2) By virtue of Section 1 of the Highways Act 1980 the County Council is the local highway authority for the County of East Sussex.
- (3) By virtue of Section 101 of the Local Government Act 1972 a local authority may arrange for the discharge of any of its functions by any other local authority.
- (4) The County Council and the Town Council have agreed to arrange for the discharge by the County Council of certain of the functions and powers of the Town Council upon the terms and conditions set out in this Agreement.
- (5) The County Council and the Town Council have agreed that certain administrative and professional services as specified in this Agreement shall be provided by the County Council on behalf of the Town Council.

NOW THEREFORE in pursuance of Section 101 of the Local Government Act 1972, section 3 of the Parish Councils Act 1957, and all other powers so enabling it is hereby agreed as follows:-

1. DEFINITIONS

1.1 For the purposes of this Agreement the following words and expressions have the following meanings:-

"Agreement Period"	means the period commencing on the Commencement Date and continuing thereafter until terminated in accordance clause 8 (Term and Termination);
"Assistant Chief Executive, Governance Services"	means the officer for the time being of the County Council responsible for legal matters, and his authorised representatives;
"Commencement Date"	means the date of this Agreement;
"Contractor"	means the contractor duly appointed by the County Council to undertake some or all of the Core Services;
"Core Services"	means the services described in the Schedule 1;
"Working Day"	means any day other than a Saturday, Sunday or public holiday in England and Wales; and

1.2 In this Agreement:

- (a) unless the context otherwise requires, the singular includes the plural and vice versa;
- (b) headings and use of bold type face shall be ignored;

- (c) references to any enactment shall include references to such enactment as it may, after the date of this Agreement, from time to time be amended, supplemented or re-enacted;
- (d) a reference to clause, sub-clause, paragraph or sub-paragraph is, unless indicated to the contrary, a reference to a clause, sub-clause, paragraph or sub-paragraph of this Agreement; and
- (e) references to the word "include" or "including" are to be construed without limitation.

2. CORE SERVICES

- 2.1 The County Council shall provide the Core Services to Town Council for the Agreement Period, including providing the necessary administrative professional and technical staff to enable the Core Services to be carried out by the County Council and its approved Contractor.
- 2.2 At all times the Town Council and the County Council shall adhere to any relevant, policies (including in respect of operational and safety), as may exist and be amended from time to time and which will be provided to the Town Council on request.
- 2.3 The Town Council shall pay for the Core Services the amounts determined in accordance with Schedule 1. Payments for the Core Services and any other amounts payable under this Agreement shall be made upon receipt of an invoice or other written demand from the County Council in full and in cleared funds to the bank account nominated in writing by the County Council.

3. FAILURE TO PERFORM

- 3.1 If either party fails to carry out an obligation under this Agreement the other party may give notice in writing specifying:
 - (i) the nature of the failure;
 - (ii) the action which is reasonably required to be taken in order to rectify the failure; and
 - (iii) the reasonable time within which the failure is to be rectified.
- 3.2 The party receiving a notice under clause 3.1 shall carry out the required action within the time specified. If the failure has not been rectified by the end of the period specified in the notice, the party who served the notice may rectify the failure himself. However, if the serving party does not rectify the failure the receiving party shall nonetheless indemnify the serving party under clause 4.

4. INDEMNITY

- 4.1 The County Council indemnifies the Town Council for claims made against the Town Council arising in the performance of the Core Services except to the extent that such claims are due to the negligence of the Town Council or to a failure by the Town Council to perform or observe its obligations under this Agreement.
- 4.2 The Town Council shall indemnify and keep indemnified the County Council against any liability, loss, costs, expenses, claims or proceedings whatsoever arising under any statute or at common law in respect of:
 - (i) any loss of or damage to property (whether real or personal); and
 - (ii) any injury to any person, including injury resulting in death,in consequence of or in any way arising out of the provision of the Core Services by the County Council, its servants or agents except insofar as such loss, damage or injury shall have been caused by negligence on the part of the County Council, its servants or agents (not being the Town Council or employed by the Town Council).

5. INSURANCE

- 5.1 The Town Council shall take out and maintain insurance against all and any third party claims for any liability, loss, claim, damage or proceedings concerning the streetlighting apparatus listed in Schedule 1 in respect of all loss of and damage to property and injury to persons (including death) under which the cover shall not be less than ten million pounds (£10,000,000) in respect of any one incident (public liability insurance).

6. PROVISION OF INFORMATION

- 6.1 The parties acknowledge that both parties are subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, the Local Audit and Accountability Act 2014 and where applicable the Local Government Transparency Codes and shall assist and cooperate with each other to enable compliance with their information disclosure obligations.
- 6.2 The Town Council and the County Council shall make available to each other any information in such form and within such time specified within this Agreement or as either of them may reasonably require for the purposes of this Agreement.

7. ASSIGNMENT

- 7.1 The Town Council shall not assign or transfer this Agreement or any of the rights or obligations herein.

8. TERM AND TERMINATION

- 8.1 This Agreement shall commence on the Commencement Date and, unless terminated earlier, shall continue until the tenth (10th) anniversary of the Commencement Date when it shall terminate automatically without notice.
- 8.2 Without prejudice to any other provisions of this Agreement, this Agreement may be terminated by either party giving at least three (3) months written notice to the other party to expire.
- 8.3 Any termination of this Agreement howsoever caused shall not affect any rights or liabilities which have accrued prior to the date of termination.

9. NOTICE

- 9.1 Notices to be served on either party shall be in writing and addressed to and served on:
- 9.1.1 in the case of the **Town Council**: the clerk of Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, BN10 8BB or
- 9.1.2 in the case of the **County Council**: the Assistant Chief Executive, Governance Services, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1SW,
- by recorded delivery prepaid post or delivered by hand and shall be deemed to have been served on the third Working Day after the postmark (if posted) or on receipt (if delivered) by hand.

10. MEDIATION

- 10.1 The parties will use their best endeavours to resolve by agreement any dispute, difference or question between them with respect to any matter or thing arising out of or relating to this Agreement including a reference to, in the first instance, mediation by an independent person to be agreed between the parties or, in the case of failure of the parties' to agree, by a representative of a professional body appropriate in the circumstances of the case. Such an independent person shall be given all information and assistance by the parties in carrying

out his duties and may be given by agreement between the parties the duty to recommend or approve terms of settlement between the parties.

IN WITNESS WHEREOF the parties hereto have hereunto caused their duly authorised representatives to set their hands on the day and year first before written.

For and behalf of

EAST SUSSEX COUNTY COUNCIL

Signature:

Name:

Title:

For and behalf of

PEACEHAVEN TOWN COUNCIL

acting by and under the signature of:

Name: _____ Signature: _____

Member

Name: _____ Signature: _____

Member

SCHEDULE 1

CORE SERVICES

1 The Core Services relate only to the streetlights within the Peacehaven area identified below.

	Street	Location Description	Town	Height (metres)	Apparatus Type	Apparatus Description
1	BLAKENEY AVENUE	O/S 24	Peacehaven	<8m	Pole Bracket	Fibre Glass
2	FIRLE ROAD	Firle Road West Play Area Parish Col	Peacehaven	<8m	Standard Column	Steel
3	THE HIGHWAY	O/S 12	Peacehaven	<8m	Pole Bracket	Fibre Glass
4	THE LOOKOUT	On Pb In The Lookout	Peacehaven	<8m	Pole Bracket	Fibre Glass
5	RODERICK AVENUE NORTH	1St Down Lane	Peacehaven	<8m	Pole Bracket	Fibre Glass
6	THE SHEEPFOLD	Firle Road West Play Area Parish Col	Peacehaven	<8m	Standard Column	Steel
7	VALLEY ROAD	On Pb Jun Valley Road	Peacehaven	<8m	Pole Bracket	Fibre Glass
8	Meridian Park	Nr L166	Peacehaven	Feeder pillar	NA	NA

Summary:

Apparatus type	Number of units
Feeder Pillars	1
Columns >8m	0
Columns <8m	7

2 Streetlight maintenance and replacement

- 2.1 The Town Council will reimburse the County Council at an initial rate of £20.00 per feeder unit, £29.00 per unit under 8 meters, and £40.00 per unit over 8 meters, per annum, for maintenance of the streetlights identified above. The charge will include periodic inspections and fault repairs in accordance with the contract that the County Council has with its own Maintenance Contractor, a copy of which may be inspected on request.
- 2.2 Maintenance service does not include repair of damages or replacement of spare parts resulting from any cause external to the supplied equipment or any act of vandalism. The Town Council shall insure the streetlights against claims arising from third party damage and public liability, as set out in clause 5 of this Agreement.
- 2.3 These charges will be reviewed on an annual basis and adjusted in line with any increase in the costs incurred by the Council.
- 2.4 Where apparatus is life expired or otherwise requires replacement, a quotation will be provided to the Town Council for their acceptance prior to carrying out works. The costs of such replacement works are not included in the maintenance charges described in

paragraph 2.1. above. The Town Council will reimburse the County Council, as an additional charge, for the costs it incurs in carrying out the replacement works.

3 Customer Service Management

- 3.1 The County Council shall provide a comprehensive customer management service throughout the Agreement Period to address and action all queries, enquiries, and complaints relating to the Core Services under this Agreement.
- 3.2 The County Council shall respond to all queries, enquiries and complaints in accordance with its own adopted policies and protocols.
- 3.3 The County Council shall keep all appropriate records and data relating to the Core Services as required by the County Council and keep these available for inspection by the County Council at any reasonable time.
- 3.4 The County Council shall maintain records for the Core Services which includes but is not limited to:
 - the dates that the work was carried out and the location;
 - details of the services carried out; and
 - the name of the Contractor who carried out the work.

4 Highway Act 1980

- 4.1 For the avoidance of doubt, the Core Services do not include the provision or exercise of the County Council's powers under Section 42 of the Highways Act 1980.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Outside Body Representatives

Citizens Advice Bureau

Purpose:	The Citizens advice Bureau Service offers free, independent and confidential advice to anyone living in the Lewes District area.
Representatives:	Cllr Campbell, Cllr Sharkey

Community Transport Lewes Association (CTLA)

Purpose:	Lewes and surrounding area dial-a-ride service; charity dedicated for over 20 years to providing a wide range of transport services for isolated people, neighbourhoods, clubs, groups.
Representatives:	Cllr Alexander

Crimestoppers

Purpose:	Independent Charity that gives people the power to speak up and stop crime – 100% anonymously.
Representatives:	Cllr Seabrook

Lewes District Association of Local Councils

Purpose:	The Local Government Association's General Assembly, the 'parliament of Local Government', meets once a year. It considers strategic policy issues of national significance to local government in England and Wales
Representatives:	Cllr Donovan

Peacehaven & Telscombe Housing Association

Purpose:	A charitable Housing Association providing 17 quality sheltered housing for retired people at Dorothy House in Peacehaven. Promoting independent living with support.
Representatives:	Cllr Fabry

Peacehaven & Telscombe Access Group

Purpose:	Access group campaigns on access issues in Peacehaven, Telscombe and Saltdean. Meets every two months on Monday 2pm at Community House.
Representatives:	Cllr Griffiths

Royal British Legion	
Purpose:	The country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities.
Representatives:	Cllr Donovan

The House Project	
Purpose:	The House Project is a Charity that runs/or funds and sustainable projects that beneficial to the local community from Rottingdean, Saltdean, Telscombe Cliffs, Peacehaven, Newhaven and Denton
Representatives:	Cllr Gallagher

Town Forum – NOT CURRENTLY ACTIVE	
Purpose:	Representatives of many organisations and associations in the Peacehaven and Telscombe area meeting regularly to give reports and discuss options.
Representatives:	Cllr Donovan

Peacehaven Community Orchard	
Purpose:	The Peacehaven Community Orchard, which is cared for by a team of volunteers with the support of Brighton Permaculture Trust.
Representatives:	Cllr Harman

Peacehaven Community Garden	
Purpose:	The Peacehaven Community Garden exists for members to grow produce, share ideas and learn gardening skills and knowledge using permaculture principles.
Representatives:	Cllr Studd, Cllr Gallagher

South Downs National Park Authority	
Purpose:	Get to know the amazing history, species and communities of the South Downs
Representatives:	Cllr Gallagher, Cllr Gordon-Garrett

Peacehaven & District Residents Association	
Purpose:	Group to discuss and try to resolve issues facing the town
Representatives:	Cllr Gordon-Garrett, Cllr Donovan

Greenhavens Network	
Purpose:	This group was set up to support community groups who are volunteering to protect your green spaces and bring them to life.
Representatives:	Cllr Gallagher

Lewes & Havens Community Network	
Purpose:	Group for voluntary, community groups and all others working in the local community organised in partnership by 3VA and East Sussex County Council Locality Link Workers. It's one of 8 Locality Networks supporting community resilience across East Sussex
Representatives:	Cllr Alexander

Joint Action Group (JAG)	
Purpose:	Community Safety Partnership include Lewes District Council, the Police, Sussex Police Authority, East Sussex County Council, East Sussex Fire and Rescue Service, East Sussex Downs and Weald NHS Trust and Surrey and Sussex Probation Trust.
Representatives:	Cllr Seabrook

East Sussex Association of Local Councils (ESALC)	
Purpose:	East Sussex Association of Local Councils (ESALC) represents the interests of its 102 member Local Councils across East Sussex. ESALC is affiliated to the National Association of Local Councils (NALC). The role of the Association is to encourage, represent, advise, and train its member councils. Our goal is to ensure that the voice of the first tier of local government is heard across the county and by the Government.
Representatives:	Cllr Campbell, Cllr Gallagher

Havens Health PPG	
Purpose:	To work with the surgery and residents to resolve any service user issues.
Representatives:	Cllr Campbell, Cllr Griffiths

Peacehaven & District Chamber of Commerce	
Purpose:	Peacehaven & District Chamber of Commerce is a thriving modern membership organisation and is the responsible voice of business in the local area.
Representatives:	Cllr Campbell, Cllr Gallagher

Kempton House	
Purpose:	Aim Is to Support The Whole Community. Kempton house day Centre puts the needs of the community first, helping elderly people within the area.
Representatives:	Cllr Donovan

Peacehaven and Telscombe Football Club	
Purpose:	Local Football club with mens, ladies, and youth teams.
Representatives:	Cllr Gallagher, Cllr Cheta

Sustrans	
Purpose:	Sustrans has joined up with local community groups on the Holiday Activities and Food (HAF) programme to provide active travel games, workshops and activities for children during the school holidays.
Representatives:	Cllr Alexander

Community Speedwatch	
Purpose:	The voluntary work is entirely focused on early intervention by means of proactive education before anything else – training will be provided, a body camera can be worn.
Representatives:	Cllr Alexander, Cllr Gordon-Garrett

Havens Hub	
Purpose:	We are committed to supporting good causes to fulfil their potential, improve skills and to succeed in meeting the needs of the community.
Representatives:	Cllr Gallagher, Cllr Studd

Havens Cars	
Purpose:	Havens Community Cars CIO is a volunteer car scheme that provides residents in the Havens area access to transport provided by our wonderful team of volunteer drivers.
Representatives:	Cllr Davies, Cllr Sharkey

SCDA Community Supermarket	
Purpose:	Series of community food projects, which aim to put food on tables across Seahaven, reduce food waste and bring our community together to grow, cook and eat.
Representatives:	Cllr Donovan

Rampion/ Offshore	
Purpose:	To represent the Council and feedback information as needed – phase 2 still not commenced.
Representatives:	Cllr Campbell

The Joff	
Purpose:	Youth groups to increase social, communication and independent living skills, LGBTQ groups, Sexual health advice resources, Substance misuse advice resources, C-Card drop in service.
Representatives:	Cllr Fabry

Peacehaven Community School	
Purpose:	Secondary School
Representatives:	Cllr Fabry, Cllr Sharkey

Lewes District Cost of Living Partners Action Group (CoLPAG)	
Purpose:	To identify issues being faced by residents in the Lewes District during the cost-of-living crisis
Representatives:	Cllr Fabry, Cllr Seabrook

Ouse Valley Energy Services Company (OVESCO)	
Purpose:	To generate community owned renewable energy locally and help as many people as possible to do the same. Educating and helping people to use less oil, coal and gas.
Representatives:	Cllr Gallagher

Peacehaven Parkrun	
Purpose:	Peacehaven parkrun is a FREE weekly 5k event for participants of all standards, which takes place every Saturday at 9:00am in Centenary Park, Piddinghoe Avenue, Peacehaven, BN10 8RJ.
Representatives:	Cllr Ashby-Parkin

Family Hubs	
Purpose:	Family Hubs in Lewes and Havens areas.
Representatives:	Cllr Campbell

Peacehaven Players	
Purpose:	Local amateur dramatics group.
Representatives:	

Peacehaven Horticultural Society	
Purpose:	Club for those interested in gardening. It has been running for many years and currently meets the second/third Mondays of the month.
Representatives:	

SLR (Strengthening Local Relationships)	
Purpose:	Meetings which are held twice a year by Parish and Town Councils to enable effective communication between your Parish and East Sussex Highways
Representatives:	

Updated: 20th September 2024

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1281
Meeting date:	8th October 2024	Authors:	Town Clerk
Subject:	Setting up a Working Group looking at a potential town merger		
Purpose:	To decide		

Recommendation(s):

That the Council decides whether to set up a joint Working Group to look at a potential town merger with Telscombe Town Council, with the terms of reference as agreed at the last Policy and Finance meeting.

1. Background

This was discussed at Full Council in March 2024, when Council agreed to defer the item for 6-months, and that the Terms of Reference needed further development. The terms of reference were reviewed and agreed at the Policy & Finance meeting on 17th September 2024.

2. Options for Council

To decide whether to proceed with a joint working group with Telscombe Town Council

To ratify the Terms of Reference as agreed at Policy & Finance Committee.

3. Reason for recommendation

In line with Council resolution under item C1199.

4. Expected benefits

a. The community

To be considered and consulted on by Working Group.

b. The environment

To be considered and consulted on by Working Group.

c. Other

5. Implications

5.1 Legal	Legislation relating to Community Governance Reviews
5.2 Risks	To be explored by WG
5.3 Financial	None at this stage
5.4 Time scales	Next Full Council is 8 th October 2024
5.5 Stakeholders & Social Value	To be explored by WG
5.6 Contracts	N/A
5.7 Climate & Sustainability	To be explored by WG
5.8 Crime & Disorder	To be explored by WG
5.9 Health & Safety	To be explored by WG
5.10 Biodiversity	To be explored by WG
5.11 Privacy Impact	To be explored by WG
5.12 Equality & Diversity	To be explored by WG

6. Appendices

Copy of Draft Terms of Reference

Peacehaven & Telscombe Merger

Working Group - Draft Terms of Reference

1. Background

1.1. Peacehaven & Telscombe Town Councils have resolved that a joint working group be established with the aim to explore options of grouping and merging the two town councils.

2. Purpose/Objectives

2.1. The purpose of the working group is to investigate the feasibility and implications of all possible options for closer working, up to and including merging the existing Peacehaven Town Council and Telscombe Town Council into a single new council serving both towns.

2.2 The Working group objective is to bring a report on the feasibility of all possible options for consideration and discussion at both town councils.

3. Principles

3.1. In establishing the working group, it is deemed appropriate that the group is provided with and accepts these terms of reference.

3.2. The working group membership shall remain balanced between the town councils and any political affiliations.

3.3. The working group membership shall be restricted to members and Officers of Peacehaven Town Council and Telscombe Town Council in the first instance, although the group may consult with any person for the purpose of achieving their objectives.

3.4. The working group is not delegated any financial or decision-making authority.

3.5. Peacehaven and Telscombe Town Councils retain autonomy over their decisions, and each must vote separately and independently on any recommendation from the working group.

4. Tasks and activities

4.1. The working group will investigate:

a. The financial implications of merging the two councils, including budgets, reserves, assets and liabilities, staff costs and council tax levels

b. The administrative implications, including payroll, IT systems, procedures, premises and democratic representation

c. The service implications for residents and businesses currently provided separately by each council

- d. The legal process and legislative requirements surrounding each possible option
- e. The views and preferences of residents, businesses and other stakeholders in both towns
- f. All possible options such as shared services or closer partnership working without full merger
- g. Examples and experiences of other town councils that have merged

5. Roles and Responsibilities

5.1 The working group will carry out the following roles:-

- a. Review financial reports, budgets, procedures and legal documentation
- b. Conduct an initial feasibility study and analysis
- c. Engage with both existing town councils and senior officers
- d. Undertake community and stakeholder consultation in both towns
- e. Compare with other examples of council mergers

6. Decision Making

6.1. The working group has no decision-making authority and may only produce recommendations for each Council to consider.

7. Conduct

7.1. It is expected that all working group members abide by the principles and practice of the Councillors Code of Conduct including declarations of interest.

All members of the working group will declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work being undertaken.

7.2. The working group shall apply the following principles:-

- a. Be clear and open when their individual roles or interests are in conflict.
- b. Work together for the benefit of the communities established in the Towns.
- c. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.

d. Treat other members of the group with respect and dignity, allowing members to express their views without prejudice and interruption.

e. Actively promote equality of access and opportunity.

8. Group Membership – Initial Feasibility Stage

8.1. Subject to ratification by both Town Councils, the working group will be formed from Town Councillors and Council Officers.

8.2. Each Town Council may appoint 4 members and 1 Council Officer to the working group.

8.3. The working group shall agree amongst themselves which member of the group shall Chair the meeting and another member to take notes.

9. Meetings & Voting

9.1. The working group will keep notes of meetings which will be open to public scrutiny.

9.2. The notes of each meeting will be taken back to each Town Council for review.

10. Finance

10.1. No financial resources are allocated to the working group – if the group considers a need for expenditure, this must be made as a recommendation for the respective Town Council (or relevant Committee of the Town Council) to consider.

10.2. Free of charge room hire may be requested for meetings from either Town Council, which the Town Council shall grant subject to availability.

11. Changes to the Terms of Reference

13.1. These Terms of reference will be reviewed every six months throughout the project and amended as required. Any amendments are to be ratified by both Councils.

14. Dissolution of the Group

14.1. The working group shall be dissolved immediately upon presenting its completed report setting out findings and recommendations on whether merging the two town councils is desirable and feasible to each respective Council.

George Dyson
Town Clerk

☎ (01273) 585493

✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1282
Meeting date:	8 ^h October 2024	Authors:	Meetings & Projects Officer
Subject:	Meridian Monument and Area TFG Update		
Purpose:	To update Committee on TFG progress		

Recommendation(s):

To agree to a public consultation for listing the Meridian Monument and Obelisks.

1. Background

Monument and Area TFG Meeting Discussions

The TFG met in July, where that the Meetings & Projects Officer updated members that the renovation of the 2 benches were near to completion (and since, have been completed as per Appendix A), and that a quote from East Sussex Highways had been received to install a directional 'P' sign on both sides of a lamppost on the corner of the South Coast Road and Roderick Avenue to Roderick Avenue car park, at a cost of £669.25 (ex VAT); the Meetings & Projects Officer has contacted ESCC Highways about them moving this forward, rather than PTC.

It was also initially discussed that:-

- Applying for Heritage funding for the 3 of 6 items within the project (Meridian Monument and surrounding surface renovation) could help with progress, since the Changing Chalk Funding Application was unsuccessful.
- The replacement bin and the information board and Meridian Line Accessibility could potential be financed from CIL money.
- Listing the monument may open up access to funding for maintenance but would also impose obligations.

A site visit at the Meridian Monument with LDC's Specialist Advisor Green Consultancy (Open Spaces Contracts) took place on the same day, where it was discussed that before progressing any part of the project a public consultation should take place to determine whether the Monument is listed as a listed monument.

The Parks Officer has since advised that when the project is to progress, the plaques on the monument could be cleaned by removing them and sending them off for cleaning (if the monument is listed this would be checked against renovation advice for listed monuments).

The documents in Appendix B allude to the monument belonging to Peacehaven Town Council, however Cllr Seabrook has pointed out the following:-

"...the original SITE was conveyed to the Town Council rather than ownership of the monument. The site changed when the monument was moved and the current site as I understand it is LDC land on which we have a licence to site the monument. The original site, that was conveyed to us may now be in the sea. Sue may know more about the original site. Therefore, the original recommendation still stands. We still do not know who owns the monument itself...".

Obelisks on the South Coast Road

The current 3 obelisks (there should be 4, but 1 is missing) were discussed as also being listed for the same reasons.

The Parks Officer has advised that the frescos on the obelisks can be renovated, that he has the fresco mould if the missing one is to be replaced, and the entire missing obelisk can be replaced. Costs are being sought.

No details of who the obelisks belong to have so far been found by the Meetings & Projects Officer.

Historic England have confirmed the following:-

Listing Information

- If the structure is above ground like an obelisk, then it should be applied for listing. Scheduling is the selection of archaeological sites, such as standing stones, burial mounds, the remains of buildings etc.
- If it is listed, the owner needs to apply for listed building consent through the local planning authority
- I would first clarify who the land and the structures in question are owned by / managed by and proceed from there. If they are publicly owned, there may have been agreements in the past on who manages the structures, such as the local planning authority or a public organisation.
- The local planning authority should confirm who would be responsible for applying for listed building consent, and provide more information on who should be listed as the owner of the structures. We therefore recommend you request further clarification from them on these points.
- Ownership details are requested when submitting a listing application.
- You can apply online at <https://historicengland.org.uk/listing/protect-historic-places/apply-for-listing>.

Funding Information

- Information on the Historic England Grant Schemes available to heritage assets can be found on our website, at <https://historicengland.org.uk/services-skills/grants/our-grant-schemes/>.
- Other external websites have information on funding, such as the Heritage Fund <https://www.heritagefund.org.uk/our-work/buildings-and-monuments>.
- There may be specific grant schemes for certain types of buildings or structures, such as grants for war memorials through the War Memorial Fund (<https://www.warmemorials.org/grants/>). The requirements for these grants will be outlined on these pages, and it is worth researching whether listing would benefit the funding of the specific type of heritage asset in question.

In terms of delisting an asset, this is only taken forward if there is compelling evidence it no longer possesses special architectural or historic interest. This usually happens in cases where something was listed in error or a building has materially changed so much since it was first listed that it no longer meets that criteria. More information on delisting can be found on our website, at <https://historicengland.org.uk/images-books/publications/guidance-de-listing-building/>

For further information here are some links:

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/24969/5/SM_policy_statement_10-2013_2_.pdf
- <https://historicengland.org.uk/content/docs/listing/application-form-checklist-nov15pdf/>

2. Options for Council

Meridian Monument

To agree to a public consultation on listing the asset.

To agree to apply for the Meridian Monument to be listed.

To object applying for the Meridian Monument to be listed.

To agree that further research is carried out into the benefits/disadvantages of the asset being listed.

South Coast Road Obelisks

To agree to a public consultation on listing the obelisks on the South Coast Road

To object to holding a public consultation to list the obelisks.

To agree that further research is carried out into the benefits/disadvantages of the assets being listed.

3. Reason for recommendation

To ensure that thorough research is carried out and the community are involved in the decision.

Expected benefits

a. The community

Community involvement.

b. The environment

c. Other

4. Implications

5.1 Legal	If listed this would have associated legal implications
5.2 Risks	Potentially opens up funding opportunities, but could increase future renovation / repair costs, and restrict in other ways.
5.3 Financial	As above
5.4 Time scales	The time to research the information. The time to devise, share and analyse a public consultation.
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Appendices

Appendix A – Completed renovation of 2 new benches



Community

and

Business

Plan

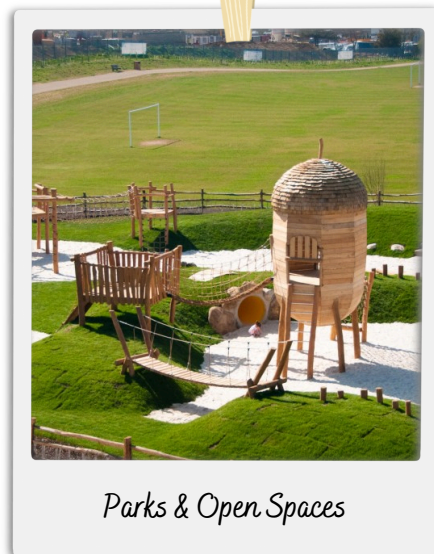


Our vision:

Peacehaven aims to be a sustainable environment providing a good quality of life for all residents and visitors.

Our mission:

To ensure Peacehaven remains a thriving community and a healthy, sustainable, attractive, resilient place to work, live and visit. To encourage vibrant retail and cultural development that blends with our special and distinctive environment. To listen to our community and encourage residents to engage, educate and evaluate us



Introduction

Peacehaven Town Council provides a range of local services and community facilities. The current population is about 15,700 living to the East, West and North of a central point, which is the Meridian Centre. Peacehaven is a growing town located between Newhaven to the East (with a ferry link to Europe) and the City of Brighton & Hove to the West. Peacehaven has a diverse age demographic with young families moving into the area alongside an elderly generation that has always lived in the town.

With the growth of the town, Peacehaven needs to embrace opportunities, overcome challenges and pull together as a community to make it a town to live, work and enjoy together.



Peacehaven Town Council is responsible for:

- Maintenance of allotments, some bus shelters, the Peacehaven & Telscombe War Memorial, several local parks, green spaces, sports and recreational facilities
- Provision of grants for local projects and organisations, and halls for social clubs and meetings
- Hosting local events for the benefit of the Community
- Peacehaven's lowest tier of government is the Peacehaven Town Council which has a statutory right to be consulted on local planning, highways and other amenities.



Core Values

Increasing pressures on finances mean that it is more important than ever that Peacehaven Town Council focuses on the things that matter most to Peacehaven. The following priorities aim to ensure that we gain the most use from our resources.

Empowering and supporting the community

Support a resilient, inclusive, and healthy community, tackle inequalities, and promote the safety of the community.

Growing the economy sustainably

Work with others to support sustainable growth and a strong community, ensure Peacehaven is a great place to invest in, live, work, and visit, and that Peacehaven Town Council is committed to being a responsible employer.

Helping children and young people

Support and inspire children and young people to raise their aspirations and reach their full potential.

Improving the quality of life for residents and visitors to Peacehaven

Endeavour to address the needs of residents within the resources and powers available to Peacehaven Town Council.

Supporting residents in need

Provide support in times of need and improve quality of life.

Valuing the environment

Promote sustainability and nature recovery, improve our infrastructure, safeguard our heritage and biodiversity.



Planning & Highways Committee

Project	Road Safety: Crossings & Islands		
Description	Map existing crossings and islands, survey opinion on changes, and present proposals for change to ESCC in priority order and advocate for the proposed changes with identified finances		
Target Completion	2027	Current Position	Not started
Resource Allocation	Initial research and mapping by Councillors, cost of survey by Officers, and Officer time		
Measure of Success	Completion of proposals for change, persuade ESCC		

Project	Improvements to A259 High Street Area		
Description	Assess all Kaner Olette report proposals for A259 and accept/ reject/ prioritise, with a report back to Full Council		
Target Completion	March 2025	Current Position	Started
Resource Allocation	Depends on conclusions - CIL expenditure, some money in Earmarked Reserves		
Measure of Success	Completion on time		



Planning & Highways Committee

Project	Footpaths, bridleways, and cycle/wheeling routes		
Description	Create a map of all footpaths and bridleways, including informal ones. Consider proposals to register any that are not already registered. Work with stakeholders to develop proposals for a possible East/West active travel route		
Target Completion	2026	Current Position	ESCC Cycle loop project begun
Resource Allocation	Councillor time, cost of map publication		
Measure of Success	Complete registration well in advance of 2030 deadline for LDC. Identify land for possible east-west routes for wheeling		

Project	Assets of nature, biodiversity, and built environment		
Description	Develop a strategic plan to measure, monitor, and improve assets of nature and biodiversity		
Target Completion	April 2027	Current Position	TPOs improved. Orchard, Community Garden
Resource Allocation	Councillor & Officer time, costs of plant and equipment to measure air/ sea quality		
Measure of Success	Protection and enhancement of green/ built assets with evidence.		



Civic & Community Events Committee

Project	Isolation		
Description	Develop the community space, increase community coffee mornings, and support local groups running community activities where necessary		
Target Completion	December 2024	Current Position	Some coffee mornings
Resource Allocation	Persons to run the community space, printing, officer time, and use of rooms in Community House		
Measure of Success	Amount of people using Community House and attending events		

Project	The Meridian Meander		
Description	Promote the Meridian Meander, with the benefits of healthy lifestyle, recognising local heritage, enjoyment of nature, and encouraging tourism to the town		
Target Completion	2025	Current Position	TFG Active
Resource Allocation	Councillor and Officer time		
Measure of Success	Demand for Meridian Meander leaflets, monitoring of website traffic via proposed QR codes		



Civic & Community Events Committee

Project	Contact with the Chamber of Commerce		
Description	Representatives from Peacehaven Town Council attending Chamber of Commerce meetings, regular updates from the Chamber and joint projects with the Chamber		
Target Completion	2025	Current Position	Outside body reps in place.
Resource Allocation	Officer and Councillor time, cost of breakfast meetings		
Measure of Success	Survey of local businesses and annual review meetings with the Chamber of Commerce		

Project	Closer working with Schools & Nurseries		
Description	Continue developing the role of the Youth Mayor and School/ Nursery projects. Collaborate with the School Council, and provide work experience placements		
Target Completion	2026	Current Position	In progress
Resource Allocation	Officer time		
Measure of Success	Lines of Communication in place with Schools and Nurseries		



Policy & Finance Committee

Project	Community House 10-year plan		
Description	Agree a 10-year plan to refurbish Community House with the aim of making the building sustainable and carbon net-zero		
Target Completion	December 2024	Current Position	Working Group in place
Resource Allocation	Officer time to manage project, procure grant funding and develop 10-year plan		
Measure of Success	10-year plan in place and agreed by Council		

Project	Net zero carbon resolution		
Description	To monitor and report on the Council progress to net zero carbon across Town Council functions, with agreed means of assessing carbon emissions		
Target Completion	2030	Current Position	Ongoing
Resource Allocation	Officer time and finance which could come from budgets, CIL, grants, and any other means		
Measure of Success	Achieve net zero carbon		



Policy & Finance Committee

Project	Efficiency and sustainability of Town Council resources		
Description	Through policy review and implementation, ensure that policies and procedures are promoting efficient and sustainable use of all Town Council resources		
Target Completion	April 2025	Current Position	Some policies in place
Resource Allocation	Officer time		
Measure of Success	Plan to review policies and procedures in place and being implemented		

Project	External Grant Applications		
Description	Develop knowledge of available grant funding from all sources		
Target Completion	2025	Current Position	Meetings and Projects Officer in place
Resource Allocation	Officer time for research		
Measure of Success	Number of Grant applications applied for, Officer in place with training, and measuring success rate of applications		



Personnel Committee

Project	Skills, training, and appraisals		
Description	Collect data and set timetable, procedures and evidence to ensure that skills, training, and appraisals up to date and promote continuous development		
Target Completion	March 2025	Current Position	Interim Assessment October 2024
Resource Allocation	Town Clerk & Line Manager's time, Personnel Committee members' time		
Measure of Success	Completion of annual appraisals to a high standard		

Project	Early resolution of complaints		
Description	Record and monitor complaints received, and early resolution of complaints by Officers		
Target Completion	2026	Current Position	Monitoring underway
Resource Allocation	Officer time		
Measure of Success	Quantifiable data demonstrating complaints are dealt with		



Personnel Committee

Project	Civility & respect and good employer schemes		
Description	Ensure civility and respect are at the centre of Council culture, following NALC & SLCC guidelines, and actively work towards an award (such as East Sussex Wellbeing at Work, or NALC Star Council)		
Target Completion	2025	Current Position	Signed Civility & Respect Pledge
Resource Allocation	Officer time and Personnel Committee.		
Measure of Success	Civility and Respect Pledge adhered to, award identified and applied for		

Project	Manage within staffing budgets, including overtime		
Description	Monitor quarterly staff costs including overtime and training		
Target Completion	March 2025	Current Position	Agenda item at Committee
Resource Allocation	RFO time and Personnel Committee		
Measure of Success	Annual costs maintained within staffing budget		



Leisure, Amenities, and Environment Committee

Project	Accessibility to parks and open spaces owned by the Town Council		
Description	Undertake an accessibility audit of Parks and open spaces and develop an Action Plan to make improvements		
Target Completion	2026	Current Position	Some areas audited
Resource Allocation	Officer and Councillor time		
Measure of Success	Audit completed and Action Plan in place through the Committee		

Project	The Hub		
Description	Replace the roof, heating system, and other improvements		
Target Completion	2027	Current Position	Successful CIL bid
Resource Allocation	CIL money, Officer and Councillor time, other options for financing		
Measure of Success	The Hub is a sustainable, accessible, useful, safe and welcoming venue		



Leisure, Amenities, and Environment Committee

Project	Complete the Green Infrastructure Plan		
Description	Work towards our carbon-neutral target by safeguarding our green spaces		
Target Completion	2030	Current Position	Action Plan & TFG in place
Resource Allocation	The Neighbourhood Plan Steering Group budget		
Measure of Success	Completed plan		

Project	Consultation on Sports & Leisure facilities		
Description	Carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven		
Target Completion	2026	Current Position	Not started
Resource Allocation	Officer and Councillor time, printing		
Measure of Success	Feedback from consultation submitted to Full Council		



George Dyson
Town Clerk

☎ (01273) 585493

✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1284
Meeting date:	8 th October 2024	Authors:	Public Relations Officer
Subject:	Peacehaven Town Council's ENews		
Purpose:	To improve the ENews		

Recommendation(s):

To discuss and agree the way forward with item 1 of the Design and Content Recommendations.

To agree to the remaining Design and Content Recommendations (apart from paid for advertising which should be put on hold until readership figures increase).

To discuss and agree the number of printed copies, the budget and the budget code (item 1 of the Publishing Recommendations).

To make a call for volunteers to distribute the printed e-new (item 2 of the Publishing Recommendations).

To agree the remaining Publishing Recommendations.

Background Information

PTC ENews has been in circulation since 2014 and started as a 4-page e-magazine. Since then, it has grown to be a 24-page publication. It is distributed via email to people who have signed up, on the PTC website, advertised on Facebook and Twitter, as well as a handful of A5 printed copied being available at the Information Desk.

Previously, content has been PTC heavy, with the occasional article written by a community group.

It takes approx. 20 hours per month of Public Relation Officer time to source articles, put together the publication, copy edit and distribute.

Readership Statistics for September 2024:

Emails Sent	1516	
Delivered	1461	
Opens	1183	How many people opened the email and looked at it
Clicks	367	Measures how many people click on the link to access the ENews i.e. Readership
Engagement	15.33%	Percentage of recipients who open the email

See Appendix 1 for a more detailed breakdown

Aim

Report to Peacehaven Town Council

- To increase readership – current readership is far too low for a population of approx. 16000
- Inform the community what is happening within PTC and decisions that have been made
- Showcase what Peacehaven in general has to offer
- Where Peacehaven is lacking in certain activities/attractions, showcase what neighbouring towns have to offer e.g. Newhaven Fort

The Public Relations Officer has used August and September’s editions as a test to see if certain changes have had a positive impact.

Temporary changes made included:

- Making the cover less PTC centric
- Added one of PTC’s Core Values strap line: Empowering and supporting the community
- Moved councillor information from the back page to P2
- Added titles to certain pages: News from the Town Mayor, Mayor’s Events, Town Council Meetings, News from your Town Council, Peacehaven Cinema, 2024 Winter Appeals,
- Added pops of colour
- The ‘E’ in ENews had been removed but was requested that it be put back
- More community news/articles added

Feedback so far has been positive.

Design and Content Recommendations:

Item	Recommendations	Outcome	Further thoughts and information
1 To decide	Be given a catchy title (See appendix 2 for possible ideas)	Keeps it memorable The title should reflect the content Stands out	Councillors to decide? Staff to decide? The community to decide via a competition?
2 To decide	Dropping the ‘E’	Makes very little sense with printed versions Perceived as outdated use of language	
3 To decide	24-page layout	Gives the magazine a template, which makes it easier for the Public Relations Officers to plan the layout Consistency Page printing goes up in 4’s	August and Septembers ENews were both 24 pages in length, and enough articles were submitted to fill this.
4 To decide	Encompasses community news	Gives the readers interesting articles rather than pure PTC news which could be perceived as tedious	The Public Relations Officer has a database of groups that they use to request articles. This database will be added to as and when

		<p>Gives the community a voice</p> <p>The more community group-based articles, the more likely it is that the members of the groups will sign up to the publication</p>	further information becomes available.
5 To note	Word counts for all articles to be restricted	Allows the reader to remain interested	
6 To note	Pops of colour	Eye catching	
7 To note	Front page to not just be PTC centric	<p>Eye catching</p> <p>Entices the reader to read the publication</p>	
8 To decide	Advertising in publication	Revenue	The Public Relations Officer is uneasy about offering advertising space, until the readership figures are increased
9 To Note	Set copy deadlines & publication dates	Allows for better planning and project management	

Publishing Recommendations:

Item	Actions (include but not limited to)	Outcome	Further thoughts and information
1 To decide	Professionally printed copies	Looks more professional	Approx price for 100 copies would come in at under £100 per edition
2 To decide	Printed version to be made available in various outlets across Peacehaven; including Newhaven Town Council offices, Lewes Tourist Information, Seaford Tourist Information. Doctors, dentists, Library etc	Increase readership	Who distributes these needs to be discussed and time factored in if officers/staff
3 To decide	Reduce to Bimonthly	<p>Stops newsletter fatigue</p> <p>Allows for more, quality editorial content rather than struggling to find articles</p>	People start to become email blind if they are constantly bombarded
4 To note	Subject line of email and timing of email-out	Increase click rate	More imaginative subject lines. Research best time of day/week to send out
5	Data Cleanse	Less bounce back	Further research required

To note			
----------------	--	--	--

Implications

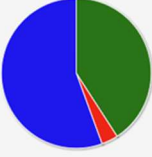
5.1 Legal	Ensure that PTC is always GDPR compliant
5.2 Risks	n/a
5.3 Financial	See figures in report
5.4 Time scales	Implement changes as soon as possible
5.5 Stakeholders & Social Value	Information to reach the community
5.6 Contracts	External Print Company
5.7 Climate & Sustainability	Recyclable hard copies
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

Appendix 1 – September’s Analytics

1,516 Sent	1,461 Delivered	1,183 Opens	367 Clicks	15.33% Engagement
----------------------	---------------------------	-----------------------	----------------------	-----------------------------

Campaign:	September 2024 E-News	Status:	Live
Start Date:	13/09/2024 14:36:00	Send Date:	13/09/2024 15:02:44
Close Date:	13/10/2024 14:36:00	Last Send Date:	13/09/2024 15:02:46
Initiated Date:	13/09/2024 14:57:11		

[Show Results](#)

	619 Unique Opens 98 of which were mobile	42.37% opened your email 6.71% of which was mobile	Initial Send: 1,516	Emails Not Opened: 842
	54 Bounced 3.63% couldn't be delivered	15.33% clicked a link 8.35% of which was mobile (122 people)	Follow Ups: 0	Unique User Not Opened: 842
	842 Not opened Excludes bounces	5 contact(s) unsubscribed	Triggered: 0	Landing Page Clicks: 2
		0 contact(s) referred your email	Unique User Sent: 1,516	Web Clicks: 365
		36.19% was your click to open rate	Undelivered: 55	Survey Clicks: 0

Failed: 1	Calendar Appointments: 0
Hard Bounces: 24	Unique User Clicks: 224
Soft Bounces: 6	Social: 0
Other Bounces: 24	Complaints: 0
Unique User Undelivered: 55	Autoresponder: 0
Unique User Delivered: 1,461	Email Rating: 0

Appendix 2 - Ideas for ENews rename

- Peacehaven Post
- Peacehaven Paper
- Peacehaven Pulse
- Peacehaven People
- Peacehaven Picks
- Peacehaven Proceedings
- Peacehaven Pages
- Peacehaven Perspective
- Peacehaven Pointers
- Peacehaven Patch
- Peacehaven Buzz

Committee:	Full Council	Agenda Item:	C1285
Meeting date:	8 th October 2024	Authors:	Public Relations Officer
Subject:	PTC Noticeboards		
Purpose:	To improve the external and internal PTC noticeboards		

Recommendation(s):

External Noticeboards

To agree to the following:-

- Change perspex with anti-scratch coating, and agree the budget code (item 3)
- Repaint all the boards
- Regularly wash down noticeboards
- Use green material as a backing on external boards, and agree the budget code (item 4)

General

- To agree to introduce eco-friendly laminating into the office (use of old ones first) (item 1 in table below) and agree the budget code.

Background

PTC have 11 external noticeboards throughout the town. They are a mixture of sizes and in one case, a different colour!

Site	Size	Orientation	Colour	Condition
Community House	120cm x 60cm	Landscape	Green	
Collingwood Close	120cm x 60cm	Landscape	Green	Perspex scratched & marked. Unit dirty. Cobwebs.
Telscombe Road Bus Stop	53cm x 83cm	Portrait	Green	Unit dirty. Cobwebs.
The Annexe Bus Stop	120cm x 60cm	Portrait	Blue	Wrong colour, unit dirty. Cobwebs.
The Dell East	120cm x 60cm	Landscape	Green	Paint peeling off unit, severe condensation, covered in stickers. Cobwebs.
The Dell West	120cm x 60cm	Landscape	Green	Unit dirty. Cobwebs.
Gladys Avenue Bus Stop	120cm x 60cm	Portrait	Green	Severe condensation. Cobwebs.
Ashington Gardens	120cm x 60cm	Landscape	Green	Covered in stickers, unsightly weeds (shop land), condensation. Cobwebs.
The Gateway Café	120cm x 60cm	Portrait	Wood to match cafe	Not too bad. Wood ok.
Allotments	120cm x 84cm (inside measurement)	Landscape	Green	Needs a clean.
Newsagents	60mm x 87mm (inside measurement)	Portrait	Metal grey	Completely different style to the others. Bin in front, hard to change contents over.

See Appendix 1 for a map of the noticeboard locations.

Having completed a tour of the noticeboards, it is evident that they are all in need of attention to make them more appealing and eye catching. The boards represent the Town Council, and therefore should, ideally, portray a professional and uniformed look. This includes the actual units and the contents.

Currently, the boards contain PTC information; meeting agendas, town councillor information, useful numbers – including Citizens Advice drop-in information - and any PTC/Mayoral event. These are all printed on A5 paper. The only leaflets laminated are the Councillors information and important phone numbers leaflets – these remain in the noticeboards and are only changed if the information is amended.

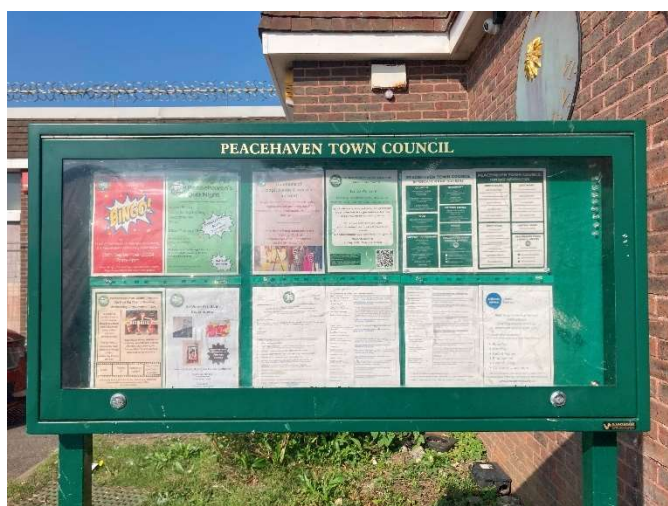
Most, if not all, have cobwebs, damaged/scratched perspex and/or covered in graffiti/stickers and some cases, the units have water ingress and condensation causing the posters to become damp.

The back boards look shabby and over the years dirty, broken and mismatched drawing pins have been used. The posters themselves aren't always put up straight (due to a lack of drawing pins) or are overlapping where there has been too much information to display.

There is also the issue of small snails getting into the units and eating the paper!

The Public Relations Officer has been working with the Maintenance & Reserve Caretaker to establish what can be achieved to improve the boards, and as such a few minor, low-cost quick wins have already been made. These include:

1. A4 plastic poly pockets have been positioned within the units so that the posters can be slid into them. This is to:
 - keep the posters dry
 - allow for ease of reading
 - avoid a “random approach” to displaying the posters
 - save the posters from being eaten by the snails
 - makes it easier and quicker for officers/staff to change the posters over
2. The drawing pins used are now all the same
3. Changing posters regularly to avoid “poster blindness”
4. Keeping them full of information, to attract attention and show the public what the council is doing for the community
5. PTC green coloured fabric has been added to the back board of the Community House Noticeboard to make it look smarter and to test its longevity (See photo below)



The sizes of the boards

Currently there are 4 different sized noticeboards. The biggest one, and the only one of this size, is at the allotments and can hold around 28 A5 posters. The next size down, can hold 12 A5 posters and the smaller ones, even less.

Potential Issues (not including the allotment noticeboard):

- If meeting agendas are three or more pages long, other flyers need to be removed and put them back once the meeting has taken place
- Information isn't replicated across all the boards
- Potential solutions for future discussion after the Meridian Centre reopens as there may be opportunity there.
 - replace all the noticeboards with larger ones. Cost and planning permission would need to be researched and discussed
 - PTC have separate community noticeboards across town. Cost and planning permission would need to be researched and discussed

To Decide

Item	Recommendation	Outcome	Potential Issue and Solution	Approx Associated Costs
1	Use laminated posters as well as poly pockets	Ensures posters remain dry and tidy.	<p>Not environmentally friendly. Can't be recycled (unless you recycle via companies like TerraCycle.</p> <p>Swedex Smart Pouch Laminator and Eco-Friendly Laminating Pouches. Requires specialised laminator. No toxic chemicals are not released into the air and no harmful chemicals will be released into the environment when you dispose of the pouches.</p> <p>Continue to research into other eco-friendly laminating sheets that achieve the required look.</p>	£300 for specialised laminator, pouches (£10 upwards for packs of 100) + PR Officer time
2	Repaint the blue noticeboard at The Annex Bus Stop green to match the others	Matches all the others (barring the newsagents & café)		<p>PTC has the paint in stock</p> <p>Maintenance & Reserve Caretaker's time and workload</p>
3	New perspex in all the noticeboards	Will make the contents easier to read in all the noticeboards.		Approx. price £18 +vat) per board at a total of £162 +vat)

	Use an anti-scratch coating – cost unknown at this stage			Cost of anti-scratch coating unknown at this stage. Maintenance & Reserve Caretaker's time and workload.
4	<p>Backboards</p> <p>OPTIONS:</p> <ol style="list-style-type: none"> 1. Green fabric 2. Green paper 3. Paint the backboards green 4. Take back boards away and paint the metal behind green use magnets instead of drawing pins 	Hides the unsightly, damp backboards, provide a uniformed "corporate" look	<p>This is currently being tested at Community House, with material that was already available and seems to be lasting well, as it dries out should it get damp. However, should this be the preferred option, there will be a cost in obtaining the material moving forward</p> <p>Cheaper than fabric but paper fades quickly and can tear. When it dries it curls up. May be eaten by the snails and cost</p> <p>Painting the backboards will be tricky as they are textured, and the paint will chip over time as pins are used.</p> <p>Further investigation required as it has only recently suggested as an option by the Parks Officer</p>	<p>More material approx. £3 per meter (approx. total £200</p> <p>PTC has the paper in stock</p> <p>PTC has the paint in stock</p> <p>Maintenance & Reserve Caretaker's time and workload TBC</p>
5	Repaint all units that are chipped	Smarter appearance		<p>PTC has the paint in stock</p> <p>Maintenance & Reserve Caretaker's time and workload</p>

6	Monthly wash down of all noticeboards	Keeps the salt off the boards and looking smart and tidy		PTC has cleaning materials in stock Maintenance & Reserve Caretaker's time and workload
7	Silica gel moisture absorbing pouches	Hopefully will keep the units from misting up	A call for donations of the pouches could mitigate the cost issue	Approx £12 for 30 pouches Maintenance & Reserve Caretaker's time and workload

TO NOTE

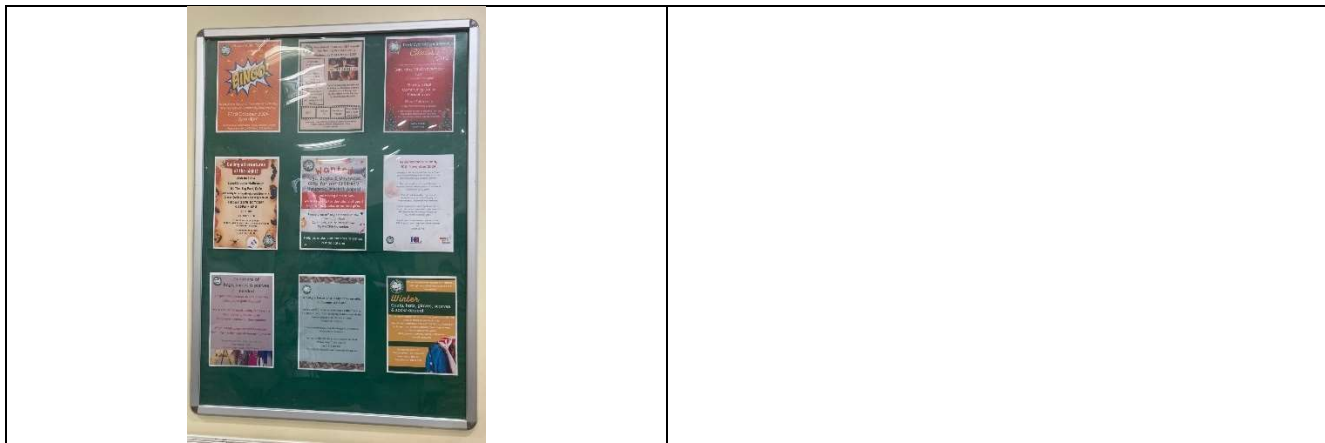
Noticeboards in corridor at Community House

These are the three noticeboards on the right-hand side as you walk into Community House. The information varies but it is generally non-PTC information. Posters tend to be A4.

Mayor's noticeboard

This is the fourth noticeboard on the right as you come into Community House and is larger than the first three. It currently only contains images. Some photos have an explanation.





Action	Outcome
New green backing paper for all internal boards	Will look tidier
<p>Keep as is but:</p> <p>1st board to be for external Community Group information (not just those at Community House. (A5 posters)</p> <p>2nd board to contain a timetable of that week's events at Community House with information on those groups</p> <p>3rd board for PTC venue booking information & prices</p>	<p>Useful information for the community with access whenever the Community House is open. Leads into Inclusion Project.</p> <p>As above</p> <p>Advertising for all PTC venues across town</p>
<p>Mayor's noticeboard</p> <p>Information on the mayor's chosen charity</p> <p>Fundraising Tally</p> <p>Mayor's charity event flyers</p> <p>Contact details to book the mayor for an event</p> <p>Details of the Deputy Mayor</p> <p>Details of Youth Mayor and their activities</p>	<p>Advertising the charity and explaining why the mayor chose that charity</p> <p>Show's the public how much the mayor has raised</p> <p>For information</p> <p>As above</p> <p>Highlights that Peacehaven TC has an active Youth Mayor</p>
<p>Noticeboard in Foyer</p> <p>To remain PTC events only</p> <p>Paper size ideally A4, however A3 if there is a lull in events</p>	<p>Advertising but also shows the wealth of events PTC offers its community</p>

Display Screens in Foyer (One free standing/one wall mounted)

These need to be utilised more. The Public Relations Officer will investigate further and report back in due course.

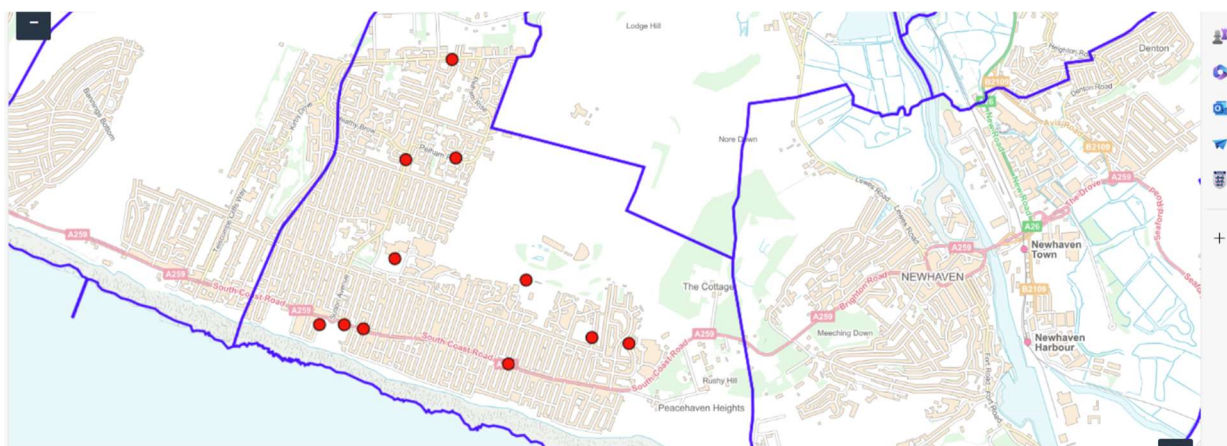
Tourist Information leaflets are currently where the information desk is.

Should they be displayed where people have access when the office is locked after 4pm and at weekends?

Implications

5.1 Legal	Planning for additional external noticeboards should they be required
5.2 Risks	n/a
5.3 Financial	See figures in report
5.4 Time scales	Implement changes as soon as possible
5.5 Stakeholders & Social Value	Information to reach the community
5.6 Contracts	n/a
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

Appendix 1 Map of Noticeboards



Appendix 2 Photos of existing Noticeboards

Collingwood Close



Telscombe Road Bus Stop



The Annex Bus Stop



The Dell East



The Dell West



Gladys Avenue Bus Stop



Ashington Gardens



Gateway Café, The Big Park



Allotments



Newsagents



George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1286
Meeting date:	8 th October 2024	Authors:	Public Relations Officer
Subject:	Peacehaven Town Council Website		
Purpose:	To improve PTC Website and increase usage rates		

Recommendation(s):

To agree the way forward with Item 1, and, if relevant, agree the maximum budget and the budget code.

Background

The PTC website has a nice feel albeit basic. The images lack colour and are not very interesting.

The website is hosted by a third party, unfortunately the way that it has been set up, Officers are restricted to only having the most basic admin rights, meaning that they have minimum control on what can be added/changed/removed/installation of plugins on the site. This includes the ability to view in depth metrics and statistics. Any changes must go through the company, for which a charge is possibly applied.

The Public Relations Officer has been trying to set up a meeting with them since July to discuss more access and upgrade to WordPress, however this has yet to come to fruition.

Without having a website complete overhaul, a few quick wins can be made to increase traffic.

Item	Recommendations	Outcome	Issues and Solutions	Approximate Costs
1 To Decide	Change images	Refreshes website, making it more appealing. Bright and welcoming images	Limited access to suitable/attractive images - The Public Relations Officer has approached a local photographer to source images. Hold a Photographic competition akin to Newhaven Town Council, whereby one of the T&C's is that PTC has right to use the credited images, without consultation.	Photos would cost £6 each or £100 for a set of commissioned photos (Telscombe TC have recently taken this approach – see appendix 1)

2 To note	Change colours of the call-to-action buttons, and ensure all pages do not contain the lime green PTC logo	Current use of colours do not fit within our brand guidelines	The Public Relations Officer is currently looking into getting these changed – via Web hosting company	Cost are being looked into
3 To note	Events Calendar to include all activities that take place in PTC venues	Currently the events calendar only shows PTC/Mayoral activities within Community House. This would allow the website to be more community centric	This would be extremely easy to action.	No cost
4 To note	Ensure hire prices are available for all the venues	Instant information for potential hirers	Potential issue is that these prices change annually therefore every page will need updating. Solution is one dedicated venue price page.	No cost
5 To note	Ensure all links on pages are still active			No cost
6 To note	Remove any old/out of date content			No cost

Implications

5.1 Legal	Ensure that PTC is always GDPR compliant
5.2 Risks	n/a
5.3 Financial	
5.4 Time scales	Implement changes as soon as possible
5.5 Stakeholders & Social Value	Information to reach the community
5.6 Contracts	Web hosting company
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Ensure that website is accessible

Appendix 1 – Telscombe TC Commissioned Photos



George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1287
Meeting date:	8 th October 2024	Authors:	Public Relations Officer
Subject:	Advertising/Sponsorship on Planters		
Purpose:	To move the project forward		

Recommendation(s):

- Item 1: User-friendly business advertising pack and covering letter to be produce
- Item 2: Mail out to all businesses in Peacehaven via the cheapest option
- Item 3: Advertise opportunity in the Peacehaven Directory
- Item 4: Review prices, if no uptake

Background

The planter costs shown in the below table were agreed at Full Council on 19th March 2024, along with the advertising specifications document (which can be downloaded here: <https://www.peacehaventowncouncil.gov.uk/business/advertising>)

Advertising now has a more prominent position on the website.

Advertising Asset	Location (A259)	Minim Duration	Minimum Fee (ex VAT)
Large Planter	Outside Sainsbury's	1 year	Pavement side £200
Medium Planter	Traffic Lights - North side	1 year	Roadside/Pavement side £200 for 1st sign, £150 for a 2nd sign.
Large Planter	Outside Kamsons	1 year	Pavement side £200
Medium Planter	Traffic Lights - South side	1 year	Roadside/Pavement side £200 for 1st sign, £150 for a 2nd sign.
Medium Planter	Outside a local business	1 year	Roadside/Pavement side £200 for 1st sign, £150 for a 2nd sign.
Medium Planter	Bramber Avenue - North side	1 year	Roadside/Pavement side £200 for 1st sign, £150 for a 2nd sign.

The Public Relations Officer has spoken with a representative from a local company that expressed interest in advertising, with Cllr Gallagher. Following the conversation, an advertising pack has been emailed to them. However, when speaking with the company, they did convey that the costs were too high and could a discount be offered.

Item	Recommendations	Outcome	Issues and Solutions	Cost
1	Public Relations Officer to put together a business pack and covering letter, using the basis of the existing pack	User-friendly pack		Public Relations Officer's Time
2	Mail out to all businesses in Peacehaven	Proactive approach that forges a relationship with PTC and local businesses	Expensive to use a company to undertake the mail drop Volunteers to do door drop Pay a community group ie. The Scouts to do the door drop Researching all the businesses in Peacehaven will take time – Solution: work with Peacehaven Directory for information	Approx £100 per 1000 + Public Relations Officer's Time
3	Public Relations Officer to advertise opportunity in the Peacehaven Directory	Wider reach		Costs to be explored
4	If no uptake, members will need to review the prices/and project viability			

Implications

5.1 Legal	Ensure that PTC is always GDPR compliant
5.2 Risks	n/a
5.3 Financial	See figures in report
5.4 Time scales	Implement changes as soon as possible
5.5 Stakeholders & Social Value	Information to reach the community
5.6 Contracts	
5.7 Climate & Sustainability	Recyclable hard copies
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

George Dyson
Town Clerk

☎ (01273) 585493

✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Full Council	Agenda Item:	C1289
Meeting date:	8 th October 2024	Authors:	Town Clerk
Subject:	Outside body representative reports to Council		
Purpose:	To agree		

Recommendation(s):

That Council agree to use the contact report (included in appendices) to report contact with outside bodies to Council, to be included in papers, and reduce verbal reports.

1. Background

Every Full Council agenda includes an item for outside body representatives to give verbal reports and updates from their appointed outside bodies. This can be time consuming and ad-lib, and doesn't always result in a significant benefit.

Submitting written contact reports in advance of meetings would allow for this to form part of papers, which Councillors can then read in advance of meetings, details can be checked and confirmed with the outside body where necessary, and there will be no need for lengthy verbal reports.

2. Options for Council

- a. To agree to use a written contact report
- b. To continue with verbal reports as is.

3. Reason for recommendation

Accuracy, transparency, and efficiency of reports coming to Council.

4. Expected benefits

a. The community

Council aware of the work of local community groups and organisations.

b. The environment

N/A

c. Other

Better reporting of outside bodies back to Full Council.

Implications

5.1 Legal	PTC Outside body representation policy
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	Ensuring Council is well informed.
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	Personal names of persons can be anonymised.
5.12 Equality & Diversity	

5. Appendices

Draft contact report form



Outside Body Contact Report

Outside body	Click or tap here to enter text.		
Councillor representative	Click or tap here to enter text.		
Type of contact	Choose item.	Date of contact	Click to enter date.
Report to Council	Click or tap here to enter text.		
Follow up/ Action points	Click or tap here to enter text.		



Outside Body Contact Report

Outside body	Click or tap here to enter text.		
Councillor representative	Click or tap here to enter text.		
Type of contact	Choose item.	Date of contact	Click to enter date.
Report to Council	Click or tap here to enter text.		
Follow up/ Action points	Click or tap here to enter text.		

Total	
Open	13
Closed	100
Referred	11

Method of Contact		
Email	37	30%
In Person	31	25%
Phone	46	37%
Letter	5	4%
Raised by PTC	8	7%

Time taken to resolve		
Same day	75	68%
1 - 7 days	25	23%
8 - 30 days	4	4%
31 - 90 days	3	3%
91 - 180 days	0	0%
181 - 270 days	0	0%
271 - 365 days	0	0%
365+ days	0	0%

	Allotments	Centenary Park	Community House	Epinay Park	Howard Park	Misc/ Other	Non PTC land	Other Park	Playgrounds	The Dell	The Hub	The Oval	
Abandoned Car						1							1
Access			1				1						2
Animals		1			2	1							4
Antisocial behaviour	1	1				1	1				1		5
Bins (household)						5	3						8
Bins (non-household)						1	2						3
Boundaries													0
Dog Bins						1							1
Drains													0
Environmental Health		5											5
Fencing	1	1			1					1			4
Flooding													0
Fly Tipping							4						4
Grass verges						6	8						14
Health & Safety		1				1	2						4
Illegal advertising													0
Litter		1					2						3
Misc/Other	3	8			1	5	9			1		1	28
Overgrown paths		1				1	4					1	7
Overhanging foliage							2					1	3
Park Enhancements													0
Parking													0
Pavement/verge obstruction						1	6						7
Pavements													0
Personnel						1							1
Planning													0
Rights of way													0
Road conditions							3						3
Road signs							4						4
Street lights							2						2
Trees	1					1							2
Vandalism		3	1			1	2			1			8
Weeds													0
TOTALS	6	22	2	0	4	27	55	0	0	3	1	3	123

Councillor Attendance

22 May 2024 - 01 October 2024

Name	FULL COUNCIL				LEISURE, AMENITIES & PLANNING & HIGHWAYS				CIVIC & COMMUNITY				POLICY & FINANCE				PERSONNEL				GRANTS sub Committee				CH sub Committee				Total Possible Meetings																												
	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of meetings	Number attended	Apologies given	Percentage Attendance	Number of Meetings	Number Attended	Apologies Given	ABSENCES	Percentage Attendance																								
Cllr Alexander	1	1		100%												2	2		100%	2	1	1	50%											6	4	2	0	67%																			
Cllr Ashby-Parkin	1	1		100%	2		2	0%					2	1	1	50%																					5	2	3	0	40%																
Cllr Campbell	1	1		100%					5	5		100%					2	1	1	50%	2	2		100%															11	10	1	0	91%														
Cllr Cheta	1	1		100%													2	1	1	50%																				3	2	1	0	67%													
Cllr Davies	1	1		100%					5	4	1	80%					2	2		100%																						9	7	2	0	78%											
Cllr Donovan	1	1		100%									2	1	1	50%	2	2		100%	2	2		100%																			8	7	1	0	88%										
Cllr Fabry	1	1		100%	2	2		100%									2	2		100%																								5	5	0	0	100%									
Cllr Gallagher	1	1		100%	2	2		100%	5	5		100%					2	2		100%	2	2		100%																						13	13	0	0	100%							
Cllr Gordon-Garrett	1	1		100%					5	5		100%					2	2		100%																											8	8	0	0	100%						
Cllr Griffiths	1	1		100%	2	2		100%									2	2		100%																											6	6	0	0	100%						
Cllr Harman	1	1		100%									2	1	1	50%																																3	2	1	0	67%					
Cllr Evans	1	1		100%	2	2		100%					2	1	1	50%																																		5	4	1	0	80%			
Cllr Seabrook	1	1		100%	2	2		100%	5	3	2	60%																																					8	6	2	0	75%				
Cllr Sharkey	1	1		100%	2	2		100%	5	5		100%	2	2		100%	2	2		100%																														12	12	0	0	100%			
Cllr Studd	1	1		100%	2	2		100%	5	2	3	40%					2	2		100%																															10	7	3	0	70%		
Cllr Veck	1	1		100%									2	2		100%	2	1	1	50%	2	2		100%																												8	6	2	0	75%	
Cllr Wood	1	1		100%	2	1	1	50%					2	1	1	50%																																					5	3	2	0	60%