

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. L Duhigg (Vice-Chair of Committee), Cllr. C Gallagher,
Cllr. I Sharkey, Cllr. A Goble, Cllr. S Griffiths, Cllr. A Seabrook, Cllr A Milliner

15th October 2020

Dear Committee Member,

You are summoned to a meeting of the **POLICY & FINANCE COMMITTEE** to be held on-line (Zoom),
on **Wednesday 21st October 2020 at 7:30pm**



Tony Allen, Town Clerk

AGENDA

PF537 CHAIRMAN'S ANNOUNCEMENTS

PF538 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant **POLICY & FINANCE** matters.*

Please email the Town Clerk for access to this on-line meeting

PF539 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF540 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF541 TO ADOPT THE MINUTES OF 22nd SEPTEMBER 2020

PF542 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report
2. Bank account summary
3. Bank Reconciliation statements (for signing)
4. Income & Expenditure report
5. Balance Sheet
6. CIL report
7. List of payments (for approval)
8. Apportioning income from filming etc. companies

PF543 TO DEVELOP THE 2021/22 BUDGET & PRECEPT REQUIREMENT

PF544 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

1. To approve CIL funding for a pathway from Flint Way to Centenary Park

PF545 TO APPROVE ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

PF546 TO APPROVE THE COUNCIL'S FINANCIAL RISK ASSESSMENT

PF547 TO APPROVE THE 2021/22 ESCC GRASS CUTTING CONTRACT

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.*

PF548 AGED DEBT ANALYSIS

PF549 TO DISCUSS THE CURRENT PAYMENT OF UTILITY COSTS BY PTC FOR LEASED FACILITIES

PF550 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT

PF551 TO DISCUSS & REVIEW COUNCIL'S EMPLOYMENT OF SUB-CONTRACTORS

PF552 DATE OF NEXT MEETING – TUESDAY 17th November 2020 at 7.30pm

DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 22nd September 2020 at 7.30pm

Present - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Cheta, Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Town Clerk T Allen, Finance Officer Z Malone.

PF515 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF516 PUBLIC QUESTIONS

No members of the public were present.

PF517 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members were present.

PF518 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Duhigg as a LDC CIL Board member.

PF519 TO ADOPT THE MINUTES OF 21st JULY 2020

It was resolved to adopt the minutes as a true record.

PF520 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

Received.

2. Bank account summary

Received.

3. Bank Reconciliation statements (for signing)

Received and resolved to sign.

4. Income & Expenditure report

The Chairman led a detailed review of all budget headings, including income and expenditure performance at Month 5 of the financial year.

Loss of income to-date was discussed in detail and the Sales Ledger outstanding receipts were noted. The Finance Officer stated that the second precept payment had been received from LDC and that the budgetary position was on-track with the expected position at this point in the financial year.

It was noted that there were a number of budget headings that are expected to be underspent at the end of the financial year, including salaries and marketing.

The Chairman stated that a reprofiling of the budget at Month 5 showed an estimated income/expenditure income loss gap of £42K due to reduced hiring of the Council's facilities.

The Chairman reported that indirect expenditure had reduced, sales ledger had improved to nearly pre-Covid levels and that the overall budgetary position showed a slight improvement.

It was noted that windfall (one-off) income payments should be allocated to a budget heading, to revert to general reserves at the end of the financial year.

5. Balance Sheet

Received.

6. CIL report

Received.

7. List of payments (for approval)

It was resolved to approve the July & August 2020 payments amounting to £121,098.04 as scheduled in the meeting papers.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 22nd September 2020

PF521 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

The Clerk's report was noted.

PF522 TO NOTE THE 20019/20 EXTERNAL AUDIT REPORT

It was noted that the External Auditor had found no issues with the Council's accounts.

PF523 TO NOTE AND DISCUSS AN HISTORICAL ANOMALY IN THE CIL ACCOUNTING

The Finance Officer's report was noted and discussed.

It was resolved that the CIL budget account should be credited from the general reserves account to re-address the CIL anomaly identified.

PF524 TO NOTE THE FINANCIAL EFFECT OF THE IMPLEMENTATION OF THE ANNUAL PAY SCALE INCREASES AND APPROVED INCREMENTS

The Finance Officer's report was noted and discussed.

It was noted that provision for these increases had been factored into the current budget.

The Clerk reported that the new pay scales and previously agreed increments will be implemented in the October 2020 salaries, backdated to April 2020.

PF525 TO NOTE THE USE OF THE RBS BUDGETING FACILITY FOR DEVELOPING THE 2021/22 BUDGET

It was agreed that this facility and reporting format would be a very useful tool in creating the 2021/22 draft budget.

The Clerk noted that all Committees, Councillors and Officers are now being asked to estimate their 2020/21 outturn and 2021/22 budgetary requirements.

The Chairman will work with the Finance Officer to produce a Q2 outturn report for the Committee's next meeting.

PF526 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

Cllr Gallagher's report was received and actions noted.

PF527 PTC WEB SITE ACCESSIBILITY - TO AUTHORISE THE PURCHASE OF THE BROWSEALLOUD PLUG-IN

The Marketing Assistant's report was noted and discussed.

Cllr Seabrook and the Clerk related the background to this item.

It was noted that the BrowseAloud 'plug-in' was a cost-effective complete solution to allow the Council to fully comply with the imminent introduction of Government legislation regarding web sites accessibility.

It was resolved to purchase a one-year licence at a cost of £900.00.

PF528 ANNUAL REVIEW OF ASSET REGISTER

The Clerk noted that this review was underway and that all Committees, Councillors and Officers will be asked to inspect the Register for accuracy.

PF529 TO REVIEW THE COMMITTEE'S TERMS-OF-REFERENCE

The Clerk's draft updated T-O-R's were discussed with some changes made. It was resolved to adopt the updated T-O-R's for the Committee, as amended; [these are appended to these minutes].

PF530 TO DISCUSS THE LDC REQUEST FOR PAYMENT OF PRVIOUS ELECTIONS FEES

In view of the late presentation of these invoices by LDC, the high amounts involved and the need for further detailed information, it was resolved to make a complaint to LDC and challenge the request for the immediate payment of these invoices.

PF531 TO CONSIDER ADDITIONAL EQUIPMENT NEEDS RELATING TO WORKING FROM HOME

The Clerk's report was noted and discussed.

The Clerk related the background to this item and the need for additional equipment to meet the staff's needs for working from home and to meet the Council's obligations in this respect.

It was resolved that the laptop for the Senior Projects Officer should be acquired straight away at a cost in the region of £600.00.

Clerk to provide a fully costed schedule of remaining requirements for the Committee's next meeting.

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE – 22nd September 2020

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 were excluded from the rest of the meeting.

PF532 AGED DEBT ANALYSIS

The Finance Officer's report was noted and discussed.

The Chairman noted a slightly improving situation.

PF533 TO DISCUSS THE CURRENT PAYMENT OF UTILITY COSTS BY PTC FOR LEASED FACILITIES

The Finance Officer's report was noted and discussed.

It was noted that the metering of electricity in some of the Council's premises needs to be fully investigated so that correct charges can be accurately passed on to the hirers concerned.

Finance Officer and Parks Officer to investigate and report to the next meeting of the Committee.

PF534 TO APPROVE HALF-YEARLY WRITE-OFFS

The Finance Officer's report was noted and discussed.

It was noted that this was not debt and the proposed adjustment for void invoices on the ledger would credit the Council's finances.

It was resolved to make this adjustment in the amount of £724.14.

PF535 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS

The Finance Officer's report was noted and discussed.

The Chairman noted that the overall amounts in question remained at around the same level as the previous month

PF536 DATE OF NEXT MEETING

Wednesday 21st October 2020 at 7.30pm.

There being no further business, the meeting closed at 21:27.

APPENDIX

**POLICY AND FINANCE COMMITTEE
TERMS OF REFERENCE**

Meets a minimum of 5 times a year.

The Officers responsible for reporting to this committee are the Clerk and Finance Officer.

Responsible for ensuring the sound management of the Council's finances including the awarding of grants and Members Allowances where appropriate and its corporate facilities.

Terms of Reference

1. Make recommendations on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference)
2. Be responsible for the review and adoption of appropriate policies to support the day-to-day administration of the council
3. Be responsible for matters not specifically delegated to any other standing committee
4. Be responsible for ensuring risk assessments are undertaken as appropriate
5. Be responsible for ensuring the council has adequate insurance
6. Be responsible for the Council's Asset register.
7. Be responsible for the Council's insurance requirements.
8. Act as lead committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
9. Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December
10. Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
11. Prepare annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council
12. Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole
13. To consider and make decisions on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grants budget; applications for funding from this budget may, however, be considered at other times of the year too.
14. To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required
15. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery

Agenda Item:	PF
Committee:	Policy and Finance
Date:	21 October 2020
Title:	Financial position of the council year to date
Report Author:	Zoe Malone, 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

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 6 (Sept 20). 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 30th September 2020. 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 35.5% of the budgeted expenditure has been spent so far, and 90.3% of the budgeted income has been received as at the end of month 6 (September 2020)

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 – 30th September 2020
- Bank reconciliation statement for cashbook 1 30th September 2020 2020
- Bank reconciliation statement for cashbook 2 – 30th September 2020
- Detailed income and expenditure month 6 (September 2020)
- Detailed balance sheet month 6 (September 2020)

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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 02 October 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£603,954.55
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Sort Code 20-49-76 • Account No 30701211

Business Premium Account	£180,159.50
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Sort Code 20-49-76 • Account No 83521656

This is the end of your account summary.

Bank Reconciliation Statement as at 30/09/2020
for Cashbook 2 - Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium Account	30/09/2020		180,159.50
			<u>180,159.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,159.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,159.50
		Balance per Cash Book is :-	180,159.50
		Difference is :-	0.00



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Your balances on 02 October 2020

Business Current Accounts

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

Business Savings Accounts

Active Saver	£603,954.55
Sort Code 20-49-76 • Account No 30701211	


Business Premium Account	£180,159.50
Sort Code 20-49-76 • Account No 83521656	

This is the end of your account summary.

603954.55

+ 1852.02 - Oct transactions

605,806.57








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Your Business Current Account

At a glance



26 Sep - 02 Oct 2020

Date	Description	Money out £	Money in £	Balance £
26 Sep	Start Balance			50,000.00
28 Sep	DD Direct Debit to RMRS Pitney Bowes Ref: 14230866 02670384	200.32		49,799.68
	Giro Transfer to Account 30701211	1,922.17		47,877.51
	Giro Direct Credit From BCard1041619250920		50.00	47,927.51
	Giro Direct Credit From Second Act Grace Ref: 2nd Act (Grace) LT		700.00	48,627.51
	Giro Direct Credit From Telscombe T.C ZZ8 Ref: Inv 11598 & 11607		722.50	49,350.01
	Giro Direct Credit From Dimensions UK Ref: 11553		649.99	50,000.00
29 Sep	 Cheque Issued Ref: 120248	1,980.00		48,020.00
	Giro Direct Credit From BCard1041619280920		2.00	48,022.00
	Giro Transfer From Account 30701211		1,978.00	50,000.00
30 Sep	 Cheque Issued Ref: 120251	35.40		49,964.60
	Giro Transfer to Account 30701211	266.20		49,698.40
	 Deposit at Barclays 53739 Ref: 12.2430Sep1kpob000		301.60	50,000.00
1 Oct	 Cheque Issued Ref: 120257	187.50		49,812.50
	Giro Transfer From Account 30701211		187.50	50,000.00
2 Oct	 Cheque Issued (No Cheque Number Recorded)	12.24		49,987.76

Start balance	£50,000.00
Money out	£6,256.11
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£6,256.11
End balance	£50,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				49,987.76
2 Oct	 Cheque Issued Ref: 120249	1,184.45		48,803.31
	 Cheque Issued Ref: 120252	467.83		48,335.48
	Giro Transfer From Account 30701211		1,664.52	50,000.00
2 Oct	Balance carried forward			50,000.00
Total Payments/Receipts		6,256.11	6,256.11	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 19 Mar 2020 was	0.100%
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**Bank Reconciliation Statement as at 09/10/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Saver Account	30/09/2020		50,000.00
Current Account	30/09/2020		605,806.57
			<u>655,806.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/11/2019 204650 KATIE DEELEY		50.00	
17/01/2020 120098 SHANNON FRANKLIN		50.00	
28/02/2020 120062 SEAHAVEN FIBROMYALGIA		145.54	
03/03/2020 120126 Corona Energy		732.85	
05/03/2020 120128 INGEUS		3,246.75	
02/06/2020 204697 DAVID SIMPSON		40.35	
24/06/2020 120128 INGEUS		-3,246.65	
27/08/2020 120224 Codec Facilities Ltd		644.97	
01/09/2020 120228 Tony Allen		25.47	
16/09/2020 120246 PERCUSSION PLAY LTD		114.00	
16/09/2020 120247 MR A ALLEN		12.40	
23/09/2020 120249 BRITISH GAS		1,184.45	
23/09/2020 120250 CATERCRAFT SUPPLIES LTD		1,422.60	
23/09/2020 120252 Conect Total Communications		467.83	
23/09/2020 120253 Lewes District Council		601.00	
23/09/2020 120254 ScottishPower Group		12.24	
23/09/2020 120255 Tony Allen		16.80	
23/09/2020 120256 Everwell Ocupational Health It		354.00	
23/09/2020 120257 SECRETARY OUTSOURCE		187.50	
23/09/2020 120258 ANCIENT & HONOURABLE GUILD		35.00	
30/09/2020 120259 P.D SHAYLER		200.00	
30/09/2020 120260 ARUN PUMPS LTD		6,590.40	
30/09/2020 120261 Sats4u		705.80	
30/09/2020 120262 Corona Energy		81.38	
30/09/2020 120263 TEXTHELP		900.00	
30/09/2020 120264 Rigby Taylor		1,266.48	
30/09/2020 120265 Chris Bartholomew Electrical C		336.00	
30/09/2020 120266 HMRC		6,269.42	
30/09/2020 120267 EAST SUSSEX PENSION FUND		6,629.18	
			<u>29,075.76</u>
			626,730.81
<u>Receipts not Banked/Cleared (Plus)</u>			
22/05/2020 204683		-100.00	
30/09/2020		72.00	
			<u>-28.00</u>
			626,702.81
		Balance per Cash Book is :-	626,702.81
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 09/10/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	644,160	644,160	0			100.0%	
1010 CIL Income	47,435	0	(47,435)			0.0%	
1013 Income from Photocopying	36	500	464			7.2%	
1016 Housing Benefit Claims LDC	15,469	15,200	(269)			101.8%	
1094 Other Customer & Client Receipt	103	1,000	897			10.3%	
1100 Interest Received	97	600	503			16.1%	
1301 Filming	1,750	0	(1,750)			0.0%	
1309 Other Income	0	1,000	1,000			0.0%	
General Administration :- Income	709,051	662,460	(46,591)			107.0%	0
4340 Support Services	0	2,500	2,500		2,500	0.0%	
4345 CTLA Service Level Agreement	6,000	6,000	0		0	100.0%	
4346 CAB Service Level Agreement	11,500	11,500	0		0	100.0%	
4347 Climate Change Actions	0	5,100	5,100		5,100	0.0%	
General Administration :- Direct Expenditure	17,500	25,100	7,600	0	7,600	69.7%	0
4001 Salaries	151,726	390,000	238,274		238,274	38.9%	
4002 Employer N.I Contributions	12,964	33,685	20,722		20,722	38.5%	
4003 Employer Pension Contributions	31,305	62,514	31,209		31,209	50.1%	
4004 Overtime	40	5,000	4,960		4,960	0.8%	
4011 Training	280	5,000	4,720		4,720	5.6%	
4212 Mileage Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipmen	10	3,500	3,490		3,490	0.3%	
4302 Purchase of Materials	0	2,500	2,500		2,500	0.0%	
4306 Printing	2,622	7,000	4,378		4,378	37.5%	
4307 Stationery	161	2,500	2,339		2,339	6.4%	
4311 Professional Fees - Legal	17	3,000	2,983		2,983	0.6%	
4312 Professional Fees - Other	2,185	4,000	1,815		1,815	54.6%	
4314 Audit Fees	1,780	3,000	1,220		1,220	59.3%	
4315 Insurance	8,881	10,000	1,119		1,119	88.8%	
4321 Bank Charges	51	100	50		50	50.5%	
4322 BACS Charges	112	400	288		288	28.0%	
4323 PDQ Charges	251	800	549		549	31.4%	
4325 Postage	737	2,000	1,263		1,263	36.8%	
4326 Telephones	2,783	6,000	3,217		3,217	46.4%	
4327 Computers	9,650	9,500	(150)		(150)	101.6%	
4333 Members Allowance	0	3,500	3,500		3,500	0.0%	
4334 Members Training	0	1,500	1,500		1,500	0.0%	
4341 Grants	4,800	10,000	5,200		5,200	48.0%	
4342 Subscriptions	4,034	4,500	466		466	89.7%	
4444 Election Costs	0	6,000	6,000		6,000	0.0%	

Detailed Income & Expenditure by Budget Heading 09/10/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 Write Off	3,076	0	(3,076)		(3,076)	0.0%	
General Administration :- Indirect Expenditure	237,465	576,999	339,534	0	339,534	41.2%	0
Net Income over Expenditure	454,086	60,361	(393,725)				
<u>110 Civic Events</u>							
4348 Civic Gifts	0	200	200		200	0.0%	
4349 Civic Training	(17)	500	517		517	(3.4%)	
4350 Town Twinning	0	1,200	1,200		1,200	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Civic Events :- Direct Expenditure	(17)	2,400	2,417	0	2,417	(0.7%)	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Mayor's Reception	0	1,250	1,250		1,250	0.0%	
4335 Civic Expenses	35	0	(35)		(35)	0.0%	
4336 Civic Service	0	250	250		250	0.0%	
4338 Remembrance Services	19	500	482		482	3.7%	
4339 London Bridge	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	54	3,750	3,697	0	3,697	1.4%	0
Net Expenditure	(37)	(6,150)	(6,114)				
<u>120 Marketing</u>							
1048 E-News Advertising	60	500	440			12.0%	
1049 Banner Board	624	6,500	5,876			9.6%	
Marketing :- Income	684	7,000	6,316			9.8%	0
4352 Annual Report	0	200	200		200	0.0%	
4353 Banner Board	0	1,000	1,000		1,000	0.0%	
Marketing :- Direct Expenditure	0	1,200	1,200	0	1,200	0.0%	0
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	123	1,000	877		877	12.3%	
Marketing :- Indirect Expenditure	123	3,000	2,877	0	2,877	4.1%	0
Net Income over Expenditure	561	2,800	2,239				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	2,841	5,000	2,159		2,159	56.8%	
Neighbourhood Plan :- Indirect Expenditure	2,841	5,000	2,159	0	2,159	56.8%	0
Net Expenditure	(2,841)	(5,000)	(2,159)				

Detailed Income & Expenditure by Budget Heading 09/10/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Planning & Highways							
4851 Noticeboards	0	1,300	1,300		1,300	0.0%	
4852 Monument & War Memorial	0	600	600		600	0.0%	
4853 Street Furniture	0	600	600		600	0.0%	
Planning & Highways :- Direct Expenditure	0	2,500	2,500	0	2,500	0.0%	0
4101 Repair/Alteration of Premises	9	500	491		491	1.8%	
4111 Electricity	541	1,092	551		551	49.5%	
4171 Grounds Maintenance Costs	14	500	486		486	2.9%	
4850 Grass Cutting Contract	8,669	8,669	0		0	100.0%	
Planning & Highways :- Indirect Expenditure	9,233	10,761	1,528	0	1,528	85.8%	0
Net Expenditure	(9,233)	(13,261)	(4,028)				
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	3,647	4,400	753		753	82.9%	
4203 Fuel	877	5,600	4,723		4,723	15.7%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	4,789	11,300	6,511	0	6,511	42.4%	0
Net Expenditure	(4,789)	(11,300)	(6,511)				
310 Sports Park							
1025 Rent & Service Charge	9,018	15,000	5,982			60.1%	
1039 S/P Cats	(900)	3,600	4,500			(25.0%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	(143)	2,500	2,643			(5.7%)	
1061 S/P Court Hire	77	5,300	5,223			1.5%	
Sports Park :- Income	12,302	30,700	18,398			40.1%	0
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	1,613	6,000	4,387		4,387	26.9%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	1,827	7,300	5,473		5,473	25.0%	
4164 Trade Refuse	2,167	4,500	2,333		2,333	48.2%	
4171 Grounds Maintenance Costs	4,638	7,800	3,162		3,162	59.5%	
Sports Park :- Indirect Expenditure	13,072	29,100	16,028	0	16,028	44.9%	0
Net Income over Expenditure	(770)	1,600	2,370				

Detailed Income & Expenditure by Budget Heading 09/10/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315 Big Park							
4101 Repair/Alteration of Premises	4,799	0	(4,799)		(4,799)	0.0%	10,000
4111 Electricity	108	0	(108)		(108)	0.0%	
4121 Rents	6,400	12,000	5,600		5,600	53.3%	
4131 Rates	835	2,500	1,665		1,665	33.4%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	350	1,000	650		650	35.0%	
4173 Fertilisers & Grass Seed	2,631	4,750	2,119		2,119	55.4%	
4303 Machinery Mtce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	15,123	25,250	10,127	0	10,127	59.9%	10,000
Net Expenditure	(15,123)	(25,250)	(10,127)				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(5,123)						
316 Gateway Cafe							
1025 Rent & Service Charge	2,218	8,480	6,262			26.2%	
Gateway Cafe :- Income	2,218	8,480	6,262			26.2%	0
4101 Repair/Alteration of Premises	265	0	(265)		(265)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	265	900	635	0	635	29.5%	0
Net Income over Expenditure	1,952	7,580	5,628				
320 Play Areas							
4101 Repair/Alteration of Premises	47	0	(47)		(47)	0.0%	
Play Areas :- Indirect Expenditure	47	0	(47)	0	(47)		0
Net Expenditure	(47)	0	47				
330 Amenity Area							
1044 Hire of the Dell	1,420	5,000	3,580			28.4%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	1,440	6,950	5,510			20.7%	0
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	38	2,000	1,962		1,962	1.9%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Amenity Area :- Direct Expenditure	161	15,500	15,339	0	15,339	1.0%	0

Detailed Income & Expenditure by Budget Heading 09/10/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	190	4,710	4,520		4,520	4.0%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	156	2,500	2,344		2,344	6.2%	
4171 Grounds Maintenance Costs	1,579	10,000	8,421		8,421	15.8%	
4301 Purchase of Furniture/Equipmen	(193)	3,000	3,193		3,193	(6.4%)	
Amenity Area :- Indirect Expenditure	1,733	21,960	20,227	0	20,227	7.9%	0
Net Income over Expenditure	(454)	(30,510)	(30,056)				
<u>355 The Hub</u>							
1084 Sports Pavilion	2,623	16,000	13,377			16.4%	
The Hub :- Income	2,623	16,000	13,377			16.4%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4101 Repair/Alteration of Premises	354	0	(354)		(354)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	607	1,500	893		893	40.5%	
4112 Gas	249	1,500	1,251		1,251	16.6%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	177	4,000	3,823		3,823	4.4%	
The Hub :- Indirect Expenditure	1,387	9,500	8,113	0	8,113	14.6%	0
Net Income over Expenditure	1,236	6,000	4,764				
<u>360 Community House</u>							
1069 C/H Police Room	1,556	2,250	695			69.1%	
1070 C/H Phoenix Room	3,250	6,000	2,750			54.2%	
1072 C/H Copper Room	5,865	12,650	6,785			46.4%	
1075 C/H Charles Neville	282	10,200	9,918			2.8%	
1076 C/H Main Hall	414	25,600	25,186			1.6%	
1077 C/H Anzac Room	(63)	12,700	12,763			(0.5%)	
1078 C/H Main Kitchen	680	1,250	570			54.4%	
1079 C/H Anzac Kitchen	23	700	677			3.3%	
1080 C/H Foyer	(0)	2,300	2,300			0.0%	
1081 C/H Equipment Hire	280	1,300	1,020			21.5%	
1085 Caretaking Recharge	0	1,600	1,600			0.0%	
1090 Storage Income	250	0	(250)			0.0%	
1091 Cinema Income	0	4,500	4,500			0.0%	
1092 Electricity Feed-in Tariff	157	1,000	843			15.7%	
1200 Income from Recharges	0	2,000	2,000			0.0%	
Community House :- Income	12,695	84,050	71,355			15.1%	0

Detailed Income & Expenditure by Budget Heading 09/10/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Cinema Costs	409	2,000	1,591		1,591	20.4%	
Community House :- Direct Expenditure	409	2,000	1,591	0	1,591	20.4%	0
4101 Repair/Alteration of Premises	663	10,000	9,337		9,337	6.6%	
4102 Maintenance of Buildings	166	0	(166)		(166)	0.0%	
4111 Electricity	311	8,000	7,689		7,689	3.9%	
4112 Gas	975	4,000	3,025		3,025	24.4%	
4122 Service Charge	448	15,500	15,052		15,052	2.9%	
4131 Rates	0	15,800	15,800		15,800	0.0%	
4141 Water Services	656	16,000	15,344		15,344	4.1%	
4151 Fixtures & Fittings	1,213	2,500	1,287		1,287	48.5%	
4161 Cleaning Costs	232	1,500	1,268		1,268	15.5%	
4162 Cleaning Materials	1,034	2,500	1,466		1,466	41.3%	
4163 Personal Hygiene	1,344	2,500	1,156		1,156	53.8%	
4168 Water Dispenser	98	120	22		22	82.0%	
4301 Purchase of Furniture/Equipmen	10	0	(10)		(10)	0.0%	
4305 Uniform	109	500	391		391	21.8%	
Community House :- Indirect Expenditure	7,259	78,920	71,661	0	71,661	9.2%	0
Net Income over Expenditure	5,027	3,130	(1,897)				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	0	500	500			0.0%	
1046 Stall Income (Events)	0	1,400	1,400			0.0%	
1094 Other Customer & Client Receipt	0	800	800			0.0%	
Summer Fair :- Income	0	2,700	2,700			0.0%	0
4329 Advertising	0	350	350		350	0.0%	
4500 Event Staff Overtime	0	1,150	1,150		1,150	0.0%	
4900 Miscellaneous Expenses	0	1,200	1,200		1,200	0.0%	
Summer Fair :- Indirect Expenditure	0	2,700	2,700	0	2,700	0.0%	0
Net Income over Expenditure	0	0	0				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	0	1,000	1,000			0.0%	
1046 Stall Income (Events)	0	1,000	1,000			0.0%	
1094 Other Customer & Client Receipt	0	300	300			0.0%	
Christmas Market :- Income	0	2,300	2,300			0.0%	0
4501 Carol Concert	0	160	160		160	0.0%	
Christmas Market :- Direct Expenditure	0	160	160	0	160	0.0%	0

Detailed Income & Expenditure by Budget Heading 09/10/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4329 Advertising	0	300	300		300	0.0%	
4500 Event Staff Overtime	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Expenses	0	700	700		700	0.0%	
Christmas Market :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>140</u>	<u>140</u>				
Grand Totals:- Income	741,013	820,640	79,627			90.3%	
Expenditure	311,444	830,500	519,056	0	519,056	37.5%	
Net Income over Expenditure	<u>429,569</u>	<u>(9,860)</u>	<u>(439,429)</u>				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>439,569</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 09/10/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
102	Debtors Control	20,487	
105	VAT Control A/c	7,681	
118	Deposit Aqua	50	
201	Current Bank A/c	626,703	
202	Reserve Account	180,112	
210	Petty Cash	520	
	Total Current Assets		835,553
	<u>Current Liabilities</u>		
506	Mayor's Appeal	1,634	
566	Deposits Received	972	
	Total Current Liabilities		2,605
	Net Current Assets		832,948
	Total Assets less Current Liabilities		832,948
	<u>Represented by :-</u>		
301	Current Year Fund	429,569	
310	General Reserves	63,174	
326	Elections	8,000	
329	Covid-19 Recovery Reserves	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	180,479	
355	Big Park	59,080	
357	Pavilion Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	Total Equity		832,948

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Annual Budget	0
					Committed	0
					Opening Balance	157,462.81
5	19/08/2020	SA01	Purchase Ledger	CCTV DEPOSIT	1,598.00	
5	19/08/2020	CATE	Purchase Ledger	REPLACE SINK UNIT	1,185.50	
6	21/09/2020	CATE	Purchase Ledger	CAFE SINK REPLACEMENT	1,185.50	
6	24/09/2020	SA01	Purchase Ledger	CCTV INSTALLATION	705.80	
6	25/09/2020	150	Journal	MOVE CIL FUNDS		33,182.73
6	25/09/2020	AR01	Purchase Ledger	SUPPLY & INSTALL SEWAGE PUMPS	5,492.00	
Account CIL					Account Totals	10,166.80
Centre					Net Balance Month 7	180,478.74

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
A/c Code 1010 CIL Income					Annual Budget	0
Centre 100 General Administration					Committed	0
					Opening Balance	0.00
2	15/05/2020		Cashbook	CIL MONIES		47,435.42
Account CIL Income					Account Totals	0.00
Centre General Administration					Net Balance Month 7	47,435.42

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	ARUN PUMPS LTD	120226	1,279.20		SEWAGE PUMP MAINTENANCE
01/09/2020	BRITISH GAS	120227	1,987.30		MAY ELECTRICITY
01/09/2020	Tony Allen	120228	25.47		IT PURCHASES
01/09/2020	SECRETARY OUTSOURCE	120229	118.75		SECRETARY OUTSOURCE
01/09/2020	Lewes District Council	DD	1,173.00		NNDR 01/09-01/04/21
01/09/2020	The Fuelcard People	DD	69.01		gy06 ppx FUEL
03/09/2020	PETTY CASH	120225	486.16		TO COVER REFUNDS OF EVENTS
04/09/2020	Northstar IT	DD1	13.19		NEW UK HOSTED EXCHANGE
04/09/2020	Northstar IT	DD2	428.40		WD 3TB BACK UP DRIVES
04/09/2020	Northstar IT	DD3	1,074.94		MONTHLY SUPPORT CONTRACT - SEP
07/09/2020	The Fuelcard People	DD	100.66		HK66WMJ
07/09/2020	Barclays	DD6	3.00		BACS FILE CHARGES
08/09/2020	Northstar IT	DD1	1,061.75		MONTHLY SUPPORT - MAY
08/09/2020	Northstar IT	DD2	1,061.75		MONTHLY SUPPORT - JUNE
08/09/2020	Northstar IT	DD3	1,061.75		MONTHLY SUPPORT - JULY
08/09/2020	Northstar IT	DD4	1,061.75		MONTHLY SUPPORT - AUG
09/09/2020	TOTAL GAS & POWER	120230	133.92		GAS - JULY 2020
09/09/2020	Your Franking Ltd	120231	68.40		DM60 BLUE INK
09/09/2020	C.E.F	120232	13.14		TRIPHOSPHOR TUBE
09/09/2020	Spy AlarmsLtd	120233	199.20		QUARTERLY FIRE MAINTENANCE
09/09/2020	AMADEUS	120234	71.12		STATIONARY
09/09/2020	COLES AMUSEMENTS	120235	200.00		DEPOSIT REFUND
09/09/2020	Caroline Reid	120236	609.00		SEPTEMBER CLEANING
09/09/2020	Trade UK	120237	88.48		DRILL / SOCKET
09/09/2020	Mend-All Catering Services Ltd	120238	84.00		WATER BOILER CALL OUT
09/09/2020	Interserve FS UK Ltd	120239	413.61		SERVICE OF FIRE EQUIP
09/09/2020	COLES AMUSEMENTS	120235	-200.00		CANCEL CHEQUE WRONG PAYEE
10/09/2020	Barclays	DD5	54.87		PDQ CHARGES - AUG
16/09/2020	Zurich Municipal	120240	86.51		ADDITION TO INSURANCE
16/09/2020	Lewes District Council	120241	1,177.15		WASTE COLL 01/10 - 31/12
16/09/2020	Conect Total Communications	120242	106.33		PHONE FOR SPO
16/09/2020	PROLUDIC LTD	120243	210.42		FIXING FOR PLAY EQUIP
16/09/2020	TOTAL GAS & POWER	120245	127.49		GAS MAY - JUNE
16/09/2020	PERCUSSION PLAY LTD	120246	114.00		CABLES FOR WALL MARIMBA
16/09/2020	AVS FENCING SUPPLIES LTD	120243	887.43		FENCING FOR BIG PK AND DELL
16/09/2020	MR A ALLEN	120247	12.40		STEREO SPEAKERS
16/09/2020	L&N CONSULTANCY LIMITED	120248	1,980.00		JULY CONSULATANCY
18/09/2020	PHS Group	DD3	226.07		QUARTERY CHARGES
22/09/2020	EDF	DD	95.24		AUGUST SUPPLY
23/09/2020	BRITISH GAS	120249	1,184.45		AUGUST ELECTRICITY
23/09/2020	CATERCRAFT SUPPLIES LTD	120250	1,422.60		CAFE SINK REPLACEMENT
23/09/2020	Fiddes & Son Ltd T/A Bowcom	120251	35.40		BATTERY
23/09/2020	Conect Total Communications	120252	467.83		SEPTEMBER TELEPHONE CHARGES
23/09/2020	Lewes District Council	120253	601.00		PLAY AREA INSPECTION 19/2
23/09/2020	ScottishPower Group	120254	12.24		FINAL BILL FOR UNIT 6
23/09/2020	Tony Allen	120255	16.80		FLOOD RISK & TITLE PLAN
23/09/2020	Everwell Occupational Health It	120256	354.00		OHP TELEPHONE CONS

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2020	SECRETARY OUTSOURCE	120257	187.50		MINUTES FOR NDP
23/09/2020	ANCIENT & HONOURABLE GUILD	120258	35.00		ANCIENT & HONOURABLE GUILD
25/09/2020	Northstar IT	DD1	151.80		VIDEO SENDER
25/09/2020	Barclays	DD2	50.00		BACS OVER LIMIT
25/09/2020	SEPTEMBER SALARIES	SEPT PAY	21,888.09		SEPTEMBER SALARIES
28/09/2020	Pitney Bowes LTD	DD	200.32		FRANKING MACHINE TOP UP
30/09/2020	P.D SHAYLER	120259	200.00		COLES AMUSEMENTS
30/09/2020	ARUN PUMPS LTD	120260	6,590.40		SUPPLY & INSTALL SEWAGE PUMPS
30/09/2020	Sats4u	120261	705.80		CCTV INSTALLATION
30/09/2020	Corona Energy	120262	81.38		GAS SUPPLY AUG-SEP
30/09/2020	TEXTHELP	120263	900.00		BROWSEALLOUD
30/09/2020	Rigby Taylor	120264	1,266.48		GRASS SEED
30/09/2020	Chris Bartholomew Electrical C	120265	336.00		SOLAR PANEL TEST
30/09/2020	HMRC	120266	6,269.42		SEPTEMBER SALARIES
30/09/2020	EAST SUSSEX PENSION FUND	120267	6,629.18		SEPTEMBER SALARIES
Total Payments			67,350.55		

Agenda Item: PF543
Committee: Policy & Finance
Date: 21st October 2020
Title: Budget Setting Requirements
Report Authors: Zoe Malone
Purpose of Report: To understand and set budgets accordingly

Summary of recommended actions

To consider the following options when setting the budget for 2021/22:-

1. Work Program – What works are you specifically budgeting for and what account code will you spending from?
2. Can you capitalise the expense? Is the expense an asset or relating to a project that is making an asset fit for purpose?
3. Can the expenditure be taken from the PTC CIL pot we currently hold?
4. Can we claim the expenditure from held 106 monies from Lewes?

Introduction

It is important that we take a close look at the budget requirements for each committee for next year and take into account the above four considerations. At a time where everyone is suffering as a result of Covid-19 and the available funds we have from CIL / 106 we should be thinking carefully about whether we need to include expenditure in the precept for next year or whether we can apply this expenditure to CIL / 106 / Capital Receipts.

Background

Peacehaven Town Council has had a few very difficult years financially and now we have stable, informed staff it is important that we look at our expenditure carefully and use monies we have accordingly.

I attach the 106 agreements I have – it would be useful for chairs of committees to look through these and understand if any anticipated spend could be claimed against these monies.

I also attach the CIL account for reference.

Analysis

In the coming weeks myself, Town Clerk and Cllr Collier will be meeting with heads of committees to plan for next years budget. Please ensure that the above considerations have been made where possible.

Implications

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

Financial	To utilise monies we already have.
Legal	N/A
Environmental and sustainability	N/A
Crime and disorder	N/A
Climate	N/A

Appendices/Background papers

Please see link below to the S106 on the LDC website:

<https://planningpa.lewes.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=OMWN1LJD02100>

CIL Income & Expenditure Report
CIL Bid Form – Internal use only

Agenda Item: PF544-1
Committee: Policy & Finance
Date: 21/10/2020
Title: Flint Way Path Funding
Report Author: Town Clerk
Purpose of Report: To ratify CIL monies for funding this project

Summary of recommended actions

1. To ratify that PTC CIL money can be used to fund the Flint Way path project.
2. Finance Officer to investigate the use of S.106 monies related to Centenary Park to see if one of these can be recharged for this work.

Introduction

At the March 2020 meeting of the LA&E Committee, it was resolved to construct a new footpath from Flint Way to Centenary Park and Sussex Driveways was selected from the quotes obtained, up to a cost of up to £3K to be funded from CIL/S.106 monies.

Background

This project is an appropriate use of CIL monies. There are several S.106 money 'pots' connected to Centenary Park that may prove to be able to be used.

Analysis

The work has been carried out and an invoice for £2875.00 has been submitted by the approved contractor Sussex Driveways Ltd.

Implications

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

<u>Financial</u>	Zero cost from the Council's budget. £2875.00 from Council's CIL funds.
<u>Legal</u>	None.
<u>Environmental and sustainability</u>	Improved pathway.
<u>Crime and disorder</u>	None.
<u>Climate</u>	None.

Appendices/Background papers

CIL bid form.

Sussex Driveways Ltd invoice.

CIL BIDDING EXPRESSION OF INTEREST FORM

From PEACEHAVEN TOWN COUNCIL To be submitted to CIL Working Committee for Approval

Before proceeding, please ensure you have got agreement: Committee, CIL WP, P&F, Council

Project Description.

Flint Way Path – construct new footpath.

Project Address

Centenary Park

Name of Provider Bidding for Funds

Peacehaven Town Council

Which Source of Funding are you applying for?

PTC CIL Monies

Type of Infrastructure

Footpath

Items of infrastructure that it is proposed CIL Funding will pay for

Footpath

Estimated Project Costs

£2,875

Amount being requested from CIL

£2,875

Does the project appear in the Neighbourhood Development Plan

No

Can the project be delivered in the next 5 years

Yes

If the project not wholly within LDC charging area etc.....

Yes

SUSSEX DRIVEWAYS (PAVING) LTD
 27 ST LUKES ROAD
 BRIGHTON
 BN2 9ZD
 TEL:01273 600666
 FAX: 01273 692779

Invoice

1

VAT Reg No: 750366830
 Company Registration No. 3206121

Page

Peacehaven Town Council
 Community House
 The Meridian Centre
 Peacehaven
 BN10 8BB

9293

08/10/2020

PEACEHAV

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	Order No. 1732K. Site address Centenary Park. To construct new footpath	2,875.00	2,875.00	20.00	575.00

Order No. 352	Invoice Checked Against Order YMM
Cheque No.	Payment Authorised

Payment is due on receipt of invoice.
 Please pay by return

BACS payments payable to sort code 30-98-74
 Bank account 01907594. Please use document No. as
 reference when paying by BACS.

We also take card payments.

Total Net Amount	2,875.00
Carriage Net	0.00
Total VAT Amount	575.00
Invoice Total	3,450.00

Agenda Item: PF545
Committee: Policy & Finance Committee
Date: 21/10/2020
Title: Additional equipment for working from home
Report Authors: Town Clerk
Purpose of Report: To seek the Committee's approval for the purchase of the additional equipment required.

Summary of recommended actions

1. To note the contents of this report and attachment.
2. To approve the proposed purchases.

Introduction

During the covid-19 lockdown, and currently, Government advice is that those who can, must work from home.

Background

In the initial stages staff adapted to working from home using their own equipment.

The Covid-19 situation is persisting, and Council has an equal 'health & safety' duty to its employees working from home as it does to those attending its premises.

Analysis

The attached spreadsheet sets out the equipment needed immediately. This has been negotiated at a special and very competitive rate from NorthStar IT, the Council's IT providers.

This can be classed as capital expenditure and funded from the Capital Receipts Reserve Budget

A full HSE DSE survey is also being conducted.

Implications

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

<u>Financial</u>	£3052.98 (Funded from the Capital Receipts Reserve Budget).
<u>Legal</u>	HSE DES and any other related Health & Safety legislation.
<u>Environmental and sustainability</u>	Minimal
<u>Crime and disorder</u>	None.
<u>Climate</u>	Minimal

Appendices/Background papers

Spreadsheet showing items and costings.

Name	Equipment needed	Cost
Tony Allen	Laptop	599.00
Debbie Donovan	Laptop	599.00
	Mobile	250.00
	Ajustable Laptop Stand	30.00
	keyboard + Mouse Set	19.99
Vicky Onis	Laptop	599.00
	Computer Chair	80.00
	keyboard + Mouse Set	19.99
	Adjustable Laptop Stand	30.00
Matt Gunn	Computer Chair	80.00
	Ajustable Laptop Stand	30.00
	keyboard + Mouse Set	19.99
Kevin Bray	Laptop	599.00
Zoe malone	Laptop	599.00
	Ajustable Laptop Stand	30.00
	keyboard + Mouse Set	19.99
Ground Staff	Two Mobiles (1 per Van)	19.98
TOTAL		3624.94

Northstar alt Cost	New monthly	Alt cost notes
£ 499.00		i3 instead of i5 spec
	£ 2.00	Anti-virus
	£ 40.00	Platinum Support
£ 499.00		i3 instead of i5 spec
£ 250.00		
£ -		
£ 32.00		
	£ 2.00	Anti-virus
	£ 40.00	Platinum Support
£ 499.00		i3 instead of i5 spec
£ 80.00		
£ 32.00		
£ -		
	£ 2.00	Anti-virus
	£ 40.00	Platinum Support
£ 80.00		
£ -		
£ 32.00		
£ 499.00		i3 instead of i5 spec
	£ 2.00	Anti-virus
	£ 40.00	Platinum Support
£ 499.00		i3 instead of i5 spec
£ -		
£ 32.00	£ 2.00	Anti-virus
	£ 40.00	Platinum Support
£ 19.98		
3052.98	210.00	

Additional Info/Links

standard "admin" grade laptop from Northstar IT

standard "admin" grade laptop from Northstar IT
Have to Contact 02/ Connect Total Comms

Logitech MK220 Wireless Mouse and Keyboard- From Argos

standard "admin" grade laptop from Northstar IT

Logitech MK220 Wireless Mouse and Keyboard- From Argos

Logitech MK220 Wireless Mouse and Keyboard- From Argos

standard "admin" grade laptop from Northstar IT

standard "admin" grade laptop from Northstar IT

Logitech MK220 Wireless Mouse and Keyboard- From Argos

2X Vodafone Nokia 130 Mobile Phones from Argos- would have to put 02 sim in

Agenda Item: PF546
Committee: Policy and Finance
Date: 21/10/2020
Title: Risk Assessment
Report Author: Town Clerk
Purpose of Report: To review the Financial Risk Assessment of the council

Summary of recommended actions

1. To **note** the contents of the report and attached Financial Risk Assessment
2. To **consider** any changes or updates to the document
3. To **adopt** the Financial Risk Assessment for the council

Introduction

It is a requirement that the Council undertakes a full risk assessment that covers operational risks, including items such as loss of assets, theft of cash etc.

The attached financial risk assessment is submitted for review and adoption by the Committee and Council.

Analysis

The financial risk assessment categorises the types of financial risk, assesses the severity of the risk and details the actions taken to mitigate the risk. This document should be reviewed periodically by the Policy and Finance Committee and will be scrutinised by the internal auditor.

Implications

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

<u>Financial</u>	The council's financial risk assessment ensures that, as far as possible, financial risks are mitigated through having robust policies and procedures in place and the provision of adequate insurance (where appropriate)
<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

Financial Risk Assessment



Peacehaven Town Council – Financial Risk Assessment

Risk	Level	Controls in place
Banking	L L L	<ul style="list-style-type: none"> All council bank accounts are reconciled every month in accordance with the Financial Regulations. Bank reconciliations are subsequently signed off by a councillor and reported to the Policy and Finance Committee meetings monthly. Bank statements are accessible online to check receipt of payments.
Risk of consequential loss of income	L M L M L M M M	<ul style="list-style-type: none"> Insurance cover in place for insurable risks, including business interruption. New asset purchases added to insurable risks at earliest opportunity. Full asset register reviewed at least annually to ensure sufficient insurance cover in place. Bank account general reserves to be increased over time to approximately 50% of the precept. Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed All electronic records backed-up every night. Precept (and LTSG) paid in two instalments by the District Council. Robust system in place for chasing outstanding debts
Loss of cash through theft or dishonesty.	M M M M M	<ul style="list-style-type: none"> Petty cash spending agreed in advance by either the Town manager or RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced at least quarterly. Till balanced on a daily basis and cash, cheques and receipts stored in safe. RFO checks till roll information against physical cash and receipts regularly (at least monthly) Cash banked at Post Office (within same shopping centre as the council offices) regularly (at least monthly), recorded in credit book and evidenced by receipt. Loss of cash in transit covered by insurance up to £10,000. Fidelity guarantee in place through insurance of up to £1,000,000.

Risk	Level	Controls in place
Financial controls and records.	L L L L L M L	<ul style="list-style-type: none"> • Internal controls in place to ensure the RFO is not involved in cash transactions at the till, thereby ensuring an independent check of the receipted cash transactions. • Internal audit completed twice per annum in addition to annual external audit. • Internal audit reports presented to the next available Policy and Finance Committee meeting, along with an action plan detailing how the auditor's recommendations have been acted upon. • All electronic financial records are backed up off site every evening. • Tenders and/or quotes for works are secured in accordance with Financial Regulations. • All financial records stored and saved in accordance with the council's Document Retention Policy. • Financial Risk Assessment to be reviewed by Policy and Finance Committee annually.
Comply with HMRC VAT Regulations.	L L L L L	<ul style="list-style-type: none"> • VAT payments and reclaims processed through the RBS accounting system • Advice notes from HMRC followed at all times, using external expert advice where necessary. • Internal auditor reviews VAT as part of the twice yearly checks. • VAT reconciled monthly and claimed quarterly via online HMRC • RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019.
Sound budgeting to support annual precept	M M M L L L L	<ul style="list-style-type: none"> • Previous year's budget and income and expenditure to date used to draft next year's budget. • Earmarked and general reserves reviewed as part of budget setting process. • Developing council business plan will further inform longer term financial aspirations. • RFO and Town Manager prepare draft budget for review by working group. • Budget proposal discussed and agreed by Policy and Finance Committee as a recommendation to Full Council. • Full Council approve budget and agree precept to meet response deadlines set by District Council. • Expenditure against budget reported to relevant committees at every meeting (minimum quarterly).

Risk	Level	Controls in place
Complying with borrowing restrictions	L	<ul style="list-style-type: none"> Any new Public Works Loan Board (PWLB) borrowing to be approved by Full Council after assessment of the business case.
	L	<ul style="list-style-type: none"> Support with application process available through SSALC if required.

Agenda Item: PF547
Committee: Policy and Finance
Date: 21/10/2020
Title: Urban Grass Cutting
Report Author: Town Clerk
Purpose of Report: To seek approval for the renewal of the ESCC urban grass contract (additional cuts)

Summary of recommended actions

1. To **note** the contents of the report and attached email from ESCC
2. To renew the ESCC urban grass contract (additional cuts)

Introduction

The Town Council has paid for extra cuts in the past to ensure a better level of service for its residents.

Analysis

ESCC has three Options:-

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.

Option 2 – Extra cuts: Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish/Town Council a total of £8,687 for the year.

Option 3 – Self delivery: Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish/Town Council the sum of £4,344 to do this. It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. An agreement must be signed between ESCC and the Town Council if we opt to self-deliver. This is an option that has been considered in the recent past and discounted on the grounds of costs and lack of staffing and equipment.

Implications

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

<u>Financial</u>	£8,687 for the year 2021/22. Only a few £ more than this year's fee.
<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

ESCC Email dated 28/09/2020

From: Contracts Management Group <Contracts.ManagementGroup@eastsussex.gov.uk>
Sent: 28 September 2020 11:42
To: Info @ Peacehaven Council <info@peacehaventowncouncil.gov.uk>
Subject: Urban verge cutting 2021

Dear Peacehaven Town Council,

I am writing in relation to the urban grass cutting service for 2021. East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for next year:

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.

Option 2 – Extra cuts: Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish/Town Council a total of £8,687 for the year.

Option 3 – Self delivery: Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish/Town Council the sum of £4,344 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Parish/Town Council if you opt to self-deliver. Further details are available in the attached document.

I would be grateful if you could indicate which option your Council would like to choose by **31st December**. Please be aware that if we have not heard back by this date, we will default to Option 1 – two standard cuts.

If you require any further information you can contact me at contracts.managementgroup@eastsussex.gov.uk.

Best regards,

Fenella Lillywhite | Service Support Officer | Service Development Team

Contracts Management | Communities, Economy & Transport Department
Email: fenella.lillywhite@eastsussex.gov.uk | **Website:** www.eastsussexhighways.com

[Coronavirus \(COVID-19\) – help and support](#)

