



PEACEHAVEN TOWN COUNCIL

CLAIRE LACEY
TOWN MANAGER

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TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN 10 8BB

Councillors on this Committee:-

Named Committee Members – Chair of Peacehaven Council, Councillor Jackie Harrison Hicks, Vice Chair of Peacehaven Council, Councillor Job Harris

Councillor Ann Harrison, Councillor Lynda Duhigg, Councillor Rachael Coles, Councillor Robbie Robertson, Councillor Dave Neave, Councillor Melvyn Simmons

Dear Committee Member,

You are summoned to a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in the **ANZAC ROOM**, Community House, Meridian Centre, Peacehaven on **Tuesday 5th June 2018 at 7:30pm**

Claire Lacey
Town Manager

AGENDA

GENERAL BUSINESS

1. ELECT CHAIR OF THE POLICY AND FINANCE COMMITTEE FROM MAY 2018 – MAY 2019
2. APPOINT VICE CHAIR OF THE LEISURE AND AMENITIES COMMITTEE
3. CHAIR ANNOUNCEMENTS
4. PUBLIC QUESTION TIME

There will be a 15 minute period when members of the public may ask questions on any relevant POLICY AND FINANCE MATTER. It would be preferable if the question is submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes

5. TO CONSIDER APOLOGIES FOR ABSENCE AND SUBSTITUTIONS
6. TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

REPORTS

7. PAYMENTS FOR AUTHORISATION 1ST April – 31ST May 2018 page 3 - 6

8. BUDGET MONITORING REPORT AS AT 30TH MAY 2018 page 7 - 10
9. BANK AUTHORISED SIGNATORIES page 11
10. BANK RECONCILIATION – TO APPOINT COUNCILLOR page 11
11. AUDIT UPDATE – Verbal report from Town Manager
12. PROJECTIONS AND CIL FUNDING PROJECTS – TO NOTE page 12
13. FIRLE ROAD PAYMENT AUTHORISED – TO NOTE page 12

NEXT MEETING

14. DATE OF NEXT MEETING – TUESDAY 19th JUNE (FULL COUNCIL) AT 7:30PM
THE NEXT POLICY AND FINANCE COMMITTEE WILL BE ON TUESDAY 18TH SEPT

In Accordance with Standing Order 11 and the Public Bodies (admissions to meetings Act 1960 s.1) in view of the Confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items

15. INFORMATION TO NOTE page 13

AGENDA ITEM 7

PAYMENTS FOR AUTHORISATION 1ST April – 31ST May 2018

REPORT FROM TOWN MANAGER

INTRODUCTION

To retrospectively approve payments (appendix 1) made between 1st April 2018 and 31st May 2018

RECOMMENDATION

The Policy and Finance Committee **AUTHORISE** payments totalling £95,505.39 between 1st April 2018 and 31st May 2018

BACKGROUND / INFORMATION

This report ensures that the Policy and Finance Committee are made aware of all payments made for the goods and services received as required by Financial Regulations 5.2

Please note the payment list includes VAT payable

At : 09:17

Current Bank A/c

List of Payments made between 01/04/2018 and 30/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2018	TAMAR ORGANICS Ltd	119947	20.10		Green waste
01/04/2018	STAR FUELS	119948	240.20	CVL	Diesel for tractor
01/04/2018	AMP Services	119949	69.44	CVL	CHAIN REPAIR
01/04/2018	Countrymans Contractors Ltd	119950	2,730.00	CVL	Final Cut
01/04/2018	Quality Office Supplies Ltd	119952	245.84	CVL	01171934/Quality Office Suppli
01/04/2018	South East Water	119955	7,032.78	CVL	Oct 17 Mar 18 Stand Apr- Sept
01/04/2018	BRITISH GAS	119956	137.74	CVL	998202842/BRITISH electricity
01/04/2018	RICOH UK	119957	1,127.59	CVL	101088722/RICOH UK
01/04/2018	Heatcraft And Ventilation ltd	119958	355.20	CVL	maintenance service
01/04/2018	TRAVIS PERKINS Trading	119965	60.42	cvl	Barrier Fencing/black pipe
01/04/2018	Chris Bartholomew Electrical C	119966	991.92	CVL	Check Solar panels/lights
01/04/2018	Spy AlarmsLtd	119967	66.00	cvl	Faulty sounder beacon on roof
01/04/2018	Think Group	119968	411.68	cvl	104477/Think Group
01/04/2018	Heatcraft And Ventilation ltd	119970	162.00	cvl	boiler leak community centre
01/04/2018	Quality Office Supplies Ltd	119971	64.44	cvl	01176056/Quality Office Suppli
01/04/2018	Business Sream	119973	5,342.41	CVL	Waste water services
01/04/2018	RICOH UK	119980	83.76	CVL	101065613/RICOH UK
01/04/2018	Ricoh Capital Ltd	203601	1,438.86	CVL	120136244/Ricoh Capital Ltd
01/04/2018	CATHY GALLAGHER	203622	40.00	CVL	Neighbourhood Plan Publicity
01/04/2018	CATHY GALLAGHER	203623	170.35	CVL	Neighbourhood Plan Publicity
01/04/2018	The Fuelcard Peaople	DD	65.88	cvl	Diesel
01/04/2018	Barclays	dd	3.00	CVL	BACSCARGES feb to mar 18
01/04/2018	SME IT Solutions Limited	dd 03/04	435.84	cvl	Monthly services for April
01/04/2018	EDF	dd 03/05	401.76	cvl	Electricity March Community H
01/04/2018	EDF	dd 04/04	357.34	cvl	VAT adjustment repl Bill end44
01/04/2018	The Fuelcard Peaople	dd 31/03	10.80	cvl	1309780/The Fuelcard Peaople
01/04/2018	Barclays	dd comm	3.00	CVL	Overdraft commission April 18
01/04/2018	Barclays	dd EDF APR	71.34	cvl	EDF Electricity Roderick Av Mar
01/04/2018	Barclaycard PDQ charges	dd PDQ	42.87	cvl	PDQ machine charges
01/04/2018	Lewes District Council	dd rates17	1,512.00	cvl	1st Busi Rate community house
01/04/2018	The Fuelcard Peaople	dd15/04	1.20	CVL	1319529/The Fuelcard Peaople
01/04/2018	Lewes District Council	ddRates 19	222.00	cvl	1st Busi Rates Sports Park
04/04/2018	Tansleys Printers Limited	119954	184.80	CVL	Neighbourhood plan Posters
04/04/2018	Tansleys Printers Limited	119963	92.40	CVL	Neighbourhoodplan poster rerun
04/04/2018	AVS Fencing Supplies Limited	119964	93.15	CVL	Maintenacematerials green post
24/04/2018	Fiona Smithson	119961	50.00	TL	Sports Park Deposit Refund
24/04/2018	Sam Cork	119962	50.00	TL	Sports Park Refund
24/04/2018	Avril Davis	119974	120.00	AL	Mayo's charity
24/04/2018	Tracy Tucker	119975	120.00	AL	Mayo's charity
24/04/2018	Sussex Pet Rescue	119976	2,179.42	AL	Mayo's charity
24/04/2018	Chestnut Tree House	119977	2,179.42	AL	Mayo's charity
24/04/2018	Angels Walk	119978	2,179.42	AL	Mayo's charity
30/04/2018	Caroline Reid	119940	600.00	CVL	April Toilet Cleaning
30/04/2018	Lewes District Council	119941	1,083.55	CVL	traderefusecollection 1/4-30/6
30/04/2018	Chandler Editing & Writing	119942	160.00	CVL	E-news for April
30/04/2018	Mailsolve LTD	119943	119.40	CVL	Postal Rate Change
30/04/2018	Wightman & Parrish Ltd	119944	221.74	CVL	Cleaning Prod & Towelstoilets

At : 09:17

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30/04/2018	Ernest Doe & Sons Ltd	119945	96.16	CVL	oil filter cap
30/04/2018	Sats4u	119951	65.00	CVL	Damage to main barrier
30/04/2018	Symbio	119953	1,193.18	CVL	compost
09/05/2018	The Rotary Club N.P.&T	119979	2,179.42	AL	Mayor's Charity
06/04/2018	EDF01	DD 03/05	-401.76		Suspended Invoice
15/05/2018	Barclaycard PDQ charges	DD May 18	42.49	CVL	PDQ machine May 18
16/05/2018	John Lawson Circus	203626	200.00	TL	Deposit Refund
16/05/2018	Kelly Bridges	203624	50.00	TL	Deposit refund S/Park
16/05/2018	B Melif	203625	50.00	TL	Deposit refund S/Park
16/05/2018	Laura Wardle	203627	50.00	TL	Deposit refund S/Park
16/05/2018	Charlotte Haley	203628	50.00	TL	Deposit refund S/Park
16/05/2018	Mencap Newhaven	203629	100.00	TL	Deposit Refund C House
16/05/2018	Caroline Reid	203630	620.00	CVL	Toilet cleaning May 18
16/05/2018	HR Services Partnership	203631	1,950.00	cvl Comm 09/05/18	General advice
16/05/2018	Starford HR & Legal Services	203632	943.20	cvl	HR services and staff support
16/05/2018	Zurich Municipal	203633	13,925.07	cvl	Insu policy Jun 18 to Jun 19
16/05/2018	Wightman & Parrish Ltd	203634	381.20	cvl	Hand towels and cleaning mater
16/05/2018	Spaldings Limited	203635	121.91	cvl	halogen beacon, streammer line
16/05/2018	Rialtas Business Solutions Ltd	203636	420.00	cvl	Set up Install New Finacial Ye
16/05/2018	Heatcraft And Ventilation ltd	203637	508.54	cvl	Remove/replace expansion vesse
16/05/2018	Ernest Doe & Sons Ltd	203638	106.50	cvl	Autocut 25-2 head
16/05/2018	U-Benders	203639	122.24	cvl	to fixe broken siphon
16/05/2018	Rigby Taylor	203640	53.40	cvl	linemark blue colourant
16/05/2018	Cinemobile	203641	3,060.00	CVL	Provision for Cinema services
21/05/2018	The Fuelcard Peaople	dd 13thmay	69.25	CVL	Diesel up to the 13th May
21/05/2018	DMH Contractors Limited	203605	23,310.00	CVL	Water Repair
21/05/2018	EDF	203606	70.27	CVL	Elect Roderick Avenue
21/05/2018	The Fuelcard People	203607	1.20	CVL	1334023/The Fuelcard Peaople
21/05/2018	Tim Jordan	203608	2,448.00	CVL	4410/Tim Jordan
21/05/2018	Pitney Bowes LTD	203609	200.00	CVL	Postage Machine
21/05/2018	Quality Office Supplies Ltd	203610	140.13	cvl	Stationary inv end # 69,90,,68
21/05/2018	Rigby Taylor	203611	2,023.00	cvl	0256861/Rigby Taylor 3Way Rye
21/05/2018	ScottishPower Group	203612	158.87	CVL	6160011624086/ScottishPower Gr
21/05/2018	SME IT Solutions Limited	203613	435.84	cvl	IT For May 18
21/05/2018	Tansleys Printers Limited	203614	174.00	CVL	5375&5374/Tansleys Printers Li
21/05/2018	Chandler Editing & Writing	203607	120.00	cvl	enews May 2018
21/05/2018	Rialtas Business Solutions Ltd	203615	142.80	CVL	Software Maintenance
22/05/2018	C.E.F	203610	138.96	CVL	Lighting parts e.g switches
22/05/2018	C.E.F	203612	67.38	cvl	Time guard trifast RCD socket
22/05/2018	Louise Steel	203602	1,029.00	cvl	18/006/Louise Steel Accounts
22/05/2018	Barclaycard Commercial	203608	856.52	cvl	Credit card charges
22/05/2018	Vitax Limited	203609	1,560.00	cvl	Turf orbase outfield
22/05/2018	Surrey Hills	203614	606.00	CVL	Legal Advice
22/05/2018	PHS Group	203616	576.56	cvl	Higene products
22/05/2018	ssalc Limited	203619	72.00	cvl	time management workshop
22/05/2018	R Poplett holdings	203620	2,028.00	cvl	rent unit 6 Victoria Enterp

At : 09:17

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22/05/2018	Farrington Property Developmen	203621	1,040.00	cvi	BLOCK3&CONTAINER6/Farrington P
Total Payments			<u>96,505.39</u>		

AGENDA ITEM 8

BUDGET MONITORING @ May 31st 2018 (expenditure against agreed budget)

Financial Regulations 2015 –

3. BUDGETARY CONTROL

3.1 The RFO shall submit to all main service committee's a quarterly budget monitoring report with supporting schedules of receipts and payments and committed expenditure to date under each budget heading comparing actual/committed expenditure against the approved budget with a year-end forecast. A monthly budget monitoring report will also be provided to the lead committee officers and the Chairs of the main service committees.

3.2 Expenditure on the revenue and capital accounts may be incurred up to the amounts included for that class of expenditure in the approved budget.

3.3 No expenditure may be incurred by a Committee that will exceed the amount provided in the approved budget for that class of business. During the budget year and in accordance with Committee terms of reference, having considered fully the implications for public services, unspent and available amounts, may be moved to other budget headings or to an earmarked or general reserve as appropriate. 3.4 Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget (i.e. expenditure less income) or when this is likely to result in an overspend in the year unless a request for a supplementary estimate has been submitted to the Policy & Finance Committee (see 3.3 above). This regulation shall apply where such an event would result in an increase in net cost within the financial year.

Committee to Receive Budget Monitoring Report 1st April 2018 – 31st May 2018

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>						
4001 Salaries	25,526	309,880	284,354		284,354	8.2 %
4002 Er's NIC	2,102	25,619	23,517		23,517	8.2 %
4003 Er's Supn	3,108	59,530	56,422		56,422	5.2 %
4004 Overtime	202	4,000	3,798		3,798	5.0 %
4011 Training	0	3,000	3,000		3,000	0.0 %
4101 Repair/Alteration of Premises	624	21,510	20,886		20,886	2.9 %
4103 Annual Servicing Costs	882	875	-7		-7	100.8 %
4111 Electricity	815	12,180	11,365		11,365	6.7 %
4112 Gas	0	5,400	5,400		5,400	0.0 %
4121 Rents	0	15,000	15,000		15,000	0.0 %
4122 Service Charge	0	12,900	12,900		12,900	0.0 %
4131 Rates	1,734	18,840	17,106		17,106	9.2 %
4141 Water Services	12,375	11,300	-1,075		-1,075	109.5 %
4151 Fixtures & Fittings	0	700	700		700	0.0 %
4161 Cleaning Costs	600	5,000	4,400		4,400	12.0 %
4162 Cleaning Materials	185	5,000	4,815		4,815	3.7 %
4163 Personal Hygiene	0	1,000	1,000		1,000	0.0 %
4164 Trade Refuse	1,100	3,700	2,600		2,600	29.7 %
4166 Skip Hire	0	770	770		770	0.0 %
4171 Grounds Maintenance Costs	2,275	35,000	32,725		32,725	6.5 %
4173 Fertilisers & Grass Seed	994	3,000	2,006		2,006	33.1 %
4202 Repairs/Maintenance of Vehicle	58	2,500	2,442		2,442	2.3 %
4203 Fuel	294	5,600	5,306		5,306	5.2 %
4204 Road Fund License	0	540	540		540	0.0 %
4205 Hire/Lease of Vehicles	0	1,200	1,200		1,200	0.0 %
4212 Mileage Costs	0	1,000	1,000		1,000	0.0 %
4301 Purchase of Furniture/Equipmen	0	8,100	8,100		8,100	0.0 %
4302 Purchase of Materials	0	6,000	6,000		6,000	0.0 %
4303 Machinery Mtce/Lease	80	2,620	2,540		2,540	3.1 %
4304 Catering	0	100	100		100	0.0 %
4305 Uniform	0	1,050	1,050		1,050	0.0 %
4306 Printing	2,209	1,100	-1,109		-1,109	200.8 %
4307 Stationery	259	1,000	741		741	25.9 %
4311 Professional Fees - Legal	0	2,250	2,250		2,250	0.0 %
4312 Professional Fees - Other	0	3,400	3,400		3,400	0.0 %
4314 Audit Fees	0	2,000	2,000		2,000	0.0 %
4315 Insurance	0	12,800	12,800		12,800	0.0 %
4322 BACS Charges	0	600	600		600	0.0 %
4323 PDQ Charges	45	500	455		455	9.1 %
4325 Postage	100	1,650	1,551		1,551	6.0 %

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4326 Telephones	343	5,250	4,907		4,907	6.5 %
4327 Computers	363	5,275	4,912		4,912	6.9 %
4328 Website	0	2,000	2,000		2,000	0.0 %
4329 Advertising	441	1,000	559		559	44.1 %
4330 Newsletter	135	2,000	1,865		1,865	6.8 %
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0 %
4332 Mayor's Reception	2,419	1,200	-1,219		-1,219	201.6 %
4333 Members Allowance	0	4,250	4,250		4,250	0.0 %
4334 Members Training	0	500	500		500	0.0 %
4335 Civic Expenses	0	1,700	1,700		1,700	0.0 %
4341 Grants	6,538	21,020	14,482		14,482	31.1 %
4342 Subscriptions	0	3,500	3,500		3,500	0.0 %
4343 Contributions to Provisions	0	6,940	6,940		6,940	0.0 %
4900 Miscellaneous Expenses	317	6,880	6,563		6,563	4.6 %
Total OverHead	66,123	671,229	605,106	0	605,106	9.9 %

Income Detail

1001 Precept	0	428,340	-428,340			0.0 %
1005 Grants - Lewes DC	0	69,559	-69,559			0.0 %
1013 Income from Photocopying	43	500	-457			8.6 %
1016 Housing Benefit Claims LDC	0	3,000	-3,000			0.0 %
1017 Foodliner Sales	103	1,500	-1,397			6.9 %
1020 Income fm Grass/Verge Cutting	0	18,000	-18,000			0.0 %
1025 Rent & Service Charge	676	22,340	-21,664			3.0 %
1039 S/P Cats	300	0	300			0.0 %
1041 S/P Telephone Masts	0	4,300	-4,300			0.0 %
1043 S/P Football Pitches	243	2,000	-1,757			12.1 %
1044 Hire of the Dell	540	5,000	-4,460			10.8 %
1050 Allotment Rent	0	1,950	-1,950			0.0 %
1061 S/P Court Hire	3,157	5,200	-2,043			60.7 %
1069 C/H Police Room	0	1,500	-1,500			0.0 %
1070 C/H Phoenix Room	1,083	5,800	-4,717			18.7 %
1072 C/H Copper Room	0	11,500	-11,500			0.0 %
1075 C/H Charles Neville	485	10,000	-9,515			4.8 %
1076 C/H Main Hall	1,635	23,800	-22,165			6.9 %
1077 C/H Anzac Room	943	8,500	-7,557			11.1 %
1078 C/H Main Kitchen	68	1,200	-1,132			5.7 %
1079 C/H Anzac Kitchen	25	600	-575			4.2 %
1080 C/H Foyer	162	200	-38			80.8 %
1081 C/H Equipment Hire	60	700	-640			8.6 %
1084 Sports Pavilion	1,235	24,300	-23,065			5.1 %

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1085 Caretaking Recharge	0	1,600	-1,600			0.0 %
1091 Cinema Income	619	2,500	-1,881			24.7 %
1092 Electricity Feed-in Tariff	0	8,200	-8,200			0.0 %
1094 Other Customer & Client Receipt	0	14,700	-14,700			0.0 %
1200 Income from Recharges	0	3,140	-3,140			0.0 %
1309 Other Income	0	300	-300			0.0 %
Total Income	11,376	680,229	-668,853			1.7 %
Total Expenditure	66,123	671,229	605,106	0	605,106	9.9 %
Total Income	11,376	680,229	-668,853			1.7 %
<u>Net Expenditure over Income</u>	<u>54,746</u>	<u>-9,000</u>	<u>-63,746</u>			

AGENDA ITEM 9

BANK AUTHORISED SIGNATORIES

At the Full Council meeting of 8th August 2017 the following Councillors were nominated as Authorised Bank Signatories

Councillor Rachael Coles, Councillor Daryl Brindley, Councillor Andy Loraine, Councillor Melvyn Simmons

Councillors Brian Gosling, Jean Farmiloe and Reg Farmiloe having resigned as Peacehaven Town Council Members as of 21st May 2018 have been removed from the Bank Mandate signatory list

It is usual that the Chair and Vice Chair of the Council are named authorised signatories on the Bank Mandate, in line with Barclays usual policy, however Councillor Jackie Harrison Hicks has refused to sign the Bank Mandate

Councillor Job Harris as Vice Chair to Peacehaven Town Council has completed the signatory forms

Councillor Lynda Duhigg has also offered to authorise payments for the Council

DECISION

Committee to retrospectively authorise the following Councillors as Authorised Bank signatories

Councillor Job Harris
Councillor Lynda Duhigg

AGENDA ITEM 10

BANK RECONCILIATION FOR PERIOD 1ST APRIL 2018 TO 31ST MAY 2018

To authorise a Bank Reconciliation signatory

1st April 2018 – 31st May 2018 Signed by Councillor Rachael Coles

To be tabled at the meeting

Authorised by receipt

RECOMMENDATION

Committee Approve Councillor as the Nominated Bank Reconciliation signatory

AGENDA ITEM 12

PROJECTIONS AND CIL FUNDING PROJECTS – TO NOTE

£33,182.73 has been transferred to Peacehaven Town Council during April 2018 under regulation 59A of the CIL Regulations 2010 (as amended).

This money was collected following commencement of the following developments:

- LW/17/0375 (£1,603.80)
- LW/17/0325 (£3,356.10)
- LW/17/0515 (£3,333.83)
- LW/15/0858 (£4,765.50)
- LW/16/0802 (£145.80)
- LW/17/0786 (£2,361.15)
- LW/16/0841 (£17,616.56)

2016/17 Peacehaven Council received £2,153.39 CIL

2017/18 Peacehaven Council received £16,412.69 CIL

2018/19 Peacehaven Council received £33,182.73 CIL

Total CIL payments to date - £51,748.81 is currently in an Earmarked Reserve

AGENDA ITEM 13

REPORT TO NOTE

Firle Road Play Equipment - Resolution of Council 16th March 2017 to replace play equipment at the Firle Road play area using Playdale at a cost of £26,506.76 has been dependent on the receipt of sufficient S106 or CIL funding.

The cost of this equipment has increased by up to 2% at the current rate of inflation, due to the delay in receipt of money from Lewes District Council.

Leisure and Amenities Committee on 29th May resolved to re approve the payment for the play equipment to be installed with immediate effect – up to a maximum value of £27,036.90.

Policy and Finance Committee are required to Note this additional spend