



## Seaford Town Council

### **Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Tuesday, 12<sup>th</sup> March 2024**

Held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** at 7.00pm.

#### **Present:**

Councillors and R Stirton (Vice Chair), S Ali, L Boorman, C Bristow, J Lord and L Wallraven.

Adam Chugg, Town Clerk

Lucy Clark, Finance Manager

Andy Beams, Locum Responsible Finance Officer

There were no members of the public present.

#### **F28/03/23 Apologies for Absence**

Apologies for absence were received from Councillors F Hoareau (Chair) and R Buchanan.

#### **F29/03/23 Disclosure of Interests**

There were no disclosures of interests.

#### **F30/03/23 Public Participation**

There was no public participation.

#### **F31/03/23 Receipts, Payments and Bank Reconciliation Reports for December 2023 and January 2024**

The Committee considered report 163/23 advising of Receipts, Payments and Bank Reconciliations for December 2023 and January 2024.

It was **RESOLVED** to note the contents of the report.

#### **F32/03/23 Finance Report 1<sup>st</sup> April to 31<sup>st</sup> January 2024**

The Committee considered report 164/23 informing the Committee of the Income and Expenditure from 1<sup>st</sup> April to 31<sup>st</sup> January 2024 and highlighting significant variances from budget.

Members asked for clarification on an item.

It was **RESOLVED** to **NOTE** the contents of the report.

#### **F33/03/23 Hire Charges 2024-2025**

The Committee considered report 166/23 noting the Hire Charges for the 2024 - 2025 financial year.

Members discussed the amount of some charges. The Finance Manager advised that the charges feed into the Events Policy which is due to be reviewed later during the year and which will be presented to the Community Services Committee.

It was **RESOLVED** to **NOTE** the Hire Charges for the 2024-2025 financial year.

### **F34/03/23      Review of the Discretionary Grants Policy**

The Committee considered report 162/23 presenting a revised Discretionary Grants Policy for consideration by Committee and recommendation to Full Council to adopt.

Members discussed various points within the policy.

It was **RESOLVED** to **RECOMMEND** that the revised Discretionary Grants policy is presented to Full Council for adoption with the following additions:

5.5 Look at re-wording this point to aid the flow of reading.

5.7 Change the wording 'all parties' to 'the Finance and General Purposes Committee'

7.2 Include two further points:

- a) Where an organisation requests a grant to be carried forward to the next financial year, they are then not permitted to apply for a new grant in that same financial year.
- b) Where an organisation requests a grant to be carried forward, in addition to providing reasons, they must produce all updated documentation that is requested on the application form.

### **F35/03/23 2024-2025 Discretionary Grants Scheme Timeline**

The Committee considered report 168/23 presenting the 2024 Discretionary Grants Scheme timeline for noting.

It was **RESOLVED** to **NOTE** the 2024-2025 Discretionary Grants Scheme timeline as set out within the report.

### **F36/03/23      Lewes District Citizen's Advice – Grant Funding**

#### **Agreement Extension**

The Committee considered report 167/23 seeking approval to a three-year extension to the current Grant Funding Agreement with Lewes District Citizen's Advice and the amount of grant funding given.

Members discussed the contents of the report.

**F36.1** It was **RESOLVED** to **APPROVE** a three-year extension to the current Grant Funding Agreement with Lewes Districts Citizen's Advice.

**F36.2** It was **RESOLVED** to **APPROVE** that the grant funding of £6,500 per annum is awarded to Lewes District Citizen's Advice over the course of the extended funding agreement.

**F36.3** It was **RESOLVED** to confirm that the enhancement is to be met from the 2024 – 2025 Discretionary Grants budget.

### **F37/03/23 Members' Allowance Policy Review**

The Committee considered report 170/23 presenting a review the Town Council's Members' Allowance Policy for consideration by Committee and recommendation to Full Council to adopt.

Members discussed the contents of the report and were of the opinion a decision should be made by Full Council.

**F37.1** It was **RESOLVED** to **NOTE** the contents of the report.

**F37.2** It was **RESOLVED** to **RECOMMEND** to Full Council to **CONSIDER** report 170/23 relating to the Members' Allowance Policy.

### **F38/03/23 Exclusion of the Press & Public**

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public **BE EXCLUDED** from the meeting during the discussion on the next item of business for the reasons as set out on the agenda.

### **F39/03/23 Receipts Due for Payment as 29<sup>th</sup> February 2024 EXEMPT**

The Committee considered report 169/23 informing the Committee of unpaid receipts due as 29<sup>th</sup> February 2024 and considered its options in relation to two outstanding debts, in accordance with the Town Council's Bad Debts Policy.

**F39.1** It was **RESOLVED** to **NOTE** the receipts due for payment list as 29<sup>th</sup> February 2024.

**F39.2** It was **PROPOSED** to **AGREE** to write off two outstanding debts; this **MOTION** was **CARRIED**.

The meeting closed at 8.53pm.

*Councillor R Stirton*

Councillor R Stirton

Vice Chair of Finance & General Purposes