

PEACEHAVEN TOWN COUNCIL

Minutes of the meeting of the **POLICY & FINANCE COMMITTEE** held in the ANZAC ROOM, Community House, Meridian Centre, Peacehaven on Tuesday 13th September 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:	Brian Gosling	Jackie Harrison-Hicks (Chair)
		Lynda Hallett	Robbie Robertson (Vice Chair)
		Job Harris	Melvyn Simmons

In Attendance:

Claire Lacey – Town Manager
John Kocher - Corporate Services Manager & RFO
Sally Landers - Administration Officer

GENERAL BUSINESS

PF120 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 and refrain from using during this meeting.

Agenda Item 9.4

Please note that the wording on line two, page 54/95 'Health and Safety at Work Act 1974' should read 'Health and Safety at Work etc. Act 1974'.

This policy, when adopted, will state the correct wording with the addition of 'e', 't' and 'c'.

Please defer any questions until this item is debated on the agenda.

Website Updates

The following documents are now available on the Peacehaven Town Council website:-

- Data Transparency Code 2015
- Protocol on Filming, Photographing and Recording of Council, Committee and Sub Committee Meetings LGAA 2014

These are legal documents and are purely to inform and guide residents.

Signed:



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Date:

22/11/16.

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PF121 PUBLIC QUESTIONS

Peter Seed – West Ward

The resident queried page 13/95, with reference to the Grant Sub Committee minutes of 26th July 2016 and noted two organisations who did not receive a grant were provided with accommodation free of charge instead. The resident stated that in order to maintain transparency within Council accounts, the record should show the 'in' and 'out' transaction with regards to accommodation for these organisations so as to provide an accurate picture for room hire

Cllr. J Harrison-Hicks confirmed CAB received accommodation free of charge plus a small donation

The resident re-iterated the comment with regards to transparency and to identify the 'in' and 'out' transaction

Cllr. J Harris noted room hire, free of charge, should be recorded in the accounts and queried if it was possible to do this

J Kocher confirmed it was possible to record room hire which is free of charge however this would require more administration

C Lacey stated that Peacehaven Town Council (PTC) are looking at their policies and as there is no grant policy at present, this could be taken into account during the review

PF122 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. R Coles – accepted (illness)

Cllr. A Loraine – accepted (family commitments)

PF123 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

C Lacey noted all Councillors should declare an interest due to their input with policies to be approved and adopted on this agenda

Agreed

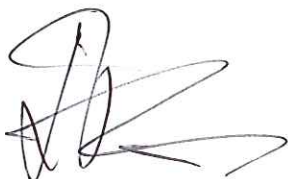
PF124 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL MINUTES

Policy & Finance 5th July 2016

Cllr. L Hallett proposed

Cllr. J Harris seconded

Approved



Signed:

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Date: 22/11/16, Policy & Finance Minutes 13/09/16

Debate:-

Cllr. L Hallett queried if the café at Centenary Park had started to pay rent

J Kocher confirmed the café at Centenary Park had been invoiced for rent and that this had been paid

Grant Sub Committee 26th July 2016

Cllr. L Hallett proposed

Cllr. B Gosling seconded

Majority approved

Cllr. R Robertson abstained

Debate:-

Cllr. L Hallett queried why the Grant Sub Committee was held at 4:30pm and not 2pm as previous meetings

J Kocher stated that 4:30pm was the most convenient for the majority of attendees

Cllr. R Robertson queried who sits on the Grant Sub Committee

Cllr. J Harrison-Hicks confirmed Chairs and Vice Chairs of Committees could sit on the Grant Sub Committee

Cllr. R Robertson queried the transfer of £500 from reserves to fund a grant

Cllr. J Harrison-Hicks confirmed half of the grant budget was allocated at this meeting

J Kocher confirmed the Committee agreed the grant for Peacehaven Heights School should be funded in part from reserves and that this will be deducted from the total grant budget

C Lacey stated the Grant Sub Committee sat twice a year and allocates £2,500 at each meeting and confirmed that the meeting on 26th July agreed an overspend which will be adjusted at the next meeting

Cllr. R Robertson questioned the need to transfer £500 from reserves to support an overspend if there are funds in the budget

Cllr. L Hallett queried if she should attend the Grant Sub Committee meeting if she is not a Chair or Vice Chair

C Lacey confirmed Chairs and Vice Chairs can attend along with Members of Policy & Finance

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PF124 TO APPROVE & SIGN THE FOLLOWING NON CONFIDENTIAL MINUTES continued

Cllr. L Hallett re-iterated her query with regards to the start time of the meeting and questioned why it had been changed from 2pm to 4:30pm

Cllr. J Harrison-Hicks stated that 4:30pm was the most convenient time for the majority of attendees on 26th July and confirmed that the next was being held at 2pm

REPORTS

PF125 PAYMENTS FOR AUTHORISATION

The Policy & Finance Committee **AUTHORISE** payments totalling **£258,561** made between **01st June 2016 and 31st August 2016**

Cllr. R Robertson proposed
Cllr. L Hallett seconded

Authorised

Debate:-

Cllr. R Robertson noted the benefit of identifying Mayor's Appeal payments and queried how much had been raised to date

C Lacey confirmed the Mayor's Appeal account is not published and that the payment schedule only identifies spend. C Lacey stated a request to publish the Mayor's Appeal account in full could be submitted to Full Council

Cllr. R Robertson queried page 18/95 and the payment of £633.60

C Lacey confirmed the payment was for legal advice, to solicitors which had been recommended by SALC, with regards to membership of the Planning & Highways Committee

Cllr. R Robertson noted the success of the Summer Fayre and questioned if purchases made to support the event could have been sourced at less cost

Cllr. L Hallett informed the Committee that she had no connection to Paul Hallett who had received a payment listed on the schedule

Noted

Cllr. R Robertson queried page 19/95 with regards to mobile phone payments and questioned if this was for the additional phones which had been agreed a year ago

J Kocher confirmed the payment covered the cost of the mobile phone for the caretakers

Cllr. J Harrison-Hicks stated that two additional mobile phones had been agreed a year ago

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PF125 PAYMENTS FOR AUTHORISATION continued

J Kocher stated this had not been actioned as yet

Cllr. J Harris noted that the Grounds Team has use of a tablet

C Lacey confirmed the tablet is specifically for playground maintenance

Cllr. J Harrison-Hicks stated that D Donovan and K Date should be provided with a mobile phone as they are required to be off site on occasion noting that only one phone would be required as both should not be out of the office at the same time

Cllr. R Robertson queried why the purchase of additional mobile phones had not been actioned

C Lacey stated that all expenditure was being investigated

Cllr. R Robertson queried page 21/95 with regards to mileage costs paid to a Councillor and questioned if this was for one month or an accumulation and suggested claims should be submitted on a regular basis

Cllr. J Harrison-Hicks confirmed she had submitted accumulative claims

Cllr. R Robertson re-iterated that claims should be submitted monthly to assist payroll

Cllr. J Harris noted he claims mileage for the Planning & Highways Committee photographs

Cllr. R Robertson stated the reason for the claim was not the issue, mileage claims should be submitted monthly

C Lacey enquired if the submission of mileage claims should be discussed further at a later date

Cllr. J Harrison-Hicks agreed, the submission of mileage claims should be discussed further at a later date

PF126 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31st August 2016

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

Cllr. L Hallett proposed

Cllr. B Gosling seconded

Noted

Debate:-


Cllr. L Hallett queried page 26/95 with regards to dog bag sales

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J Kocher confirmed that PTC will cease selling this item once all stock of dog bags has been sold

Cllr. L Hallett queried if Lewes District Council still provided dog bags as they were free and good quality

Action: Investigate if LDC still provide dog bags free of charge

Cllr. B Gosling requested an update with regards to bus shelter maintenance

C Lacey confirmed the project to repaint bus shelters was on-going and that Tudor Rose will be replaced and Gladys Avenue requires repair due to vandalism

Cllr. J Harris queried if the repair to Gladys Avenue could be claimed via insurance

C Lacey confirmed this could be an insurance claim and that currently there are eleven acts of vandalism being acted upon

J Kocher noted that the repair to Gladys Avenue had not been claimed via insurance as yet due to a discussion on replacing the broken glass like for like or with metal panels

Cllr. R Robertson queried why the damage had not already been claimed via insurance for Gladys Avenue

C Lacey confirmed quotations were being sought for the repair

S Landers confirmed a decision was required on whether to replace the panels with glass or metal and that once agreed and actioned this could be claimed via insurance

Cllr. J Harris noted that other towns were replacing their bus shelter panels with metal

Cllr. R Robertson queried, if the repair is covered by insurance, do the bus shelter panels have to be replaced like for like or can they be changed to metal

Cllr. J Harris stated this should be discussed further at the Planning & Highways Committee

C Lacey confirmed PTC could make an insurance claim like for like, showing the cost to do this and then a decision could be taken on what material to use to replace the panels

Cllr. J Harrison-Hicks stated that if the panels were replaced with metal then the bus shelter had the potential to become a toilet, noting that glass could also get vandalised again and suggested Perspex could be used and requested a quote be obtained

Action: Planning & Highways decision on what material to use to repair Gladys Avenue bus shelter

Cllr. B Gosling noted that the Perspex used in the Tudor Rose bus shelter had lasted well

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PF126 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31st August 2016 continued

Cllr. M Simmons noted that members of the public who used Tudor Rose bus shelter were unlikely to cause any damage

Cllr. J Harrison-Hicks expressed her thanks to J Kocher for the budget monitoring report format

Cllr. L Hallett enquired if there were any plans to employ a Leisure & Amenities Manager

Cllr. J Harrison-Hicks confirmed a meeting of the Employment Sub Committee had taken place and it was agreed a Leisure & Amenities Manager will be employed

PF127 BANK RECONCILIATION

Noted

Debate:-

Cllr. J Harris queried page 43/95 with regards to £100 payable to Lewes Hire & Bike

J Kocher confirmed this was the LDC big screen event at Centenary Park in 2015 noting that the cheque has not been cashed and will be written back into the accounts. J Kocher stated the purpose of this report was to confirm that the bank reconciliation had been completed

Cllr. L Hallett queried the reason why an item on the bank reconciliation may not be ticked

J Kocher confirmed that if the item had not been ticked then the supplier had not cashed the cheque

PF128 TO APPROVE & ADOPT THE FOLLOWING POLICIES

The Policy & Finance Committee **AGREE TO ADOPT** the following policies in line with Government legislation:-

- Lone Working Policy 2016
- Child Protection & Vulnerable Persons Policy 2016
- Dignity & Respect at Work Policy 2016
- Health and Safety at Work etc. Act Policy 2016
- Complaints Policy 2016
- Correspondence Policy 2016
- First Aid Policy 2016
- Flexible Working Policy 2016
- Certifying Documents Policy 2016

Cllr. B Gosling proposed

Cllr. J Harris seconded

Agreed

Signed:



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Date:

22/11/16

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PF128 TO APPROVE & ADOPT THE FOLLOWING POLICIES continued

Lone Working Policy 2016 Debate:-

Cllr. L Hallett noted no change to the previous policy and queried why ownership of the document is CVL and not PTC

C Lacey stated that until the policy is ratified by Full Council this is not a legal document. C Lacey confirmed that when ratified the initials CVL will be removed and that until then the PTC website will identify this as a draft policy

Health & Safety at Work etc. Act Policy 2016 Debate:-

Cllr. J Harrison-Hicks confirmed the addition of 'etc' in the wording

Flexible Working Policy 2016 Debate:-

Cllr. M Simmons noted paragraph 6 and that the word 'be' should be added to 'recorded daily'

Action: Correct Flexible Working Policy, paragraph 6, to add the word 'be' to 'recorded daily'

PF129 MAYOR'S HANDBOOK

The Policy & Finance Committee **AGREE TO ADOPT** the updated Mayors Handbook 2016 with the addition of 'October 2016' on the front cover

Cllr. L Hallett proposed
Cllr. M Simmons seconded

Agreed

Debate:-

Cllr. L Hallett agreed with the amendments and noted that the front cover should include the date

C Lacey suggested the addition of 'October 2016' on the front cover

Action: Add 'October 2016' to front cover of Mayor's Handbook

PF130 INFORMATION TO NOTE

Cllr. L Hallett proposed
Cllr. B Gosling seconded
Noted

Debate:-

Cllr. R Robertson noted that he understood CAB were moving from Lewes to Newhaven

NEXT MEETING

PF131 TO CONFIRM DATE OF NEXT MEETING Tuesday 22nd November 2016 at 7:30pm

Noted
Signed: 

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Date:

22/11/16.

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Peacehaven Town Council 2016-17
Payments List 01 June -31 August 2016

Date Paid	Payee Name	Cheque Ref	Amount	Paid Transaction Detail	Mayor's Appeal
11/08/2016	WASP Printers	bacs110814	240.00	Wrestling & Bingo banners	Mayor's Appeal
24/08/2016	Cash paid	200575	255.00	Bingo payments (Mayor)	Mayor's Appeal
Total Mayor's Appeal Payments			495.00		
22/07/2015	U& Me & Cancer make three	118300a	-50.00	Cancel 118300 incorrect name	
01/06/2016	Lewes District Council	DD0106	1,416.00	Rates June Community house	
01/06/2016	Lewes District Council	DD0106	206.00	Rates June Hub	
01/06/2016	P Shayler	118838	250.00	Deposit refund inv6260	
02/06/2016	PHS Group plc	al01	433.18	28/05-27/08/16 cleaning materials	
02/06/2016	Lewes District Council	BACS0206	162.00	Rates June Victoria Ave	
03/06/2016	Corona Energy Retail 4 Ltd	co01	434.07	April usage gas	
03/06/2016	Countryman Contractors	co06	2,730.00	2nd grass cut	
03/06/2016	Lewes District Council	le01	15,500.00	Election expenses 7th May 2015	
03/06/2016	Quality Office Supplies Ltd	qu02	47.33	Stationery	
03/06/2016	Wolstonbury Ltd	wo05	960.00	Town emergency plan	
03/06/2016	COOP	CC58	37.00	Wine for prizes	
05/06/2016	Texaco	TEX0506	1.20	Carbon Count	
05/06/2016	Newhaven & Seaford Cadets	118839	50.00	Deposit refund inv6428	
06/06/2016	O2	DD0606	26.74	Mobile June	
07/06/2016	David Carden	118836	363.20	CL training	
07/06/2016	Vitax Ltd	118837	62.26	Marking out m/c spares	
07/06/2016	Barclay Card	DD0706	3.00	BACS charge june	
08/06/2016	East Sussex Pension Fund	BACS0806	4,747.45	May contributions	
08/06/2016	A Picton	118840	122.91	Allotments sign wood	
08/06/2016	HMRC	BACS0806	5,652.82	May Paye	
09/06/2016	Petty Cash	118841	169.24	Petty Cash reimbursement	
09/06/2016	Cash payment	200570	3.39	Till shortage	
10/06/2016	Barclaycard	DD1006	41.03	May charges	
10/06/2016	Acacia Groundcare Equipment Re	ac01	605.44	2 days hire scarifier	
10/06/2016	Aquaid south Coast	aq03	137.08	Annual rental & deposit	
10/06/2016	British Gas Business	br03	1,839.79	March-May gas usage	
10/06/2016	Butterfly Nursery	bu03	949.29	Q2 greenwich house utilities	
10/06/2016	East Sussex Security	ea03	450.00	Security battery + annual service	
10/06/2016	Ernest Doe & Sons Ltd	er01	138.79	Belt + carriage for mower	
10/06/2016	Interserve FS (UK) Ltd	in01	91.59	Fire extinguisher service	
10/06/2016	Northstar Technology Ltd	no01	100.02	E mail adress hosting June	
10/06/2016	Quality Office Supplies Ltd	qu02	21.56	3x safety signs	
10/06/2016	Rigby Taylor Limited	ri03	1,031.52	Ball stops & netting MUGA	
10/06/2016	SSALC Limited	sa03	264.00	4 Chaimans training	
10/06/2016	WASP Printers	wa01	15.00	mayors photo	
10/06/2016	COOP	CC59	9.64	Queens birthday refreshments	
12/06/2016	Texaco	TEX1206	44.40	annual card charge+carbon count	
17/06/2016	Peeks	CC60	45.17	Balloonsetc summer fair	
19/06/2016	Texaco	TEX1906	67.25	GY06PPX 58.17lt diesel	
19/06/2016	Peacehaven & Telscombe Cubs	118848	50.00	deposit refund inv 6429	
19/06/2016	Peacehaven Community School	118847	50.00	Partial deposit refund inv6331	
19/06/2016	EDM Saint-Martin	118846	50.00	deposit refund inv6449	
21/06/2016	Audrey Wilson	118849	50.00	replaces cheque 118300	
22/06/2016	EDF	DD2206	79.47	May electric usage	
22/06/2016	COOP	CC61	12.89	Ice creams - cinema	
22/06/2016	Cash payments	200571	263.00	Bingo Prizes 17/06	
24/06/2016	Bonnies News	118842	28.60	Newspapers 05/06	
24/06/2016	Chandler Editing & Writing	118843	120.00	June E news	
24/06/2016	Galaxy Wholesale	118844	295.26	April-May red diesel	
24/06/2016	A Picton	118851	29.12	Fan for pod	
26/06/2016	Texaco	TEX2606	81.49	LB53AXU 69.27lt diesel	
28/06/2016	BT Payment Services Ltd	118852	64.51	June	

Date Paid	Payee Name	Cheque Ref	Amount	Paid Transaction Detail	Mayor's Appeal
28/06/2016	Vitax Ltd	118853	668.65	30packsx12.5lt stadia line mar	
28/06/2016	U-Benders	118854	107.00	Mens toilet repair	
28/06/2016	Acacia Groundcare Equipment Re	bacs	656.06	1 day hire PTO disc seeder	
28/06/2016	HM Book-keeping & Payroll Serv	bacs10	65.00	May Payroll services	
28/06/2016	Pitney Bowes Finance Ltd	bacs11	139.24	Rental 26/06-26/09	
28/06/2016	Purchase Power	bacs12	200.00	Meter rest 25/05	
28/06/2016	Rialtas Business Solutions Ltd	bacs13	135.60	Allotments software 01/06-31/05/17	
28/06/2016	Ricoh Capital Limited	bacs14	1,438.86	01 June to 31 August rental	
28/06/2016	Trade UK Account	bacs15	104.97	2xOnyx boots size 9	
28/06/2016	Spaldings Ltd	bacs16	61.06	Mower spares	
28/06/2016	Spy Alarms Ltd	bacs17	170.52	Intruder alarm service	
28/06/2016	Tamar Organics	bacs18	21.71	.54 Tonne green waste	
28/06/2016	Tates of Sussex	bacs19	233.98	moistur control Fertilizers	
28/06/2016	PHS Group plc	bacs2	28.86	Hub cleaning materils	
28/06/2016	Think Telecom	bacs20	432.01	June	
28/06/2016	Wightman & Parrish Ltd	bacs22	312.96	various janitorial supplis	
28/06/2016	Zurich Municipal	bacs23	8,805.23	Insurance 06/06/16-05/06/2017	
28/06/2016	C R Allen & Sons Ltd	bacs3	1,098.87	Citroen new clutch, drive shaft	
28/06/2016	Bourne Amenity Ltd	bacs4	1,044.00	20 Tonne 50/50 rootzone	
28/06/2016	Corona Energy Retail 4 Ltd	bacs5	198.66	May gas usage	
28/06/2016	Countryman Contractors	bacs6	2,730.00	2016 3rd grass cut	
28/06/2016	CTLA	bacs7	1,500.00	April-June	
28/06/2016	East Sussex ALC Ltd	bacs8	2,345.64	SALC & NALC subscriptions 2016-17	
28/06/2016	HR Services Partnership	bacs9	390.00	6 months HR services	
28/06/2016	Elliott	118855	703.20	Toilet hire - summer fair	
29/06/2016	Employees	BACS2906	18,777.62	Payroll June	
29/06/2016	Employees	BACS3006	-0.01	Adj	
01/07/2016	Lewes District Council	DD0107	1,416.00	Rates july Community House	
01/07/2016	Lewes District Council	DD0107	206.00	Rates July Hub	
03/07/2016	Texaco	TEX0307	1.20	Carbon count	
04/07/2016	Barclays Bank	DD0407	3.00	June	
05/07/2016	Bonnies News	118856	28.60	July newspapers	
05/07/2016	Audience Systems Ltd	bacs au01	573.12	annual Seating inspection 31/03	
05/07/2016	Chandlers Building Supplies Lt	BACS ch01	75.48	6x25kg bag cement	
05/07/2016	HM Book-keeping & Payroll Serv	BACS mc01	65.00	June	
05/07/2016	Pitney Bowes Finance Ltd	BACS pi01	22.78	Late fee charge	
05/07/2016	Ricoh UK Ltd	bacs ri02	56.26	M/c2553 copies 01/03-31/05	
05/07/2016	Wellers Hedley	bacs we07	633.60	Committee membership legal advice	
06/07/2016	Club & event supplies	CC62	58.32	Raffle tickets - summer fair	
06/07/2016	Lidl	CC63	20.48	Water & toilet rolls - summer fair	
06/07/2016	O2	DD0607	24.31	Mobile July	
07/07/2016	COOP	CC64	20.00	Fancy dress voucher - summer fair	
07/07/2016	COOP	CC65	25.00	Voucher for JB - summer fair	
10/07/2016	Barclay Card	DD1007	41.09	June charges	
10/07/2016	Mr Ahmed	118864	25.00	deposit refund inv6632	
10/07/2016	K Tippng	118858	50.00	Deposit refind inv 6465	
10/07/2016	A Fry	118859	50.00	Deposit refund inv 6555	
10/07/2016	Texaco	TEX1007	8.40	Card protection	
13/07/2016	HMRC	BACS1307	5,668.91	June PAYE & Nic	
13/07/2016	s Grant	BACS0307	50.00	Deposit refund inv6451	
13/07/2016	East Sussex Pension Fund	BACS1307	4,855.89	June contributions	
13/07/2016	J Harris	118863	15.00	Engraving Shield & Spoon - quiz	
13/07/2016	R Farmiloe	118850	44.10	Mayors mileage 98 miles	
13/07/2016	B Gosling	118857	52.49	Bike for raffle prize - summer fair	
13/07/2016	B Gosling	118862	10.80	Mileage 24	
13/07/2016	RBL Poppy Appeal	118861	20.00	Poppy wreath donation	
15/07/2016	Aquaid south Coast	bacsaq03	23.40	3x19 litre water	
15/07/2016	Butterfly Nursery	bacsbuo3	949.23	Greenwich House utility charge jul-sep	
15/07/2016	Countryman Contractors	bacsco06	2,730.00	4th grass cut	

Date Paid	Payee Name	Cheque Ref	Amount		Mayor's Appeal
			Paid	Transaction Detail	
15/07/2016	Ernest Doe & Sons Ltd	bacser01	199.82	Mower fuel filter etc	
15/07/2016	Stiles Harold Williams	bacsst04	60,796.40	resolution 2007 arears agreement	
15/07/2016	Butterfly Nursery	bacsbu03	0.06	Greenwich House charge jul-sep	
20/07/2016	Butterfly Nursery	BACSBUE03	-632.86	Correction bacs payment entry	
20/07/2016	J V Harris	118866	63.90	Mileage 142	
20/07/2016	R Farmiloe	118865	44.10	Mileage 88	
21/07/2016	BT Payment Services Ltd	118867	64.51	Final termination inv	
21/07/2016	Chandler Editing & Writing	118868	80.00	E news July	
21/07/2016	Farrington Property Developmen	118869	1,040.00	Block 3 28/07-27/10	
21/07/2016	GB Roofing & Prioerty Maintena	118871	1,050.00	Paint Meridian monument	
21/07/2016	Paul Hallett	118872	185.00	Disabled toilet repair	
21/07/2016	R Poplett Holdings	118873	2,028.00	unit 6 28/07-27/10	
22/07/2016	EDF	DD2207	77.99	june electricity	
22/07/2016	Lewes District Council	BACS2207	162.00	july rates Victoria ave	
22/07/2016	Blockbusters Contracts Ltd	bacs22071	81.60	Drain clearance	
22/07/2016	Rigby Taylor Limited	bacs220710	161.40	Seaweed fertiliser	
22/07/2016	SSALC Limited	bacs220712	47.20	20 Good Councillor guide	
22/07/2016	Trade UK Account	bacs220713	132.95	Wood stain etc	
22/07/2016	Scottish Power	bacs220714	885.39	march 2014-jan 2016 Victoria ave	
22/07/2016	Think Telecom	bacs220715	431.77	July	
22/07/2016	Zinc Credit Management	bacs220716	160.00	BT Final termination inv	
22/07/2016	British Gas Business	bacs22072	1,601.42	April-jun usage	
22/07/2016	Chandlers Building Supplies Lt	bacs22073	106.32	4x25kg cement	
22/07/2016	DJ Doors & Electrical Services	bacs22074	312.00	Doors service 05/07	
22/07/2016	Infacom Ltd	bacs22075	594.00	digital signage 01/05-30/04/17	
22/07/2016	Lewes District Council	bacs22076	1,687.95	Wheelie bin 01/07-30/09	
22/07/2016	Northstar Technology Ltd	bacs22078	100.02	Hoste e mail July	
22/07/2016	Quality Office Supplies Ltd	bacs22079	165.67	Stationery	
24/07/2016	Texaco	TEX2407	66.41	GY06PPX 56.69lt diesel	
28/07/2016	Employees	BACS2807	17,883.52	Payroll July	
29/07/2016	Cash payments	200573	264.00	prizes 21/07 - bingo	
30/07/2016	South Coast Welding	bacs01	150.00	Repair to football pitch gate	
01/08/2016	Texaco	TEX	76.08	LB53AXU 64.71lt diesel	
01/08/2016	Lewes District Council	DD0108	1,622.00	Rates Aug - hub & Community House	
02/08/2016	Simpson	CC66	99.00	LB53AXU brake repairs	
04/08/2016	Barclays Bank	DD0408	3.00	july	
06/08/2016	O2	DD0608	24.31	Mobile Aug	
07/08/2016	Texaco	TEX0708	9.60	Card protection	
09/08/2016	Direct365	CC67	45.24	Soap dispenser for café toilet	
10/08/2016	Barclay card	DD1008	41.15	July	
11/08/2016	Butterfly Nursery	bacs04	316.43	reinstate inv corre bacs payme	
11/08/2016	Aquaid south Coast	bacs110801	23.40	3x19lt water	
11/08/2016	AVS Fencing Supplies Ltd	bacs110802	116.40	5 2.1mx150mm posts	
11/08/2016	British Gas	bacs110803	991.00	july usage	
11/08/2016	Chris Bartholomew Electrical C	bacs110805	1,184.12	Anual emerg lighting & solar panel	
11/08/2016	Cinemobile	bacs110806	650.00	Eddie the Eagle, Dads Army	
11/08/2016	Gateway Cafe	bacs110807	132.30	Staff refreshments - summer fair	
11/08/2016	Haines Security	bacs110808	72.00	Hire of fire extinguishers - summer fair	
11/08/2016	MBI Sound & Light	bacs110809	96.00	Hire 10 radios - summer fair	
11/08/2016	M.D.J.Light Bros Limited	bacs110810	270.00	skip hire 06/07	
11/08/2016	Northstar Technology Ltd	bacs110811	100.02	Hosted email box August	
11/08/2016	Ricoh UK Ltd	bacs110812	907.28	April-June photocopies	
11/08/2016	Spaldings Ltd	bacs110813	212.36	1x stihl guide bar + chain loop	
11/08/2016	WASP Printers	bacs110814	162.00	25 padsreceipt books	
11/08/2016	J Harrison Hicks	118881	53.55	119 miles	
11/08/2016	T Charles	118880	50.00	Deposit refund inv6159	
11/08/2016	Peacehaven Football Club	118879	50.00	Deposit refund inv6552	
11/08/2016	L Clarkson	118878	50.00	Deposit refund inv6644	
11/08/2016	N Pacham	118877	50.00	Deposit refund inv6566	

Date Paid	Payee Name	Cheque Ref	Amount		Mayor's Appeal
			Paid	Transaction Detail	
11/08/2016	L Walsh	118876	100.00	deposit refund 15/07	
11/08/2016	H Newness	118875	100.00	Deposit refund 01/07	
12/08/2016	Bonnies News	118882	28.60	Newspapers to 31/07	
12/08/2016	Chandler Editing & Writing	118883	200.00	August Enews	
12/08/2016	Galaxy Wholesale	118884	570.64	July red diesel	
12/08/2016	Lewes District Council	BACS1208	162.00	August Rates Victoria Ave	
12/08/2016	East Sussex Pension Fund	BACS1208	4,929.19	July contributions	
12/08/2016	HMRC	BACS1208	5,735.29	July PAYE & NIC	
14/08/2016	Texaco	TEX1408	59.15	GY06PPX 51.83lt diesel	
15/08/2016	Petty Cash	118874	175.81	Petty cash reimbursement	
15/08/2016	Simpson	CC68	81.85	GY06PPX rear silencer	
21/08/2016	Texaco	TEX2108	78.10	LB53AXU 68.24lt unleaded	
21/08/2016	S Funnell	118889	50.00	Deposit refund inv6667	
21/08/2016	J Stevenson	118887	50.00	Deposit refund inv 6668	
21/08/2016	S Wright	118888	50.00	Deposit refund inv6666	
22/08/2016	EDF	DD2208	79.47	July electricity	
22/08/2016	Simpson	CC69	42.00	Battery	
23/08/2016	D Gray	118581A	-50.00	cancel and replace with 118885	
23/08/2016	K Taylor	118885	50.00	replaces 118581	
24/08/2016	Cash paid	200575	282.00	Bingo 19/08	
25/08/2016	PHS Group plc	bacs250801	460.56	28/08-27/11/16 Cleaning servic	
25/08/2016	Corona Energy Retail 4 Ltd	bacs250802	72.34	March - June correction	
25/08/2016	Codec Facilities Ltd	bacs250803	639.98	Bench (to be recharged)	
25/08/2016	Countryman Contractors	bacs250804	2,730.00	5th grass cut	
25/08/2016	Fenland Leisure Products	bacs250805	54.60	2 swing beam fittings	
25/08/2016	Interserve FS (UK) Ltd	bacs250806	117.29	Fire extinguisher service 2507	
25/08/2016	Kave Lighting Ltd	bacs250807	661.44	Theatre insp PAT 11/08	
25/08/2016	Hugh Page	bacs250809	21,300.00	Kubote F3890 Mower	
25/08/2016	Purchase Power	bacs250810	200.00	meter reset 29/07	
25/08/2016	Scottish Power	bacs250811	109.08	30 march to 21June Victoria Ave	
25/08/2016	Hags-Smp Ltd	bacs250812	57.60	swing bearings	
25/08/2016	Tamar Organics	bacs250813	44.22	.88t green waste	
25/08/2016	Think Telecom	bacs250814	428.89	July	
25/08/2016	WASP Printers	bacs250815	76.00	I ream letterheads	
25/08/2016	Weed Management Ltd	bacs250816	540.00	Herbicde spray Howard park	
25/08/2016	Wightman & Parrish Ltd	bacs250817	226.81	janitorial supplies	
25/08/2016	Zurich Municipal	bacs250818	509.84	Kubota insurance	
25/08/2016	Royal Society of St George	118890	42.00	Battle of Britain dinner	
25/08/2016	RBL Poppy Appeal	118886	20.00	Dieppe Raid Poppy wreath	
28/08/2016	Texaco	TEX2808	1.20	Carbon count	
31/08/2016	Employees	BACS3108	19,055.24	August payroll	
Total PTC Payments			258,065.82		
Total Payments			258,560.82		