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## **DRAFT Minutes of the meeting of the Annual Full Council meeting held in the Anzac Room, Community House on Tuesday 21<sup>st</sup> May 2024 at 7.30pm**

**Present:** Cllr David Seabrook, Cllr Isobel Sharkey, Cllr Nikki Fabry, Cllr Nick Evans, Cllr Mary Campbell, Cllr Sue Griffiths, Cllr Kiera Gordon-Garrett, Cllr Sherral Wood, Cllr Paul Davies, Cllr Aimee Harman, Cllr Ian Alexander, Cllr Cathy Gallagher, Cllr Simon Studd, Cllr Wendy Veck, Cllr Lee Ashby-Parkin, Cllr Debbie Donovan, Cllr Claude Cheta.

**Officers:** George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer), Zoe Malone (Responsible Financial Officer), Kevin Bray (Parks Officer).

7 members of the public were in attendance.

### **C1208 OUTGOING MAYOR/CHAIR'S ADDRESS & ANNOUNCEMENTS**

Cllr Seabrook welcomed everyone to the meeting, particularly the public, briefly went through the building fire procedures, and asked that phones be put onto silent.

The following upcoming events were announced:

22<sup>nd</sup> May 2024 – Cinema at Community House showing Priscilla

5<sup>th</sup> June 2024 – Bingo at Community House

6<sup>th</sup> June 2024 – D-Day event at Centenary Park

17<sup>th</sup> June 2024 – Cinema at Community House showing Back to Black

13<sup>th</sup> July 2024 – Towards Carbon Zero Peacehaven Fair

Cllr Seabrook gave a brief address to the Council, sharing some highlights from the past year as Mayor, some of the people he has met, and the requirements for the role. He also gave special thanks to those who had volunteered to support him, particularly Arlene Foster, Cllr Isobel Sharkey, Lucy Symonds, Kathy Harding, and Cllr Aimee Harman.

Cllr Seabrook then presented some gifts of thanks to his Deputy Mayor, Cllr Sharkey, and showed the gifts for his Consort, Kathy Harding, who was absent.

Cllr Seabrook was then presented with his Past Mayors Badge by the Town Clerk.

### **C1209 ELECTION OF MAYOR FOR 2024-2025 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

#### **a. Statement(s) from candidate(s)**

Cllr Donovan & Cllr Griffiths gave a summary of their statements on why they would like to be Mayor, and the Council asked a couple of questions to the candidates.

#### **b. Voting**

It was proposed that Standing Orders be suspended to allow a vote by signed ballot.

Proposed by: Cllr Gordon-Garrett      Seconded by: Cllr Wood.

Council **resolved** by majority to **agree** to this proposal.

*Standing Orders were suspended.*

A recorded vote was requested, which was cast as follows:

**In favour of Cllr Donovan:** Cllr Evans, Cllr Sharkey, Cllr Studd, Cllr Davies, Cllr Alexander, Cllr Gallagher, Cllr Ashby-Parkin, Cllr Donovan, Cllr Fabry, Cllr Cheta.

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**In favour of Cllr Griffiths:** Cllr Campbell, Cllr Seabrook, Cllr Griffiths, Cllr Harman, Cllr Gordon-Garrett, Cllr Wood.

**Abstentions:** Cllr Veck.

Cllr Donovan was therefore Duly elected as Mayor of Peacehaven for 2024/25.

**c. Mayor/ Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook**

Cllr Donovan signed the declaration of acceptance of office and acceptance of the Mayors Handbook.

**d. Statement from the new Mayor**

Cllr Donovan gave a brief statement thanking everyone, highlighting her wish to work collaboratively moving forward, and highlighting some of the upcoming events.

*Standing Orders were reinstated.*

### **C1210 TO ADOPT THE NEW MAYOR'S CHARITIES FOR 2024-2025**

Cllr Donovan proposed that her charity for 2024/25 be the Peacehaven Community Supermarket.

Proposed by: Cllr Donovan      Seconded by: Cllr Campbell

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

### **C1211 ELECTION OF THE DEPUTY MAYOR FOR 2024-2025 & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

**a. Statement(s) from candidate(s)**

Cllr Harman & Cllr Veck gave a summary of their statements on why they would like to be Deputy Mayor, and the Council asked questions to the candidates.

**b. Voting**

Votes were cast, with 5 in favour of Cllr Harman, 11 in favour of Cllr Veck, and 1 abstention.

Cllr Veck was therefore duly elected Deputy Mayor.

**c. Deputy Mayor/ Vice-Chair of Council signing of the declaration of acceptance of office and Mayor's Handbook**

Cllr Veck signed the declaration of acceptance of office and acceptance of the Mayors Handbook.

**d. Statement from the new Deputy Mayor**

Cllr Veck thanked the Council for electing her as Deputy Mayor.

### **C1212 TO AGREE MAYOR'S CONSORT**

Cllr Donovan informed the Council that her youngest daughter, Rhiannon, will be her Consort.

### **C1213 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.**

A member of the public highlighted some concerns regarding the Council's communication and engagement with the Community.

Another member of the public added that as around 30% of Peacehaven is not online, a printed means of communication may be more appropriate than the primarily digital approach that PTC has.

A member of the public, representing Peacehaven & Telscombe Football Club introduced himself and gave the Council some background information relating to agenda item C1234.

### **C1214 TO APPROVE APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

### **C1215 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interest.

*The Chair brought forward item C1234 to be discussed next*

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### **C1234 TO AGREE TO A RESTRICTION BEING PLACED ON THE FOOTBALL CLUB LEASE**

The Council briefly discussed the improvement projects that are dependent upon the works to the football pitch taking place.

It was proposed to agree to the restriction being placed on the lease, as per the report recommendation.

Proposed by: Cllr Gallagher      Seconded by: Cllr Griffiths

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

### **C1216 TO ADOPT STANDING ORDERS**

The Town Clerk explained the proposed changes to Standing Orders.

It was proposed that Council adopt Standing Orders, with the provision that they can be reviewed further within the next 6 months.

Proposed by: Cllr Seabrook      Seconded by: Cllr Campbell

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

### **C1217 TO ADOPT FINANCIAL REGULATIONS**

The RFO introduced the item and ran through the changes which are in line with the internal auditors recommendations, however, highlighted that a new model document has now been released nationally so some further review may be necessary.

It was proposed that Council adopt the Financial Regulations, with the provision that they can be reviewed further within the next 6 months.

Proposed by: Cllr Campbell      Seconded by: Cllr Seabrook

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

*Members of the public left at this point (20:38).*

### **C1218 TO ADOPT THE FOLLOWING POLICIES**

- a. Data Protection Policy**
- b. Freedom of Information Policy**
- c. First Aid Policy**
- d. Health & Safety Policy**
- e. Social Media & Communications Policy**

It was proposed that these policies be adopted as read.

Proposed by: Cllr Sharkey      Seconded by: Cllr Ashby-Parkin

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

### **C1219 TO APPOINT MEMBERS TO SERVE ON COMMITTEES & APPOINT CHAIRS OF STANDING COMMITTEES**

#### **a. Civic & Community Events Committee**

Members: Cllr Ashby-Parkin, Cllr Evans, Cllr Studd, Cllr Sharkey, Cllr Wood, Cllr Veck, Cllr Harman, Cllr Donovan.

It was proposed that Cllr Veck be Chair of this Committee.

Proposed by: Cllr Gallagher      Seconded by: Cllr Campbell

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

#### **b. Leisure, Amenities, and Environment Committee**

Members: Cllr Gallagher, Cllr Ashby-Parkin, Cllr Evans, Cllr Studd, Cllr Sharkey, Cllr Wood, Cllr Fabry, Cllr Seabrook, Cllr Griffiths.

It was proposed that Cllr Sharkey be Chair of this Committee.

Proposed by: Cllr Sharkey      Seconded by: Cllr Ashby-Parkin

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

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### **c. Personnel Committee**

Members: Cllr Gallagher, Cllr Campbell, Cllr Alexander, Cllr Fabry, Cllr Veck, Cllr Donovan, Cllr Cheta.

It was proposed that Cllr Gallagher be Chair of this Committee

Proposed by: Cllr Gallagher      Seconded by: Cllr Davies.

It was proposed that Cllr Campbell be Chair of this Committee

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

The Council **resolved** that Cllr Gallagher be Chair of the Committee by a majority vote of 9 against 7, with 1 abstention.

### **d. Planning & Highways Committee**

Members: Cllr Gallagher, Cllr Campbell, Cllr Studd, Cllr Sharkey, Cllr Davies, Cllr Gordon-Garrett, Cllr Seabrook.

It was proposed that Cllr Gordon-Garrett be Chair of this Committee.

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

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

### **e. Policy & Finance Committee**

Cllr Gallagher, Cllr Campbell, Cllr Alexander, Cllr Sharkey, Cllr Davies, Cllr Gordon-Garrett, Cllr Veck, Cllr Donovan, Cllr Griffiths.

It was proposed that Cllr Griffiths be Chair of this Committee

Proposed by: Cllr Seabrook      Seconded by: Cllr Ashby-Parkin.

It was proposed that Cllr Alexander be Chair of this Committee

Proposed by: Cllr Gallagher      Seconded by: Cllr Davies

The Council **resolved** that Cllr Alexander be Chair of the Committee by a majority vote of 9 against 8.

## **C1220 TO APPOINT MEMBERS TO SERVE ON SUB-COMMITTEES**

### **a. Community House Sub-Committee**

Members: Cllr Gallagher, Cllr Campbell, Cllr Alexander, Cllr Davies, Cllr Veck, Cllr Donovan, Cllr Griffiths.

### **b. Grants Sub-Committee**

Members: Cllr Sharkey, Cllr Fabry, Cllr Seabrook, Cllr Harman, Cllr Griffiths.

It was proposed that Council agree to the above appointments of members to Committees and Sub-Committees.

Proposed by: Cllr Veck      Seconded by: Cllr Ashby-Parkin

## **C1221 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES AND ORGANISATIONS**

The following changes to the outside body representatives were proposed:

Cllr Gordon-Garrett to come off as a representative for Crimestoppers.

Cllr Harman to be the representative for the Community Garden.

Cllr Gallagher to be added as an additional representative for ESALC.

Cllr Sharkey to be added as an additional representative for PCS.

Cllr Ashby-Parkin to be added as the representative for Peacehaven Parkrun.

Cllr Campbell to be added as the representative for Family Hubs.

Cllr Donovan will replace Cllr Seabrook as the representative for LDALC, and the Town Forum.

Proposed by: Cllr Veck      Seconded by: Cllr Evans

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

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### **C1222 TO NOTE THE ASSET REGISTER**

The Council **noted** the asset register.

### **C1223 TO NOTE ANNUAL SUBSCRIPTIONS & DIRECT DEBITS**

The Council **noted** the Annual Subscriptions & Direct Debits.

### **C1224 TO APPROVE THE CORPORATE RISK ASSESSMENT**

It was proposed that Council approve the corporate risk assessment.

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

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

### **C1225 TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR**

Cllr Gallagher asked about whether we should be looking at using a new auditor in line with best practice.

The Clerk responded that we can look at this once the current 3-year term with the current providers comes to an end, but also that the Council has last year been appointed a new auditor, albeit with the same company.

It was proposed that the appointment of the Internal Auditor be approved,

Proposed by: Cllr Davies      Seconded by: Cllr Griffiths

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

### **C1226 TO APPROVE BANKING SIGNATORIES & BACS WORKING**

It was proposed that Council approve the banking signatories & BACS working.

Proposed by: Cllr Wood      Seconded by: Cllr Studd

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

### **C1227 TO AGREE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL RISKS**

It was proposed to accept the policy information as read in the meeting papers.

Proposed by: Cllr Seabrook      Seconded by: Cllr Ashby-Parkin

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

### **C1228 TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

Cllr Gallagher highlighted that she was pleased to see this item on the agenda.

It was proposed to adopt the statement of intent as to Community Engagement.

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

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

### **C1229 TO ADOPT A COMMUNITY AND BUSINESS PLAN**

The Town Clerk updated the Council that the plan is not yet ready for adoption, but good progress has been made and the work so far is in the papers for Council to note.

The Council **noted** the draft Community & Business Plan.

### **C1230 TO ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON THE 19<sup>TH</sup> MARCH 2024.**

Proposed by: Cllr Sharkey      Seconded by: Cllr Studd

The Council **adopted** the minutes of the meeting held on 19<sup>th</sup> March 2024.

### **C1231 TO RECEIVE MINUTES, RATIFY ACTIONS & RECEIVE REPORTS ON URGENT MATTERS:-**

#### **a. Planning & Highways Committee:-**

##### **i. To receive the meeting minutes of the 5<sup>th</sup> March 2024.**

Proposed by: Cllr Gordon-Garrett      Seconded by: Cllr Ashby-Parkin

The Council **agreed** to **receive** the meeting minutes.

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**ii. To receive the meeting minutes of the 9<sup>th</sup> April 2024.**

Proposed by: Cllr Gordon-Garrett                      Seconded by: Cllr Sharkey  
The Council **agreed** to **receive** the meeting minutes.

**iii. To note the draft meeting minutes of the 7<sup>th</sup> May 2024.**

Council **noted** the draft meeting minutes.

**b. Policy & Finance Committee:-**

**i. To receive the financial report, authorise payments and signing of Bank Reconciliation statements.**

Proposed by: Cllr Alexander                      Seconded by: Cllr Seabrook  
The Council **agreed** to **receive** the financial report, authorise payments, and signing of bank reconciliation statements.

**ii. To receive the meeting minutes of the 12<sup>th</sup> March 2024.**

Proposed by: Cllr Alexander                      Seconded by: Cllr Gordon-Garrett  
The Council **agreed** to **receive** the meeting minutes.

**iii. To note the draft meeting minutes of the 30<sup>th</sup> April 2024.**

Council **noted** the draft meeting minutes.

**iv. To agree a request from the Policy & Finance Committee to reverse part of a decision relating to the allocation of funds**

Proposed by: Cllr Alexander                      Seconded by: Cllr Campbell  
The Council **resolved** to **agree** to the recommendation from the Policy & Finance Committee.

**v. To receive meeting minutes and approve the grants recommendations from the Grants Sub-Committee meeting on 25<sup>th</sup> April 2024 including a variation to the amount requested by one organisation**

Proposed by: Cllr Alexander                      Seconded by: Cllr Sharkey  
The Council **agreed** to **receive** the meeting minutes and the recommendations for awarding grants, including the variation to the amount requested.

**vi. To ratify the agreement to purchase a new tractor**

Proposed by: Cllr Gordon-Garrett                      Seconded by: Cllr Sharkey  
The Council **agreed** to **receive** the meeting minutes.

**vii. To agree to purchase the agreed CCTV from PTC's CIL money.**

Proposed by: Cllr Alexander                      Seconded by: Cllr Gordon-Garrett  
The Council **agreed** to **receive** the meeting minutes.

**viii. To note and approve the 2023/24 end of year Internal Audit report**

The Council **noted** the 2023/24 end of year internal audit report.

**ix. To approve 2023/24 Annual Governance Statement**

It was proposed to approve the Annual Governance Statement.  
Proposed by: Cllr Alexander                      Seconded by: Cllr Evans  
The Council **resolved** to **approve** the annual governance statement.

The Chair and Clerk signed the Annual Governance Statement.

**x. To approve 2023/24 Annual Accounting Statement**

It was proposed to approve the Annual Accounting Statement.  
Proposed by: Cllr Alexander                      Seconded by: Cllr Gordon-Garrett  
The Council **resolved** to **approve** the annual accounting statement.



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Proposed by: Cllr Gallagher      Seconded by: Cllr Campbell  
The Council **resolved** to **agree** to this proposal.

TFG Members to include: Cllr Ashby-Parkin, Cllr Gordon-Garrett, Cllr Campbell, Cllr Gallagher, and the Parks Officer.

### **C1235 TO RECEIVE REPORTS FROM WORKING GROUPS & TASK AND FINISH GROUPS:**

**a. Youth Engagement**

No updates

**b. Climate Change**

No updates

**c. Morrisons Development**

The Clerk informed the Council that there hasn't been any further communication from Morrisons regarding the development.

**d. Community & Business Plan**

Discussed earlier in the meeting.

**e. Public Rights of Way**

No updates

**f. Advertising Policy**

Council discussed the report in the paper, it was proposed that Council agree to the recommendation in the report.

Proposed by: Cllr Campbell      Seconded by: Cllr Griffiths

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

The advertising policy TFG members to include: Cllr Studd, Cllr Griffiths, Cllr Davies, Cllr Harman, Cllr Campbell, and Cllr Donovan.

**g. Climate Fair**

Cllr Seabrook informed the Council that preparations are underway, and that the fair is scheduled for 13<sup>th</sup> July.

**h. Meridian Walk**

Cllr Donovan updated the Council that the TFG plans to give a presentation to Council soon on the walk, and that an illustrator is currently working on a leaflet.

### **C1236 TO RECEIVE VERBAL UPDATES FROM OUTSIDE BODY REPRESENTATIVES**

Cllr Gallagher reported that the ESALC board has been very active.

Cllr Gallagher also reported that the Peacehaven Chamber of Commerce had their AGM today and are doing lots of good work.

Cllr Gallagher also gave a brief update about work at Lewes District Council, that the Roderick Avenue toilets are top of the list for refurbishment, but are now open again in the meantime, and that the District Council is also appealing against the special measures LDC planning is currently in.

Cllr Campbell advised that the Citizens Advice Bureau have sent through a first quarter report which shows almost £10,000 generated, and across a varied demographic of residents, fairly equally across the Peacehaven wards.

### **C1237 TO NOTE THE OVERVIEW OF COMPLAINTS RECEIVED**

The Town Clerk summarised the overview of complaints received, and Cllr Gallagher emphasised how important it is that this work is being done.

The Council **noted** the complaints received.

### **C1238 DATE OF NEXT MEETING – TUESDAY 23<sup>RD</sup> JULY 2024 AT 7.30PM.**

The date of the next meeting was confirmed as Tuesday 23<sup>rd</sup> July 2024 at 7.30pm.

### **C1239 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

Proposed by: Cllr Veck      Seconded by: Cllr Sharkey

The Council **resolved** to **exclude** press and public from the remaining items.



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### **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:-*

#### **C1240 TO AGREE 2024 EMPLOYEE INCREMENT INCREASES**

The Town Clerk summarised the report, which was discussed by the Council.

It was proposed to approve the increment increases recommended in the report.

Proposed by: Cllr Gallagher      Seconded by: Cllr Cheta

The Council **resolved** to **agree** to the recommended increment increases.

It was proposed that cost of correcting a salary error from last year be taken from General Reserves.

Proposed by: Cllr Campbell      Seconded by: Cllr Evans.

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

#### **C1241 TO NOTE THE TOWN CLERKS TARGETS SET AT APPRAISAL**

Cllr Gallagher gave Council an overview of the appraisal process and explained the objectives set for the Town Clerk.

The Council **noted** the verbal report.

#### **C1242 TO RECEIVE A REPORT FROM THE INTERVIEW PANEL AND AGREE RECOMMENDATIONS ON THE RECRUITMENT OF A PUBLIC RELATIONS OFFICER**

The Town Clerk introduced and summarised the information in the report.

It was proposed that the Council agree to make the job offer, and that the Clerk be given the authority to agree the details of the terms of employment.

Proposed by: Cllr Cheta      Seconded by: Cllr Gallagher

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

*There being no further business, the meeting was closed at 22:18*