

# PEACEHAVEN TOWN COUNCIL

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TOWN COUNCIL OFFICE  
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EAST SUSSEX  
BN10 8BB

## **Councillors on this Committee:**

**EX OFFICIO** Cllr. C Cheta (Chair of Council), Cllr. J Harris (Vice Chair of Council)  
Cllr. C Collier (Chair of Committee), Cllr. C Gallagher, Cllr. I Sharkey, Cllr. A Goble, Cllr. S Griffiths,  
Cllr. L Duhigg, Cllr. A Seabrook, Cllr A Milliner

**13<sup>th</sup> November 2019**

**Dear Committee Member,**

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held in the **ANZAC ROOM** Community House, Meridian Centre, Peacehaven, on **Tuesday 19<sup>th</sup> November 2019 at 7:30pm**

Tony Allen  
Town Clerk

## **AGENDA**

### **PF425 CHAIRMAN'S ANNOUNCEMENTS**

**PF426 PUBLIC QUESTIONS** - *There will be a 15 minute period whereby members of the public may ask questions on any relevant **POLICY & FINANCE** matters*

### **PF427 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

### **PF428 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

### **PF429 TO ADOPT THE MINUTES OF 17<sup>th</sup> SEPTEMBER 2019 (Pages 3-4)**

### **PF430 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE (Pages 5-20)**

### **PF431 TO NOTE REQUIRED OVER-EXPENDITURE FOR COMMUNITY HOUSE MAINTENANCE (Pages 21-23)**

### **PF432 GRANTS SUB-COMMITTEE: (Papers to follow)**

1. Minutes of the meeting held on the 13<sup>th</sup> NOVEMBER 2019
2. Approval of grants for Round 1 2019/20 for recommendation to Council

### **PF433 COMMUNITY INFRASTRUCTURE LEVY (CIL) – Proposal by Cllr Gallagher for the formation of a Working Party**

### **PF434 TO CONSIDER A PEACEHAVEN/TELSCOMBE JOINT PROJECT FOR INCREASED YOUTH SERVICES PROVISION (Page 24)**

### **PF435 TO APPROVE TERMS OF REFERENCE FOR THE BUSINESS PLAN & E-COMMS COMMITTEE FOR SUBMISSION TO COUNCIL (Pages 25-26)**

### **PF436 TO AGREE THE PURCHASE OF A REPLACEMENT RIDE-ON MOWER (Pages 27-32)**

### **PF437 TO APPROVE TREE POLLARDING WORKS (Pages 33-34)**

### **PF438 TO APPROVE A 2% INCREASE IN HIRE CHARGES FOR COMMUNITY HOUSE & SPORTS PARK FACILITIES IN 2020/21 (Pages 35-38)**

### **PF439 COUNCIL'S & COMMITTEES' BUDGETARY REQUIREMENTS FOR 2020/21 – PASS 1 (Pages 39-52)**

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***NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the rest of the meeting.***

**PF440 AGED DEBT ANALYSIS (Pages 53-58)**

**PF441 TO APPROVE AN OFFICE IT UPGRADE REQUIRED IN THE CURRENT FINANCIAL YEAR (Pages 59-62)**

**PF442 TO APPROVE THE NEW EMPLOYEE HANDBOOK FOR SUBMISSION TO COUNCIL (Under separate cover)**

**PF443 TO APPROVE THE NEW EMPLOYEE CONTRACT OF EMPLOYMENT FOR SUBMISSION TO COUNCIL (Pages 63-74)**

**PF444 TO CONSIDER THE RETENTION OF THE COUNCILS FINANCE & CLEANING CONTRACTORS (Pages 75-80)**

**PF445 DATE OF NEXT MEETING – TUESDAY 18<sup>th</sup> February 2020 at 7.30pm**

**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Tuesday 17<sup>th</sup> September 2019 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Goble, Cllr S Griffiths, Cllr A Seabrook, Cllr I Sharkey, Cllr A Milliner. Town Clerk T Allen, Admin. Officer V Onis. One member of the public was also present.

**PF408 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and read out the health & safety notices.

**PF409 PUBLIC QUESTIONS**

There were no questions from the public.

**PF410 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were approved from Cllr Gallagher.

**PF411 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interests.

**PF412 TO ADOPT THE MINUTES OF 20<sup>th</sup> AUGUST 2019**

It was noted that Cllr Seabrook had been listed as 'A Seabrook' instead of 'D Seabrook'. It was resolved to adopt the minutes, as amended, as a true record.

**PF413 TO NOTE THE EXTERNAL AUDITOR'S RETURN FOR FINANCIAL YEAR 2018/19**

It was noted that the External Auditor's report had raised no issues for attention.

**PF414 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE**

The reports from the Finance Officer, at Month 5 in the financial year, were noted and discussed.

The Chairman led the meeting through a review of significant areas of over expenditure, highlighting the budget headings of salaries, legal fees and professional fees.

Areas of significant under expenditure were also discussed. It was noted that the grass contract cutting fee had not yet been paid. It was resolved to ask the Leisure, Amenities & Environment Committee to seek a reduction in this fee from LDC/ESCC for the poor service received this year.

The Chairman noted that the second precept payment had now been received from LDC.

**PF415 TO ADOPT UPDATED FINANCIAL REGULATIONS**

It was resolved to adopt these Financial Regulations, as updated by the Clerk and Financial Officer to set the various spending limits required.

**PF416 TO RECEIVE A REPORT FROM THE BUSINESS PLAN & E-COMMUNICATIONS WORKING PARTY**

- 1. To agree the Chairman, Vice-Chairman & members of the Working Party**
- 2. To discuss the Working Party's relationship to the NDP Steering Group**

The Chairman noted that the Working Party had met on the 17<sup>th</sup> September 2019 and that a report of activities will be made available for the Committee's next meeting.

**PF417 TO APPROVE THE COUNCIL'S REGISTRATION FOR THE LOCAL COUNCIL AWARDS SCHEME (LCAS)**

It was agreed that it would be worthwhile to pursue this accreditation at a later date. It was resolved to revisit this item in a year's time.

**MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING - Tuesday 17<sup>th</sup> September 2019**  
**PF 418 TO APPROVE THE PURCHASE OF A BROWSE ALOUD PLUG IN TO EFFECT COMPLIANCE WITH ACCESSIBILITY FOR THE PTC WEB SITE**

The Clerk's paper was noted and discussed. The Clerk demonstrated the Browse Aloud plug-in features. Cllr Seabrook noted that, in the first instance, an audit of the Council's existing web site features was a requirement, as it is a '.gov' site. It was resolved that the Clerk should ask the Council's current web site developers to quote for performing this audit.

It was noted that modern computer software and mobile phones provide a good level of accessibility support tools and that organisations such as RNIB are helping those who need special web site access.

**PF419 GRANTS SUB-COMMITTEE:**

**1. Minutes of the meeting held on the 14<sup>th</sup> August 2019**

**2. Updated Grants Policy & application form for approval and recommendation to Council**

Cllr Griffiths related the background to this item.

Cllr Seabrook noted that the Grants Policy and application form had been simplified and made more logical. These documents had also been updated to include BACS payments, elements of sustainability/environmental impacts, end of project reports and use of grant monies.

It was resolved to recommend the adoption of the Grants Policy and application form to Council.

**PF420 COMMITTEE'S BUDGETARY REQUIREMENTS FOR 2020/21**

The following areas of expenditure were identified as being proper to the Committee:-

- Grants
- E-Communications
- Business Plan Working Party.
- Community House items

*In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.*

**PF421 AGED DEBT ANALYSIS**

The Chairman noted that the Council's exposure to debt had fallen again.

It was noted that this matter would become part of the work of the newly appointed Finance Administrator.

**PF422 TO APPROVE AN OFFICE IT UPGRADE REQUIRED IN THE CURRENT FINANCIAL YEAR**

The Clerk's paper was noted and discussed.

The quotes and specifications from the four companies were discussed in detail. Financing for this project and implementation timing were also discussed.

One company's quote was preferred and It was resolved to invite this company to give a presentation to Councillors and to discuss options for implementation.

**PF423 TO APPROVE THE RENEWAL OF THE CONTRACT FOR THE COUNCIL'S OFFICE COMMUNICATIONS**

The Clerk's paper was noted and discussed. The Clerk related the background to this item.

It was resolved to renew this contract.

Cllr Seabrook questioned the need for retaining a fax line and service. The Clerk to look into the recent use of this service offered to the public, with a view to ceasing it if it is no longer cost-effective.

**PF424 DATE OF NEXT MEETING – TUESDAY 19<sup>th</sup> November 2019 at 7.30pm**

*There being no further business, the meeting closed at 20:33.*

**Agenda Item:** PF 430  
**Committee:** Policy and Finance  
**Date:** 19 November 2019  
**Title:** Financial position of the council year to date  
**Report Author:** Andy Beams, Locum Finance Officer  
**Purpose of Report:** To note the council's financial position year to date and agree any additional financial information required for future committee meetings

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### Summary of recommended actions

1. To **note** the contents of the report and attached financial information
2. To **sign** the bank reconciliation and original bank statement

### Introduction

This style of briefing note was first provided to members at the August committee meeting and some of this is repeated below as a reminder of the key information being provided to the committee.

The attached reports summarise the council's overall financial position as at the end of month 7 (October 2019). An explanation of each report is included in the analysis below, along with comments regarding the council's position.

### Analysis

#### Barclays Bank account summary

This document summarises the balances of the council's three bank accounts as at 31 October 2019. In addition, full statements of each account are provided to the council offices which are used to perform the monthly bank reconciliations (see below for more information on bank reconciliations).

It is worth noting that although there is protection provided by the Financial Services Compensation Scheme (FSCS), Peacehaven Town Council does not meet the criteria to qualify as the annual income of the council exceeds the €500,000 threshold.

#### Bank reconciliation statements – cashbooks 1 & 2

The bank reconciliation statements are used to verify the accounting entries processed through the council's accounting system to the entries appearing on the bank statement. This process is completed on a monthly basis and forms an important part of the internal checks.

As the revised Financial Regulations have now been adopted by council, FR 2.2 outlines the requirement for the bank reconciliations to be verified by a councillor (other than the Mayor or bank signatory) and recorded in the minutes of the meeting. – **Action 2 above**

The council operates two separate cashbooks. Cashbook 1 is used on a daily basis and all of the income and expenditure of the council is processed through this cashbook. Cashbook 1 is made up of the collective balances of two bank accounts – the Business Current Account and Active Saver.

The reconciliation statement explains why the balances held on the bank accounts do not match the amounts entered onto the accounting system. This will be for a combination of two reasons – (1) there are cheques or other payments entered onto our accounting system which have not yet debited the bank account (shown as **Unrepresented Cheques (Minus)**) on the bank reconciliation statement and (2) receipts entered into our accounting system which do not yet appear on the bank statement (shown as **Receipts not Banked/Cleared (Plus)**).

As councillors may be aware, any receipts received at the council offices, either cash or cheque, are paid into the Post Office on a regular basis as there is no local Barclay Bank to use. This means that it takes two working days for the entries to appear on the bank statement.

The key information to verify on the bank reconciliation statements are (1) the balances entered at the top (shown as **Bank Statement Account Name**) match the bank balances from the bank statement and (2) the final figure on the reconciliation statement (shown as **Difference is**) equals zero. This confirms that the bank account has successfully reconciled.

Cashbook 2 is used for the Business Premium Account. This account is used to hold funds not instantly needed by the council, and other than transfers to/from one of the other accounts, has no income or expenditure other than interest, which is received on a quarterly basis. The reconciliation statement therefore is unlikely to ever have any outstanding entries and should always match the bank balance.

#### Detailed income and expenditure

This report details the council's position in regard to its income and expenditure to date compared to the agreed budget.

The income and expenditure are processed and assigned to **nominal codes** (the four digit number on the left hand side of the report, i.e. 4001 Salaries, 4002 Employer NI Contributions, etc.) and **cost centres** (the three digit underlined numbers in red, i.e. 100 General Administration, 110 Civic Events, etc.).

It is worth noting that all expenditure nominal codes start with a 4, all income nominal codes start with a 1.

The information in the columns is as follow:

- **Actual year to date** – the total amount spent so far this financial year for that particular nominal code
- **Current Annual Bud** – the agreed budget for the entire financial year for that particular nominal code
- **Variance Annual Total** – The amount of the budget remaining available to use for the remainder of the current financial year. For expenditure nominal codes (those starting with a 4), a negative figures means the council has already spent more than the budget for the entire financial year. For income nominal codes (those starting with a 1), a positive figure means the council has already received more income than it budgeted to receive for the entire financial year.
- **Committed expenditure** – not currently used by this council
- **Funds available** – the amount of money remaining available to spend during the remainder of the financial year.
- **% of budget** – the percentage of the total budget spent so far in the financial year. It is worth noting that while some nominal codes are spent relatively evenly throughout the year, others are not and may be paid in one single instalment (i.e. insurance, election



costs, etc.) or in two equal instalments (i.e. the precept, some of the rates for the council's buildings, etc.).

At the foot of the report, the council's income and expenditure overall position is summarised. This shows that **64.1%** of the budgeted expenditure has been spent so far, and **103.6%** of the budgeted income has been received as at the end of month 7 (October).

### Detailed balance sheet

The balance sheet shows the councils current position in respect of its **assets** (money the council has and/or is owed to it) and **liabilities** (money the council owes to others) and how those funds are allocated within the councils accounts (shown as *Represented By*).

It should be noted that the balance sheet is generated from the accounting system, and therefore the bank balances detailed within the assets will not match the bank statements due to the reconciliation differences.

The *Represented By* section of the balance sheet contains the balances of the general and earmarked reserves, along with a balance shown as Current Year Fund. The Current Year Fund represents the amount remaining available to spend within this year's budget as at the date of the report, and will correspond to the **Net Expenditure over Income** figure shown at the bottom of the Detailed Income and Expenditure report.

At the financial year end on 31 March 2020, any remaining balance on the Current Year Fund will go into the council's general reserve (unless the council resolves to place some or all of it to an earmarked reserve). If the year-end figure is negative, the balance will be taken out of the council's general reserve.

Thus, the Current Year Fund can be viewed effectively as a profit/loss for the year against budget.

### Implications


The Town Council has a duty to consider the following implications:

<u>Financial</u>	The council has a fiduciary responsibility to the local taxpayers and a duty to keep under review its overall financial position in regard to performance against budget and retaining adequate financial reserves to support its services and functions.
<u>Legal</u>	There are no direct legal impacts.
<u>Environmental and sustainability</u>	There are no direct environmental or sustainability impacts.
<u>Crime and disorder</u>	There are no direct crime and disorder impacts.

### Appendices/Background papers

- Barclays Bank account summary balances – 31<sup>st</sup> October 2019
- Bank reconciliation statement for cashbook 1 – 31<sup>st</sup> October 2019
- Bank reconciliation statement for cashbook 2 – 31<sup>st</sup> October 2019
- Detailed income and expenditure month 7 (October 2019)
- Detailed balance sheet month 7 (October 2019)

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THE OFFICIALS  
PEACEHAVEN TOWN COUNCIL  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB



## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

### Your balances on 31 October 2019

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#### Business Current Accounts

Business Current Account Statement	£50,000.00
Sort Code 20-49-76 • Account No 10701173	

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#### Business Savings Accounts

Active Saver	£374,202.26
Sort Code 20-49-76 • Account No 30701211	

Business Premium Account	£179,772.81
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.



## Bank Reconciliation Statement as at: 11/11/2019 for Cash Book 1 Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c 10701173	31/10/2019		50,000.00
Saver Account	31/10/2019		374,202.26
			<u>424,202.26</u>

Unpresented Cheques (Minus)	Amount
11/06/2019 204373 Martin Garruy	100.00
11/06/2019 204374 Paster Lawrance	44.90
04/09/2019 204387 Interserve FS UK Ltd	246.41
19/09/2019 204425 East Sussex Pension Fund	6,630.11
10/10/2019 204518 LUCY OVETT	50.00
24/10/2019 204529 BRITISH GAS	1,387.01
24/10/2019 204530 CASTLE WATER	246.79
24/10/2019 204531 Conect Total Communications	397.94
24/10/2019 204532 C R Allen & Sons	24.00
24/10/2019 204534 Mailserve LTD	69.59
24/10/2019 204536 PEACEHAVEN TYRE & AUTO C	170.00
24/10/2019 204533 DEBORAH DONOVAN	14.85
24/10/2019 204537 ScottishPower Group	128.53
12/11/2019 204556 DISCOUNT DISPLAYS LTD	124.44
12/11/2019 2045561 PARTYRAMA	34.37
12/11/2019 2045562 VISTAPRINT	46.66
12/11/2019 204557 LUCY SIMMONDS	45.60
12/11/2019 204558 Brewers and Sons Ltd	203.40
12/11/2019 204559 C.E.F	57.60
12/11/2019 204560 Lewes District Council	344.00
05/11/2019 204555 CHARLOTTE HART	100.00
06/11/2019 204539 ANDY BEAMS	1,534.50
06/11/2019 204540 TAMAR ORGANICS Ltd	20.10
06/11/2019 204541 Business Sream	4,975.62
06/11/2019 204543 CASTLE WATER	248.74
06/11/2019 204544 Corona Energy	155.19
06/11/2019 204545 C R Allen & Sons	24.00
06/11/2019 204546 KEVIN BRAY EXPENSES	162.90
06/11/2019 204547 PHS Group	686.53
06/11/2019 204548 SUSSEX DRIVEWAYS (PAVIN	1,068.00
06/11/2019 204549 Tansleys Printers Limited	26.40
06/11/2019 204550 Wightman & Parrish Ltd	377.35
06/11/2019 204551 C OTERO	50.00
06/11/2019 204552 MRS N SUI	40.00
06/11/2019 204553 SOUTHCOAST LOCKSMITHS L	22.39
06/11/2019 204554 MR ALAN GOBLE	100.00
	<u>19,937.92</u>
	404,264.34

Date: 13/11/2019

Peacehaven Town Council 2019/20

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Time: 13:27

User : AB

Bank Reconciliation Statement as at: 11/11/2019 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
01/11/2019		73.85	
04/11/2019		15.00	
04/11/2019		283.79	
04/11/2019		30.64	
05/11/2019		73.85	
05/11/2019		10.37	
05/11/2019		2,153.27	
05/11/2019		118.80	
05/11/2019		358.60	
05/11/2019		90.12	
05/11/2019		682.98	
05/11/2019		100.00	
05/11/2019		23.80	
05/11/2019		620.30	
05/11/2019		83.30	
05/11/2019		23.20	
05/11/2019		1.00	
05/11/2019		100.00	
05/11/2019		60.00	
05/11/2019		77.80	
07/11/2019		3.30	
07/11/2019		39.20	
07/11/2019		100.00	
07/11/2019		115.00	
07/11/2019		55.04	
07/11/2019		178.30	
07/11/2019		1,855.74	
07/11/2019		108.50	
07/11/2019		120.86	
07/11/2019		10.00	
08/11/2019		112.00	
08/11/2019		35.50	
11/11/2019		101.87	
11/11/2019		71.57	
11/11/2019		10.00	
11/11/2019		319.44	
11/11/2019		23.50	
11/11/2019		39.50	

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User : AB

## Balances

0.00

Date: 13/11/2019

Peacehaven Town Council 2019/20

Page No: 1

Time: 13:31

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Bank Reconciliation Statement as at: 31/10/2019 for Cash Book 2 Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/09/2019		179,772.81
			<u>179,772.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>179,772.81</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>179,772.81</u>
		Balance per Cash Book is :-	179,772.81
		Difference is :-	0.00

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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**COUNCIL****100 General Administration**

100	General Administration							
4001	Salaries	47,217	256,777	331,117	74,340	74,340	77.5 %	
4002	Employer N.I Contributions	2,281	11,517	45,694	34,177	34,177	25.2 %	
4003	Employer Pension Contributions	5,070	32,501	65,614	33,113	33,113	49.5 %	
4004	Overtime	152	3,263	6,000	2,737	2,737	54.4 %	
4011	Training	0	1,130	3,000	1,870	1,870	37.7 %	
4212	Mileage Costs	15	15	1,000	985	985	1.5 %	
4301	Purchase of Furniture/Equipmen	0	61	4,500	4,439	4,439	1.3 %	
4302	Purchase of Materials	0	0	3,500	3,500	3,500	0.0 %	
4306	Printing	1,322	3,970	7,000	3,030	3,030	56.7 %	
4307	Stationery	199	980	2,000	1,020	1,020	49.0 %	
4311	Professional Fees - Legal	0	8,958	3,000	-5,958	-5,958	298.6 %	
4312	Professional Fees - Other	85	33,226	4,000	-29,226	-29,226	830.7 %	
4314	Audit Fees	0	2,398	3,000	602	602	79.9 %	
4315	Insurance	0	9,575	12,800	3,225	3,225	74.8 %	
4321	Bank Charges	0	0	100	100	100	0.0 %	
4322	BACS Charges	56	171	600	429	429	28.5 %	
4323	PDQ Charges	55	416	500	84	84	83.2 %	
4325	Postage	0	1,000	1,750	750	750	57.1 %	
4326	Telephones	400	2,893	4,500	1,607	1,607	64.3 %	
4327	Computers	1,084	3,879	7,500	3,621	3,621	51.7 %	
4331	Mayor's Allowance	0	873	1,500	627	627	58.2 %	
4333	Members Allowance	0	0	4,250	4,250	4,250	0.0 %	
4334	Members Training	0	1,068	2,500	1,432	1,432	42.7 %	
4341	Grants	0	0	21,020	21,020	21,020	0.0 %	
4342	Subscriptions	0	2,906	4,000	1,094	1,094	72.7 %	
4343	Contributions to Provisions	0	6,000	6,000	0	0	100.0 %	
4444	Election Costs	0	0	9,050	9,050	9,050	0.0 %	
4999	Write Off	0	1,891	0	-1,891	-1,891	0.0 %	
	General Administration :- Expenditure	57,916	385,466	555,495	170,029	0	170,029	69.4 %
1001	Precept	0	536,289	536,289	0			100.0 %
1005	Grants - Lewes DC	0	30,176	30,176	0			100.0 %
1010	CIL Income	0	49,708	0	49,708			0.0 %
1013	Income from Photocopying	48	222	500	-278			44.5 %
1016	Housing Benefit Claims LDC	0	15,674	3,000	12,674			522.5 %
1017	Foodliner Sales	99	429	1,500	-1,071			28.6 %
1094	Other Customer & Client Receipt	0	300	1,300	-1,000			23.1 %
1100	Interest Received	0	285	250	35			113.8 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1301	Filming	300	300	0	300			0.0 %
1309	Other Income	1	497	300	197			165.6 %
	General Administration :- Income	448	633,879	573,315	60,564			110.6 %
	Net Expenditure over Income	57,468	-248,413	-17,820	230,593			
110	<u>Civic Events</u>							
4332	Mayor's Reception	0	0	1,200	1,200		1,200	0.0 %
4335	Civic Expenses	0	497	1,700	1,203		1,203	29.2 %
	Civic Events :- Expenditure	0	497	2,900	2,403	0	2,403	17.1 %
	Net Expenditure over Income	0	497	2,900	2,403			
120	<u>Marketing</u>							
4328	Website	0	0	1,500	1,500		1,500	0.0 %
4329	Advertising	191	310	1,000	690		690	31.0 %
4330	Newsletter	0	95	1,500	1,405		1,405	6.3 %
	Marketing :- Expenditure	191	405	4,000	3,595	0	3,595	10.1 %
1045	Event Sponsorship	25	210	0	210			0.0 %
	Marketing :- Income	25	210	0	210			
	Net Expenditure over Income	166	195	4,000	3,805			
130	<u>Neighbourhood Plan</u>							
4337	Neighbourhood Plan	0	0	5,000	5,000		5,000	0.0 %
	Neighbourhood Plan :- Expenditure	0	0	5,000	5,000	0	5,000	
	Net Expenditure over Income	0	0	5,000	5,000			
200	<u>Planning &amp; Highways</u>							
4101	Repair/Alteration of Premises	53	53	1,000	947		947	5.3 %
4111	Electricity	89	806	1,000	194		194	80.6 %
4171	Grounds Maintenance Costs	0	0	500	500		500	0.0 %
4850	Grass Cutting Contract	0	0	10,140	10,140		10,140	0.0 %
	Planning & Highways :- Expenditure	142	859	12,640	11,781	0	11,781	6.8 %
	Net Expenditure over Income	142	859	12,640	11,781			
300	<u>Grounds Team General Exp</u>							
4202	Repairs/Maintenance of Vehicle	162	2,695	4,000	1,305		1,305	67.4 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4203	Fuel	94	2,546	5,600	3,054		3,054	45.5 %
4204	Road Fund License	0	0	540	540		540	0.0 %
4205	Hire/Lease of Vehicles	0	0	600	600		600	0.0 %
4304	Catering	30	60	100	40		40	60.0 %
4305	Uniform	0	550	550	0		0	100.0 %
Grounds Team General Exp :- Expenditure		285	5,851	11,390	5,539	0	5,539	51.4 %
Net Expenditure over Income		285	5,851	11,390	5,539			
310	<u>Sports Park</u>							
4101	Repair/Alteration of Premises	508	1,501	1,560	59		59	96.2 %
4111	Electricity	516	3,127	2,000	-1,127		-1,127	156.4 %
4141	Water Services	0	2,556	2,000	-556		-556	127.8 %
4161	Cleaning Costs	620	4,280	5,000	720		720	85.6 %
4164	Trade Refuse	0	3,251	4,400	1,149		1,149	73.9 %
4171	Grounds Maintenance Costs	494	6,624	7,100	476		476	93.3 %
Sports Park :- Expenditure		2,138	21,339	22,060	721	0	721	96.7 %
1025	Rent & Service Charge	632	7,804	15,000	-7,196			52.0 %
1039	S/P Cats	300	2,100	3,600	-1,500			58.3 %
1041	S/P Telephone Masts	0	4,250	4,300	-50			98.8 %
1043	S/P Football Pitches	0	1,590	2,000	-410			79.5 %
1061	S/P Court Hire	0	857	5,200	-4,344			16.5 %
1094	Other Customer & Client Recelp	0	0	6,250	-6,250			0.0 %
Sports Park :- Income		932	16,600	36,350	-19,750			45.7 %
Net Expenditure over Income		1,206	4,740	-14,290	-19,030			
315	<u>Blg Park</u>							
4101	Repair/Alteration of Premises	-5,754	813	1,000	187		187	81.3 %
4111	Electricity	0	106	0	-106		-106	0.0 %
4121	Rents	2,730	8,190	12,000	3,810		3,810	68.3 %
4131	Rates	164	1,922	1,700	-222		-222	113.0 %
4141	Water Services	0	0	500	500		500	0.0 %
4151	Fixtures & Fittings	0	0	200	200		200	0.0 %
4166	Skip Hire	0	450	1,000	550		550	45.0 %
4173	Fertilisers & Grass Seed	0	1,616	4,000	2,384		2,384	40.4 %
4302	Purchase of Materials	0	0	500	500		500	0.0 %
4303	Machinery Mtce/Lease	0	955	1,500	545		545	63.7 %
Blg Park :- Expenditure		-2,860	14,051	22,400	8,349	0	8,349	62.7 %
1005	Grants - Lewes DC	0	0	25,000	-25,000			0.0 %



		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1043	S/P Football Pitches	0	40	0	40			0.0 %
1094	Other Customer & Client Receipt	0	180	2,000	-1,820			9.0 %
	Big Park :- Income	0	220	27,000	-26,780			0.8 %
	Net Expenditure over Income	-2,860	13,831	-4,600	-18,431			
316	<u>Gateway Cafe</u>							
4101	Repair/Alteration of Premises	0	330	850	520		520	38.8 %
4111	Electricity	122	365	900	535		535	40.5 %
4112	Gas	0	0	400	400		400	0.0 %
4302	Purchase of Materials	0	0	1,000	1,000		1,000	0.0 %
	Gateway Cafe :- Expenditure	122	695	3,150	2,455	0	2,455	22.1 %
925	Rent & Service Charge	676	4,731	7,340	-2,609			64.5 %
1200	Income from Recharges	0	0	1,140	-1,140			0.0 %
	Gateway Cafe :- Income	676	4,731	8,480	-3,749			55.8 %
	Net Expenditure over Income	-553	-4,036	-5,330	-1,294			
320	<u>Play Areas</u>							
4101	Repair/Alteration of Premises	-64	1,330	1,000	-330		-330	133.0 %
4111	Electricity	0	0	500	500		500	0.0 %
4141	Water Services	0	71	0	-71		-71	0.0 %
4161	Cleaning Costs	0	0	1,000	1,000		1,000	0.0 %
4301	Purchase of Furniture/Equipment	0	0	600	600		600	0.0 %
	Play Areas :- Expenditure	-64	1,401	3,100	1,699	0	-1,699	45.2 %
	Net Expenditure over Income	-64	1,401	3,100	1,699			
330	<u>Amenity Area</u>							
4101	Repair/Alteration of Premises	92	1,262	3,000	1,738		1,738	42.1 %
4141	Water Services	0	1,253	1,600	347		347	78.3 %
4164	Trade Refuse	0	634	2,500	1,866		1,866	25.3 %
4171	Grounds Maintenance Costs	0	1,855	15,000	13,145		13,145	12.4 %
4301	Purchase of Furniture/Equipment	0	708	3,000	2,292		2,292	23.6 %
	Amenity Area :- Expenditure	92	5,711	25,100	19,389	0	19,389	22.8 %
1044	Hire of the Dell	390	3,798	5,000	-1,202			76.0 %
1050	Allotment Rent	0	-20	1,950	-1,970			-1.0 %
1094	Other Customer & Client Receipt	0	0	4,900	-4,900			0.0 %
	Amenity Area :- Income	390	3,778	11,850	-8,072			31.9 %
	Net Expenditure over Income	-298	1,933	13,250	11,317			

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2019

13:37

Month No : 7

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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<b>355</b>	<b>The Hub</b>						
4103	Annual Servicing Costs	80	720	1,500	780	780	48.0 %
4111	Electricity	140	804	1,500	696	696	53.6 %
4112	Gas	67	549	1,500	951	951	36.6 %
4131	Rates	0	769	2,240	1,471	1,471	34.4 %
4171	Grounds Maintenance Costs	544	864	4,000	3,136	3,136	21.6 %
4303	Machinery Mtce/Lease	0	0	120	120	120	0.0 %
	<b>The Hub :- Expenditure</b>	<b>831</b>	<b>3,706</b>	<b>10,860</b>	<b>7,154</b>	<b>0</b>	<b>34.1 %</b>
1084	Sports Pavilion	1,929	9,062	15,700	-6,638		57.7 %
	<b>The Hub :- Income</b>	<b>1,929</b>	<b>9,062</b>	<b>15,700</b>	<b>-6,638</b>		<b>57.7 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,098</b>	<b>-5,356</b>	<b>-4,840</b>	<b>516</b>		
<b>360</b>	<b>Community House</b>						
4101	Repair/Alteration of Premises	0	3,459	5,000	1,541	1,541	69.2 %
4111	Electricity	517	4,163	5,500	1,337	1,337	75.7 %
4112	Gas	81	624	2,500	1,876	1,876	25.0 %
4122	Service Charge	0	3,722	31,000	27,278	27,278	12.0 %
4131	Rates	0	10,311	15,000	4,689	4,689	68.7 %
4141	Water Services	0	4,380	7,200	2,820	2,820	60.8 %
4151	Fixtures & Fittings	542	148	500	352	352	29.6 %
4161	Cleaning Costs	0	555	1,000	445	445	55.5 %
4162	Cleaning Materials	20	911	2,500	1,589	1,589	36.5 %
4163	Personal Hygiene	0	1,078	2,000	922	922	53.9 %
4305	Uniform	0	370	500	130	130	74.0 %
4600	Cinema Costs	0	2,101	0	-2,101	-2,101	0.0 %
	<b>Community House :- Expenditure</b>	<b>1,159</b>	<b>31,823</b>	<b>72,700</b>	<b>40,877</b>	<b>0</b>	<b>43.8 %</b>
1069	C/H Police Room	0	1,365	1,500	-135		91.0 %
1070	C/H Phoenix Room	542	2,481	5,800	-3,319		42.8 %
1072	C/H Copper Room	0	5,750	11,500	-5,750		50.0 %
1075	C/H Charles Neville	626	4,789	10,000	-5,211		47.9 %
1076	C/H Main Hall	1,439	13,526	23,800	-10,274		56.8 %
1077	C/H Anzac Room	1,149	6,687	8,500	-1,813		78.7 %
1078	C/H Main Kitchen	71	665	1,200	-535		55.5 %
1079	C/H Anzac Kitchen	51	298	600	-302		49.6 %
1080	C/H Foyer	224	1,362	200	1,162		681.0 %
1081	C/H Equipment Hire	15	605	700	-95		86.4 %
1085	Caretaking Recharge	0	0	1,600	-1,600		0.0 %
1091	Cinema Income	360	3,062	2,500	562		122.5 %
1092	Electricity Feed-in Tariff	0	195	8,200	-8,005		2.4 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1200	Income from Recharges	0	750	2,000	-1,250			37.5 %
	Community House :- Income	4,477	41,536	78,100	-36,564			53.2 %
	Net Expenditure over Income	-3,318	-9,713	-5,400	4,313			
400	<u>Water Leak</u>							
4141	Water Services	0	6,648	0	-6,648		-6,648	0.0 %
	Water Leak :- Expenditure	0	6,648	0	-6,648	0	-6,648	
1441	Water Leak Refund	0	60,080	0	60,080			0.0 %
	Water Leak :- Income	0	60,080	0	60,080			
	Net Expenditure over Income	0	-53,432	0	53,432			
430	<u>Summer Fair</u>							
4329	Advertising	0	248	0	-248		-248	0.0 %
4500	Event Staff Overtime	0	1,086	0	-1,086		-1,086	0.0 %
4900	Miscellaneous Expenses	0	1,006	0	-1,006		-1,006	0.0 %
	Summer Fair :- Expenditure	0	2,340	0	-2,340	0	-2,340	
1045	Event Sponsorship	0	3,150	0	3,150			0.0 %
1046	Stall Income (Events)	0	1,355	0	1,355			0.0 %
1094	Other Customer & Client Receipt	0	815	0	815			0.0 %
	Summer Fair :- Income	0	5,320	0	5,320			
	Net Expenditure over Income	0	-2,980	0	2,980			
440	<u>Christmas Market</u>							
4900	Miscellaneous Expenses	360	675	0	-675		-675	0.0 %
	Christmas Market :- Expenditure	360	675	0	-675	0	-675	
1045	Event Sponsorship	0	2,500	0	2,500			0.0 %
	Christmas Market :- Income	0	2,500	0	2,500			
	Net Expenditure over Income	360	-1,825	0	1,825			
	COUNCIL :- Expenditure	60,313	481,468	750,795	269,327	0	269,327	64.1 %
	Income	8,877	777,916	750,795	27,121			103.6 %
	Net Expenditure over Income	51,436	-296,449	0	296,449			

Date :- 13/11/2019

Peacehaven Town Council 2019/20

Page No: 1

Time :- 13:34

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 7

31/10/2019

A/c	Account Description	Actual	Budget	Variance
<u>Current Assets</u>				
102	Debtors Control	27,386	0	27,386
105	VAT Control A/c	224	0	224
118	Deposit Aqua	50	0	50
201	Current Bank A/c	414,434	0	414,434
202	Reserve Account	179,773	0	179,773
210	Petty Cash	520	0	520
Total Current Assets		622,387	0	622,387
<u>Current Liabilities</u>				
501	Creditors	-856	0	-856
506	Mayor's Appeal	2,362	0	2,362
515	PAYE	2,102	0	2,102
516	NIC	4,227	0	4,227
517	Pension Control	6,532	0	6,532
520	Net Pay Control	20,919	0	20,919
566	Deposits Received	873	0	873
Total Current Liabilities		36,159	0	36,159
Net Current Assets		586,229	0	586,229
Total Assets less Current Liabilities		586,229	0	0
<u>Represented By :-</u>				
301	Current Year Fund	296,449	0	296,449
310	General Reserves	86,131	0	86,131
326	Elections	8,000	0	8,000
329	Purchase Reserve	20,000	0	20,000
350	P/H Youth Task Group	4,000	0	4,000
352	CIL	33,924	0	33,924
355	Big Park	69,080	0	69,080
357	Pavilion Roof & Boiler	7,000	0	7,000
362	Neighbourhood Plan	3,806	0	3,806
370	Capital Receipts Reserve	57,839	0	57,839
Total Equity		586,229	0	586,229



**Agenda Item:** PF 431  
**Committee:** Policy and Finance  
**Date:** 19<sup>th</sup> November 2019  
**Title:** Expenditure for Community House maintenance.  
**Report Author:** Tony Allen, Town Clerk  
**Purpose of Report:** To invite the Committee to note and approve required Expenditure for Community House maintenance

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### Summary of recommended actions

1. To **note** the contents of the report and attached quote documents
2. To **ratify** the Clerk's approval for this required maintenance expenditure

### Introduction

A number of major maintenance issues within Community House have arisen that required immediate attention.

### Analysis

Both boilers have failed at different times causing an interruption to the heating and supply of hot water. In both cases, the fault has been identified as the printed circuit boards; these are very expensive items to replace. With the intermittent loss of hot water supplies and heating for our users and staff, the Clerk had no option but to approve the required repairs.

Additionally there is an immediate need for remedial works to some of the emergency lighting within Community House.

### Implications

The Town Council has a duty to consider the following implications:

<u><b>Financial</b></u>	<p>The required repairs for the two boilers is estimated at £3,000 and the emergency lighting repairs at £1,100.</p> <p>Currently Budget Heading 360/4101 'Community House Repair/Alteration of Premises' has £1,541 remaining.</p>
<u><b>Legal</b></u>	<p>It is a requirement to keep the Community Centre safe and a failing may cause an insurance issue in the event of any claim related to these areas.</p>
<u><b>Environmental and sustainability</b></u>	<p>There are no direct environmental or sustainability impacts.</p>
<u><b>Crime and disorder</b></u>	<p>There are no direct crime and disorder impacts.</p>
<u><b>Climate</b></u>	<p>There are no direct climatic impacts.</p>

Appendices/Background papers – Quotes.

# HeatCraft

## Heating, Ventilation, Air Conditioning, Plumbing

Peacehaven Town Council  
Town Council Office, Meridian  
Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

Elizabeth House, 50 - 52 St. Richards Road,  
Portslade, Brighton, East Sussex BN41 1PA  
Tel: 01273 419005

Email: [service@heatcrafthandv.com](mailto:service@heatcrafthandv.com)

## Quote

Your Order Number	Job Number	Quote Date (tax point)	Quote Number
J0084D	J0084D	25/10/2019	J0084D
Site Details	Community House, Peacehaven, BN10 8BB		
Issue Reported :	Right Hand Boiler no2		
Work Required :	<ul style="list-style-type: none"> <li>Isolate right hand boiler no.2</li> <li>Clean out heat exchanger</li> <li>Supply and install 1 x no replacement electrode and sealing/gasket kit, 1 x no internal sealing ring to the flue and 1 x no printed circuit board</li> <li>Test on completion</li> </ul>		
Quantity	Description	Net	Vat @ 20%
1.00	Labour & Materials	1212.38	242.48
		<b>Sub Total</b>	1212.38
		<b>TOTAL Due</b>	1454.86

- Please note that this does not include the cost of our original call out.
- If further materials are found to be required, a new quotation will follow.
- Following quote acceptance if the order is cancelled whilst goods are in transit, a restocking charge of up to 25% of the value of the parts may be applicable.
- It is assumed that all works will be carried out during normal working hours (unless stated otherwise).
- This quotation is valid for 30 days from the above date.
- Please provide written confirmation of acceptance by post or email to the above address



The Barn 27A South Street East Hoathly East Sussex BN8 6DS  
Tel 01825 880600 Mobile 07885 205144 Fax 01825 841480 Email [info@chrisbartholomew.co.uk](mailto:info@chrisbartholomew.co.uk)

Peacehaven Town Council

REF: E3152 r1

7<sup>th</sup> November 2019

Dear Sir

Re. Peacehaven Town Council offices – revised quote

We thank you for your recent enquiry and are pleased to provide our estimate for the remedial works required on to your emergency lighting.

For your information, this estimate is to include for the following items:

1. Female toilet.
  - Replace 2no light fittings for new LED downlighters.
2. Male toilet.
  - Replace 1no light fittings for a new LED downlighters.
3. Foyer Lighting.
  - Repair 600 x 600 lay in fitting.
  - Repair/replace 1no downlighter.
4. Charles Neville room lighting.
  - Repair/replace 2no exit signs.
5. Hall lighting.
  - Repair/replace 1no exit signs.
6. Testing & certification.

The estimated cost for the above works would be..... **£1,027.23 + VAT**

Exclusions:

- We have assumed that the part(s) of the existing electrical installation we aim to alter is (are) fit for purpose and can be safely modified.
- Further working with or removal of additional ACM's
- Further adaption or installation to the items listed above.
- No allowance has been made to rectify any deficiencies that may be found during the work unless otherwise indicated.
- Out of Hours Work.

We trust the information we have provided is in order, but should you need anything further please feel free to contact us.

Yours Faithfully



Glinn Pike

Managing Director  
CM Bartholomew

Company Secretary  
A J Bartholomew

**Town Clerk**

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**Subject:**

FW: POLICY &amp; FINANCE COMMITTEE MEETING - TUESDAY 19th NOVEMBER

**Increased Youth Services Provision - Peacehaven / Telscombe Joint Project**

As part of a local drive to increase youth support and reduce anti-social behaviour, we propose to support extra youth provision at the Joff in Peacehaven. The proposal would add an extra session on a key night.

By approving the spend at Town Council level it means that funding cannot be removed by ESCC at part of any spending review.

The Joff has a proven track record locally for providing quality support for young people in the the community.

The proposal would include the provision of an extra session on top those already provide and includes the cost of two youth workers.

The total draft costings would be £5010.20 per year for the Weekly provision and £1156.20 for a once a week provision during the summer holidays.

Once approved by both councils a full costing could be provided for full council for budget approval for this years budget.

This would be a jointly funded provision between Peacehaven Town Council and Telscombe Town Council and the cost would be split with Peacehaven paying 2 thirds and Telscombe paying the other third.

Best,  
Chris

Cllr Chris Collier  
07946 446033  
Ward Councillor  
Peacehaven East  
Peacehaven Town Council

## PEACEHAVEN TOWN COUNCIL

## BUSINESS DEVELOPMENT (&amp; E-COMMS) COMMITTEE TERMS OF REFERENCE

## GENERAL

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee.

## **BUSINESS DEVELOPMENT (& E-COMMS) COMMITTEE TERMS OF REFERENCE**

The Business Development (& E-Comm's) Committee shall operate within the general guidance provided within these terms of reference, and shall in particular be responsible for:-

1. The strategic development of the Council and the supervision of projects aimed at the enhancement of the Town, excluding work on the Neighbourhood Plan up to adoption (which will be by full Council).
2. The investigation and development of projects to enhance the Town:-
  - a. The future of the Meridian Centre
  - b. Redeveloping the Hub
3. Searching out new business opportunities:-
  - c. Considering the employment of a Business Development Officer
4. Investigating and developing projects to improve the image of the Town
5. Applying for external funding towards projects to enhance the Town
6. Investigating the acquisition of land for environmental and amenity uses
7. Investigating the provision of new built facilities for the local community
8. Producing and monitoring the implementation of the Council's Business Plan and make recommendations to full Council for revisions as required
9. Recommending projects to full Council that funded projects are delegated to another committee as appropriate

### **Membership**

Elected at Annual Council

### **Meetings**

Quarterly as a minimum.

Version 2

11/11/2019 09:29:16

Agenda Item: PF436

Committee: Leisure, Amenities and Environment

Date: 05/11/2019

Title: Ride on mower

Report Author: Kevin Bray

Purpose of Report: To agree to purchase a replacement ride on mower.

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### Summary of recommended actions

1. To decide to buy, lease or long term rent a new ride on mower for the football pitches, amenities and big park.
2. To purchase a second hand ride on mower for the football pitches, amenities and big park.
3. To decide how this would be funded

### Introduction

The ground staff have a number of pieces of equipment which are nearing the end of their working life, after discussions with the finance officer it is recommended that PTC look to bring in a new ride on cylinder mower as a priority next year (April) as the current machine is 16 years old and has started to cost significant amounts to keep working.

### Background

PTC look after many different types of grass surface, from football pitches, bowling green to rough grass areas and require different types of machine to do this. The ride on triple cylinder mower is used to maintain the football pitches and finer grass areas of the town, we then have a ride on rotary mower for the rougher areas and parks and pedestrian mowers for everything else.

### Analysis

An example of the costs is in the attached documents.

## Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	This could be taken from the big park contributions.
<u>Legal</u>	A new ride on mower will be compliant for use on the roads unlike our current machine
<u>Environmental and sustainability</u>	We have looked at all types of fuel options, no battery option on the market yet.
<u>Crime and disorder</u>	
<u>Climate</u>	The old machine will be traded in to be recycled or resold

## Appendices/Background papers

## **PURCHASE OF A REPLACEMENT MOWER**

The ground staff have a number of pieces of equipment which are nearing the end of their working life, after discussions with the finance officer it is recommended that PTC look to bring in a replacement ride on cylinder mower as a priority next year (April) as the current machine is 16 years old and has started to cost significant amounts to keep working.

It was suggested at the Leisure, amenities and environment meeting on the 5<sup>th</sup> of November that we should be looking at a second-hand option rather than new as an option.

I recommend a Ransomes Highway 3 new or 2130 used as we have had our current machine for 16 years from new and until this year it has performed very well it has done approximately 4800 hours.

The options are as follows:

- Purchase a new mower with a cost of around £32,000, this can be done on HP with payments.
- Lease a new mower with monthly payments depending on how many years on the lease.
- Purchase a second hand mower at a cost of between £9,000 and £12,000
- Purchase an ex demo mower from approximately £26,000.
- Not to buy a mower and keep the current model running.

The pros and cons.

**Buying a new mower-** You know the machine is going to be reliable and is covered by a year's warranty.

**Leasing a new mower-** You never own the machine; a service contract can be included so you know the whole cost for the year with no surprises apart from any accidents. After the lease term is finished you can arrange for another new machine and another lease contract, this would make keeping up with fuel options easier.

**Second hand options-** you do not know the history of the machine and how hard it has been worked and what hidden problems you might be buying. You may get a 3 month warranty which will cover any breakages but not worn bearings etc and if the machine is 5- 8 years old already you will need to look at replacing it within 10 years before replacement parts become hard to source and the machine wears out.

**Ex demo options-** this is a good option if you are looking to purchase the mower outright and would have a warranty from the manufacturer but maybe not a full year.



**Not buying a mower-** if this is the option chosen, I would recommend we send the machine off to be refurbished and fully serviced by the main dealer, this may give us a couple of more years from the machine.

*To do a full service on your 2130 highway will cost £1150 + vat,*

*This will include,*

*Full engine service*

*Hydraulic filters*

*Each deck fully stripped, checked, sharpened rebuilt and adjusted as required*

*Full machine check over and lubrication as required*

*Full run and test,*

This would not include any parts that might need to be replaced and we may need to hire a machine in whilst this is done.

## NEW MOWER PURCHASE OPTIONS:

There are 3 common types of financing equipment :

### **Hire Purchase –**

100% VAT paid on day one  
Rentals cover the full cost of the equipment  
Ownership at the end for £100  
Writing Down Allowances  
On-Balance Sheet

### **Finance Lease –**

VAT on each monthly rental  
Rentals cover the full cost of the equipment  
At the end, either send it back, enter into secondary rentals or we can arrange for ownership at peppercorn cost  
Offset rentals against profits  
On-Balance Sheet

### **Operating Lease –**

VAT on each monthly rental  
Rentals cover a percentage of the capital cost – usually between 80% and 90% depending on lease term  
At the end, either send it back, enter into secondary rentals or we can arrange for ownership at fair market value  
Offset rentals against profits  
Off-Balance Sheet

There are a couple of important questions that will point you in the direction of what finance agreement is best for you :

- Are payments annually or monthly
- Do you want to own the equipment at the end or swap/upgrade for newer equipment
- Do you want to spread the VAT over the term and help cash flow
- Do you have any tax/accounting requirements

Equipment : Ransomes Highway 3

Capital : £32,000 plus vat

Term : 3 or 5 years

#### **Payments : 3 years**

Lease/HP - £980/month or £11,405/year

Operating Lease - £909/month or £10,080/year

#### **Payments : 5 years**

Lease/HP - £621/month or £7,237/year

Operating Lease - £591/month or £6,861/year

The Operating Lease rates are approximate. These can be fine tuned once we know what level of Residual Value the deal will be willing to take.



Agenda Item: PF437

Committee: Leisure, amenities and environment

Date: 28/08/2019

Title: request for tree works

Report Author: Kevin Bray

Purpose of Report: To decide if PTC should pay for tree works

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### Summary of recommended actions

1. Should the tree be pollarded?
2. Should PTC cover the cost of this work by an outside contractor (approximately £200.00)
3. Should the tree be cut down completely by PTC groundstaff? ( just the cost of composting the waste £60.00)

### Introduction

Two residents have requested that an ash tree on PTC land be re-pollard or cut down completely on the land between Morested and Crocks Dean

### Background

This tree was pollard two years ago under the instruction of the previous Amenities manager at a cost to PTC, the tree is healthy and stands 10 meters away from any structure and 4 meters away from a fence.

### Analysis

There is no right to light laws anymore and this tree only blocks out direct sunlight for a few hours a day, therefore no works are necessary. It might be considered neighbourly to allow works to take place.

### Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	No budget has been set for tree works
<u>Legal</u>	
<u>Environmental and sustainability</u>	If pollarded, this would need to be done every two or three years to keep the tree in check.
<u>Crime and disorder</u>	
<u>Climate</u>	

**13 LA 352 TO DISCUSS THE CYCLE HUB'S USE OF THE MULTI-GAMES COURTS**

It was resolved to continue to allow the cycle hub to use the multi games courts free of charge

Proposed by Cllr Gallagher and seconded by Cllr Mills

All in favour

**14 LA 353 TO NOTE THE REPORT OF THE RECENT GATEWAY CAFÉ MEETING**

Report noted.

**15 LA 354 TO NOTE A REPORT REGARDING CARAVANS SETTING UP AT THE BIG PARK & AGREE ACTIONS REQUIRED**

It was noted that the Height barrier will now be down at 3pm each day at Centenary park for a trial period, to prevent camper vans etc staying overnight in the Park.

**16 LA 355 TO REVIEW HIRE CHARGES RECOMMEND ANNUAL INCREASES**

The Finance Officer will be submitting a report for the next Committee meeting and will look at surrounding councils charges for similar pitches.

**17 LA 356 TO DISCUSS RESIDENTS' REQUESTS FOR TREE WORKS**

The report was noted and discussed. **Cllr Griffiths suspended standing orders** for a resident to speak of his concerns with the Ash Tree. **Standing orders reinstated.**

Although it was resolved that the Committee will fund the Pollarding of the tree as a gesture of good will, the request will need to go to Policy & Finance on the 19<sup>th</sup> November, as currently there is no budget for this.

Proposed Cllr Gallagher and Seconded by Cllr Hill

All in Favour

Minutes of the meeting of the Leisure, Amenities & Environment Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 5<sup>th</sup> November 2019

**6 LA 367 PRICES/CHARGES REVIEW - Verbal report from Andy Beams**

Charges/prices have not been increased for a couple of years & in order to ensure a reasonable return for the effort given to maintain the facilities whilst still encouraging people to use them.

It was agreed to increase charges by 2% in line with inflation

**Proposed** Cllr Symonds

**Seconded** Cllr Seabrook

**All in Favour**

**7 LA 368 TO REVIEW THE ONGOING ACTION PLAN FOR LEISURE, AMENTITIES & ENVIRONMENT – Report**

Discussed and updated

**8 LA 369 TO DISCUSS THE LEASES FOR THE FOOTBALL CLUB/CATS CLUB**

It was highlighted that action 3 should be removed "to seek the required funding from the Finance Committee/Council"

Report noted and it was agreed that a letter would go to the clubs from Town Clerk regarding solicitor's costs.

**Proposed** Cllr Simmonds

**Seconded** Cllr Sharkey

**All in Favour**

**9 LA 370 TO DISCUSS THE FUTURE OF THE HUB**

It was proposed that a working party will be set up to review the Hub and report back.

**Proposed** Cllr Seabrook

SPORT  
PARK  
BNIO STR

NEW

Appendix 2

# PEACEHAVEN TOWN COUNCIL

2018 - 2019 COMMUNITY HOUSE HIRE CHARGES				
HOURLY RATES (inclusive of VAT at 20%)				
Facility / Part of building	Monday - Friday 10.00 - 17.00	Monday - Friday 17.00 - 23.00	Saturday 10.00 - 18.00	Saturday 18.00 - 23.00
<b>HALL</b>				
Voluntary/Charity groups	11.20	20.40	15.80	24.50
Private	14.30	22.45	17.35	27.55
Commercial	On request	On request	On request	On request
<b>THEATRE STYLE</b>				
Voluntary/Charity groups	18.35	28.55	22.45	32.65
Private	20.40	29.60	23.45	33.65
Commercial	On request	On request	On request	On request
<b>MEETING ROOMS</b>				
Voluntary/Charity groups	6.10	7.15	5.10	9.20
Private	6.65	7.65	6.65	10.20
Commercial	On request	On request	On request	On request
<b>ANZAC ROOM</b>				
Voluntary/Charity groups	11.20	13.25	9.20	17.85
Private	12.25	14.30	12.25	20.40
Commercial	On request	On request	On request	On request
<b>MAIN KITCHEN</b>				
Voluntary/Charity groups	5.10	5.10	5.10	5.10
Private	6.10	6.10	6.10	6.10
Commercial	On request	On request	On request	On request
<b>2nd KITCHEN</b>				
Voluntary/Charity groups	3.55	3.55	4.10	4.10
Private	4.60	4.60	5.10	5.10
Commercial	On request	On request	On request	On request
Coffee mornings	16.60	No change to encourage take up		
Markets (Saturday)	61.20			
Markets (Tue & Thurs)	57.10			
Markets (Fridays)	73.85			
Kitchen/Foyer	17.85			

Signed:

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Date: 6<sup>th</sup> March 2018

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# PEACEHAVEN TOWN COUNCIL

2018 - 2019 SPORTS PARK HIRE CHARGES			
HOURLY RATES (excluding VAT at 20%)			
FACILITY TYPE OR ROOMING	MONDAY TO FRIDAY		WEEKENDS AND HOLIDAYS
	09.00 - 17.00	17.00 - 23.00	09.00 - 23.00
<b>SPORTS PARK MEETING ROOM</b>			
Voluntary/Charity groups	5.60	7.15	10.70
Private	6.65	8.15	15.50
Commercial	On request	On request	On request
Football – Junior (with changing rooms)	31.80		
Football – Junior (without changing rooms)	14.90		
Football – One off games	40.00	*	
Football – Mens (with changing rooms)	40.00	*	
Allotments (per plot)	30.00		
Allotments (per half plot)	20.00		
Car boot sale	153.00	plus £50 deposit	
Multi use sports court - full size with lights per pitch	29.10		
Multi use sports court - full size without lights per pitch	24.00		
Multi use sports court - mini size (1/3) with lights per pitch	15.80		
Multi use sports court - mini size (1/3) without lights per pitch	10.70		
Tennis Per Court Unlit	10.70	**	
Tennis per Court with lights	15.80	**	

## Notes:

Bookings for parties must be for a minimum of 3 hours

A refundable deposit of £100 is required for wedding receptions and evening functions

A refundable deposit of £50 is required for children's parties

No bookings are taken for parties for people between the ages of 13 and 21 (inclusive)

\*Set price for one off games

\*\* To match multi use price

If football pitch/multi use sports court 'one-off' booking, then add VAT to above

Signed:

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Date: 6<sup>th</sup> March 2018

Policy & Finance Minutes 13/02/18



# COUNCIL

	2019/20 Budget	Draft 2020/21 Budget
Policy & Finance	167,770	0
Planning & Highways	27,780	27,030
Civic & Events	8,400	10,500
Leisure, Amenities & Environment	98,060	108,978
Personnel	458,925	489,475
<b>Total Expenditure</b>	<b>760,935</b>	<b>635,983</b>
Policy & Finance	651,415	0
Planning & Highways	0	0
Civic & Events	0	0
Leisure, Amenities & Environment	99,380	71,674
Personnel	0	0
<b>Total Income</b>	<b>750,795</b>	<b>71,674</b>
<b>Net Expenditure over Income</b>	<b>10,140</b>	<b>564,309</b>

Precept	£0
Tax Base	4,863.5
Band D	£110.27
	#DIV/0!

## PERSONNEL

### 100 General Administration

4001	Salaries	331,117	374,276
4002	ER's NIC	45,694	33,685
4003	ER's Supn	65,614	62,514
4004	Overtime	6,000	5,000
4011	Staff Training	3,000	5,000
4212	Staff Mileage Costs	1,000	1,000
4312	Professional Fees - HR	4,000	4,000
4334	Members Training	2,500	1,500
tbc	Support Services		2,500
General Administration: Expenditure		458,925	489,475

### Net Expenditure over Income

PERSONNEL: Total Expenditure  
PERSONNEL: Total Income

### Net Expenditure over Income

2019/20 Budget	2020/21 Budget
331,117	374,276
45,694	33,685
65,614	62,514
6,000	5,000
3,000	5,000
1,000	1,000
4,000	4,000
2,500	1,500
	2,500
458,925	489,475
458,925	489,475
458,925	489,475
0	0
458,925	489,475

## LEISURE, AMENITIES & ENVIRONMENT

### **300** Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle
4203	Fuel
4204	Road Fund License
4205	Hire/Lease of Vehicles
4304	Catering
4305	Uniform

Grounds Team: Expenditure

**Net Expenditure over Income**

### **310** Sports Park

4101	Repair/Alteration of Premises
4111	Electricity
4141	Water Services
4161	Cleaning Costs
4164	Trade Refuse
4171	Grounds Maintenance Costs

Sports Park: Expenditure

1025	Rent & Service Charge
1039	S/P Cats
1041	S/P Telephone Masts
1043	S/P Football Pitches
1061	S/P Court and MUGA Hire
1094	Other Customer & Client Receipts
	Sports Park: Income

**Net Expenditure over Income**

2019/20 Budget	Draft 2020/21 Budget
4,000	4,400
5,600	5,600
540	600
600	0
100	100
550	660
11,390	11,360
<b>11,390</b>	<b>11,360</b>
1,560	6,000
2,000	2,000
2,000	7,308
5,000	4,500
4,400	7,800
7,100	
22,060	27,608
15,000	15,000
3,600	3,600
4,300	4,300
2,000	2,040
5,200	5,304
6,250	0
36,350	30,244
<b>-14,290</b>	<b>-2,636</b>

One generic cost code for this to be created for all outdoor areas

**315 Big Park**

4101 Repair/Alteration of Premises

4121 Rents

4131 Rates

4141 Water Services

4151 Fixtures &amp; Fittings

4166 Skip Hire

4173 Fertilisers &amp; Grass Seed

4302 Purchase of Materials

4303 Machinery Mtce/Lease

Big Park: Expenditure

1005 Grants - Lewes DC

1094 Other Customer &amp; Client Receipts

tbc Transfer from Big Park EMR

Big Park: Income

Net Expenditure over Income

**316 Gateway Café**

4101 Repair/Alteration of Premises

4111 Electricity

4112 Gas

4302 Purchase of Materials

Gateway Café: Expenditure

1025 Rent &amp; Service Charge

1200 Income from Recharges

Gateway Café: Income

Net Expenditure over Income

**320 Play Areas**

4101 Repair/Alteration of Premises

One generic cost code for this to be created for all outdoor areas

12,000

1,800

500

0 To be included in repairs &amp; Alterations

1,000

4,750

0 To be included in repairs &amp; Alterations

1,500

21,550

0

0

10,000

10,000

11,550

0 One generic cost code for this to be created for all outdoor areas

900

0

0 To be included in repairs &amp; alterations

900

8,480

0

8,480

-7,580

\*

1,000



4111	Electricity	500	0
4161	Cleaning Costs	1,000	0
4301	Purchase of Furniture/Equipment	600	0 *
	Play Areas: Expenditure	3,100	0
	<b>Net Expenditure over Income</b>	<b>3,100</b>	<b>0</b>
<b>330</b>	<b><u>Parks &amp; Open Spaces</u></b>		
4101	General Repairs	3,000	4,710
tbc	Vandalism Repairs		5,000
4141	Water Services	1,600	1,750
4164	Trade Refuse	2,500	2,500
4171	Grounds Maintenance Costs	15,000	10,000
4301	Purchase of Furniture/Equipment	3,000	3,000
tbc	Tree Works		5,000
tbc	Signage		2,000
tbc	Climate Change Actions		1,000
tbc	Tree Planting		2,500
	Amenity Area: Expenditure	25,100	37,460
1044	Hire of the Dell	5,000	5,000
1050	Allotment Rent	1,950	1,950
1094	Other Customer & Client Receipts	4,900	0
	Amenity Area: Income	11,850	6,950
	<b>Net Expenditure over Income</b>	<b>13,250</b>	<b>30,510</b>
<b>355</b>	<b><u>The Hub</u></b>		
4103	Annual Servicing Costs	1,500	1,500
4111	Electricity	1,500	1,500
4112	Gas	1,500	1,500
4131	Rates	2,240	1,600
4171	Maintenance of Hub	4,000	4,000
4303	Machinery Mtce/Lease	120	0

The Hub: Expenditure	10,100
The Hub	16,000
The Hub: Income	16,000
Net Expenditure over Income	-5,900

1084	10,860
The Hub	15,700
The Hub: Income	15,700
Net Expenditure over Income	-4,840

LEISURE, AMENITIES & ENV: Total Expenditure	108,978
LEISURE, AMENITIES & ENV: Total Income	71,674
Net Expenditure over Income	37,304

LEISURE, AMENITIES & ENV: Total Expenditure	98,060
LEISURE, AMENITIES & ENV: Total Income	99,380
Net Expenditure over Income	-1,320

2% increase in hire fees



## CIVIC & EVENTS

### 110 Civic Events

4331	Mayor's Allowance
4332	Mayor's Reception
4335	Civic Expenses
tbc	Civic Service
tbc	Remembrance Services
tbc	London Bridge
tbc	Civic Gifts
tbc	Civic Training
tbc	Youth Mayor
	Civic Expenses: Expenditure

### **Net Expenditure over Income**

### 120 Marketing

4328	Website
4329	Advertising
tbc	Annual Report
4330	Newsletter
	Marketing: Expenditure
1045	Event Sponsorship
	Marketing: Income

### **Net Expenditure over Income**

2019/20 Budget	Draft 2020/21 Budget
1,500	1,500
1,200	1,250
1,700	
	250
	500
	250
	200
	500
	500
4,400	4,950
<b>4,400</b>	<b>4,950</b>
1,500	1,719
1,000	1,000
1,500	200
	0
4,000	2,919
0	0
0	0
<b>4,000</b>	<b>2,919</b>

<b>430</b>	<b>Summer Fair</b>		
4329	Advertising	0	275
4500	Event Staff Overtime	0	1,150
4900	Miscellaneous Expenses	0	1,206
	Summer Fair: Expenditure	0	2,631
1045	Event Sponsorship	0	0
1046	Stall Income (Events)	0	0
1094	Other Customer & Client Receipts	0	0
	Summer Fair: Income	0	0
	<b>Net Expenditure over Income</b>	0	<b>2,631</b>
<b>440</b>	<b>Christmas Market</b>		
4329	Advertising	0	300
4500	Event Staff Overtime	0	
tbc	Carol Concert		160
4900	Miscellaneous Expenses	0	700
	Christmas Market: Expenditure	0	1,160
1045	Event Sponsorship	0	0
1046	Stall Income (Events)	0	0
1094	Other Customer & Client Receipts	0	0
	Christmas Market: Income	0	0
	<b>Net Expenditure over Income</b>	0	<b>1,160</b>
	<b>CIVIC &amp; EVENTS: Total Expenditure</b>	8,400	10,500
	<b>CIVIC &amp; EVENTS: Total Income</b>	0	0

Net Expenditure over Income

8,400

10,500

## PLANNING & HIGHWAYS

<u>130</u>	<u>Neighbourhood Plan</u>		
4337	Neighbourhood Plan	2019/20 Budget	Draft 2020/21 Budget
	Neighbourhood Plan: Expenditure	5,000	5,000
		5,000	5,000
	Net Expenditure over Income	5,000	5,000
<u>200</u>	<u>Planning &amp; Highways</u>		
4101	Bus Shelters	1,000	500
4111	Streetlight Electricity	1,000	1,092
4171	Grounds Maintenance Costs	500	500
4850	Grass Cutting Contract	10,140	8,669
	Noticeboards		1,300
	Mounment & War Memorial		600
	Climate Change Actions		100
	Street Furniture		600
4850	Grass Cutting Contract	10,140	8,669
	Planning & Highways: Expenditure	22,780	22,030
	Net Expenditure over Income	22,780	22,030
	PLANNING & HIGHWAYS: Total Expenditure	27,780	27,030
	PLANNING & HIGHWAYS: Total Income	0	0
	Net Expenditure over Income	27,780	27,030

## POLICY & FINANCE

	2019/20 Budget	Draft 2020/21 Budget
<b>100</b> <u>General Administration</u>		
4301 Purchase of Furniture/Equipment	4,500	
4302 Purchase of Materials	3,500	
4306 Printing	7,000	
4307 Stationery	2,000	
4311 Professional Fees - Legal	3,000	
4314 Audit Fees	3,000	
4315 Insurance	12,800	
4321 Bank Charges	100	
4322 BACS Charges	600	
4323 PDQ Charges	500	
4325 Postage	1,750	
4326 Telephone	4,500	
4327 Computers	7,500	
4333 Members Allowance	4,250	
4341 Grants	21,020	
4342 Subscription	4,000	
4343 Contributions to Provisions	6,000	
4444 Election Costs	9,050	
General Administration: Expenditure	95,070	0
1001 Precept	536,289	
1005 Grants - Lewes DC	30,176	
1013 Income from Photocopying	500	
1016 Housing Benefit Claims LDC	3,000	
1017 Foodliner Sales	1,500	
1094 Other Customer & Client Receipts	1,300	



1100	Interest Received	250	
1309	Other Income	300	
	General Administration: Income	573,315	0
	<b>Net Expenditure over Income</b>	<b>-478,245</b>	<b>0</b>
<b>360</b>	<b><u>Community House</u></b>		
4101	Repair/Alteration of Premises	5,000	
4111	Electricity	5,500	
4112	Gas	2,500	
4122	Service Charge	31,000	
4131	Rates	15,000	
4141	Water Services	7,200	
4151	Fixtures & Fittings	500	
4161	Cleaning Costs	1,000	
4162	Cleaning Materials	2,500	
4163	Personal Hygiene	2,000	
4305	Uniform	500	
	Community House: Expenditure	72,700	0
1069	C/H Police Room	1,500	
1070	C/H Phoenix Room	5,800	
1072	C/H Copper Room	11,500	
1075	C/H Charles Neville	10,000	
1076	C/H Main Hall	23,800	
1077	C/H Anzac Room	8,500	
1078	C/H Main Kitchen	1,200	
1079	C/H Anzac Kitchen	600	
1080	C/H Foyer	200	
1081	C/H Equipment Hire	700	
1085	Caretaking Recharge	1,600	

1091	Cinema Income	2,500	
1092	Electricity Feed-In Tariff	8,200	
1200	Income from Recharges	2,000	
	Community House: Income	78,100	0
	<b>Net Expenditure over Income</b>	<b>-5,400</b>	<b>0</b>
	<b>POLICY &amp; FINANCE: Total Expenditure</b>	<b>167,770</b>	<b>0</b>
	<b>POLICY &amp; FINANCE: Total Income</b>	<b>651,415</b>	<b>0</b>
	<b>Net Expenditure over Income</b>	<b>-483,645</b>	<b>0</b>

