



# PEACEHAVEN TOWN COUNCIL

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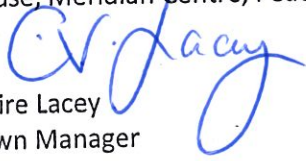
## Members of Peacehaven Town Council

Jackie Harrison Hicks (Chair of Council), Job Harris (Vice Chair of Council)  
Dave Neave, Ann Harrison, Ron Maskell, Andy Smith, Wayne Botting, Andy Loraine, Melvyn  
Simmons, Lynda Duhigg, Robert Robertson, Rachael Coles, Daryl Brindley

Dear Councillor,

13<sup>th</sup> June 2018

You are summoned to a meeting of the **FULL COUNCIL** to be held in the ANZAC Room at Community House, Meridian Centre, Peacehaven, BN10 8BB on Tuesday 19th June 2018 at 7:30pm

  
Claire Lacey  
Town Manager

## AGENDA

### GENERAL BUSINESS

#### 1. CHAIR ANNOUNCEMENTS

#### 2. PUBLIC QUESTIONS

There will now be a 15 minute period whereby members of the public may ask questions on any relevant Council matter. It would be preferred if these are submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes. Copies of any non-confidential reports listed below may be obtained by contacting the Town Council offices

#### 3. TO CONSIDER APOLOGIES FOR ABSENCE

#### 4. TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

#### 5. TO APPROVE AND SIGN THE MINUTES OF THE MEETINGS

Full Council / Extra Ordinary Meeting 6 <sup>th</sup> April 2018	(p 3 - 5)
Full Council / Mayor Making 15 <sup>th</sup> May 2018	(p 6 - 19)
Policy and Finance 24 <sup>th</sup> April 2018	(p 20 - 25)
Policy and Finance 5 <sup>th</sup> June 2018	(p 26 - 30)
Planning and Highways 10 <sup>th</sup> April 2018	(p 31 - 36)
Planning and Highways 1 <sup>st</sup> May 2018	(p 37 - 41)
Planning and Highways 22 <sup>nd</sup> May 2018	(p 42 - 48)

Leisure and Amenities 29<sup>th</sup> May 2018

(p 49 - 55)

6. TO APPROVE AND SIGN THE ANNUAL RETURN 2017-2018 GOVERNANCE STATEMENT  
(p 56 - 63)
7. TO APPROVE AND SIGN THE ANNUAL RETURN 2017-18 ACCOUNTING STATEMENT  
(p 64 - 87)
8. REPORT – TOMMIES  
(p 88)
9. REPORT TO AGREE DATES OF MEETINGS MAY 2018 – MAY 2019  
(p 89)
10. TO CONFIRM DATE OF NEXT MEETING  
TUESDAY 24<sup>th</sup> JULY 2018 at 7:30pm

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

11. CONFIDENTIAL PAPERS OF THE POLICY AND FINANCE COMMITTEE 5<sup>th</sup> JUNE 2018 (p 90)

**Minutes of the Full Council Annual Return Meeting held in the Anzac Room, Meridian Centre, Peacehaven on Tuesday 19<sup>th</sup> June 2018 at 7:30pm**

**Members:**

Jackie Harrison Hicks (Chair of Council), Job Harris (Vice Chair of Council), Dave Neave, Ann Harrison, Ron Maskell, Andy Smith, Wayne Botting, Andy Loraine, Melvyn Simmons, Lynda Duhigg, Robert Robertson, Rachael Coles, Daryl Brindley

**Attended:**

Jackie Harrison Hicks (Chair of Council), Job Harris (Vice Chair of Council), Ron Maskell, Lynda Duhigg, Rachael Coles, Daryl Brindley

**Officers :**

Claire Lacey (Town Manager)  
Tony Lopes (RFO)  
Campbell McBryer (Leisure and Amenities Manager)

Also present : Debbie Donovan (Civic and Marketing), Heidi Cooper (Admin)

**GENERAL BUSINESS**

**C362 CHAIR ANNOUNCEMENTS**

Good evening residents, Good evening Councillors.

Thank you for coming to the Full Council meeting this evening, the 19<sup>th</sup> June 2018 to approve and sign the Annual Return.

Firstly may I remind you of the health and safety announcement, we are not expecting any evacuations, although if we do, the alarms will sound and you will be required to leave the building by the closest available route. We will meet on the grass area in the South Service Car Park.

Please will all of you switch your phones onto silent and refrain from using them. Please only use tablets from the purpose of accessing the agenda for this meeting.

We need to inform you that this meeting is being recorded. A copy of the legislation covering the recording of meetings is available upon request.

Announcements for this evening

The Youth Mayor Fatma Bacher would like to ask Members if they would join her and her fellow students in an Open Debate session.

The Town Manager will be accepting suggestions on topics between now and the end of August. A date for the debate will be set for the latter part of September.

Reminding Councillors that the Fashion Show in aid of Mayors Fundraising will be this Friday 22<sup>nd</sup> June at Community House at 7:30pm. Your support is invaluable.

The Summer Fair on Saturday 14<sup>th</sup> July in The Big Park is fully booked without sponsorship. Members are required to inform the Town Manager what times they will be supporting the Officers on the day, by Friday 6<sup>th</sup> July.

Reminding Members that we will be raising the Armed Forces Flag at Meridian Park, this Friday at 11am. All are welcome to attend.

Thank you all – now we move on to Council Business. Do we have any PUBLIC QUESTIONS

### **C363 PUBLIC QUESTIONS**

There will now be a 15 minute period whereby members of the public may ask questions on any relevant Council matter. It would be preferred if these are submitted in writing by 12 noon on the day of the meeting. Each speaker is restricted to 3 minutes. Copies of any non-confidential reports listed below may be obtained by contacting the Town Council offices

#### **Sue Griffiths (North Ward)**

When will Council be appointing members to the 6 Outside Bodies and Associations that have no representatives since the four resignations?

When will Councillors be providing the Town Manager with the necessary signatures to call the Extraordinary meeting regarding Lower Hoddern Farm development?

Councillor Robertson gave his support, but not yet his signature, at the planning and highways committee of the 10<sup>th</sup> of April. Although the H6 day deadline for an appeal has gone surely a written complaint should be made about their decision making process. I have never heard of fear of the government taking away their powers being a valid planning reason for deciding an application. Will the next round of committee meetings be discussing which of their rearmarked reserves they will be reducing so as to increase general reserves in line with the auditors repo A and will each committee have a specific percentage to find.

P88 Whatever the merits of this project I cannot see how the council can agree to fund it when there is no budget for it. Surely every project that comes before council should include details of how it should be paid for.

#### **Alan Sargent (East Ward)**

I wish to ask why I have not yet received a written response as promised at P&F meetings held on the 24<sup>th</sup> April and the 5<sup>th</sup> June (pages 21 & 27 respectively)

Internal Auditors Report (pages 69 & 70)

There is an extreme warning about lack of reserves which has been highlighted previously by the residents assoc.

In addition page 74 code 326, £4,000, elections. With four candidates this is likely to be exceeded significantly when LDC bill PTC.

Code 362 Neighbourhood Plan, £5,000 PTC pay two thirds of the cost. Further monies will most likely be requested this year.

Page 79 Code 4217 £1,049 legal fees.

We understand the town manager has requested a grievance with one serving councillor and two ex councillors. Its unlikely the budget will cover the cost of legal fees unless the town manager is paying these fees herself.

There is nothing shown for HR Services although a total of £2,893.20 was paid out for two invoices as identified at the P&F Committee held on the 5<sup>th</sup> June.

Until the reserves are rebuilt we suggest a mean and lean approach to expenditure 'If its not in the budget don't spend it no matter how small amount'.

**Peter Seed (East Ward)**

There are a number of points that need to be raised with regard to the agenda -  
Page 8, item 1, last paragraph. Public questions did not follow according to the minutes but were delayed until item 6. There is no recorded explanation for the discrepancy.

Response from Town Manager - THIS WILL BE AMENDED

Page 11. I suggested that reports should have been made to councillors on the proposed land transfers to the council so that they knew the extent of what they were taking on and with what financial provision. You said that funds had been received from Bovis and Thakeham although you didn't have the amounts but would send details of the transactions. I would still appreciate it if you could email the respective plans of the land acquired and funding applicable to each. If this information has been provided to councillors perhaps you could quote the appropriate minutes for me to check.

Response from Town Manager - These items have been before Council many times since 2013. The most recent acknowledgement of Council to receive the payment and land was signed by Councillor Jean Farmiloe as Chair on Tuesday 6<sup>th</sup> June 2017 (Confidential item 9 INCOME DUE TO PEACEHAVEN TOWN COUNCIL) and by Councillor Andy Loraine and Brian Gosling at the policy and finance committee of 19<sup>th</sup> September 2017 ref PF218.

Page 18. I notice that the triangle of land at the junction of the South Coast Rd with The Highway where the council plan to provide car parking spaces does not feature on the Asset List. Kevin Bray was going to check that the council's landholding there was correctly recorded at the Land Registry. Does the council own this land? What is the situation please?

Response from Town Manager - The Council is not in a position to proceed with this project, due to not receiving funding from the LDC CIL pot. The land is owned by Peacehaven Council and it shows on the land registry map. The Leisure and Amenities Manager is looking into future projects for this. Page 53. CTLA Report. The first sentence should say Peacehaven rather than Telscombe Cliffs. If this was an error in the original report does it require an explanation (in brackets) to correct it?

The CTLA cover all of the Havens and provided the report to include all areas in their jurisdiction. An amendment will be provided with the minutes of this meeting.

**Statement from Councillor Robertson – read by the Town Manager**

I was happy to attend the 5 hour final audit meeting on 6<sup>th</sup> June which I did in my capacity of Chair of Policy and Finance Committee. The resulting final audit report in front of you makes recommendations for Council to move Earmarked Reserves no longer required to the General Reserve pot. I feel the comments are fair and accurate and I am sure Members will support me in proposing the recommendations are accepted and actioned by Officers with immediate effect. I would like to extend my thanks for the sheer hard work which has gone into the audit with 5 RFOs and significant input from all Officers. This result is something we should all be proud of, setting a good starting block for the financial years 2018/19.

**C364 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies received from:

Councillor Wayne Botting – Stuck in Traffic / Work delay

Councillor Andy Smith – Prior Commitment / Family Sickness

Councillor Ann Harrison – Prior Commitment

Councillor Dave Neave – Prior Commitment

Councillor Melvyn Simmons – Illness

All Apologies were accepted by Council

**C365 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

All Declared an interest as Members of Peacehaven Town Council – dealing with financial matters

**C366 TO APPROVE AND SIGN THE MINUTES OF THE FULL COUNCIL MEETINGS**

Full Council / Extra Ordinary Meeting 6<sup>th</sup> April 2018

Full Council / Mayor Making 15<sup>th</sup> May 2018

Proposed Councillor Job Harris

Seconded Councillor Rachael Coles

All Agreed

No Debate

**C367 TO APPROVE AND SIGN THE MINUTES OF THE POLICY AND FINANCE COMMITTEE**

Policy and Finance 24<sup>th</sup> April 2018

Policy and Finance 5<sup>th</sup> June 2018

Proposed Councillor Rachael Coles

Seconded Councillor Lynda Duhigg

All Agreed

No Debate

**C368 TO APPROVE AND SIGN MINUTES OF THE PLANNING AND HIGHWAYS COMMITTEE**

Planning and Highways 10<sup>th</sup> April 2018

Planning and Highways 22<sup>nd</sup> May 2018

Proposed Councillor Daryl Brindley

Seconded Councillor Lynda Duhigg

All Agreed

The following minutes for the Planning and Highways Committee of 1<sup>st</sup> May 2018 were proposed by Councillor Lynda Duhigg, although no other Councillor was present to second the minutes.

Taken as read for acceptance by Full Council

No Debate

**C369 TO APPROVE AND SIGN THE MINUTES OF THE LEISURE AND AMENITIES COMMITTEE**

Leisure and Amenities 29<sup>th</sup> May 2018

Proposed Councillor Rachael Coles

Seconded Councillor Job Harris  
All Agreed

Debate – Councillor Lynda Duhigg requested an amendment to LA244 as she had sent in apologies prior to the meeting. She requested this to be documented. All Agreed.

#### **C370 TO APPROVE AND SIGN THE ANNUAL RETURN 2017-2018 GOVERNANCE STATEMENT**

##### **ATTACHED**

Proposed Councillor Daryl Brindley  
Seconded Councillor Lynda Duhigg  
All Agreed

The Governance Statement was duly signed by Councillor Jackie Harrison Hicks as Chair of Peacehaven Town Council

Debate : The RFO Tony Lopes gave an overview of the report to Council. The Town Manager explained that the complete documents would be published on the website and in the Finance Notice Board in Community House on the 20<sup>th</sup> June 2018 for public review. There were no further questions.

#### **C371 TO APPROVE AND SIGN THE ANNUAL RETURN 2017-18 ACCOUNTING STATEMENT**

##### **ATTACHED**

Proposed Councillor Lynda Duhigg  
Seconded Councillor Rachael Coles  
All Agreed

The Accounting Statement was duly signed by Councillor Jackie Harrison Hicks as Chair of Peacehaven Town Council

Debate: None

#### **C372 REPORT – TOMMIES**

Council **DISAGREED** with 4.2 to purchase ONE 10" TOMMY figure to present annually to a smartly dressed youngster who takes part in the Remembrance Parade

Proposed Councillor Daryl Brindley  
Seconded Councillor Job Harris  
All Agreed

Council **AGREED** to purchase ONE 6' TOMMY figure to place permanently in Meridian Park, near the War Memorial

Proposed Councillor Rachael Coles  
Seconded Councillor Lynda Duhigg  
Agreed Councillor Daryl Brindley and Job Harris

Against Councillor Ron Maskell – Requested it was documented that Councillor voted against this item due to lack of funds

Debate : The Chair of the Council read out the report to Council. The Town Manager reiterated the report to Council and informed them that the Reserve for Civic and Marketing was £2113. Councillors liked the idea of the Tommies, although Councillor Coles stated they preferred the 6 foot sculpture rather than the 10 inch 'shadow'. Councilor Lynda Duhigg stated that this was a wonderful idea to commemorate the 100 years since World War One and a fitting tribute to the fallen 100 years ago. Council were informed that the British Legion would only be able to supply the sculptures for this anniversary and they would not be available next year. Councillor Daryl Brindley agreed that the 4.2 option of a 6 foot structure should be purchased as it provided a more permanent fixture. Councillor Jackie Harrison Hicks approved of the venue at the War Memorial and others agreed. Councillor Ron Maskell disagreed on the basis of excessive expenditure, considering the overspend and shortfall in General Reserves at the end of year 2017/18, as discussed earlier in the meeting.

#### **C373 REPORT TO AGREE DATES OF MEETINGS MAY 2018 – MAY 2019**

ATTACHED

Council AGREED to implement the attached Council Meeting Schedule

Proposed Councillor Daryl Brindley  
Seconded Councillor Lynda Duhigg  
All Agreed

#### **C374 TO CONFIRM DATE OF NEXT MEETING**

TUESDAY 24<sup>th</sup> JULY 2018 at 7:30pm

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

#### **C375 CONFIDENTIAL PAPERS OF THE POLICY AND FINANCE COMMITTEE 5<sup>th</sup> JUNE 2018**

MEETING ENDED AT 8:15PM



**AGENDA ITEM 6 - TO APPROVE AND SIGN THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2017-2018 PART 3 – SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2017/18**

**INTRODUCTION**

The Council must approve its Annual Return and submit it to PKF Littlejohn LLP, the Councils external auditor by the statutory deadline

The deadline was 11 June 2018 (as per Instructions relating to the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2018)

The Statutory Common Period to be included for the exercise of public rights is Monday 2<sup>nd</sup> to Friday 13 July and a period of 30 working days must be set aside for the exercise of public rights which includes those first 10 working days of July

The Statutory deadline for the Annual Return and external auditor to be signed will be by the 30 September 2018

**RECOMMENDATION**

That Section 1 (Annual Governance Statement) of the AGAR Part 3 be **APPROVED AND SIGNED by the Chair of the Council and the Town Manager / Proper Officer** (original document to be provided for signature at meeting)

It is a requirement of Council to carry out a review of the effectiveness of the system of internal control and prepare the Annual Governance Statement (section 1 of the Annual Return)

The body must: -

- (A) Consider the finding of the review by Members of the whole Council
- (B) Approve the Annual Governance Statement by Resolution AND in advance of approving the Accounting Statements

The Council reviewed the effectiveness of internal controls on 6 March 2018

**Internal Audit**

Peacehaven Council Approved Internal Auditor is Mark Mulberry

The Audit for 2017/18 was completed on 6<sup>th</sup> June 2018

Councillor Robbie Robertson was present as Chair of the Policy and Finance Committee.

The Full Report is attached

**DECISION**

Council AGREES AND APPROVES the accounts for the year ended 31<sup>st</sup> March 2018

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2018

Peacehaven Town Council 2017-2018

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	520,108	533,086	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2	Annual Precept	396,284	403,417	Total amount of Precept income received in the year
3	Total other receipts	444,632	320,626	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	357,751	409,546	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Council borrowings
6	Total other payments	470,186	405,433	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	533,086	442,150	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	603,425	455,124	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	3,194,843	3,214,915	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 1;
- \* Bank Reconciliation as at 31 March

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

## To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The annual internal audit report is completed by the authority's internal auditor.
  - Sections 1 and 2 are to be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved before 2 July 2018.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, must send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

## Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name only in Section 3 on Page 6. Do not complete the remainder of that section, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it must include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

## Peacehaven Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Agreed? Please choose one of the following		
	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). *see REPORT RE RESERVES*

Date(s) internal audit undertaken

*07/11 01/05 & 06/06*

Name of person who carried out the internal audit

*Mark Mulberry BA(Hons) FCCA CTA*

Signature of person who carried out the internal audit

*M Mulberry*

Date

*07/06/2018*

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Peacehaven Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

## Section 2 – Accounting Statements 2017/18 for

Peacehaven Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	520,108	533,086	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	396,284	403,417	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	444,632	320,626	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	357,751	409,546	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	470,187	405,433	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	533,086	442,150	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	603,425	455,124	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,214,915	3,385,690	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 06/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given



## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Peacehaven Town Council

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.  
(\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



**Item 7 – TO APPROVE AND SIGN THE AGAR 2017-2018 PART 3 – SECTION 2 ACCOUNTING STATEMENTS 2017/18**

**INTRODUCTION**

Attached to the report is the ANNUAL RETURN 2017/18, the detailed Income / Expenditure Cost Centre Report and the Internal Auditor report Action Points

The Council must approve its Annual Return 2017/18 and submit to PKF Littlejohn LLP, the Councils external auditors by the statutory deadline of 20th June 2018

**RECOMMENDATIONS**

Council APPROVES the Accounts for the year ended 31<sup>st</sup> March 2018

Council APPROVES Section 2 (Accounting Statements) of the Annual Return to be signed by the Chair of the Council

Council APPROVES Actions as recommended in the Audit Report 2017/18

**DECISION**

Council AGREE to APPROVE AND SIGN THE ANNUAL RETURN 2017-18 ACCOUNTING STATEMENT



## MULBERRY & CO

Chartered Certified Accountants  
Registered Auditors  
& Chartered Tax Advisors

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Our Ref: MARK/PEA001

Mrs C Lacey  
Peacehaven Town Council  
Community House  
Meridian Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

1<sup>st</sup> May 2018

Dear Claire

**Re: Peacehaven Town Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2018**

Following completion of our interim internal audit on the 7<sup>th</sup> November, the audit on the 1<sup>st</sup> May 2018 and subsequent visit on the 6<sup>th</sup> June 2018, we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

**Interim Audit – Summary Findings**

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed assets

It is our opinion that the systems and internal procedures at Peacehaven Town Council have improved significantly since March 2017 are being followed. The town manager and RFO ensure the council follows best practice regulations and have over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the council takes policies and procedures seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose. I would like to thank Claire and Louise for their assistance.

#### **Final Audit – Summary Finding**

At the final visit we reviewed and performed tests on the following areas:

- Review of annual accounts & AGAR
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31<sup>st</sup> March 2018. Accordingly, I have signed off the AGAR.

My overriding issue, is that of reserves (see below), council must address this as a matter of urgency.

#### **A. BOOKS OF ACCOUNT (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

The council uses the RBS electronic system to record the day to day financial transactions of the council. This is an established industry specific package and I make no recommendation to change. In addition to this, the council uses word and excel as appropriate.

The systems are backed up to external drives and memory sticks as appropriate. The system is tried and tested and appropriate for a council of this size.

My only observation is that there is a body of filing to complete which should be attended to, otherwise there is a risk that paperwork could be mislaid. This is now completed.

##### **Final Audit**

The RFO is responsible for the day-to-day accounts functions, in the past year there have been 3 appointments to this role, in addition to this, the council has also had significant assistance from the software provider. On our first year-end visit it was clear there were entries still to be made and corrections to misposted journals. Such was the significance of these, that a subsequent visit was arranged.

At the final visit we identified further misposted journals to reserves, which when corrected for enabled the various year end reports to balance with one another. I confirm the accounts are balanced and are up to date to the financial year end, although the opening balances for 2018/9 will need amending.

Checks of the computerised accounting system confirmed that the cashbook and other accounts arithmetic were correct and that all reports agreed and cross cast with one another.

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

## **B. FINANCIAL REGULATIONS, STANDING ORDERS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)**

### **Interim Audit**

It was noted the 2016/17 AGAR was qualified by the external auditor and instruction made to address the points raised. At the interim audit date the external auditors report had not been taken to committee or council, although it is now marked as an agenda item for the next policy committee meeting. I would recommend the minutes show detailed text that addresses each concern in turn that then references to documentary evidence as appropriate. It is very likely the external auditor will ask for this evidence in their 2017/18 review. This is now complete.

Standing orders are based on the NALC model and the council has revised and adopted new standing orders in October 2017. IA has seen evidence in the minutes.

The council has current codes of conduct. The next review is diarised to take place in May 2018. In addition to this, the council has a number of policies covering items such as complaints, filming, grants etc.

Financial regulations are based on older NALC model and are dated October 2015, they are to be reviewed and updated in January 2018. It is likely that many of the 2016 NALC provisions will be adopted at this stage.

All of these documents are on the council website and are easy to locate and download. This is in accordance with regulations and I make no recommendation to change.

Each month the RFO prints off and files in hard copy, income and expenditure showing budgets, sales and purchase ledger day books, bank reconciliations and cashbooks for all accounts, and other documents as fit. The filing is in a clear and easy to follow page number order system and I make no recommendation to change in this process.

In respect of payment authorisations, the minutes of the full council or finance committee contain a dated payments list and the corresponding minute does describe the attachment so that it can be identified beyond reasonable doubt. In reviewing consecutive payments lists no cut off errors were found.

The older version of Financial regulations has no policy for performing a regular bank reconciliation, nor reporting this activity to council. **I would recommend council ensure this policy is adopted on next review of financial regulations.** Since the year end 2 reconciliations have been completed (August & September) there were no errors and these will be reported to committee/council in due course. This point is on going.

Financial regulation 3 deals with budgetary control. It is clear from the minutes that council discusses actual versus budget expenditure on a regular basis. In reviewing the reports for internal audit it was noted that expenditure was very high compared to budget as at August 2017. It was concluded that items of expenditure recorded as such in the 2017/18 council year may well have been physical payments for items that were already recorded as costs on the purchase ledger – essentially a double counting. In addition to this a review of the aged creditors showed that the purchase ledger to nominal ledger reconciliation showed a minor variance. This was also true for the sales ledger to nominal ledger reconciliation. I recommend both sales ledger and purchase ledger are reviewed and postings tidied. This will effect current year income and expenditure reports. This has been completed.

Financial Regulation 5 deals with authorisation of physical payments. Invoices are authorised and a random sample of payments was selected for July 2017. There were no errors and all agreed to the payments list and the minutes. Grants are authorised by grants committee and a standard process is followed for grant applications.

Donations made on behalf of the mayoral charities can be traced to minutes and discussion of the same; however, the audit trail from payment to instruction could be made more transparent in future. The council no longer does these transactions.

Financial regulation 6 deals with making payments. Cheques were in evidence and these were signed in accordance with regulations. Cheque book stubs are initialled twice. The council has financial regulations that allow internet online banking although this is not currently used.

Financial regulation 7 deals with cash. The council has a maximum float of circa £520. However, this is not listed in financial regulations. It is very likely that new financial regulations will specify the float.

Financial regulation 8 deals with salaries, salaries are processed and paid by an external firm and the council is direct debited each month for the monthly cost of the payroll. This is then authorised by council in the usual manner and reported as a single gross line item each month. This is in accordance with regulations and does not breach data protection act.

Financial regulation 9 deals with income – evidence is noted of regular banking and reporting to council.

Financial regulation 10 deals with VAT. No VAT submissions have been completed since September 2016. The council should address making submissions soon as penalties may be levied. VAT is completed to March 2018.

#### **Final Audit**

All Other Payments £405,433 (2017: £470,186).

I have reviewed the expenditure list and year on year the expenditure is broadly similar and in total has reduced by £65k. However, underlying this are increases in expenditure items as follows:

• Electricity	£5,015.00
• Building maintenance	£5,649.00
• Staff Training	£7,071.00
• Grants	£7,800.00
• Site maintenance	£12,453.00
• Water	£26,371.00
• Repairs & Maintenance	£57,364.00

The large decreases are due to the following areas

• Rent/Service Charge	£ (64,626.00)
• Equipment Purchase	£ (45,872.00)
• Big Park	£ (38,247.00)
• Vehicle Maintenance	£ (18,161.00)
• Other Fees and Charges	£ (15,754.00)
• Professional Fees	£ (6,409.00)

We found no evidence of breaches of financial regulations in the sample testing completed, invoices are approved by council and there is regular reporting to council. A review of the nominal ledger has highlighted a number of correcting journal entries; however these were bonafide corrections.

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

### **C. RISK MANAGEMENT & INSURANCE (INTERIM & FINAL AUDIT)**

The council is insured with Zurich on a standard local authority package. Assets are listed and money cover appears adequate.

The council has detailed risk assessments in place that cover operational and financial risks. Full council approved risk assessments and health and safety policies in 2017.

The council also has a number of policies in place covering amongst others use and access to systems and working practices.

The council complies with the data transparency regulations which are mandatory for a council of this size and uploads information to its web site on a regular basis. The council is in the process of further updating this information to make this more transparent and easier to navigate through.

#### **Final Audit**

Minutes are prepared for all meetings of the Council and its committees i.e.

- Full Council; meets bi monthly
- Policy & Finance; meets bi monthly
- Planning & Highways; meets monthly
- Leisure & Amenities; meets bi monthly

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks only the full Council has spending powers.

No unusual financial activity was found in the minutes reviewed; Minutes are uploaded to the council website. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting, with reference to when agenda were issued.

### **D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)**

#### **Interim Audit**

The 2018/19 budgets are in the process of being drafted in readiness for full council. It is envisaged this will be completed by January 2018. This is in accordance with regulations.

The council has both earmarked and general reserves. At the audit date reserves were in total £519,238 of which £85,920 is marked as general. The council is aware that it does not have the power to accumulate general or generalised reserves.

#### **Final Audit**

Reserves Carried Forward £442,150 (2017: £533,086)

In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £200k. The council has £46,166 of general reserves and £395,984 of earmarked reserves. I am of the opinion that the general reserve is too low for a council of this size and in danger of putting the council into financial distress. Even after accounting for other streams of income the general reserve should still be in the region of £150-£200k. Council has been notified on a number of occasions that its reserves are too low.

I am aware that the council has had significant one off expenditure items this year, however the overall the total expenditure of the council actually reduced year on year by £13k. It is clear the council is running at a revenue deficit each year as evidenced by the reduction in reserves year on year.

- 2015 £540,677
- 2016 £520,108
- 2017 £533,086 – increase due to capital land sale [Keymer & Seaview £182k]  
– revenue element of reserves £353,065
- 2018 £442,150 – revenue element of reserves £256,998

I believe the council has no other choice now but to cancel some earmarked reserves, in the full knowledge that certain future projects will now no longer go ahead. Council cannot use capital reserves for a revenue purpose, therefore the capital receipts reserve of £166,586 & CIL reserve £18,566 cannot be transferred to general reserve. After accounting for these the council has £256,998 of which I recommend at least £200k is kept as a general reserve, the balance of £57k can therefore be earmarked.

However, it is noted from the February 2018 minutes of policy and finance that the precept was set at £428,340 on the basis that £35,811 of expenditure be taken out of the budget. This budget allows no room for one off expenditure and unless adhered to will further reduce the general reserve over the course of the 2018/19 council year.

I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.”, has been met, but only on the basis that earmarked reserves are completely and thoroughly reviewed as a matter of urgency and the council continues to have robust and thorough budget monitoring thought the year.

#### **E. INCOME (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

Income is received by cheque cash and bacs. Cash is banked entire on a regular basis. Both tranches of the precept have been received, income to date is in line with budget.

##### **Final Audit**

Precept income £403,417 (2017: £396,284)

Other income £320,626 (2017: £444,632)

The precept income was tested to remittance advice notes and bank statements, these were properly received and banked. There are no errors to report.

Other income comprises, grants, interest, lettings. I have reviewed the nominal ledger for lettings and was able to follow this to the sales day book and ultimately to the sales invoices, which were annotated with the date paid. There were no errors.

In total, other income has decreased by £124,006. Due in the main to a capital receipt of £182,445 in 2016-17. The balance then being due to CIL receipts in 2017-18.

I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.”, has been met

#### **F. PETTY CASH**

The council has a maximum float of £520 in petty cash, the petty cash was tested and there were no errors.

The petty cash float is used for small value expenditure transactions. The Clerk is the designated, approved float holder. Approved petty cash requisitions and VAT receipts are required for all petty cash expenditure and is

authorised by the Clerk. The cash float is kept in a locked tin in a locked safe in the parish office, within an alarmed building.

Petty cash expenditure is presented monthly to a Council meeting for approval.

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.", has been met.

#### **G. PAYROLL (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

The council uses an external firm to calculate and process the monthly payroll. The council has fulfilled its obligations in respect of auto-enrolment.

Employees are paid with reference with NJC scales for consistency purposes. The signed minutes show that council approves changes to wages.

##### **Final Audit**

Salaries £409,546 (2017: £357,751)

The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review.

The year on year movement of £51,795 is reported on the explanation of significant variances report.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken.

Pay increases are either performance related based on an annual appraisal or a fixed % e.g. an annual cost of living increase and an incremental scale increase, where applicable.

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.

#### **H. ASSETS & INVESTMENTS (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

The council needs to update and finalise its fixed asset registers before the year end. The register contains details of historic cost and is reconcilable to the insurance schedule. Assets are stated at historic or proxy cost. This is ongoing.

##### **Final Audit**

Fixed Assets and Investments £3,385,690 (2017: £3,194,843)

The Council does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £200.

The fixed asset register has been maintained in an Excel spreadsheet and agreed to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.



I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

#### **I. BANK RECONCILIATIONS (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

The bank reconciliations at August & September 2017 were reviewed in full. The RBS system prints are neatly and logically presented, there were no errors on any of the reconciliations. It is noted that the cashbooks have not been closed at the month ends so it was not possible to verify the cashbook closing figure per the reconciliation; however, it is likely that from November 2017 this routine will be completed. I would recommend that council ensure a month end routine is followed to ensure printing of all reports. This is now complete

##### **Final Audit**

Bank & Cash Balances £455,124 (2017: £603,425)

At the year-end date the council had a reconciled bank position which has been signed in accordance with financial regulations. I have reviewed the reconciliation there were £23,838.02 of outstanding payments and £737.57 lodgements. These were tested to after date bank statements, there were no errors. I also tested the cut off and can confirm the payments are shown in the correct year.

The council has three bank accounts, together with petty cash. None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR.

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

#### **J. YEAR END ACCOUNTS**

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2016/17 AGAR.

The variance analysis is required to be submitted to the external auditor.

The council has made provision within its schedule of meetings to sign off the annual governance statement and accounts in time to display the notice of electors rights.

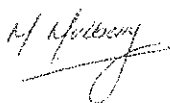
I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and that the control objective of "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.", has been met.

#### **K. Trusteeship**

No trusts.

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards  
Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Mulberry', with a stylized flourish at the end.

**Mark Mulberry**

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	160,976	125,589	310	0	General Reserves
1	20,000	2,342	322	0	Vehicles
1	4,500	4,500	324	0	Tree planting
1	1,000	1,000	325	0	Office equipment/facilities
1	19,500	4,000	326	0	Elections
1	20,000	20,000	328	0	Community centres
1	83,887	33,223	329	0	Purchase
1	8,906	837	330	0	Town enhancement
1	1,319	1,319	332	0	Sports Park development
1	5,000	5,000	334	0	Allotments
1	9,835	9,489	335	0	Renewals & Repairs fund
1	3,000	3,000	336	0	Solar panels
1	0	4,000	350	0	P/H Youth Task Group
1	1,200	1,200	354	0	Overtime on holiday pay
1	147,572	105,833	355	0	Big Park
1	15,000	15,000	356	0	Maintenance building
1	7,000	7,000	357	0	Pavilion roof and boiler
1	800	800	359	0	Dog bins purchase
1	2,113	2,113	360	0	Marketing
1	1,500	1,500	361	0	Street Light Replacement
1	5,000	5,000	362	0	Neighbourhood plan
1	2,000	320	363	0	Bus shelters
1	0	180,021	370	0	Capital Receipts Reserve
1	Balances brought forward	520,108	533,086	Total balances & reserves at the begining of the year as recorded in the Council Financial Records	
2	213,532	403,417	1001	100	Precept
2	5,497	0	1001	200	Precept
2	76,848	0	1001	300	Precept
2	14,542	0	1001	330	Precept
2	31,582	0	1001	340	Precept
2	3,084	0	1001	355	Precept
2	51,199	0	1001	360	Precept
2	Annual Precept	396,284	403,417	Total amount of Precept income received in the year	
3	2,373	954	1002	100	Interest Received
3	22,776	35,929	1003	100	Grant received
3	4,000	0	1003	110	Grant received
3	588	0	1003	200	Grant received
3	8,197	0	1003	300	Grant received
3	1,552	0	1003	330	Grant received
3	3,368	0	1003	340	Grant received
3	328	0	1003	355	Grant received
3	5,461	0	1003	360	Grant received
3	15,199	14,970	1010	100	Information Office Grant

Continued on Page 2

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	393	605	1013	100	Income from Photocopying
3	243	0	1013	360	Income from Photocopying
3	9	2	1014	100	Income from postcard sales
3	49	0	1015	100	Commision from Ticket Sales
3	12	0	1015	360	Commision from Ticket Sales
3	2,928	3,294	1016	100	Housing Benefit claims LDC
3	1,608	1,084	1017	100	Foodliner sales
3	1,750	120	1019	330	Grass verges - South Heighton
3	18,123	18,123	1020	330	Grass Verges - Income ESCC
3	1,720	0	1021	330	Grass Verges - Income TTC
3	0	1,680	1022	200	Planters/Bus shelters spons/ad
3	2,214	0	1024	310	Bad debts
3	12,830	14,411	1025	310	Rent and Service Charge
3	5,296	0	1025	360	Rent and Service Charge
3	3	0	1026	100	Dog bag sales
3	359	0	1030	100	Display screen income
3	100	800	1039	310	CATS
3	5,313	4,250	1041	310	Telephone Masts
3	1,766	2,192	1043	310	Football Pitches
3	581	413	1043	315	Football Pitches
3	7,454	19,186	1044	330	The Dell
3	4,342	1,625	1047	310	Summer Fayre income
3	806	950	1050	100	Allotments
3	1,756	860	1050	330	Allotments
3	2,766	3,691	1061	310	Court Hire
3	0	569	1069	360	Police Room
3	7,042	6,500	1070	360	Phoenix room (dimensions)
3	10	0	1071	360	Charles Neville
3	8,625	11,500	1072	360	Copper room (Emcor)
3	9,417	8,582	1075	360	Charles Neville
3	22,162	21,710	1076	360	Main Hall
3	9,782	10,126	1077	360	Anzac
3	901	1,145	1078	360	Main kitchen
3	454	283	1079	360	Anzac kitchen
3	2,016	2,006	1080	360	Foyer
3	526	687	1081	360	Equipment Hire
3	14,959	17,186	1084	355	Sports Pavilion
3	1,520	0	1085	360	Caretaking recharge
3	0	108	1087	200	Sponsored planters income
3	1,100	0	1089	315	Big Park Lewes funding
3	1,500	1,500	1090	360	Storage
3	4,464	3,776	1091	360	Cinema income
3	372	602	1092	316	Electricity feed in tariff
3	1,824	0	1092	360	Electricity feed in tariff
3	0	450	1094	360	Donations (Q)

Continued on Page 3

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	1,369	70,337	1095	100	Other Income
3	0	1,280	1095	315	Other Income
3	659	0	1095	330	Other Income
3	171	-1,392	1095	360	Other Income
3	757	300	1102	100	Advertising income e news
3	23,746	29,296	1105	315	Big parks funding release
3	5,400	7,775	1107	316	Cafe rent
3	686	660	1108	316	Cafe recharge services
3	4,330	450	1110	100	Filming
3	70	0	1111	360	Notice Boards
3	182,445	0	1112	110	Keymer & Seaview land
3	0	50	1113	100	Transfer from Reserves
3	2,153	0	1113	361	Transfer from Reserves
3	-88	0	8888	100	Suspense unknown SET
3	Total other receipts	444,632	320,626	Total income or receipts as recorded in the cashbook minus the Precept	
4	144,652	333,589	4001	100	Salaries
4	72,243	0	4001	300	Salaries
4	7,617	0	4001	315	Salaries
4	1,661	0	4001	355	Salaries
4	47,732	0	4001	360	Salaries
4	12,873	28,061	4002	100	Employers NI
4	5,794	0	4002	300	Employers NI
4	508	0	4002	315	Employers NI
4	66	0	4002	355	Employers NI
4	3,720	0	4002	360	Employers NI
4	18,112	45,087	4003	100	Employers Pension
4	13,713	0	4003	300	Employers Pension
4	1,589	0	4003	315	Employers Pension
4	11,441	0	4003	360	Employers Pension
4	4,712	2,809	4004	100	overtime
4	1,389	0	4004	300	overtime
4	96	0	4004	315	overtime
4	1,590	0	4004	355	overtime
4	7,973	0	4004	360	overtime
4	270	0	4012	355	Temporary staff
4	Staff costs	357,751	409,546	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers); pension contributions and expenses	
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	1,188	1,389	4005	100	Travel expenses
6	379	0	4005	300	Travel expenses

Continued on Page 4

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	484	0	4005	360	Travel expenses
6	116	15	4009	360	Other costs
6	40	78	4011	100	Staff Expenses
6	57	0	4011	315	Staff Expenses
6	151	183	4018	300	Groudstaff water
6	12,319	10,920	4019	315	Rent
6	0	-357	4020	100	Energy Management fees
6	20	0	4020	310	Energy Management fees
6	170	0	4020	355	Energy Management fees
6	1,021	0	4020	360	Energy Management fees
6	1,135	1,561	4021	315	Rates
6	412	0	4021	330	Rates
6	2,080	2,190	4021	355	Rates
6	12,944	14,679	4021	360	Rates
6	5,584	0	4022	100	Water
6	15,419	33,988	4022	310	Water
6	1,683	7,150	4022	315	Water
6	0	48	4022	320	Water
6	182	3,580	4022	330	Water
6	4,187	8,660	4022	360	Water
6	352	0	4023	355	Sewage
6	2,981	4,588	4023	360	Sewage
6	220	0	4024	100	Electricity
6	949	0	4024	110	Electricity
6	376	68	4024	200	Electricity
6	1,338	1,792	4024	310	Electricity
6	309	531	4024	315	Electricity
6	0	1,162	4024	316	Electricity
6	0	474	4024	320	Electricity
6	0	123	4024	330	Electricity
6	1,989	4,684	4024	355	Electricity
6	6,249	7,948	4024	360	Electricity
6	337	0	4024	362	Electricity
6	0	425	4025	316	Gas
6	663	1,483	4025	355	Gas
6	3,906	4,070	4025	360	Gas
6	24	293	4026	310	Cleaning Materials
6	68	620	4026	316	Cleaning Materials
6	0	12	4026	330	Cleaning Materials
6	23	6	4026	355	Cleaning Materials
6	2,226	1,354	4026	360	Cleaning Materials
6	120	0	4027	300	Repairs and Maintenance
6	2,906	1,329	4027	310	Repairs and Maintenance
6	6,854	4,801	4027	315	Repairs and Maintenance
6	289	311	4027	316	Repairs and Maintenance

Continued on Page 5

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	1,030	994	4027	320	Repairs and Maintenance
6	66	705	4027	330	Repairs and Maintenance
6	2,222	991	4027	355	Repairs and Maintenance
6	4,423	12,318	4027	360	Repairs and Maintenance
6	0	53,825	4027	400	Repairs and Maintenance
6	740	111	4028	310	Trade Refuse
6	326	393	4028	315	Trade Refuse
6	0	3	4028	316	Trade Refuse
6	71	532	4028	330	Trade Refuse
6	3,266	6,229	4028	360	Trade Refuse
6	450	0	4030	310	Skip hire
6	0	1,020	4030	315	Skip hire
6	2,151	33	4031	200	Bus Shelters
6	0	350	4033	200	Street Light Replacement
6	0	23	4034	310	Personal Hygiene
6	0	82	4034	316	Personal Hygiene
6	0	30	4034	355	Personal Hygiene
6	0	1,246	4034	360	Personal Hygiene
6	0	194	4035	315	Fixtures and Fittings
6	226	0	4035	330	Fixtures and Fittings
6	0	1,478	4035	360	Fixtures and Fittings
6	6,447	1,675	4037	310	Fertilisers and Grass Seed
6	293	0	4038	310	Flood Light Maintenance
6	240	0	4039	310	Car Park Lights
6	9,143	21,596	4040	330	Site maintenance
6	0	202	4042	200	Fertilizer & Plants
6	462	0	4043	330	Water Allotments
6	1,078	1,420	4047	310	Fertiliser & seed for Bowling
6	0	37	4050	330	New trees
6	723	210	4052	330	Tree surgery
6	686	0	4053	100	Annual servicing
6	0	15	4053	315	Annual servicing
6	303	264	4053	316	Annual servicing
6	334	272	4053	355	Annual servicing
6	5,897	4,094	4053	360	Annual servicing
6	384	3,260	4056	316	Cleaning
6	100	0	4056	355	Cleaning
6	474	0	4056	360	Cleaning
6	0	849	4057	360	Fire risk assessment
6	168	0	4058	360	3 Yearly fixed wiring test
6	675	0	4060	330	Epinay Park play equipment
6	0	3,774	4061	315	Fertiliser Big Park
6	0	110	4062	310	Grounds work
6	0	0	4062	315	Grounds work
6	8,091	3,676	4062	330	Grounds work

Continued on Page 6

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	0	600	4062	360	Grounds work
6	313	0	4063	355	Legionella risk assessment
6	313	0	4063	360	Legionella risk assessment
6	0	5,575	4064	310	Building maintenance
6	0	254	4064	315	Building maintenance
6	180	0	4064	316	Building maintenance
6	8	0	4101	300	Fuel and Oil
6	114	834	4101	310	Fuel and Oil
6	1,389	2,914	4101	315	Fuel and Oil
6	1,542	2,950	4101	340	Fuel and Oil
6	21,840	3,679	4102	340	Vehicle Maintenance
6	627	243	4104	340	Road Fund Licence
6	3,131	0	4105	100	Machinery Hire/Lease
6	2,078	0	4105	310	Machinery Hire/Lease
6	1,124	1,530	4105	315	Machinery Hire/Lease
6	635	2,423	4105	340	Machinery Hire/Lease
6	0	89	4105	355	Machinery Hire/Lease
6	0	217	4106	315	Orchard
6	0	385	4106	330	Orchard
6	23	221	4106	340	Orchard
6	4,251	6,763	4200	100	Telephone
6	165	0	4200	316	Telephone
6	1,038	535	4200	360	Telephone
6	3,329	3,846	4201	100	Subscriptions and Publications
6	5,308	6,747	4202	100	Computer Software Maint
6	875	0	4202	330	Computer Software Maint
6	724	0	4202	360	Computer Software Maint
6	2,697	456	4203	100	Audit Fees
6	3,805	1,743	4204	100	Printing and Stationery
6	105	651	4204	360	Printing and Stationery
6	2,941	1,913	4205	100	Postage
6	11,394	13,385	4206	100	Insurance
6	1,325	0	4206	315	Insurance
6	4,991	8,667	4207	100	Office Machinery Maint/Lease
6	521	3,860	4208	100	Web Page
6	2,488	9,559	4209	100	Staff Training
6	762	1,682	4211	100	Advertising
6	470	368	4211	360	Advertising
6	738	1,418	4213	100	Mayors reception
6	1,390	1,796	4214	100	Civic Expenses
6	2,659	4,152	4215	100	Members Allowances
6	1,225	1,440	4216	100	Newsletter
6	750	299	4217	100	Legal Fees
6	0	750	4217	316	Legal Fees
6	427	0	4217	360	Legal Fees

Continued on Page 7



## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	8,415	2,006	4218	100	Professional Fees
6	2,252	1,564	4219	100	General miscellaneous expenses
6	0	693	4219	110	General miscellaneous expenses
6	539	0	4219	300	General miscellaneous expenses
6	7	69	4219	310	General miscellaneous expenses
6	0	14	4219	315	General miscellaneous expenses
6	0	-197	4219	330	General miscellaneous expenses
6	78	0	4219	340	General miscellaneous expenses
6	0	12	4219	355	General miscellaneous expenses
6	5,079	550	4219	360	General miscellaneous expenses
6	0	58	4219	400	General miscellaneous expenses
6	1,793	1,521	4220	100	Mayor's Allowance
6	350	0	4221	100	Use of Community Room
6	55,464	-9,162	4222	360	Rent/Service Charge
6	290	0	4223	100	Valuation Fees
6	0	328	4224	315	Clothing
6	0	110	4224	330	Clothing
6	422	661	4224	340	Clothing
6	0	240	4224	355	Clothing
6	0	388	4224	360	Clothing
6	0	-1	4225	100	Performing Rights Licence
6	55	227	4225	355	Performing Rights Licence
6	1,017	1,669	4225	360	Performing Rights Licence
6	257	0	4226	310	Equipment Purchase
6	18,723	9,412	4226	315	Equipment Purchase
6	991	517	4226	316	Equipment Purchase
6	0	576	4226	320	Equipment Purchase
6	43,174	2,964	4226	330	Equipment Purchase
6	0	4,279	4226	340	Equipment Purchase
6	47	-428	4226	360	Equipment Purchase
6	15,696	428	4227	100	Other Fees and Charges
6	633	147	4227	360	Other Fees and Charges
6	1,734	0	4228	100	Office equipment
6	89	923	4229	100	BACS charges
6	2,350	10,150	4231	100	Grants
6	3,786	969	4232	360	Cinema expenses
6	8,200	8,200	4233	100	CAB Grant
6	306	220	4234	100	Members training
6	572	23	4235	100	Xmas festivities costs
6	1,345	58	4237	310	Summer Fayre
6	632	0	4239	310	Annual Event
6	1,066	300	4241	100	Foodliners cost
6	969	268	4243	100	Credit card charges
6	0	330	4244	320	Health and Safety costs
6	288	779	4244	360	Health and Safety costs

Continued on Page 8

## Working details for ANNUAL RETURN - Year ended 31 March 2018

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6		1,609	2,993	4245	360	Event costs
6		978	1,055	4246	360	Marketing
6		363	0	4283	100	Trf to res - Neighbourhood Pla
6		0	312	4300	310	Dog Litter Bins
6		888	2,666	4300	330	Dog Litter Bins
6		0	1,053	4300	360	Dog Litter Bins
6		11,740	16,380	4301	330	Grass Verges
6		1,500	3,000	4303	100	Transport Grant to CTLA
6		1,500	0	4303	200	Transport Grant to CTLA
6		1,500	0	4303	300	Transport Grant to CTLA
6		625	3,000	4303	360	Transport Grant to CTLA
6		10	0	4400	200	Loan Charges
6		720	0	9011	900	Town Enhancement Reserve
6		38,247	0	9036	900	Big Park
6		3,983	0	9039	900	Emergency repairs & renewals
6	Total other payments	470,186	405,433	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)		
7	Balances carried forwrd	533,086	442,150	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]		
8		352,905	204,584	201	0	Current/Deposit Account
8		250,000	250,169	202	0	Reserve Account
8		520	520	210	0	Petty Cash
8		0	-148	299	0	Cash Book Suspense
8	Total Cash & Investments	603,425	455,124	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		3,194,843	3,214,915	9	0	Total Fixed Assets
9	Total Fixed Assets	3,194,843	3,214,915	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register		
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)		

# Peacehaven Town Council 2017-2018

## Bank - Cash and Investment Reconciliation as at 31 March 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Current Account 10701173	50,000.00
1	Saver Account 30701211	177,684.38
2	War Memorial 93062287	0.00
3	Petty Cash	520.00
4	Reserve	250,168.52
		478,372.90

### Other Bank & Cash Balances

Cash Book Suspense	-148.14
	-148.14
	478,224.76

### Unpresented Payments

1	31/03/2018	Adj	81.90
1	31/03/2018	adj	260.00
1	31/03/2018	adj	-2,458.01
1	09/05/2017	119276	250.00
1	24/10/2017	119663	50.00
1	04/12/2017	119705	19.30
1	05/12/2017	119752	50.00
1	24/01/2018	119805	20.10
1	29/01/2018	119832	50.00
1	13/02/2018	CHQ119857	359.59
1	13/03/2018	119891	364.80
1	13/03/2018	119894	210.00
1	20/03/2018	119911	918.00
1	20/03/2018	119912	114.00
1	20/03/2018	119918	1,522.62
1	21/03/2018	DD 04/04/1	112.81
1	27/03/2018	119919	600.00
1	27/03/2018	119920	100.00
1	27/03/2018	119938	930.54
1	28/03/2018	119923	50.00
1	28/03/2018	119924	50.00
1	29/03/2018	119925	123.73
1	29/03/2018	119926	7,073.74
1	29/03/2018	119927	4,827.16
1	31/03/2018	119928	75.00
1	31/03/2018	119929	212.50
1	31/03/2018	119930	1,500.00
1	31/03/2018	119931	100.00
1	31/03/2018	119932	11.24
1	31/03/2018	119933	9.60
1	31/03/2018	119934	4,791.22
1	31/03/2018	119935	17.40
1	31/03/2018	119936	792.78
1	31/03/2018	119937	648.00

Peacehaven Town Council 2017-2018

Bank - Cash and Investment Reconciliation as at 31 March 2018

<u>Account Description</u>		<u>Balance</u>
		23,838.02
		<u>454,386.74</u>
<u>Receipts not on Bank Statement</u>		
1	13/02/2018	6.00
1	28/03/2018	26.93
1	28/03/2018	43.16
1	28/03/2018	56.00
1	28/03/2018	207.60
1	28/03/2018	30.00
1	28/03/2018	56.00
1	28/03/2018	70.48
1	29/03/2018	30.00
1	29/03/2018	95.00
1	29/03/2018	16.60
1	29/03/2018	99.80
		<u>737.57</u>
<u>Closing Balance</u>		<u>455,124.31</u>
<u>All Cash &amp; Bank Accounts</u>		
Current/Deposit Account		204,583.93
Reserve Account		250,168.52
War Memorial Account		0.00
Petty Cash		520.00
Other Bank & Cash Balances		-148.14
<b>Total Bank &amp; Cash Balances</b>		<u><b>455,124.31</b></u>

Peacehaven Town Council 2017-2018

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2018

	<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
		<b>Total Reserves</b>	<b>533,085.65</b>	<b>442,149.95</b>
2	102	Bookings Debtors	28,663.88	29,278.93
2	103	Sundry Debtors	0.00	10,183.31
2	105	VAT Control A/c	18,909.23	-19,898.93
2	110	Prepayments	0.00	2,752.47
2	118	Deposit aquaid	50.00	50.00
		<b>Less Total Debtors</b>	<b>47,623.11</b>	<b>22,365.78</b>
3	501	Creditors	61,081.00	0.00
3	506	Mayor's appeal	7,155.17	8,717.71
3	508	Interments from 2009	3,000.00	0.00
3	510	Accruals	2,500.00	0.00
3	512	Interments current year	500.00	0.00
3	515	PAYE	9,953.20	-1,573.53
3	516	NIC	17,582.47	21,700.42
3	517	Pension Control	9,478.45	0.00
3	519	Student Loan	720.00	911.80
3	530	Receipts in Advance	1,145.00	0.00
3	566	Deposits Received	3,630.21	5,583.74
3	567	Deposits invoice to be raised	100.00	0.00
3	568	Clean Streets Provision	1,117.19	0.00
		<b>Plus Total Creditors</b>	<b>117,962.69</b>	<b>35,340.14</b>
		<b>Equals Total Cash and Bank Accounts</b>	<b>603,425.23</b>	<b>455,124.31</b>
5	201	Current/Deposit Account	352,905.23	204,583.93
5	202	Reserve Account	250,000.00	250,168.52
5	210	Petty Cash	520.00	520.00
5	299	Cash Book Suspense	0.00	-148.14
		<b>Total Cash and Bank Accounts</b>	<b>603,425.23</b>	<b>455,124.31</b>

31st March 2018

Current Assets		
28,664	Bookings Debtors	29,279
0	Sundry Debtors	10,183
18,909	VAT Control A/c	-19,899
0	Prepayments	2,752
50	Deposit aquaid	50
352,905	Current/Deposit Account	204,584
250,000	Reserve Account	250,169
520	Petty Cash	520
0	Cash Book Suspense	-148
<u>651,048</u>		<u>477,490</u>
<u>651,048</u>	<b>Total Assets</b>	<u>477,490</u>
Current Liabilities		
61,081	Creditors	0
7,155	Mayor's appeal	8,718
3,000	Interments from 2009	0
2,500	Accruals	0
500	Interments current year	0
9,953	PAYE	-1,574
17,582	NIC	21,700
9,478	Pension Control	0
720	Student Loan	912
1,145	Receipts in Advance	0
3,630	Deposits Received	5,584
100	Deposits invoice to be raised	0
1,117	Clean Streets Provision	0
<u>117,963</u>		<u>35,340</u>
<u>533,086</u>	<b>Total Assets Less Current Liabilities</b>	<u>442,150</u>
Represented By		
125,589	General Reserves	46,166
2,342	Vehicles	2,342
4,500	Tree planting	4,000
1,000	Office equipment/facilities	1,000
4,000	Elections	8,000

		31st March 2018
20,000	Community centres	20,000
33,223	Purchase	33,223
837	Town enhancement	837
1,319	Sports Park development	1,319
5,000	Allotments	5,000
9,489	Renewals & Repairs fund	9,489
3,000	Solar panels	3,000
4,000	P/H Youth Task Group	4,000
0	Community Infrastructure Levy	18,566
1,200	Overtime on holiday pay	1,200
105,833	Big Park	85,688
15,000	Maintenance building	15,000
7,000	Pavilion roof and boiler	7,000
800	Dog bins purchase	800
2,113	Marketing	2,113
1,500	Street Light Replacement	1,500
5,000	Neighbourhood plan	5,000
320	Bus shelters	320
180,021	Capital Receipts Reserve	166,586
<u>533,086</u>		<u>442,150</u>

The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : \_\_\_\_\_

Signed :

Responsible  
Financial

Date : \_\_\_\_\_

**Peacehaven Town Council 2017-2018**

**Income and Expenditure Account for Year Ended 31st March 2018**

31st March 2018

	<b>Operating Income</b>	
0		0
266,402	General Administration	532,342
186,445	Non Operating Items	0
6,085	Planning and Highways	1,788
85,045	General Expenditure	0
29,330	Sports Park	26,969
25,427	Big Park Project	30,989
6,457	Gateway Cafe	9,037
0	Play Areas	0
47,556	Amenity Areas	38,288
34,950	Vehicles and Equipment	0
0	Annex Community Rooms	0
18,371	Sports Park Pavilion	17,186
132,694	Community House	67,443
2,153	Community Infrastructure Levy	0
0	Waterleak	0
0	Earmarked Reserves	0
<b>840,916</b>	<b>Total Income</b>	<b>724,043</b>
	<b>Running Costs</b>	
286,388	General Administration	506,984
949	Non Operating Items	693
4,036	Planning and Highways	653
95,837	General Expenditure	183
33,387	Sports Park	47,589
55,053	Big Park Project	45,027
2,379	Gateway Cafe	7,393
1,030	Play Areas	2,422
76,726	Amenity Areas	52,780
25,167	Vehicles and Equipment	14,455
0	Annex Community Rooms	0
11,888	Sports Park Pavilion	10,222
191,811	Community House	72,695
337	Allotments	0
0	Waterleak	53,883
42,950	Earmarked Reserves	0
<b>827,938</b>	<b>Total Expenditure</b>	<b>814,978</b>
	<b>General Fund Analysis</b>	
160,976	Opening Balance	125,589
840,916	Plus : Income for Year	724,043
<b>1,001,891</b>		<b>849,631</b>
827,938	Less : Expenditure for Year	814,978
<b>173,954</b>		<b>34,653</b>
48,365	Transfers TO / FROM Reserves	-11,514
<b>125,589</b>	<b>Closing Balance</b>	<b>46,167</b>



**AGENDA ITEM** : 8  
**COMMITTEE** : Heritage & Tourism  
**REPORT OF** : Cllr. Robert Robertson  
**DATE** : 11<sup>th</sup> June 2018  
**SUBJECT** : Tommies

## 1. INTRODUCTION

Cllr. Robertson & Cllr Simmons met on 11<sup>th</sup> June to discuss the possibility of purchasing one small & large Tommy figure for the town

Royal British Legion Industries is proud to support the 2018 Armistice Project, There But Not There, which aims to educate all generations, particularly today's younger generation, born nearly 100 years after the outbreak of WW1, to understand what led to the deaths of 888,246 British and Commonwealth men

In order to support the project, RBLI is producing smaller model 'Tommies' through its on-site social enterprise Britain's Bravest manufacturing Company, which employs more than 100 people - 70% of whom are either ex-service personnel, have a physical or mental disability, or both

All profits made from these models, which were built by veterans, will go directly to a group of mental health and armed forces charities, all of which are supporting the campaign throughout the year: Help For Heroes, The Royal Foundation, Heads Together, Combat Stress, Walking With The Wounded, The Commonwealth War Grave Foundation and Project Equinox. There But Not There also aims to help heal those suffering from the hidden wounds of post-traumatic stress disorder and other lasting legacies of combat, by raising funds for our beneficiary charities

The project is the inaugural project from the charity 'Remembered', marking 100 years since the end of the First World War through art installations around the UK

## 2 BACKGROUND/INFORMATION

Cllr. Robertson suggested that the large sculpture is placed on the Meridian Line in Meridian Park near the war memorial. The suggestion for the smaller figure (10") is to award this to a smartly dressed youngster who takes part in the 11<sup>th</sup> November Remembrance Parade. This award would be presented on an annual basis with each young person's name printed on a plaque which the sculpture will sit on

## 3 FINANCIAL & OTHER IMPLICATIONS

The figures available are a 10" at £29.99 and a 6 foot aluminium sculpture at £750.

## 4 RECOMMENDATION

- 4.1 Council AGREE/DISAGREE to purchase ONE 10" TOMMY figure to present annually to a smartly dressed youngster who takes part in the Remembrance Parade
- 4.2 Council AGREE/DISAGREE to purchase ONE 6' TOMMY figure to place permanently in Meridian Park, near the War Memorial



## PEACEHAVEN TOWN COUNCIL - Meeting Schedule 2019

<b>JANUARY</b>			<b>JULY</b>		
TUESDAY	8	Planning and Highways	TUESDAY	2	Leisure & Amenities
TUESDAY	15	Policy and Finance	TUESDAY	9	Planning & Highways
TUESDAY	22	Leisure & Amenities	TUESDAY	16	No meeting
TUESDAY	29	COUNCIL - PRECEPT	TUESDAY	23	COUNCIL
			TUESDAY	30	No meeting
<b>FEBRUARY</b>			<b>AUGUST</b>		
TUESDAY	5	Planning & Highways	TUESDAY	6	Planning & Highways
TUESDAY	12	Policy & Finance	TUESDAY	13	No meeting
TUESDAY	19	No meeting	TUESDAY	20	No meeting
			TUESDAY	27	No meeting
TUESDAY	26	Planning & Highways			
<b>MARCH</b>			<b>SEPTEMBER</b>		
TUESDAY	5	COUNCIL	TUESDAY	3	Planning & Highways
TUESDAY	12	Leisure & Amenities	TUESDAY	10	Leisure & Amenities
TUESDAY	19	ANNUAL TOWN MEETING 6pm	TUESDAY	17	Policy & Finance
TUESDAY	26	Planning & Highways	TUESDAY	24	No meeting
<b>APRIL</b>			<b>OCTOBER</b>		
TUESDAY	2	No meeting	TUESDAY	1	Planning & Highways
TUESDAY	9	Planning & Highways	TUESDAY	8	No Meeting
TUESDAY	16	No meeting	TUESDAY	15	COUNCIL
TUESDAY	23	Policy & Finance	TUESDAY	22	Planning & Highways
TUESDAY	30	No meeting	TUESDAY	29	No meeting
<b>MAY</b>			<b>NOVEMBER</b>		
THURSDAY	2	TOWN ELECTIONS	TUESDAY	5	Leisure & Amenities
TUESDAY	7	ANNUAL COUNCIL – Elect Mayor 7pm	TUESDAY	12	Planning & Highways
TUESDAY	14	Planning & Highways- Elect Chair	TUESDAY	19	Policy & Finance
TUESDAY	21	Leisure & Amenities – Elect Chair	TUESDAY	26	No meeting
TUESDAY	28	Policy & Finance – Elect Chair			
<b>JUNE</b>			<b>DECEMBER</b>		
TUESDAY	4	Planning & Highways	TUESDAY	3	Planning & Highways
TUESDAY	11	No meeting	TUESDAY	10	No meeting
TUESDAY	18	COUNCIL – ANNUAL RETURN	TUESDAY	17	No meeting
TUESDAY	25	Planning & Highways	TUESDAY	24	No meeting

**ALL MEETINGS TO COMMENCE AT 7:30PM UNLESS STATED**

- Council meeting to discuss the 2019-20 precept will be on January 29th 2019