

## PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the POLICY & FINANCE COMMITTEE held in the ANZAC ROOM,  
Community House, Meridian Centre, Peacehaven on Tuesday 19<sup>th</sup> April 2016 at 7:30pm.

Committee Members Councillors: Jean Farmiloe  
Lynda Hallett  
Job Harris  
Ann Harrison  
Jackie Harrison-Hicks (Chair)

Andy Loraine (Vice Chair)  
Ron Maskell  
Robbie Robertson  
Melvyn Simmons

Present Councillors: Jean Farmiloe  
Job Harris  
Ann Harrison  
Jackie Harrison-Hicks (Chair)

Andy Loraine (Vice Chair)  
Robbie Robertson  
Melvyn Simmons

In Attendance: Cllr. Rachael Coles in audience  
Cllr. Brian Gosling in audience  
Claire Lacey – Town Manager  
John Kocher - Corporate Services Manager & RFO  
Sally Landers - Administration Officer

### GENERAL BUSINESS

### PF074 CHAIR ANNOUNCEMENTS

#### Town Meeting

The Town Meeting will take place on Tuesday 26<sup>th</sup> April at 7:30pm here in the Anzac Room.

Any resident who wishes to submit a question for the Annual Town Meeting, please do so in writing to the Council Office, for the attention of the Town Manager, before 5pm on Friday 22<sup>nd</sup> April.

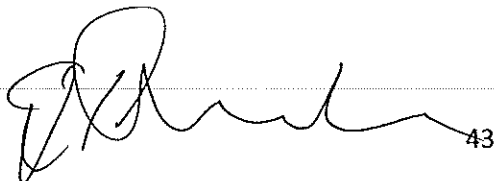
#### Events

A beacon will be lit at 8:30pm on Thursday 21<sup>st</sup> April at The Dell to celebrate the Queens 90<sup>th</sup> birthday.

We will be welcoming visitors from Isernhagen in Germany and Withensea in East Riding this weekend. Our guests will be joining Peacehaven residents on the promenade to enjoy the cliff face projection event this Saturday 23<sup>rd</sup> April at 8pm as part of our 100 year celebrations, all are welcome.

Well done to Debbie Donovan our Civic and Marketing Officer for building relationships with local film companies, who will be filming at Howards Peace Park for a national television programme over the next few days, bringing publicity and revenue to our town in its Centenary year. This was promoted on Latest TV television programme this afternoon by their host Mike Mendoza.

Signed:



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**PF075 PUBLIC QUESTION TIME**

**Mae Pond – North Ward (Peacehaven & District Residents Association)**

The resident requested an update with regards to the grass verge cutting contract

*Cllr. J Harrison-Hicks confirmed the contract had been awarded to Countrymans*

*C Lacey confirmed there would be seven cuts this year due to the late start and that there would be eight cuts next year*

The resident requested an update with regards to the gold bus shelter to celebrate Peacehaven's centenary

*C Lacey confirmed this had been agreed at a previous meeting however it had not been actioned as yet*

The resident requested an update with regards to premises for the grounds maintenance team

*Cllr. J Harrison-Hicks stated that an update was not available with regards to this issue*

**Cllr. Rachael Coles**

The Councillor noted that the cliff face projection event would relocate to the Church of Ascension, Bramber Avenue, should there be inclement weather

*Cllr. M Simmons noted that there would be rain on Friday and that Saturday would be overcast and dry*

*Cllr. J Harris concurred*

**PF076 TO CONSIDER APOLOGIES FOR ABSENCE**

Cllr. L Hallett – accepted (illness)

Cllr. R Maskell – not known

**PF077 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

None

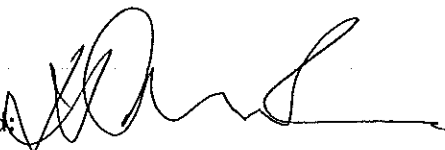
**PF078 TO APPROVE & SIGN THE NON CONFIDENTIAL POLICY & FINANCE MINUTES 9<sup>th</sup> February 2016**

Cllr. A Harrison proposed

Cllr. J Harris seconded

**Approved**

Signed:



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**Debate:-**

Cllr. R Robertson noted that the Peacehaven Town Cryer was also working for Lewes in the same role

*C Lacey stated that the decision was taken at a meeting in Lewes and that Peacehaven Town Council had received a written apology and a belated request for permission*

Cllr. R Robertson requested an update with regards to Lewes District Council (LDC) dog bins

*C Lacey confirmed LDC were still responsible for some of the dog bins*

Cllr. M Simmons requested an update with regards to the meeting with CTLA

*Cllr. J Harrison-Hicks confirmed a meeting with CTLA had taken place which was informative and that an update would be issued at a later date*

**FINANCIAL REPORTS**

**PF079 PAYMENTS FOR AUTHORISATION**

The Committee **AGREED** the report and **AUTHORISED** payments totaling **£113,672** for the period **01/02/16 to 31/03/16**

Cllr. M Simmons proposed  
Cllr. J Farmiloe seconded

**Agreed**

**Debate:-**

Cllr. A Harrison queried the quantity of cheques that went missing in the post and if any bank charges were incurred as a result

*J Kocher noted that ESCC Pensions had moved office recently and receipt of cheques had been an issue since then and stated a move to BACS payments would resolve these problems*

Cllr. J Harrison-Hicks queried the cost of props for the Murder Mystery event

*J Kocher confirmed a third party enacts the Murder Mystery, which on this occasion had a seaside theme and that Peacehaven Town Council purchase appropriate props to decorate the venue*

Cllr. A Harrison queried the dog park cost of £3,000

*J Kocher confirmed this was the cost of materials for the dog agility park*

*Cllr. R Robertson stated this was paid for by the Mayor's Charity Fund which is allocated at the Mayor's discretion*

Signed:

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**PF079 PAYMENTS FOR AUTHORISATION continued**

Cllr. A Harrison requested an update with regards to the Mayor's Fund being shown separately to Peacehaven Town Council accounts

*J Kocher confirmed the Mayor's Fund will be shown separately as from April 2016*

Cllr. A Harrison queried the BT termination fee of £2,332

*J Kocher confirmed a change of supplier had incurred an early termination fee with BT and that this was due to a contract, the Council were not aware of, at the time of the changeover*

Cllr. J Harrison-Hicks queried the cost of 'beaters for the park'

*J Kocher confirmed this was for the musical play equipment at Centenary Park*

**PF080 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31<sup>st</sup> March 2016**

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

Cllr. J Harris proposed

Cllr. M Simmons seconded

**Noted and Agreed**

**Debate:-**

J Kocher noted that expenditure exceeded income by 0.1% amounting to £661

Cllr. R Robertson noted that Leisure & Amenities were overspent

*J Kocher stated that Policy & Finance were underspent and that taking all variances into account, re-iterated expenditure exceeded income by 0.1%*

Cllr. J Harris noted that Planning & Highways was underspent and expressed his thanks to the Committee Clerk

Cllr. A Harrison noted the overspend against grounds staff premises

*J Kocher confirmed this was the cost of rent and rates and noted this issue must be resolved soon*

Cllr. A Harrison noted that even though the cost of fertiliser and grass seed is reimbursed, the amount is excessive and enquired if the Bowls Club rent their premises

*J Kocher stated that Bowls Club rent is identified in budget 1025 along with ground maintenance costs*

Signed:



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Cllr. A Harrison queried budget 4226 with regards to equipment purchases

*J Kocher confirmed this in part was £7,000 for the grounds team MULE*

Cllr. A Harrison queried the Gateway Café costs

*J Kocher confirmed this was the BT early termination fee*

Cllr. R Robertson noted that rent was now due from Centenary Park Cafe

*J Kocher confirmed the initial six month free rental period had ended and rent would be forthcoming as of now*

Cllr. J Harris noted that the café was achieving good results

Cllr. A Harrison queried 'insurance Epinay Park'

*J Kocher confirmed this was income from an insurance claim as a result of damage to the gazebo and table tennis equipment*

Cllr. R Robertson queried the cost of ice cream when the cinema is running at a loss

*J Kocher noted that there are two budget lines for the cinema, one for expenses and the other for income, the net position being break even*

Cllr. R Robertson queried the need to purchase ice cream if the cinema is losing money

*Cllr. J Harrison-Hicks stated the cinema could be looked into due to the cost of running this event*

Cllr. M Simmons suggested increasing the ticket price

Cllr. R Robertson queried other income potential

*J Kocher confirmed a response when this had been investigated*

Cllr. R Robertson was pleased Peacehaven Town Council continued to support CTLA

Cllr. J Harris noted that CTLA required further support

Cllr. A Harrison noted the perception that CTLA only provided a service for pensioners was not correct

*C Lacey stated that CTLA will be doing a presentation with regards to all their services and that PTC had recently become aware they provide a free medical transport service which is now being promoted by the Council and The Clarion to publicise this facility*

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Cllr. R Robertson queried the budget for street light replacement and suggested installing solar panels as a power source. Cllr. R Robertson also queried if the same fertiliser and plants were used across the town.

*C Lacey confirmed the same products are used across the town and that PTC are investigating the use of solar panels with regards to street lights however this is not financially feasible at present. C Lacey noted there had been a discussion with a company who could maintain the street lights, free of charge*

Cllr. J Harris noted that the Planning and Highways Committee are looking at solar panels as a power source for street lights

*C Lacey reiterated that there is a cost to the installation of solar panels*

Cllr. R Robertson queried the cost of 'Emergency Repairs' and questioned if there was the replacement of broken fences for example

*J Kocher confirmed this was correct*

**PF081 PHOTOGRAPHIC & FILMING POLICY**

The Policy and Finance Committee **AGREES** to adopt the Photographic and Filming Policy

Cllr. M Simmons proposed

Cllr. R Robertson seconded

**Agreed**

**Debate:-**

C Lacey noted the increased publicity for Peacehaven recently and that D Donovan had been interviewed today on Latest TV. C Lacey also noted the income potential if this policy is adopted along with the proposed charges for filming in the town and that following advice given to LDC by PTC, they had also adopted this policy

Cllr. M Simmons noted his thanks to D Donovan

Cllr. J Harris noted that some residents were unhappy with regards to the filming at Howard Peace Park due to a recent suicide involving a car going over the cliff top

Cllr. R Robertson stated that PTC should have a policy for these activities due to the increase in Peacehaven's profile and suggested allocating some of the film income to town enhancement projects

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## PF082 MAYOR'S HANDBOOK

The Policy and Finance Committee **AGREES** to **DEFER** the implementation of amendments to the Mayor's Handbook

Cllr. R Robertson proposed

Cllr. J Harris seconded

**Agreed to defer**

**Debate:-**

Cllr. R Robertson stated the Mayor's Handbook required further work before implementation

Cllr. J Farmiloe queried page 43/133 with regards to 'Dear Mr Mayor of Dear Madam Mayor' and noted 'of' should be replaced with 'or'

Cllr. J Harrison-Hicks requested Councillors forward suggestions and amendments

## PF083 STANDING ORDERS

The Policy and Finance Committee **AGREES** to **DEFER** implementation of the amendments to Standing Orders

Cllr. M Simmons proposed

Cllr. J Harris seconded

**Agreed to defer**

**Debate:-**

Cllr. R Robertson stated Standing Orders required further work before implementation sitting page 74/133 should read 'Chair' and not 'Employment Sub Committee' and requested this item be referred to full Council

*C Lacey confirmed the amendments had been agreed by the working party*

Cllr. A Harrison noted page 59/133 was contradictory with regards to 'minimum three clear days' public notice for a meeting' against 'unless the meeting is convened at shorter notice'

*C Lacey confirmed this is the wording supplied by SALC*

*Cllr. J Harrison-Hicks confirmed the wording in bold print is from SALC and cannot be altered*

Cllr. M Simmons reiterated the contradiction sited

*C Lacey confirmed SALC will be contacted with regards to this issue*

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#### PF083 STANDING ORDERS continued

Cllr. R Robertson requested SALC are contacted in writing

**Action: Write to SALC with regards to Standing Orders**

Cllr. R Robertson requested the working party tasked with reviewing Standing Orders should reconvene

**Action: Standing Orders working party to reconvene and review document**

#### PF084 SUSSEX ELDERS COMMISSION HANDBOOK

The Policy and Finance Committee **AGREES** to adopt the Sussex Elders Commission Handbook

Cllr. R Robertson proposed  
Cllr. J Harris seconded

**Agreed**

**Debate:-**

Cllr. J Harrison-Hicks stated she had attended a meeting where Sussex Police were present and from whom she received this information noting further information was available on their website whereby residents can apply to join the Sussex Elders' Commission

C Lacey confirmed residents can apply to join the Sussex Elders' Commission by completing a form supplied by PTC or on line

#### PF085 ROAD SAFETY REPORTING

The Policy and Finance Committee **AGREES** to implement the Road Safety Reporting process in paper form and as a downloadable document on the PTC website **with the addition of a measuring scale on the document**

Cllr. R Robertson proposed  
Cllr. J Farmiloe seconded

**Agreed**

**Debate:-**

Cllr. J Farmiloe queried if residents would measure potholes

Cllr. R Robertson noted not all residents would be able to report issues on line and they could complete a paper report during a coffee morning in The Foyer

Cllr. A Harrison noted the measurements requested were metric

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## PF085 ROAD SAFETY REPORTING continued

C Lacey stated, in order to be repaired, potholes had to be greater than 40mm deep and that the paper reporting option was for residents who do not have access to the internet

Cllr. R Robertson noted this reporting mechanism would be good for the town and suggested adding a measuring scale to the reporting form

Cllr. A Harrison queried the health and safety issue when measuring a pot hole in the middle of the road and sited 'Fix My Street' as the preferred option for reporting issues

Cllr. M Simmons stated he is cautious and mindful of health and safety when investigating issues that he later reports

**Action: Add measuring scale to Road Safety Reporting form**

## PF086 HEALTH & SAFETY POLICY FOR VOLUNTEERS

The Policy and Finance Committee **AGREES** to **DEFER** implementation of the Health & Safety Policy for Volunteers

Cllr. R Robertson proposed

Cllr. M Simmons seconded

**Agreed to defer**

**Debate:-**

Cllr. J Harrison-Hicks stated this item requires amendment and requested it be deferred directing questions and any adjustments to the Council office. Cllr. J Harrison-Hicks stated it is a legal requirement for the Council to protect health and safety of members of the public for which this document is set up and that advice from the Town Manager is that the Council meet within one week to discuss and amend the policy. Cllr. J Harrison-Hicks confirmed no member of the public will be insured to work on behalf of the Council until the policy is in place

Cllr. R Robertson queried which Committee is required to meet within one week

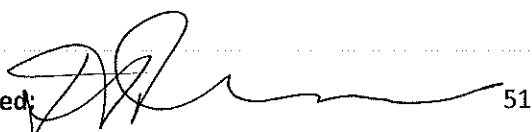
*C Lacey stated this is yet to be confirmed and noted PTC cannot utilise volunteers without this Health and Safety Policy*

Cllr. R Robertson proposed the Policy and Finance Committee schedule an extra ordinary meeting at 7pm on Tuesday 26<sup>th</sup> April prior to the Annual Town Meeting

**Agreed**

**Action: Schedule Extra-Ordinary Policy & Finance meeting at 7pm 26/04/16 to ratify Health & Safety Policy for Volunteers**

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## PF087 SPONSORSHIP AGREEMENT & MAINTENANCE AGREEMENT

The Policy and Finance Committee **AGREES** to implement the Sponsorship Agreement & Maintenance Agreement

Cllr. J Harris proposed

Cllr. M Simmons seconded

**Agreed**

**Debate:-**

Cllr. A Harrison noted the imperial measurements as opposed to metric in the report

Cllr. R Robertson noted the roundabout at the A259/Sutton Avenue junction should incur a higher sponsorship fee

C Lacey noted that local businesses were interested in the scheme and that PTC were awaiting legal information from ESCC Highways in order to proceed

Cllr. R Robertson reiterated that the roundabout at the A259/Sutton Avenue junction should incur a higher sponsorship fee

C Lacey agreed with the comment and noted the license from ESCC Highways would arrive by Friday 22<sup>nd</sup> April 2016

Cllr. R Robertson queried which Committee would be responsible for sponsorship and maintenance

*C Lacey confirmed Officers and Councillors would be responsible and noted a letter would be sent this week identifying all costs for sponsorship*

Cllr. R Robertson queried if the scheme would be nil cost to PTC

*C Lacey confirmed that planters purchased in the past would not be charged for however new sponsorship agreements would incur a charge. C Lacey reiterated that PTC cannot charge for maintenance however there would be a charge for sponsorship*

Cllr. R Robertson queried the outcome should the town decide to have a planting theme

*C Lacey confirmed that with the new agreement, the resident pays installation costs however there is no charge for maintenance*

Cllr. R Robertson queried the terms of the agreement should it be decided all planting be yellow flowers, for example

*C Lacey confirmed this detail would form part of the agreement*

Cllr. M Simmons suggested seasonal colour planting schemes and queried who would be responsible for the cost of paint for the planters and the flowers

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**PF087 SPONSORSHIP AGREEMENT & MAINTENANCE AGREEMENT continued**

C Lacey queried if Cllr. M Simmons was suggesting the agreement should be more specific with regards to planting

Cllr. M Simmons confirmed the agreement should be specific with regards to planting schemes

Cllr. R Coles noted that if residents were paying to install a planter, PTC could not dictate the colour scheme

**Action: Amend Sponsorship Agreement & Maintenance Agreement to include agreement to 'plant in seasonal colours'**

**PF088 EMERGENCY PLAN**

The Policy and Finance Committee **AGREES** to implement the Emergency Plan

Cllr. J Farmiloe proposed

Cllr. J Harrison-Hicks seconded

**Agreed**

**Debate:-**

C Lacey stated that pages 120/133 to 129/133 should be removed from this document

Cllr. R Robertson noted that this was a good plan however he queried if the £650 cost was an 'in house' expense

*C Lacey confirmed this was a legal cost which could be recovered from the Neighbourhood Development Plan (NDP)*

**NEXT MEETING**

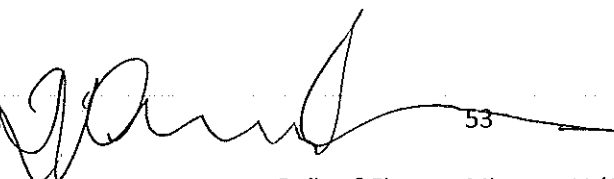
**PF089 TO CONFIRM DATE OF NEXT MEETING Tuesday 5<sup>th</sup> July 2016 at 7:30pm**

**It was noted the next meeting would be an Extra Ordinary Policy & Finance meeting on Tuesday 26<sup>th</sup> April 2016 at 7pm**

Cllr. R Robertson queried if the Extra Ordinary meeting would be confidential or not

Cllr. J Harrison-Hicks confirmed it would be a confidential meeting

Signed:



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Peacehaven Town Council 2015/16

Expenditure 01/02/16-31/03/16

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
04/01/2016	Credit Card	18	38.83	Paint for year end
06/01/2016	Credit Card	17	29.98	Frames for royal picture
12/01/2016	Credit Card	19	31.82	Burns night glasses
			57.56	Quiz raffle prizes
12/01/2016	Credit card	20	23.98	Toilet tissue
12/01/2016	Credit card	21	19.00	Cinema ice creams
27/01/2016	Bourne Amenity	118679A	-140.40	cancel cheque 118679 missing
01/02/2016	Brighton Housing Trust	118684	500.00	Burns night donation
01/02/2016	M Ripley	118685	37.73	Paint & rollers
02/02/2016	Lewes District Council	118687	201.00	Unit 6 Victoria Avenue February
04/02/2016	Barclays Bank	BACS0402	3.00	charges January
05/02/2016	Petty Cash	118686	154.74	Petty Cash reimbursement
07/02/2016	Texaco	TEX0702	74.44	LB53AXU 64.06lt diesel
07/02/2016	O2	DD0702	24.00	Mobile Feb
08/02/2016	East Sussex Pension Fund	118692	4,601.91	January contributions
08/02/2016	HM Revenue & Customs	118691	4,893.45	January PAYE & NIC
08/02/2016	Bourne Amenity	118688	140.40	replaces 118679
08/02/2016	Bowls Club	118689	100.00	Donation
08/02/2016	Homelink	118690	214.50	Music Quiz 06/02 donation
08/02/2016	East sussex Pension fund	118580A	-5,180.21	cancel cheque 118580 missing
08/02/2016	East Sussex Pension Fund	118693	5,180.21	replaces 118580
09/02/2016	Scottish Power	credit car	184.71	Usage 24/03/14-12/01/16
10/02/2016	Barclay Card	BACS1002	41.36	Charges January
14/02/2016	Texaco	TEX1402	1.20	Carbon count
17/02/2016	AMP Services	118694	59.31	Nozzle & nozzle rotary
17/02/2016	PHS Group plc	118695	64.02	Confidential paper disposal
17/02/2016	AVS Fencing Supplies Ltd	118696	1,750.26	Bowls club fence
17/02/2016	Bourne Amenity Ltd	118697	140.40	2 SSo1 bulk bags of sand
17/02/2016	East Sussex County Council	118698	648.00	Energy Management fees 01/04/15
17/02/2016	J P B Fencing Ltd	118699	3,798.00	Muga fence replacement
17/02/2016	Heatcraft (Heating & Vent)	118700	138.60	Boiler repair HUB
17/02/2016	Lewes District Council	118701	129.20	Loan on plots 2-4 & bin repair
17/02/2016	HM Book-keeping & Payro	118702	65.00	January payroll processing
17/02/2016	M.D.J.Light Bros Limited	118703	264.00	skip hire 13/01/16
17/02/2016	Bonnies News	118704	28.60	newspapers 14 feb
17/02/2016	British Gas Business	118705	370.94	E meter electricity December
17/02/2016	BT Payment Services Ltd	118706	126.31	Broadband feb
17/02/2016	Chris Bartholomew Electric	118707	1,651.03	Floodlight repairs
17/02/2016	Chandler Editing & Writing	118708	100.00	E news February
17/02/2016	Corona Energy Retail 4 Ltd	118709	494.66	December gas Hub & Community Hot
17/02/2016	Collier Turf Care Ltd	118710	114.00	1x5ltr Opal Green indigrow
17/02/2016	Northstar Technology Ltd	118711	346.74	Internet connectivity repair
17/02/2016	Quality Office Supplies Ltd	118712	119.32	Stationery
17/02/2016	Ricoh UK Ltd	118713	708.28	usage 01/10-31/12/15 photocopies
17/02/2016	Safehaven Security Ltd	118714	355.92	repair bifolding door lock
17/02/2016	SSALC Limited	118715	66.00	HR training CL
17/02/2016	Scottish Power	118716	176.19	Electricity usage 22/09-22/12/
17/02/2016	Spaldings Ltd	118717	119.99	Mower spares
17/02/2016	Spy Alarms Ltd	118718	170.52	Fire alarm service 31/01/16
17/02/2016	The Thurman Consultancy	118719	1,080.00	Tree survey 2015
17/02/2016	Think Telecom	118720	111.66	January usage
17/02/2016	Turfleet Hire Ltd	118721	1,296.00	Aire injection probe hire
17/02/2016	WASP Printers	118722	120.00	Banner - 100th year

Peacehaven Town Council 2015/16

Expenditure 01/02/16-31/03/16

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
21/02/2016	Texaco	TEX2102	59.20	GY06PPX 56.06lt diesel
24/02/2016	Employees	BACS2402	17,332.24	February payroll
24/02/2016	Cash payment	200563	277.00	prizes 19/02 bingo
26/02/2016	ARA Enviromental Ltd	118723	900.00	Legionella assessment 01/02
26/02/2016	British Gas Business	118724	3,397.26	L meter may-dec 2015
26/02/2016	Corona Energy Retail 4 Ltd	118725	695.21	January usage gas
26/02/2016	David Carden	118726	547.50	Town Manager mentoring
26/02/2016	East Sussex County Council	118727	42.00	Tumble tots 06/01/16
26/02/2016	Friday-Ad Ltd	118728	144.00	Wrestling advert
26/02/2016	Information Commissioner	118729	35.00	Date protection 18/03/15
26/02/2016	Images Casual & Corporate	118730	851.22	New uniforms
26/02/2016	Lewes District Council	118731	5,392.97	November 2015 By election
26/02/2016	Getmapping PLC	118732	235.20	Parish on line 18/12/2015
26/02/2016	Peacehaven Chamber of	118733	32.00	Chamber of commerce 01/02
26/02/2016	Purchase Power	118734	200.00	Meter reset 14/01 postage
26/02/2016	Trade UK Account	118735	61.95	bolts/hooks/filler
26/02/2016	Sussex Community Development	118736	570.00	CIEH food hygiene course
26/02/2016	J Webb Plant Hire	118737	96.00	hire of mini digger
28/02/2016	Texaco	TEX2802	1.20	Carbon count
04/02/2016	Credit card	CC22	39.22	Murder Mystery props
08/02/2016	Credit card	CC37	181.98	Iserhagen visitors hotel
09/02/2016	Credit card	CC23	-184.71	Electricity
09/02/2016	Credit card	CC23a	184.71	Correction
10/02/2016	Credit card	CC27	18.73	Raffle prizes
10/02/2016	Credit card	CC28	53.08	Mayors reception plates etc
11/02/2016	Credit card	CC25	7.33	Raffle prizes
11/02/2016	Credit card	CC25/1	11.35	Murder Mystery props
11/02/2016	Credit card	CC26	19.00	Burns night various
16/02/2016	Credit card	CC29	66.98	Murder Mystery
17/02/2016	Credit card	CC30	96.63	Coffee morning expenditure
17/02/2016	Credit card	CC31	21.99	ice creams cinema
24/02/2016	Credit card	CC32	55.81	Mayors reception glasses
24/02/2016	Credit card	CC33	34.30	Mayors reception table cloths
25/02/2016	Credit card	CC34	13.00	Arts project
25/02/2016	Credit card	CC35	8.98	Peacehaven on Offer
25/02/2016	credit card	CC36	51.80	Train for DD NACO
02/03/2016	Debit card	DC0203	69.00	Wrestling
02/03/2016	Debit card	DC0203	-69.00	Wrestling
02/03/2016	Credit card	CC38	99.98	Withensea visitors Hotel room
04/03/2016	Northstar	118711A	-346.74	cheque 118711 to be cancelled
04/03/2016	Northstar	118754	346.74	Replace cheque 118711
04/03/2016	Lewes District Council	118663A	-360.00	Cheque 118663 lost to be cx
04/03/2016	Lewes District Council	118752	360.00	replaces cheque 118663
04/03/2016	S Pereira	118740	25.00	Deposit refund inv6026
04/03/2016	L Callaghan	118739	100.00	Deposit refund inv6028
04/03/2016	K Mash	118738	50.00	Deposit refund inv5963
04/03/2016	Cash payments	200564	4.55	Cafe costs 03/03
04/03/2016	Credit card	CC39	50.00	Donation Mike charity
04/03/2016	Credit card	CC40	60.74	Easter parade trophy
06/03/2016	Texaco	TEX0603	76.44	LB53AXU 64.06lt diesel
07/03/2016	Chandler Editing & Writing	118741	120.00	E news March
07/03/2016	A Harfield.Ltd	118742	264.00	Lightning conductor 04/02/16
07/03/2016	Mulberry & Co	118743	339.12	Interim audit 2015-16

## Peacehaven Town Council 2015/16

## Expenditure 01/02/16-31/03/16

Date	Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
07	03/2016	Mr & Son Ltd	118745	3,000.00	Dog agility park
07	03/2016	Safehaven Security Ltd	118746	34.90	Sports Park keys
07	03/2016	SSALC Limited	118747	78.00	Clerks networking day
07	03/2016	Think Telecom	118748	433.15	February phone
07	03/2016	The Company	118749	1,200.00	Peacehaven on Special Offer fee
07	03/2016	UK Safety Management	118750	325.07	PAT test
07	03/2016	Wightman & Parrish Ltd	118751	270.74	cleaning Materials
07	03/2016	Barclays Bank	BACS0703	3.00	Charges February
08	03/2016	J Freemantle	118759	750.00	Wrestling show
08	03/2016	BT	118758	2,332.80	Termination fee
08	03/2016	East Sussex Pension Fund	118757	4,632.03	February contributions
08	03/2016	HMRC	118756	4,961.40	February PAYE & NIC
08	03/2016	O2	DD0803	24.00	Mobile March
09	03/2016	Credit card	CC41	29.00	Mayor recption gifts
10	03/2016	Barclay Card	BACS1003	42.14	Charges February
10	03/2016	Petty Cash	118755	180.59	Petty cash reimbursement
12	03/2016	N Johnson	118761	50.00	Deposit refund inv6067
12	03/2016	S Edwards	118763	100.00	Deposit refund inv6029
13	03/2016	Texaco	TEX1303	56.54	GY06PPX 52.02lt diesel
15	03/2016	Cash payments	200564	270.00	Bingo 11/03 prizes
20	03/2016	Petty Cash	807B	7.00	Easter Parade flags
20	03/2016	Petty cash	807BA	-7.00	Easter parade flags adj
21	03/2016	Texaco	TEX2003	1.20	Carbon count
21	03/2016	Southern Stomp	118762	50.00	Deposit refund inv 5763
22	03/2016	MWUK Limited	118764	67.20	4 navy trousers
22	03/2016	Arun Pumps Ltd	118765	167.40	Pump maintenance
22	03/2016	Arun Office Ltd	118766	436.80	14 blue stacking chairs
22	03/2016	Aspen Service Ltd	118767	342.00	Air con maintenance
22	03/2016	Bonnies News	118768	57.20	2 weeks to 13/03 newspapers
22	03/2016	British Gas Business	118769	5,178.91	sept2014-feb2015 gas usage
22	03/2016	BT Payment Services Ltd	118770	102.31	March broadband+M121
22	03/2016	Butterfly Nursery	118771	949.29	Greenwich House 01/01-31/03/16 ga
22	03/2016	Chris Bartholomew Electric	118772	1,713.32	3 yearly wiring test
22	03/2016	Corona Energy Retail 4 Ltd	118773	738.36	February Hub & community Hpuse ga
22	03/2016	CTLA	118774	1,500.00	01/01-31/03/16
22	03/2016	East Sussex County Council	118775	210.00	Street light annual maintenance
22	03/2016	Ernest Doe & Sons Ltd	118776	135.03	oil filter element + mower spares
22	03/2016	Lewes District Council	118777	1,327.95	Wheelie bins empty 01/04-30/06
22	03/2016	HM Book-keeping & Payro	118778	65.00	February
22	03/2016	Northstar Technology Ltd	118779	199.92	E mail hosting Feb 2016 + laptop repa
22	03/2016	Percussion Play Ltd	118780	96.00	Beaters for Centenary park
22	03/2016	Pitney Bowes Finance Ltd	118781	139.24	rental 26/03-26/06
22	03/2016	Proludic Limited	118782	196.38	Dell play equipment spares
22	03/2016	Purchase Power	118783	4.44	interest
22	03/2016	Quality Office Supplies Ltd	118784	91.16	copier paper
22	03/2016	Ricoh Capital Limited	118785	1,438.86	Rental photocopier 01/03
22	03/2016	Roger Brown Trophies	118786	15.00	Shield & spoon engraving
22	03/2016	Sussex Community Develo	118787	105.00	7 on Hygiene course
22	03/2016	South East Water Ltd	118788	647.98	usage Aug2015-Feb2016
22	03/2016	Southern Water	118789	1,138.22	Usage 02/09/15-25/02/16
22	03/2016	Spy Alarms Ltd	118790	170.52	Fire alarm service 03/03
22	03/2016	Tamar Organics	118791	20.10	.160t green waste
22	03/2016	Think Telecom	118792	433.05	March phones

Peacehaven Town Council 2015/16

Expenditure 01/02/16-31/03/16

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
23/03/2016	R Farmiloe	118973	11.00	Electronic Planning - mileage
23/03/2016	Credit card	CC42	216.86	Peugeot MOT & repairs
23/03/2016	Credit card	CC43	21.39	Cinema Refreshments
24/03/2016	Southern stomp	118762A	-50.00	118762 to be cancelled
24/03/2016	G Ashton	118795	50.00	replaces 118762
24/03/2016	C Lacey	118794	55.44	14 table cloths
24/03/2016	Cash payments	200565	11.00	Till shortage
25/03/2016	Credit card	CC44	165.01	Easter parade items
27/03/2016	Texaco	TEX2703	69.47	LB53AXU 63.41lt diesel
29/03/2016	J Harrison Hicks	118796	38.25	Mileage 85 @£0.45
29/03/2016	G Danahar	118760	100.00	deposit refund
29/03/2016	Credit card	CC45	227.50	Peugeot GY06PPX 01/04/16
30/03/2016	Employees	BACS3003	17,659.14	Payroll March 2016
Total Payments			113,672.39	