

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY & FINANCE COMMITTEE held in the ANZAC ROOM,  
Community House, Meridian Centre, Peacehaven on Tuesday 5<sup>th</sup> July 2016 at 7:30pm

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

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

In Attendance: John Kocher - Corporate Services Manager & RFO  
Sally Landers - Administration Officer

**GENERAL BUSINESS**

**PF104 CHAIR ANNOUNCEMENTS**

Introduction

Thank you for attending this evening.

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

Please also switch your mobile phones onto silent.

NRSWA Certification (New Roads and Street Works Act 1991)

The New Roads and Street Works Act requires at least one qualified supervisor to be appointed to a site who can oversee the works.

The Town Manager is investigating the cost for Councillors and Officers to be NRSWA certified, which if implemented as part of the training schedule, will undoubtedly bring cost savings to the town on works around the highways.

Any expenditure will be reported with costs, as this has not been budgeted for this financial year.

Devolution

Representatives from Peacehaven Town Council, including Cllr's Jean and Reg Farmiloe, attended a meeting at Lewes District Council concerning devolution. Various other Towns and Parishes were also represented, some who had already started the devolution process.

Signed: 

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## PF104 CHAIR ANNOUNCEMENTS continued

In summary the outcome was:-

- One size does not fit all with regards to devolution
- Overage was an issue
- Seek further legal advice and get response in layman's terms
- Legal costs are an issue for Towns and Parishes

### Summer Fayre

Just to remind all residents and Councillors the Summer Fayre will be held on Saturday 16<sup>th</sup> July at Centenary Park, we are looking forward to seeing everyone there.

### Debate:-

Cllr. R Robertson informed members of the public that Cllr. J Harrison-Hicks had been elected as Chair of Policy & Finance at the Extra-Ordinary meeting held on 10<sup>th</sup> June 2016

## PF105 PUBLIC QUESTIONS

### Alan Sargent – West Ward

The resident read the following:-

*'I refer to agenda items 5.2 and 5.3 whereby the Council has had two meetings where members of the public or press were not invited.*

*The Council did not give three clear days notice or post the agendas on the notice boards or notify the appropriate organisations.*

*The Local Government Act 1972 requires all Committee meetings to be open to the public and press and confidential matters where public do not attend must be limited to:-*

*Employment Terms & Contracts*

*Tender assessments*

*Legal proceedings*

*The use of confidentiality must be restricted and not be used to hide unpalatable information.*

*By not adhering to the Act the Council is said to act ultra vires (unlawfully).*

*With regards to agenda item 13.5, unfortunately this document is totally incorrect and has been prepared by a person untrained in health and safety law.*

Signed: 

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*Having a Health & Safety Policy statement in place is a legal requirement. The Council's policy was first introduced in May 2010. The actual wording was approved by Catherine Knight, Head of Legal & Democratic Services at the time and confirmed in a letter dated 19<sup>th</sup> May 2010.*

*The law has not changed since then, therefore the document still stands. You will recall when the new Mayor took office in May of this year the policy and signature was on the agenda. It is unfortunate that the old policy is still posted in the Foyer in Community House and has not been changed.*

*The document proposed is invalid and must be withdrawn.*

*The other problem is that the Act is incorrectly quoted on the proposed document and some other proposals.*

*I have prepared an information document on the illegality for Councillors to understand the law.*

Cllr. J Harrison-Hicks noted the comments

**Mae Pond – North Ward**

The resident congratulated the Responsible Finance Officer (RFO) with regards to the allocation of £20,000 in reserves to purchase a replacement ride on mower and for the outcome of Stiles Harold Williams (SHW) negotiations.

The resident queried how the balance in reserves, following negotiations with SHW, will be invested.

*J Kocher confirmed the balance, as all reserves, is deposited at the bank*

The resident queried page 11/98 with regards to the legal cost of £650 for the Emergency Plan being recovered from the Neighbourhood Development Plan (NDP) and requested an update

Cllr. J Harrison-Hicks noted that a Devolution meeting had taken place at Lewes District Council (LDC) and that Peacehaven has not been discussed at yet and confirmed that this will be incorporated in the NDP

The resident queried if Section 106 monies were still valid

Cllr. J Harrison-Hicks confirmed Section 106 monies were still valid

The resident queried if £38,000 Section 106 monies for the THD development were still available

*J Kocher stated that the THD development Section 106 monies had not been accessed as yet and that it had been allocated for the purchase of play equipment. J Kocher confirmed that LDC is responsible for allocation of Section 106 monies to specific projects and that the Community Infrastructure Levy (CIL) will be allocated by Peacehaven Town Council (PTC)*

The resident queried if all the THD Section 106 monies had to be for play equipment

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**PF105 PUBLIC QUESTIONS continued**

*Cllr. R Coles confirmed all the THD Section 106 monies must be for the purchase of play equipment*

**Peter Seed – West Ward**

The resident queried page 46/98 with regards to all stalls at the Summer Fayre being prohibited from selling hot drinks and soft drinks and queried if the only supplier will be the Gateway café

*Cllr. R Coles noted that this allows PTC to limit how many stalls sell refreshments*

*J Kocher confirmed there will be a burger van, ice cream vendor and Harvey's Brewery beer tent at the Summer Fayre*

The resident noted that this statement in the Terms & Conditions was misleading

*Cllr. R Coles noted that the statement limits what can be charged for refreshments and this is a benefit to Summer Fayre visitors*

**PF106 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr. A Loraine – noted (on training course)

Cllr. M Simmons – accepted (illness)

**PF107 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

All Councillors declared an interest in the Summer Fayre

**PF108 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL POLICY & FINANCE MINUTES**

**Policy & Finance 19<sup>th</sup> April 2016**

Cllr. J Harris proposed

Cllr. R Coles seconded

**Approved**

**Debate:-none**

**Policy & Finance Extra-Ordinary 26<sup>th</sup> April 2016**

Cllr. R Coles proposed

Cllr. B Gosling seconded

**Approved**

**Debate:-none**

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**PF108 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL POLICY & FINANCE MINUTES cont'd**

**Policy & Finance Extra-Ordinary 10<sup>th</sup> June 2016**

Cllr. **R** Coles proposed

Cllr. **J** Harris seconded

**Approved**

**Debate:-**

**None**

**REPORTS**

**PF109 PAYMENTS FOR AUTHORISATION**

The **Policy & Finance Committee AUTHORISE** payments totalling **£123,999** made between **01<sup>st</sup> April 2016** and **31<sup>st</sup> May 2016**.

Cllr. **R** Coles proposed

Cllr. **B** Gosling seconded

**Authorised**

**Debate:-**

Cllr. **R** Coles noted page 18/98 and queried which banner had been purchased

*J Kocher stated this would have to be confirmed later*

Cllr. **R** Coles stated that the purchase of banners should be authorised by Councillors noting that advertising a 'one off' event was not cost effective

**Action:** Confirm which banner was purchased on 18/05/16 from WASP Printers costing £120

**PF110 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31<sup>st</sup> May 2016**

The **Policy & Finance Committee NOTE** the report and that the **MONTHLY** meetings are held between the **Committee Chair** and Vice Chair with the RFO and lead officers to ensure that costs/income is understood and controlled as agreed at the Policy & Finance Committee meeting of 7<sup>th</sup> July 2015.

Cllr. **L** Hallett proposed

Cllr. **J** Harris seconded

**Noted**

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**PF110 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31<sup>st</sup> May 2016 continued**

**Debate:-**

Cllr. R Robertson noted the success of the monthly financial meetings with Committee Chairs

Cllr. R Coles re-iterated the comment made by Cllr. R Robertson stating that regular meetings mean action can be taken quicker and costs and income can be analysed sooner to address any budgetary issues

Cllr. L Hallett requested an update with regards to rental income from Gateway Cafe

*J Kocher confirmed rent has been invoiced for, as of June 2016*

Cllr. R Robertson stated his thanks to staff for the income received as a result of filming in Peacehaven and noted LDC were now in the process of writing their filming policy

**PF111 BANK RECONCILIATION**

The Policy & Finance Committee are required to **NOMINATE** a Councillor to verify bank reconciliations once a quarter and at year end.

Cllr. R Coles nominated Cllr. R Robertson  
Cllr. J Harrison-Hicks seconded

**Agreed**

**Debate:-**

None

**PF112 REPLACEMENT ROTARY RIDE ON MOWER**

The Policy & Finance Committee **AGREE** to utilise the reserves allocated for the purchase of a replacement rotary ride on mower amounting to **£17,750**.

Cllr. R Coles proposed  
Cllr. R Robertson seconded

**Agreed**

**Debate:-**

Cllr. R Coles stated that this item had been discussed in detail at the Leisure & Amenities Committee meeting and that advice had also been sought from the Head Groundsman

Cllr. R Robertson confirmed that this had been discussed in detail resulting in the decision to purchase a new ride on mower. Cllr. R Robertson stated that the previous mower had been purchased second hand and repair costs were becoming excessive

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**PF112 REPLACEMENT ROTARY RIDE ON MOWER continued**

Cllr. R Coles noted the previous mower had been good value being as it had kept going for twenty years and was still in working order

**PF113 BINGO & QUIZ INCOME**

The Policy & Finance Committee **DOES NOT AGREE** to allocate **net profit** from bingo and quiz events to the Mayor's Fund with immediate effect.

Cllr. R Coles proposed  
Cllr. L Hallett seconded

**Agreed**

**Debate:-**

Cllr. R Coles noted that income from bingo and quiz events had formed part of PTC's income for a few years stating that there is still a need to keep Council Tax in check. Cllr. R Coles stated that Peacehaven tax payers will be affected should this proposal be agreed and the precept increases to source the £2,000 to £3,000 shortfall noting that PTC supports local charities in many other ways

Cllr. J Harrison-Hicks suggested discussing the proposal at the budget meeting in October

Cllr. R Coles stated that tax payers should not be paying to put events on and noted that the previous administration had agreed to recharge accommodation at Community House to each event and that this had not been implemented

Cllr. B Gosling queried why net profit had been moved from the Mayor's Fund to PTC income

*Cllr. R Coles confirmed it had changed during her Mayoral year as the net profit from these events was minimal noting that income had increased since then*

Cllr. R Robertson noted that £2,000 income was expected this financial year, supporting the current precept and suggested considering the proposal when setting the 2017-18 budget

Cllr. J Harris suggested moving these events from the Main Hall to the Anzac Room to take into account fewer participants

Cllr. R Coles confirmed Councillors will support the Mayor as much as possible

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#### PF114 STILES HAROLD WILLIAMS SERVICE CHARGE

The Policy & Finance Committee **AGREE** to the resolution of the dispute and **ALLOCATE** the revised invoice from Stiles Harold Williams for the period 2007-2015 to the ear marked reserve created for the unpaid amounts.

Cllr. R Coles proposed  
Cllr. L Hallett seconded

**Agreed**

**Debate:-**

Cllr. R Coles congratulated J Kocher on the outcome with regards to the service charge

**Agreed by all Committee Members**

J Kocher stated that the Town Manager was also involved with negotiations

#### PF115 SUMMER FAYRE TERMS & CONDITIONS

**Noted**

**Debate:-**

Cllr. R Coles stated that food outlets for the Summer Fayre should be allocated appropriately and expressed her thanks to Debbie Donovan and Karen Date for all their hard work in organising this event

#### PF116 TO APPROVE & ADOPT THE FOLLOWING POLICIES

The Policy & Finance Committee **DEFERRED** adoption of the following policies pending further review

Cllr. R Robertson proposed  
Cllr. L Hallett seconded

**Agreed**

**Lone Working Policy 2016**

**Debate:-**

Cllr. R Coles queried who the Deputy Town Manager was

*Cllr. J Harrison-Hicks confirmed J Kocher is the Deputy Town Manager*

Cllr. R Coles stated that J Kocher is the appointed RFO and therefore should not be given a title beneath the Town Manager role

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**Child Protection and Vulnerable Persons 2016**

**Debate:-**

Cllr. R Robertson queried DBS checks

*Cllr. R Coles noted that a meeting had taken place with regards DBS checks for all staff, the decision being it was only necessary for grounds staff due to playground checks and maintenance*

Cllr. R Robertson stated that the RFO should also be DBS checked as he had confirmed this was a requirement on line

Cllr. R Coles suggested the RFO should be included with regards to DBS checks

Cllr. R Robertson noted that further time was required to review these policies sitting three days notice was not adequate

**Data Protection Policy 2016**

**Debate:-**

Cllr. R Coles noted that the policies appeared generic and not specific to PTC

*J Kocher suggested the policies could be reviewed to take this into account*

Cllr. L Hallett re-iterated the comment made by Cllr. R Coles stating the policies do not relate to PTC

Cllr. R Coles stated the main body of the policy was acceptable noting the end of the document was not relevant to PTC

J Kocher noted that data protection refers to personal data

**Dignity and Respect at Work 2016**

**Debate:-**

None

**Health and Safety Policy Statement 2016**

**Debate:-**

Deferred following query raised during Public Questions

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**Complaints Policy 2016**

**Debate:-**

J Kocher queried the procedure for internal and external complaints

Cllr. R Robertson noted that there were set procedures for Councillors and Officers

Cllr. R Coles queried 3.3 with regards to financial complaints being directed to PTC's external auditors

*J Kocher stated that an auditor is the most appropriate person to investigate such an issue noting that the complaint should be directed to the Council and Councillors in the first instance*

Cllr. R Coles suggested deferring the policy due to 3.3 stating a complaint should be directed to Council first and they would then contact the auditor

J Kocher clarified that the Internal Auditor examines procedure and the External Auditor signs off the accounts

Cllr. R Coles noted that, depending on the complaint, the issue would be referred to either the Internal or External Auditor

**Correspondence Procedure and Policy 2016**

**Debate:-**

J Kocher queried the policy with regards to an Officer sending correspondence to a member of the public

Cllr. R Coles stated the policy should refer to the 'relevant officer'

J Kocher queried the third paragraph suggesting it should say 'Town Manager or Proper Officer'

Cllr. R Robertson queried if post is stamped with the date

*J Kocher confirmed post is stamped with the date of receipt*

Cllr. R Coles stated the Mayor should receive their post unopened

Cllr. R Robertson suggested amending the policy to include 'or Proper Officer' in the third paragraph and in addition the Mayor should receive their post unopened

Cllr. J Harris stated that, in the absence of the Town Manager, the second in command should be responsible

J Kocher noted that the Chief Executive of any organisation would not be responsible for opening the post

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Cllr. R Coles suggested D Donovan or K Date should be responsible for opening the post

J Kocher noted that currently PTC were in the process of scanning their archives and suggested that post could also be scanned and then forwarded to the relevant person via email

Cllr. R Coles noted she would not be in favour of this option stating she preferred paper copies siting computer failures and the potential to be open to abuse, as issues

Cllr. J Harris noted that post room staff at LDC open all post unless marked 'private and confidential'

Cllr. R Coles noted that Councillors are not allowed in Council offices without permission and this restricts how they access their post in their pigeon holes

Cllr. R Robertson queried the third paragraph with regards to correspondence being available at Full Council siting the delay involved with this proposal. Cllr. R Robertson also queried paragraph 8 with regards to Members appointed to projects and if it should include that they report back to Council and be permitted to write a letter of thanks

Cllr. R Coles stated Councillors should report back to Council if appointed to a project

Cllr. L Hallett stated Councillors are in charge and should not be banned from Council offices

Cllr. J Harris suggested moving the pigeon hole cabinet to a more accessible location

Cllr. L Hallett disagreed with this proposal stating there could be confidential information in the pigeon holes

Cllr. R Coles re-iterated that Councillors should be able to access the Council office

Cllr. L Hallett queried why Councillors were not allowed in the Council office

*J Kocher stated he was not aware of the reason behind this decision*

Cllr. L Hallett queried if Councillors were hindering officers when they were busy

*J Kocher stated that it was a possible to some extent*

### **Community Engagement Policy 2016**

#### **Debate:-**

Cllr. R Coles raised an objection with regards to the Vision Statement stating it was similar to the Mars advertisement

Cllr. J Harrison-Hicks noted a resident had queried the Vision Statement and stated she had requested that the Town Manager arrange a means for residents to put forward suggestions

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**PF116 TO APPROVE & ADOPT THE FOLLOWING POLICIES continued**

Cllr. R Coles stated that the current Vision Statement should not be changed

Cllr. R Robertson noted that the Vision Statement within the policy requires amendment and that there are issues with the Aims and Objectives. Cllr. R Robertson also noted that press releases should go via the lead Member

Cllr. J Harrison-Hicks stated that the policy requires further review

**Fire Safety Precautions Policy 2016**

**Debate:-**

None

**First Aid Policy 2016**

**Debate:-**

None

**Flexible Working Policy 2016**

**Debate:-**

None

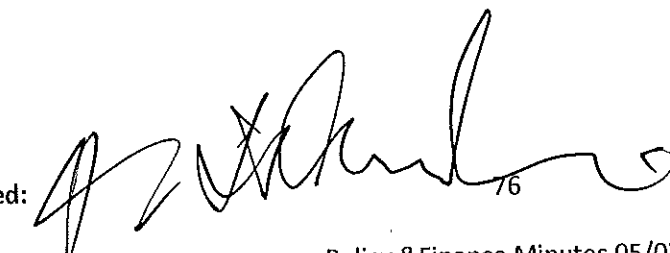
**NEXT MEETING**

**PF117 TO CONFIRM DATE OF NEXT MEETING Tuesday 13<sup>th</sup> September 2016 at 7:30pm**

**Noted**

Signed:

Date:



13/09/16,

# Peacehaven Town Council 2016-17

## Payments List 01 April -31 May 2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail	Mayor's Appeal Fund
07/04/2016	Company Upfront	BACS Pymnt	1,080.00	Murder Mystery	Mayor's Appeal Fund
07/04/2016	Credit card	CC48	8.00	Murder Mystery ice creams	Mayor's Appeal Fund
11/04/2016	M Robertson	BACS Pymnt	1,576.00	Dog agility park equipment	Mayor's Appeal Fund
12/04/2016	S Baker	118800	324.00	Mayors reception flowers	Mayor's Appeal Fund
28/04/2016	Cash payment	200567	160.00	Mini bus deposit	Mayor's Appeal Fund
12/05/2016	A Burgess	118822	1,000.00	Minibus purchase	Mayor's Appeal Fund
<b>Total Mayor's Appeal Payments</b>			<b>4,148.00</b>		
01/04/2016	Lewes District Council	BACS0104	1,420.50	Rates april	
01/04/2016	Lewes District Council	BACS0104	203.00	Rates April	
01/04/2016	ESCC	BACS	10.00	Loan charge	
03/04/2016	Texaco	TEX0304	58.26	GY06PPX 51.97 lt diesel	
04/04/2016	Credit Card	CC46	358.80	Gas Beacon	
05/04/2016	Wasp Printers	BACS Pymnt	360.00	Peacehaven celebrates banner	
05/04/2016	Wasp Printers	BACS Pymnt	180.00	Receipt stationery	
05/04/2016	Wolstonbury Ltd	BACS Pymnt	1,630.00	4 wooden plant holders	
05/04/2016	Credit card	CC47	20.00	Mayors badge repair	
06/04/2016	Barclays Bank	BACS0604	3.00	Charges March	
06/04/2016	O2	DD0604	24.00	Mobile April	
08/04/2016	East Sussex Pension Fund	118798	4,703.58	March contributions	
08/04/2016	HMRC	118797	5,887.75	March	
10/04/2016	Barclay Card	DD1004	41.36	Charges March	
10/04/2016	Texaco	TEX1004	9.60	Card protection & carbon count	
12/04/2016	EDF	BACS1204	237.60	Electricity Dec 2015 Victoria Ave	
12/04/2016	A Picton	118799	42.70	Paint for Community House	
12/04/2016	Credit card	CC49	306.00	100 year celeb tree plaques	
13/04/2016	Credit card	CC50	10.69	Gas cylinder	
14/04/2016	Credit card	CC51	137.97	Beacon gas cylinder	
18/04/2016	J Winckler	118802	250.00	Cliff top projection donation	
18/04/2016	B Juden	118801	50.00	MUGA key deposit refund	
18/04/2016	Sussex Indians Punjabi Soc	118805	100.00	Deposit refund inv6216	
18/04/2016	K Bridges	118804	50.00	Deposit refund	
18/04/2016	Seahaven Lioness	118803	50.00	Deposit refund 17/04	
19/04/2016	Wolstonbury Ltd	BACS Pymnt	1,484.00	New Banner board	
20/04/2016	Cash payments	200567	272.00	Bingo prizes 20/04	
22/04/2016	EDF	BACS2204	77.44	Electricity March 2016 street ligfts	
23/04/2016	credit card	CC52	102.05	100 year celeb entertaining	
23/04/2016	Credit card	CC53	10.00	100year celeb flowers	
26/04/2016	Action in Rural Sussex	BACS Pymnt	150.00	Employment Handbook 2016-17	
26/04/2016	PHS Group PLC	BACS Pymnt	501.59	Cleaning Materials for toilets	
26/04/2016	C R Allen & Sons Ltd	BACS Pymnt	175.20	Mower repairs	
26/04/2016	AMP services	BACS Pymnt	67.52	5lt 2 stroke oil & filters	
26/04/2016	Blockbuster Contracts Ltd	BACS Pymnt	163.20	Clear blocked urinals	
26/04/2016	Bourne Amenity Ltd	BACS Pymnt	484.42	1 Tonne grade D sand	
26/04/2016	British Gas Business	BACS Pymnt	794.68	Community House Electricity March	
26/04/2016	G&H Scaffolding	BACS Pymnt	900.00	Scaffolding obelisk repairs	
26/04/2016	Highspeed Group	BACS Pymnt	599.50	Annual Waste disposal charge	
26/04/2016	Lewes District Council	BACS Pymnt	360.00	4 boxes food bags	
26/04/2016	Lewes District Council	BACS Pymnt	396.00	Annualplay area inspection	
26/04/2016	HM Book-Keeping & Payroll	BACS Pymnt	65.00	March Payroll	
26/04/2016	McCormick Tree Care Ltd	BACS Pymnt	1,080.00	Tree surgery	
26/04/2016	Northstar Technology Ltd	BACS Pymnt	818.24	Rebuild Lenovo & TMI laptop security	
26/04/2016	Pitney Bowes	BACS Pymnt	22.78	Late payment charge	
26/04/2016	Purchase Power	BACS Pymnt	200.04	Meter reset	
26/04/2016	Quality Office Solutions	BACS Pymnt	87.87	Stationery	

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Payments List 01 April -31 May 2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail	Mayor's Appeal Fund
26/04/2016	Rialtas Business Solutions	BACS Pymnt	882.00	RBS Omega software 2016-17	
26/04/2016	Ricoh Uk Ltd	BACS Pymnt	52.24	Copies MP2553 01/12-29/02/16	
26/04/2016	Safehaven Security Ltd	BACS Pymnt	35.40	Dell padlock & keys	
26/04/2016	Trade UK account	BACS Pymnt	79.46	Drill bits set	
26/04/2016	South Coast Glazing	BACS Pymnt	312.00	Hub folding doors repair	
26/04/2016	South East Water	BACS Pymnt	26.85	allotments water 16/10/15-12/04/16	
26/04/2016	Tamar Organics	BACS Pymnt	40.20	.76 ton green waste	
26/04/2016	Think Telecom	BACS Pymnt	429.58	April costs	
26/04/2016	Wightman & Parrish	BACS Pymnt	79.17	Cleaning Materials	
27/04/2016	AVS Fencing Supplies Ltd	118806	194.15	Dell zip wire fencing	
27/04/2016	Bonnies News	118807	28.60	Newspapers 10/04/16	
27/04/2016	BT Payment Services Ltd	118808	74.79	April	
27/04/2016	Chandler Editing & Writing	118809	100.00	E news April	
27/04/2016	Environment Agency	118810	153.90	Pesticide licence 01/04-31/03/	
27/04/2016	Farrington Property Develop	118811	1,040.00	Block 3 rent 28/04-27/07	
27/04/2016	R Poplett Holdings	118812	2,028.00	Rent 28/04-27/07/16	
27/04/2016	Corona Energy Retail 4 Ltd	118813	223.41	Sports Centre Oct	
28/04/2016	Lewes District Council	BACS2804	163.40	Rates April victoria ave	
28/04/2016	Credit card	CC54	10.14	Reception wrapping paper balloons	
29/04/2016	Coop	CC55	5.52	Mayors reception - juice	
29/04/2016	Employees	BACS2904	18,107.95	April payroll	
29/04/2016	BACS B/L Pymnt Page 487	BACS Pymnt	1,040.00	4 waste bins and paint Obelisk	
01/05/2016	Texaco	TEX0105	73.02	LB52AXU 65.93lt diesel	
01/05/2016	Lewes District Council	DD0105	1,416.00	Rates May	
01/05/2016	Lewes District Council	DD0105	206.00	Rates May	
06/05/2016	Barclays Bank	DD0605	3.00	Charges April	
06/05/2016	Petty Cash	118814	229.33	Pett cash reimbursement	
06/05/2016	O2	DD0605	24.00	Mobile May	
06/05/2016	O2	DD0605	0.56	adj	
08/05/2016	Texaco	TEX0805	73.57	GY06PPX 57.5lt diesel	
08/05/2016	East Sussex Pension Fund	118693A	-5,180.21	cancel chq 118693	
08/05/2016	East Sussex Pension Fund	118692A	-4,601.91	Cancel chq 118692	
09/05/2016	C Lacey	BACS0905	288.58	Drink 7 Food Mayors reception	
09/05/2016	First & Foremost	118817	100.00	Deposit refund inv6103	
09/05/2016	First & Foremost	118816	100.00	Deposit refund inv6227	
09/05/2016	John Lawson Circus	118819	200.00	Deposit refund 05-08 May	
09/05/2016	R Prior	118820	100.00	Deposit refund inv6225	
09/05/2016	Cats Club	118818	50.00	Deposit refund inv6257	
10/05/2016	Barclaycard	DD1005	40.94	Charges April	
10/05/2016	HMRC	118815	5,500.20	April	
10/05/2016	HMRC	118815A	-5,500.20	April coding correction	
10/05/2016	HMRC	118815C	5,500.20	April	
10/05/2016	East Sussex Pension fund	BACS1005	14,622.40	Nov 2015 Jan 2016 & April pension	
12/05/2016	J Winckler	118823	25.00	Contr to 2nd projection event	
12/05/2016	Lewes District Council	BACS1205	162.00	Rates May	
12/05/2016	Amazon	CC56	23.62	Business study book TJ	
15/05/2016	Texaco	TEX1505	1.20	Carbon count	
15/05/2016	UKIP	118825	50.00	Deposit refund inv6258	
15/05/2016	Mrs Moon	118824	50.00	Deposit refund inv6278	
17/05/2016	Jill Young	BACS1705	225.00	Mayors reception - meal	
18/05/2016	Bonnies News	118826	28.60	Newspapers 08/05	
18/05/2016	Chandler Editing & Writing	118827	120.00	May issue	
18/05/2016	Galaxy Wholesale	118828	267.11	April	
18/05/2016	Sussex Trade Windows	118829	96.00	Door repairs	

Peacehaven Town Council 2016-17

Payments List 01 April -31 May 2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail	Mayor's Appeal Fund
18/05/2016	The Playground Inspection Co	118830	840.00	Play equip app licence 21/05	
18/05/2016	BT Payment Services Ltd	118831	64.51	May usage	
18/05/2016	GB Roofing & Priority Maintenance	118833	2,700.00	3 obelisk repairs	
18/05/2016	Trophy Store	118834	47.98	Quiz wooden spoon	
18/05/2016	PHS Group plc	Bacs1805	64.02	Confidential paper disposal	
18/05/2016	Acacia Groundcare Equipment	Bacs1805	762.98	1 day hire top dresser & scarifier	
18/05/2016	Bourne Amenity Ltd	Bacs1805	378.00	4x70/30 Fine turf dressing	
18/05/2016	Chris Bartholomew Electrical	Bacs1805	288.00	re align lights moved in storm	
18/05/2016	Cinemobile	Bacs1805	2,357.50	Mr Holmes	
18/05/2016	Collier Turf Care Ltd	Bacs1805	1,188.00	60x25kg Prestige organic TE	
18/05/2016	Countryman Contractors	Bacs1805	2,730.00	First cut 18/04	
18/05/2016	Ernest Doe & Sons Ltd	Bacs1805	307.82	Mower spares	
18/05/2016	Fairlight Coachworks Ltd	Bacs1805	767.15	Toyota Auris repair	
18/05/2016	G & H Scaffolding	Bacs1805	420.00	Meridian monument scaffolding	
18/05/2016	Haven Security Ltd	Bacs1805	121.20	Alarm repair	
18/05/2016	Lewes District Council	Bacs1805	360.00	4 boxes caddyliners	
18/05/2016	HM Book-keeping & Payroll Services	Bacs1805	65.00	April	
18/05/2016	M.D.J.Light Bros Limited	Bacs1805	270.00	Skip hire from 01/04/16	
18/05/2016	Mulberry & Co	Bacs1805	281.04	Internal audit final	
18/05/2016	Northstar Technology Ltd	Bacs1805	100.02	E mail hosting May 2016	
18/05/2016	Purchase Power	Bacs1805	47.94	Mail rate change	
18/05/2016	Ricoh UK Ltd	Bacs1805	560.46	Jan-March photocopies	
18/05/2016	Rigby Taylor Limited	Bacs1805	1,392.00	29x20kg Sportsfield renovation	
18/05/2016	Southern Water	Bacs1805	2,111.36	Sewage 01/04-08/04	
18/05/2016	South East Water Ltd	Bacs1805	6,048.27	OCT2015-APR2016	
18/05/2016	Spaldings Ltd	Bacs1805	131.35	2 F12x1.5 LH female adaptor	
18/05/2016	Star Signs	Bacs1805	78.00	Mayors board update	
18/05/2016	Start Engineering (Southern)	Bacs1805	144.00	Annual service Taski floor scrubber	
18/05/2016	Symbio	Bacs1805	727.20	Fertilizers	
18/05/2016	Tates of Sussex	Bacs1805	71.98	100 year tree planting	
18/05/2016	Think Telecom	Bacs1805	635.73	usage May	
18/05/2016	WASP Printers	Bacs1805	120.00	Banner	
18/05/2016	Wightman & Parrish Ltd	Bacs1805	174.29	cleaning materials	
13/05/2016	Vistaprint	CC57	32.67	Business cards (CL)	
13/05/2016	Cash payment	200569	274.00	Bingo prizes	
14/05/2016	EDF	DD2405	77.99	Charges April	
14/05/2016	J Farmiloe	BACS2405	775.00	June-Nov 2016 Mayors allowance	
17/05/2016	Citizens Advice Bureau	118835	8,200.00	Grant 2016-17	
17/05/2016	Employees	BACS2705	19,702.75	Payroll may	
19/05/2016	Texaco	TEX2905	75.71	LB53AXU 67.37lt diesel	
Total PTC Payments			119,851.03		
Total Payment:			123,999.03		

