



PROMOTION, PARTNERSHIP & FINANCE COMMITTEE

Minutes of a Meeting of the Promotion, Partnership and Finance Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 10th December 2024** at 7:15pm.

PRESENT: Councillors Mark Wardle (Chair)
Corina Watts (Vice Chair)
Krissy Taylor
Lesley Boniface
Shaun Boniface
Julie Carr

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Alison Campbell, RFO

PPF053/24 The Chair informed those present that this meeting will be recorded and then made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

PPF054/24 **APOLOGIES FOR ABSENCE.**

None.

PPF055/24 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None.

PPF056/24 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE PROMOTION, PARTNERSHIP & FINANCE COMMITTEE HELD ON TUESDAY 22ND OCTOBER 2024 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED

With one amendment to reflect the attendance of Cllr. Saunders, that these minutes be signed by the Chairman as a true and accurate an accurate record of the proceedings.

PPF057/24 PETITIONS/PUBLIC QUESTIONS.

None.

PPF058/24 TO NOTE THE ON-LINE APPROVAL OF AN EVENT FUNDING APPLICATION - REPORT BY THE TOWN CLERK.

The Town Clerk reminded the meeting of the circumstances surrounding this application and that committee members had RESOLVED to make this award following an email consultation.

He informed the meeting that this Events Application was not subject to the requirements of the current Discretionary Grants Application process, however the parameters for a specific policy was a discussion item on this agenda.

Noted.

PPF059/24 TO NOTE AND RECOMMEND A NUMBER OF PERTINENT POLICIES. – REPORT BY THE EXECUTIVE OFFICER.

The Executive Officer (EO) summarised his report regarding the review, development and reformatting of the following NTC Policy documents;

- Reserves Policy*
- Investment Strategy,
- Press & media Policy,
- Complaints Policy
- Discretionary Grant Policy 7 Procedure*

- *Reformatting only.*

Following discussion, the unanimous consensus of the meeting was to

RESOLVE that these documents be recommended for adoption by Full Council.

PP060/24 TO CONSIDER AND APPROVE A HALL RENTAL FEE IN RESPECT OF NEWHAVEN SEA CADETS – REPORT BY THE RESPONSIBLE FINANCE OFFICER.

The RFO summarised her report, and following discussion it was,

PROPOSED by Cllr. Saunders that a fee of £45 be levied for each session of the Sea Cadets at Meeching Hall w.e.f. April 1st 2025,

SECONDED by Cllr. Watts, and following a unanimous vote in favour, it was

RESOLVED that a fee of £45 be levied for each session of the Sea Cadets at Meeching Hall w.e.f. April 1st 2025.

PP061/24 TO CONSIDER AND AUTHORISE THE PURCHASE OF A REPLACEMENT ITEM OF PLAY EQUIPMENT AT VALLEY ROAD PLAY AREA - REPORT BY THE RESPONSIBLE FINANCE OFFICER.

The RFO summarised her report, and following discussion it was,

PROPOSED by Cllr. S. Boniface, that HAGS be instructed to carry out these works for the cost of £6307.78 (+VAT), and that this work (£6307.78 +VAT) be financed from non-allocated 'Neighbourhood' Community Infrastructure Levy (CIL)

SECONDED by Cllr. Saunders, and following a unanimous vote in favour, it was

RESOLVED that HAGS be instructed to carry out these works for the cost of £6307.78 (+VAT), and that this work (£6307.78 +VAT) be financed from non-allocated 'Neighbourhood' Community Infrastructure Levy (CIL).

PP062/24

TO CONSIDER THE PROPOSED DRAFT BUDGET FOR FY 2025/26 FOR ITS RECOMMENDATION TO THE NEXT FULL COUNCIL MEETING. – REPORT BY THE TOWN CLERK.

Following the recent confirmation of the Council Tax Band for Newhaven by Lewes District council of 4033.00, the Town Clerk drew the committees attention the updated report (061224) that reflected this. He then summarised that this proposed budget of £713,962 would result in Band D Council Tax for Newhaven residents of £177.03 which was a £7.26 increase (4.3%) on that of 2024/25 (£169.77)

Following a number of queries and clarifications from officers, discussion focused upon whether or not the £25K for NTC organised events (Exp. Code. 100.4218) would be sufficient for the councils future aspirations in this regard.

Resultant of these discussions, it was,

PROPOSED by Cllr. Saunders that (Exp. Code. 100.4218) be increased by £10K, resulting in a proposed budget of **£723,962**¹ for the FY 2025/26 to be considered and adopted by Full Council in January 2025

SECONDED by Cllr. S. Boniface, and following a unanimous vote in favour, it was,

RESOLVED that (Exp. Code. 100.4218) be increased by £10K, resulting in a proposed budget of **£723,962** for the FY 2025/26 to be considered and adopted by Full Council in January 2025.

PP063/24

NOTICEBOARDS AND ADVERTISING – DISCUSSION ITEM.

The EO summarised his research to date in respect of Bus Stop/Shelter, and NTC Noticeboard advertising and the potential income and expenditure implications and added that Planning Permission would be required in some cases.

Following further discussion, it was unanimously,

RESOLVED that the EO initiate relevant Planning Permission applications and present a report to the next meeting of this committee for further consideration and resolution.

PP064/24

DEVELOPMENT AND INCEPTION OF AN EVENTS GRANT APPLICATION POLICY – DISCUSSION ITEM.

The Town Clerk informed the meeting, that given the fact that this meeting had overrun and that another committee was scheduled to have started at 8:15pm, it would be more expedient to develop an initial draft of an Events Grant policy,

¹ Council Tax Band D amount of £179.51 for 2025/26; a £9.74 (5.7%) increase on that of 2024/25 (£169.77),

circulate to committee members and formally report it at the next meeting of this committee.

Acknowledged and agreed.

PP065/24 BUDGET REPORT TO 30TH NOVEMBER 2024.

Members requested clarification regarding income account line *101.1091 LDC Grant* which showed £73,692 had been received. Officers were unable to provide a definitive answer at the meeting.

Note for Town Clerk: Subsequent investigation of the above matter has shown that this was Towns Deal Grant monies following Claim No.2 in August 2024 for Eastside Allotments (£73,962).

The Meeting was closed at 20:44HRS.

Date: **Chairman**

DRAFT