

PEACEHAVEN TOWN COUNCIL

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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

4th March 2020

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 10th March 2020 at 7:30pm**

Tony Allen
Town Clerk

A G E N D A

PF465 CHAIRMAN'S ANNOUNCEMENTS

PF466 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant **POLICY & FINANCE** matters*

PF467 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

PF468 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

PF469 TO ADOPT THE MINUTES OF 18th FEBRUARY 2020 (Pages 3-4)

PF470 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report (Pages 5-8)
2. Bank account summary (To follow)
3. Bank Reconciliation statements (for signing) (To follow)
4. Income & Expenditure report (Pages 9-15)
5. Balance Sheet (Page 16)
6. CIL report (Pages 17-24)
7. List of payments (for approval) (To follow)

PF471 TO ARRANGE A NEW LEASE FOR PTFC & THE CATS CLUB (Pages 25-30)

PF472 TO NOTE THE LGPS REQUIREMENTS AND AGREE DISCRETIONS (Pages 31-44)

PF473 TO APPROVE FUNDING FOR THE REPAIR OF THE GATEWAY CAFÉ SHUTTERS (Pages 45-46)

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.

PF474 AGED DEBT ANALYSIS (Pages 47-54)

PF475 DATE OF NEXT MEETING – TUESDAY 12th May 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 18th February 2020 at 7.30pm

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

PF453 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the safety and housekeeping announcements.

PF454 PUBLIC QUESTIONS

One member of the public was present to observe the meeting.

PF455 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr J Harris.

PF456 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

There were no declarations of interests made.

PF457 TO ADOPT THE MINUTES OF 10th DECEMBER 2019

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

PF458 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE

The circulated financial reports and statements were received and discussed.

The Chairman noted a continuing overall improvement in the Council's financial position, with the possibility of a small contribution to general reserves by the end of the financial year.

The Chairman signed the Bank Reconciliation.

It was resolved to approve the list of payments. Finance Assistant to investigate the recording of a payment dated 07/10/2019, for Castle Water, in the amount of £1324.30.

PF459 TO RECEIVE AND APPROVE THE INTERIM INTERNAL AUDIT REPORT FOR 2019/20

The Finance Officer reported on this recent audit.

It was resolved that the 'Points Forward' report from the audit should be used as an action plan to enable the Committee to monitor progress on addressing the areas raised by the Auditor.

It was resolved to approve the Internal Audit Report for 2019/20.

PF460 TO APPROVE THE ACQUISITION OF A TOWN COUNCIL CORPORATE CREDIT CARD

The Finance Officer reported on the background to this item and highlighted the controls contained in the Council's Standing Orders and the VAT reclaim benefits.

It was resolved that a credit card should be acquired. Finance Assistant to report on current fees for this new account.

PF461 TO REVIEW THE AGE UK GRANT AWARDED FOR 2019/20

Cllr Griffiths related the background to this item, noting the recent change in circumstances relating to a withdrawn Age UK service at Kempton House and Age UK operations in the Town generally.

It was resolved that the grant allocated to Age UK for 2019/20 should not be paid and that a new request should be made for the 2020/21 grants round, if required.

PF462 REVIEW OF CTLA GRANT AWARDED FOR 2019/20

Cllr Griffiths related the background to this item, noting that additional funding from CIL monies had been intended to support a proposed car scheme, but this had not materialized.

It was noticed that this intention had not been reflected in the relevant meeting minutes, nor in correspondence between the previous Town Manager and CTLA. A recent email from CTLA stated that it was not aware of this either.

It was resolved to arrange a meeting with CTLA to discuss the matter further and the setting up of an SLA. Cllr Paul, being the Council's CTLA representative, to be included in this meeting.

Meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 18th February 2020

PF463 UPGRADE OF THE BROADBAND SERVICE TO THE GATEWAY CAFÉ FOR CCTV

Cllr Seabrook related the background to this item. It was noted that the upgrade would allow real-time CCTV monitoring which would help to improve the safety of the public and staff, as well as allowing improved monitoring and reporting of incidents to Sussex Police.

It was noted that S.106 monies could only be used for initial set-up/installation costs, not ongoing monthly payments.

It was noted that no specific budget had been allocated for this upgrade and that therefore the costs would effectively come from general reserves.

It was resolved by majority to go ahead with this upgrade.

PF464 TO APPROVE A NEW LEASE FOR PTFC & THE CATS CLUB

The Clerk related the background to this item. It was noted that PTFC required a new/longer Lease to access funding, particularly to meet the requirements of the FA.

It was noted that the CATS Club operation could be subsumed into a new arrangement with PTFC as part of a new Lease. The Clerk reported that there was no evidence that the Council had ever produced a Lease for the CATS Club, although one had been promised.

Cllr Collier questioned the payment of the Solicitor's costs for producing the required new Lease(s), noting that the Council had no budget allocation for this expenditure.

It was resolved that the Committee required a more detailed report in order to progress this matter further, including full information concerning Council's income and expenditure for PTFC and the CATS Club. It was noted that ultimately any decision would have to be ratified by Council.

PF465 TO APPROVE THE REPAIR OF THE GATEWAY CAFÉ SHUTTERS

Cllr Collier noted that there was no budgetary provision for these repair works. Cllr Griffiths stated that the cost could be met from the Big Park S.106 monies for maintenance; Finance Administrator to confirm this at a forthcoming meeting with Chris Bibb.

It was resolved to proceed with these repairs, subject to confirmation from Chris Bibb re. the use of S.106 monies.

It was noted that Council could be asked to vire funds from unused budget allocations to allow this work to proceed as soon as possible.

PF466 TO APPROVE FUNDING FOR THE COUNCIL'S TREE SURVEY

Cllr Griffiths related the background to this item. It was resolved to proceed with the company recommended in the Parks Officer's report, with funding from the budget heading proposed.

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.

PF467 AGED DEBT ANALYSIS

The Finance Officer reported on an improving situation and measures being put in place to address this issue at source.

Finance Administrator to provide an analysis of risk for the Committee's next meeting.

PF468 DATE OF NEXT MEETING – TUESDAY 10th March 2020 at 7.30pm

There being no further business, the meeting closed at 20:41.

Agenda Item: PF 470
Committee: Policy and Finance
Date: 10 March 2020
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

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 11 (February 2020). 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 29th February 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 96% of the budgeted expenditure has been spent so far, and 120.6% of the budgeted income has been received as at the end of month 11 (February).

Detailed balance sheet

The balance sheet shows the council's 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 council's 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 – 29th February 2020
- Bank reconciliation statement for cashbook 1 – 29th February 2020
- Bank reconciliation statement for cashbook 2 – 29th February 2020
- Detailed income and expenditure month 11 – 29th February 2020
- Detailed balance sheet month 11 (February 2020)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1001 Precept	536,289	536,289	0			100.0%	
1005 Grants - Lewes DC	30,176	30,176	0			100.0%	
1010 CIL Income	130,410	0	(130,410)			0.0%	
1013 Income from Photocopying	386	500	114			77.3%	
1016 Housing Benefit Claims LDC	16,229	3,000	(13,229)			541.0%	
1017 Foodliner Sales	537	1,500	963			35.8%	
1050 Allotment Rent	600	0	(600)			0.0%	
1094 Other Customer & Client Receipt	300	1,300	1,000			23.1%	
1100 Interest Received	1,185	250	(935)			474.0%	
1301 Filming	300	0	(300)			0.0%	
1309 Other Income	662	300	(362)			220.7%	
General Administration :- Income	717,074	573,315	(143,759)			125.1%	0
4010 CIL Expenditure	6,871	0	(6,871)		(6,871)	0.0%	
General Administration :- Direct Expenditure	6,871	0	(6,871)	0	(6,871)		0
4001 Salaries	338,813	331,117	(7,696)		(7,696)	102.3%	
4002 Employer N.I Contributions	23,657	45,694	22,037		22,037	51.8%	
4003 Employer Pension Contributions	52,946	65,614	12,668		12,668	80.7%	
4004 Overtime	5,369	6,000	631		631	89.5%	
4011 Training	1,805	3,000	1,195		1,195	60.2%	
4212 Mileage Costs	273	1,000	727		727	27.3%	
4301 Purchase of Furniture/Equipmen	61	4,500	4,439		4,439	1.3%	
4302 Purchase of Materials	0	3,500	3,500		3,500	0.0%	
4306 Printing	6,075	7,000	925		925	86.8%	
4307 Stationery	1,256	2,000	744		744	62.8%	
4311 Professional Fees - Legal	8,958	3,000	(5,958)		(5,958)	298.6%	
4312 Professional Fees - Other	39,443	4,000	(35,443)		(35,443)	986.1%	
4314 Audit Fees	2,659	3,000	341		341	88.6%	
4315 Insurance	9,575	12,800	3,225		3,225	74.8%	
4321 Bank Charges	55	100	45		45	55.0%	
4322 BACS Charges	423	600	177		177	70.6%	
4323 PDQ Charges	548	500	(48)		(48)	109.5%	
4325 Postage	1,682	1,750	68		68	96.1%	
4326 Telephones	4,314	4,080	(234)		(234)	105.7%	
4327 Computers	11,563	7,500	(4,063)		(4,063)	154.2%	
4329 Advertising	134	0	(134)		(134)	0.0%	
4331 Mayor's Allowance	1,500	1,500	0		0	100.0%	
4333 Members Allowance	1,250	4,250	3,000		3,000	29.4%	
4334 Members Training	1,960	2,500	540		540	78.4%	
4341 Grants	18,046	21,020	2,974		2,974	85.8%	

Detailed Income & Expenditure by Budget Heading 05/03/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4342 Subscriptions	3,398	4,000	602		602	85.0%	
4343 Contributions to Provisions	6,000	6,000	0		0	100.0%	
4444 Election Costs	0	9,050	9,050		9,050	0.0%	
4900 Miscellaneous Expenses	50	0	(50)		(50)	0.0%	
4999 Write Off	1,891	0	(1,891)		(1,891)	0.0%	
General Administration :- Indirect Expenditure	<u>543,703</u>	<u>555,075</u>	<u>11,372</u>	<u>0</u>	<u>11,372</u>	<u>98.0%</u>	<u>0</u>
Net Income over Expenditure	<u>166,500</u>	<u>18,240</u>	<u>(148,260)</u>				
<u>110 Civic Events</u>							
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	1,126	1,700	574		574	66.2%	
Civic Events :- Indirect Expenditure	<u>1,126</u>	<u>2,900</u>	<u>1,774</u>	<u>0</u>	<u>1,774</u>	<u>38.8%</u>	<u>0</u>
Net Expenditure	<u>(1,126)</u>	<u>(2,900)</u>	<u>(1,774)</u>				
<u>120 Marketing</u>							
1045 Event Sponsorship	470	0	(470)			0.0%	
Marketing :- Income	<u>470</u>	<u>0</u>	<u>(470)</u>				<u>0</u>
4328 Website	373	1,500	1,127		1,127	24.9%	
4329 Advertising	334	1,000	666		666	33.4%	
4330 Newsletter	95	1,500	1,405		1,405	6.3%	
Marketing :- Indirect Expenditure	<u>802</u>	<u>4,000</u>	<u>3,198</u>	<u>0</u>	<u>3,198</u>	<u>20.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(332)</u>	<u>(4,000)</u>	<u>(3,668)</u>				
<u>130 Neighbourhood Plan</u>							
4337 Neighbourhood Plan	0	5,000	5,000		5,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
<u>200 Planning & Highways</u>							
4101 Repair/Alteration of Premises	188	1,000	812		812	18.8%	
4111 Electricity	1,077	1,000	(77)		(77)	107.7%	
4171 Grounds Maintenance Costs	0	500	500		500	0.0%	
4850 Grass Cutting Contract	0	10,140	10,140		10,140	0.0%	
Planning & Highways :- Indirect Expenditure	<u>1,264</u>	<u>12,640</u>	<u>11,376</u>	<u>0</u>	<u>11,376</u>	<u>10.0%</u>	<u>0</u>
Net Expenditure	<u>(1,264)</u>	<u>(12,640)</u>	<u>(11,376)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4151 Fixtures & Fittings	149	0	(149)		(149)	0.0%	
4202 Repairs/Maintenance of Vehicle	3,715	4,000	285		285	92.9%	
4203 Fuel	3,462	5,600	2,138		2,138	61.8%	
4204 Road Fund License	260	540	280		280	48.1%	
4205 Hire/Lease of Vehicles	0	600	600		600	0.0%	
4304 Catering	60	100	40		40	60.0%	
4305 Uniform	580	550	(30)		(30)	105.5%	
Grounds Team General Exp :- Indirect Expenditure	8,226	11,390	3,164	0	3,164	72.2%	0
Net Expenditure	(8,226)	(11,390)	(3,164)				
310 Sports Park							
1025 Rent & Service Charge	13,512	15,000	1,488			90.1%	
1039 S/P Cals	3,240	3,600	360			90.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	2,566	2,000	(566)			128.3%	
1061 S/P Court Hire	3,833	5,200	1,368			73.7%	
1094 Other Customer & Client Receipt	0	6,250	6,250			0.0%	
Sports Park :- Income	27,400	36,350	8,950			75.4%	0
4101 Repair/Alteration of Premises	1,512	1,560	48		48	97.0%	
4111 Electricity	5,811	2,000	(3,811)		(3,811)	290.5%	
4141 Water Services	3,487	2,000	(1,487)		(1,487)	174.4%	
4161 Cleaning Costs	6,107	5,000	(1,107)		(1,107)	122.1%	
4164 Trade Refuse	4,334	4,400	66		66	98.5%	
4171 Grounds Maintenance Costs	7,241	7,100	(141)		(141)	102.0%	
Sports Park :- Indirect Expenditure	28,493	22,060	(6,433)	0	(6,433)	129.2%	0
Net Income over Expenditure	(1,093)	14,290	15,383				
315 Big Park							
1005 Grants - Lewes DC	0	25,000	25,000			0.0%	
1043 S/P Football Pitches	520	0	(520)			0.0%	
1094 Other Customer & Client Receipt	180	2,000	1,820			9.0%	
Big Park :- Income	700	27,000	26,300			2.6%	0
4101 Repair/Alteration of Premises	4,405	1,000	(3,405)		(3,405)	440.5%	
4121 Rents	10,920	12,000	1,080		1,080	91.0%	
4131 Rates	3,183	1,700	(1,483)		(1,483)	187.2%	
4141 Water Services	0	500	500		500	0.0%	
4151 Fixtures & Fittings	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 05/03/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4166 Skip Hire	680	1,000	320		320	68.0%	
4173 Fertilisers & Grass Seed	3,018	4,000	982		982	75.5%	
4302 Purchase of Materials	150	500	350		350	30.0%	
4303 Machinery Mtce/Lease	955	1,500	545		545	63.7%	
Big Park :- Indirect Expenditure	23,311	22,400	(911)	0	(911)	104.1%	0
Net Income over Expenditure	(22,611)	4,600	27,211				
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	7,434	7,340	(94)			101.3%	
1200 Income from Recharges	0	1,140	1,140			0.0%	
Gateway Cafe :- Income	7,434	8,480	1,046			87.7%	0
4101 Repair/Alteration of Premises	518	850	332		332	60.9%	
4111 Electricity	427	900	473		473	47.4%	
4112 Gas	0	400	400		400	0.0%	
4302 Purchase of Materials	0	1,000	1,000		1,000	0.0%	
4326 Telephones	315	420	105		105	75.0%	
Gateway Cafe :- Indirect Expenditure	1,259	3,570	2,311	0	2,311	35.3%	0
Net Income over Expenditure	6,175	4,910	(1,265)				
<u>320 Play Areas</u>							
4101 Repair/Alteration of Premises	1,330	1,000	(330)		(330)	133.0%	
4111 Electricity	0	500	500		500	0.0%	
4141 Water Services	71	0	(71)		(71)	0.0%	
4161 Cleaning Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipmen	0	600	600		600	0.0%	
Play Areas :- Indirect Expenditure	1,401	3,100	1,699	0	1,699	45.2%	0
Net Expenditure	(1,401)	(3,100)	(1,699)				
<u>330 Amenity Area</u>							
1044 Hire of the Dell	4,308	5,000	692			86.2%	
1050 Allotment Rent	1,070	1,950	880			54.9%	
1094 Other Customer & Client Receipt	0	4,900	4,900			0.0%	
Amenity Area :- Income	5,378	11,850	6,472			45.4%	0
4101 Repair/Alteration of Premises	1,315	3,000	1,685		1,685	43.8%	
4141 Water Services	1,253	1,600	347		347	78.3%	
4164 Trade Refuse	831	2,500	1,669		1,669	33.2%	
4171 Grounds Maintenance Costs	2,023	15,000	12,977		12,977	13.5%	

Detailed Income & Expenditure by Budget Heading 05/03/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Purchase of Furniture/Equipmen	3,453	3,000	(453)		(453)	115.1%	
Amenity Area :- Indirect Expenditure	8,874	25,100	16,226	0	16,226	35.4%	0
Net Income over Expenditure	(3,496)	(13,250)	(9,754)				
<u>355 The Hub</u>							
1084 Sports Pavilion	13,854	15,700	1,846			88.2%	
The Hub :- Income	13,854	15,700	1,846			88.2%	0
4103 Annual Servicing Costs	1,230	1,500	270		270	82.0%	
4111 Electricity	1,495	1,500	5		5	99.7%	
4112 Gas	1,069	1,500	431		431	71.3%	
4131 Rates	769	2,240	1,471		1,471	34.4%	
4171 Grounds Maintenance Costs	1,121	4,000	2,879		2,879	28.0%	
4303 Machinery Mtce/Lease	0	120	120		120	0.0%	
The Hub :- Indirect Expenditure	5,685	10,860	5,175	0	5,175	52.3%	0
Net Income over Expenditure	8,169	4,840	(3,329)				
<u>360 Community House</u>							
1069 C/H Police Room	1,365	1,500	135			91.0%	
1070 C/H Phoenix Room	4,648	5,800	1,152			80.1%	
1072 C/H Copper Room	11,500	11,500	0			100.0%	
1075 C/H Charles Neville	6,326	10,000	3,674			63.3%	
1076 C/H Main Hall	19,814	23,800	3,986			83.3%	
1077 C/H Anzac Room	10,133	8,500	(1,633)			119.2%	
1078 C/H Main Kitchen	1,019	1,200	181			84.9%	
1079 C/H Anzac Kitchen	429	600	171			71.5%	
1080 C/H Foyer	2,086	200	(1,886)			1043.2%	
1081 C/H Equipment Hire	944	700	(244)			134.9%	
1085 Caretaking Recharge	0	1,600	1,600			0.0%	
1091 Cinema Income	4,854	2,500	(2,354)			194.2%	
1092 Electricity Feed-In Tariff	486	8,200	7,714			5.9%	
1200 Income from Recharges	750	2,000	1,250			37.5%	
Community House :- Income	64,355	78,100	13,745			82.4%	0
4101 Repair/Alteration of Premises	8,747	5,000	(3,747)		(3,747)	174.9%	
4111 Electricity	6,175	5,500	(675)		(675)	112.3%	
4112 Gas	1,762	2,500	738		738	70.5%	
4122 Service Charge	27,532	31,000	3,468		3,468	88.8%	
4131 Rates	15,467	15,000	(467)		(467)	103.1%	
4141 Water Services	10,389	7,200	(3,189)		(3,189)	144.3%	

Detailed Income & Expenditure by Budget Heading 05/03/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4151 Fixtures & Fittings	260	500	240		240	52.0%	
4161 Cleaning Costs	1,866	1,000	(866)		(866)	186.6%	
4162 Cleaning Materials	1,067	2,500	1,433		1,433	42.7%	
4163 Personal Hygiene	1,672	2,000	328		328	83.6%	
4171 Grounds Maintenance Costs	171	0	(171)		(171)	0.0%	
4305 Uniform	370	500	130		130	74.0%	
4600 Cinema Costs	4,558	0	(4,558)		(4,558)	0.0%	
Community House :- Indirect Expenditure	80,035	72,700	(7,335)	0	(7,335)	110.1%	0
Net Income over Expenditure	(15,680)	5,400	21,080				
<u>400 Water Leak</u>							
1441 Water Leak Refund	60,080	0	(60,080)			0.0%	
Water Leak :- Income	60,080	0	(60,080)				0
4141 Water Services	6,648	0	(6,648)		(6,648)	0.0%	
Water Leak :- Indirect Expenditure	6,648	0	(6,648)	0	(6,648)		0
Net Income over Expenditure	53,432	0	(53,432)				
<u>430 Summer Fair</u>							
1045 Event Sponsorship	3,150	0	(3,150)			0.0%	
1046 Stall Income (Events)	1,400	0	(1,400)			0.0%	
1094 Other Customer & Client Receipt	815	0	(815)			0.0%	
Summer Fair :- Income	5,365	0	(5,365)				0
4329 Advertising	248	0	(248)		(248)	0.0%	
4500 Event Staff Overtime	1,086	0	(1,086)		(1,086)	0.0%	
4900 Miscellaneous Expenses	1,006	0	(1,006)		(1,006)	0.0%	
Summer Fair :- Indirect Expenditure	2,340	0	(2,340)	0	(2,340)		0
Net Income over Expenditure	3,025	0	(3,025)				
<u>440 Christmas Market</u>							
1045 Event Sponsorship	2,700	0	(2,700)			0.0%	
1046 Stall Income (Events)	800	0	(800)			0.0%	
Christmas Market :- Income	3,500	0	(3,500)				0
4900 Miscellaneous Expenses	1,039	0	(1,039)		(1,039)	0.0%	
Christmas Market :- Indirect Expenditure	1,039	0	(1,039)	0	(1,039)		0
Net Income over Expenditure	2,461	0	(2,461)				

Detailed Income & Expenditure by Budget Heading 05/03/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>450 Mayoral Charity Events</u>	0	0	0		0	0.0%	
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	905,610	750,795	(154,815)			120.6%	
Expenditure	721,077	750,795	29,718	0	29,718	96.0%	
Net Income over Expenditure	<u>184,533</u>	<u>0</u>	<u>(184,533)</u>				
Movement to/(from) Gen Reserve	<u>184,533</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 05/03/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
102	Debtors Control	25,316	
105	VAT Control A/c	2,593	
118	Deposit Aqua	50	
201	Current Bank A/c	292,585	
202	Reserve Account	179,907	
210	Petty Cash	520	
	Total Current Assets		500,971
<u>Current Liabilities</u>			
506	Mayor's Appeal	5,995	
520	Net Pay Control	19,645	
566	Deposits Received	1,018	
	Total Current Liabilities		26,658
	Net Current Assets		474,313
Total Assets less Current Liabilities			474,313
<u>Represented by :-</u>			
301	Current Year Fund	184,533	
310	General Reserves	86,131	
326	Elections	8,000	
329	Purchase Reserve	20,000	
350	P/H Youth Task Group	4,000	
352	CIL	33,924	
355	Big Park	69,080	
357	Pavilion Roof & Boiler	7,000	
362	Neighbourhood Plan	3,806	
370	Capital Receipts Reserve	57,839	
	Total Equity		474,313

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Peacehaven Town Council

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Nominal Ledger Report by CENTRE

User :ZM

A/c Code	4010	CIL Expenditure				Annual Budget	0
Centre	100	General Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
				Opening Balance		0.00	
9	31/12/2019	115	Journal	WHITE LINES ON CARPARK		890.00	
9	31/12/2019	115	Journal	BUS SHELTER		2,700.00	
11	06/02/2020	GTA1	Purchase Ledger	FOOTPATHS SITE MEETING		350.00	
11	26/02/2020	RJ01	Purchase Ledger	SPORTS PARK FENCING		2,930.67	
		Account CIL Expenditure		Account Totals		6,870.67	0.00
		Centre General Administration		Net Balance Month 12		6,870.67	

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Peacehaven Town Council

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Nominal Ledger Report by CENTRE

User :ZM

A/c Code	1010	CIL Income				Annual Budget	0
Centre	100	General Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
1	26/04/2019		Cashbook	CIL Income			49,707.50
8	19/11/2019		Cashbook	LEWES DC - CIL			80,702.15
		Account	CIL Income		Account Totals	0.00	130,409.65
		Centre	General Administration		Net Balance Month 12		130,409.65

Town Clerk

From: Finance Officer
Sent: 03 March 2020 14:57
To: Town Clerk; Parks Officer
Subject: FW: Peacehaven 106 Monies
Attachments: Peacehaven S106.xlsx

FYI and to include in the P&F / L&A meetings. Myself and Kevin discussed what was available with Chris and this is explained below.

£50,000 – Ringfenced for Archaeological Presentation and being managed by Chris
£24,000 – Can be used for maintenance in play areas / outside spaces EAST side of Peacehaven
£48,000 – Specifically for the Dell Playground for Disabled play equipment
£30,000 – Ringfenced for the park off Downlands Avenue
£500,000 (Approx) Has been held back due to the football club applying for a 3G pitch – Chris will chase the Football Club for information required so we can understand if this money can be released for town improvement in other areas.
£200,000 – To be given £20k per year for 10 years. To maintain / improve the Big Park due to increase in residents from Chalkers Rise. Chris has £66k of this money from phase 1. Funds run June-June therefore we have £20k for 2019/20 and a further £20k for 2020/21.

Many thanks
Zoe

Zoe Malone
Finance Administrator

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From: Christopher Bibb <Christopher.Bibb@lewes-eastbourne.gov.uk>
Sent: 28 February 2020 09:49
To: Finance Officer <financeofficer@peacehaventowncouncil.gov.uk>
Subject: RE: Peacehaven 106 Monies

Hi Zoe,

I have attached the spreadsheet. I have also requested copies of the S106 agreements we discussed so we can check the wording of the contributions and how they can be spent

Chris

From: Finance Officer <financeofficer@peacehaventowncouncil.gov.uk>
Sent: 27 February 2020 13:35

To: Christopher Bibb <Christopher.Bibb@lewes-eastbourne.gov.uk>

Subject: Peacehaven 106 Monies

Hi Chris,

Great to meet yesterday. Please can you send over the document we were looking through?

Many thanks

Zoe

Zoe Malone

Finance Administrator

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide information or action you have requested from us. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or councillors, Lewes District Council and/or East Sussex County Council in order to provide the information you have requested. The council's Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the council's website.

Development Contributions

Application	Site	Developer	Contribution type	Amount	To be spent on	Criteria of payment	Money Received	To be Spent by	Spend Status	Date Spent	Additional Inter Spent on
LW/03/0721	22 Telcombe Road Peasehaven	Downland Homes (Southern) Ltd	Open/ Outdoor Play Space	£34,596	Outdoor playing space facilities (inc pitches, equipped, footpaths, informal, etc)	n/a	09-Feb-04	27-Feb-09	Spent	14-Feb-07	Play scheme at Elnay Park, Peasehaven
LW/04/1718	Land East And West Of Sports Park, Piddinghoe Avenue, Peasehaven,	Bovis Homes, Brickstall Ltd, Farrington Property Ltd	Kerbside Recycling Open/ Outdoor Play Space Open/ Outdoor Play Space Public Transport	£2,992 £661,168 £50,000 £395,000	Kerbside Recycling Open Space (Off site) acquisition of land adjacent to the land west of the sports park (PT16) Public Open Space (on site) - maintenance Improving Public Transport on the A259 towards Rottmargen in particular bus-way between Peasehaven and county boundary	n/a n/a after transfer of land to LDC n/a	07-Jul-09 07-Jul-09 N/A	07-Jul-16 07-Jul-16 N/A	Spent Spent Ongoing N/A	01-Nov-11 31-Mar-14 N/A	Big Parks Project future maintenance Paid directly to ESCC
LW/05/2457	148 South Coast Road Peasehaven	Dobber New Homes LLP	Open/ Outdoor Play Space Kerbside Recycling	£20,181 £122	Provision or improvement of outdoor playing space facilities in vicinity of site Provision or improvement of kerbside recycling facilities in vicinity of site	Prior to 1st occupation of any dwelling or shop	10-Jun-13 10-Jun-13	No End Date No End Date	Spent Spent	31-Mar-15 31-Mar-15	Big Parks Project
LW/07/1018	Downlands Roundway Avenue Peasehaven	Saxon Weald Homes Ltd	Accessibility	£10,250	Improvement of the local transport accessibility in the area particular the A259 bus corridor	n/a	05-Aug-09	05-Aug-20	Spent	25-Sep-15	
			Travel Plan	£5,000	Monitoring of Travel Plan - to be paid directly to County Council		30-Apr-12	30-Apr-19	Spent	30-Apr-12	Paid directly to ESCC
			Accessibility	£267,100	Improving the accessibility and transport demands generated by the development (see S106)		30-Apr-12	30-Apr-19	Spent	25-Sep-15	
LW/07/1256	Land To The East Of The Sports Park Piddinghoe Avenue Peasehaven	Bovis Homes Ltd & Brickstall Ltd	Secondary Education Kerbside Recycling	£502,557 £3,271	Additional Secondary school capacity to serve the Peasehaven area (see S106) Provision or improvement of kerbside recycling facilities within area of site (£17,40 per dwelling)	To be paid prior to occupation of 50% open market dwellings	30-Apr-12 30-Apr-12	30-Apr-19 30-Apr-19	Unspent Spent	 31-Mar-15	 £247,534.14 + £391,255.36 spent on Big Parks. Amount to spend with interest £131,501.48
			Open/ Outdoor Play Space	£838,756	Provision or improvement of outdoor playing space facilities (see S106)		30-Apr-12	30-Apr-19	Partially Spent		
LW/08/0159	Proposed Wastewater Treatment Site South Coast	Southern Water	Open/ Outdoor Play Space Maintenance General Play Space/ Recreation	£200,000 £500,000	Maintenance of open play space Sports pitch and pavilion within the open space land	after transfer of land to LDC n/a	11-Aug-09	11-Aug-19	Ongoing Spent	 31-Mar-15	 Big Parks Project
LW/08/1165	Westview Close Peasehaven	Bovis Homes Ltd	Open/ Outdoor Play Space Kerbside Recycling	£12,876 £70	Outdoor playing space facilities in the Parish of Peasehaven Provision or improvement of kerbside recycling in area of site	Prior to 1st occupation Prior to 1st occupation	09-Oct-11 03-Oct-11	03-Oct-18 03-Oct-18	Unspent Spent	 31-Mar-15	 Allocated to Big Parks Project. Amount to spend with interest £12543.65
LW/09/0680	200 - 204 South Coast Road & 17 Dorothy Avenue Peasehaven	JMK Ltd	Accessibility Open/ Outdoor Play Space Kerbside Recycling	£13,230 £40,140 £244	Accessibility improvements within the area of the site Provision or improvement of facilities in the area of the site Provision or improvement of kerbside recycling in the area of the site	Prior to 1st occupation Prior to 1st occupation	01-Oct-12 23-Jan-12 23-Jan-12	01-Oct-22 23-Jan-22 23-Jan-22	Unspent Spent Spent	 31-Mar-15 31-Mar-15	 Amount to spend with interest £13,804.05 Paid to Peasehaven Town Council
LW/09/1093	16 & 16 A South Coast Road Peasehaven	M & Mrs P Phillips	Accessibility Open/ Outdoor Play Space Kerbside Recycling	£12,600 £24,276 £182	Accessibility improvement in the area of the site Provision or improvement of outdoor playing space facilities in the area of the site Provision or improvement of kerbside recycling facilities in the area of the site	 Prior to 1st occupation Prior to 1st occupation	16-Oct-17 16-Oct-17 16-Oct-17	 16-Oct-17 16-Oct-17	Pending Pending Pending	 £24,276 £182.00	 Awaiting payment of indexation prior to occupation of the 5th unit still pending
LW/11/0860	Land At Buildings At North Of Seaview Avenue Peasehaven	Farrington Property Developments Ltd	Open/ Outdoor Play Space Kerbside Recycling	£43,488 £56	Outdoor play facilities in the area of the site in lieu of facilities being provided on site itself Provision or improvement of kerbside recycling facilities	Prior to occupation Prior to occupation	25-Jul-14 25-Jul-14	25-Jul-21 25-Jul-21	Partially Spent Unspent	31-Mar-15	Downland Avenue & Big Parks Project. Amount to spend £26,607.90 Amount to spend £55.95
LW/11/1318 (row 1 LW/11/0721)	184 South Coast Road Peasehaven	HR Property Management Ltd, Maycase	Open/ Outdoor Play Space	£38,840	Outdoor play facilities in the area of the site in lieu of facilities being provided on site itself	Prior to occupation	01-Feb-19				48,148.26 with indexation and interest Paid by Farrington Property Development

Development Contributions

Application	Site	Developer	Contribution type	Amount	To be spent on	Criteria of payment	Money Received	To be Spent by	Spend Status	Date Spent	Additional Info Spent on
Construction Finished	Peacehaven	Homeas Ltd	Kerbside Recycling	£209	Provision of improvement of kerbside recycling facilities	Prior to occupation	02-Feb-19				259.09 with indexation and interest
LW12/0240	1 South Coast Road Peacehaven	Katra K F Dron & Peta A Savers	Primary Education Open/Outdoor Play Space Kerbside Recycling	£82,955 £108,500 £475	Additional primary education provision in the area of the site Outdoor playing sports facility in the area of the site Provision of improvement of kerbside recycling facilities	Prior to 1st occupation					Expired / ongoing resubmission
LW12/0929	12 Seaview Road Peacehaven	PL Projects Ltd	Outdoor Play Space Kerbside Recycling	£23,130 £133	Outdoor playing space facilities in the area of the Site required to meet the leisure and recreational needs generated by the Development Provision of improvement of kerbside recycling facilities	Prior to commencement	25-Jun-14 25-Jun-14	25-Jun-21 25-Jun-21	Spent Unspent	31-Mar-15	154.32

Paid by Farmington Property DEVELOPMENT

22

Development Contributions

Application	Site	Developer	Contribution type	Amount	To be spent on	Criteria of payment	Money Received	To be Spent by	Spend Status	Date Spent	Additional Info/ Spent on
LW/13/0844 Under construction 34 dwellings are completed (and occupied) and 21 under construction	Land On The North Side Of Aunzel Road Peacehaven	Bovis Homes Ltd, ESCC, Peacehaven TIC, Raymond J & Shirley AJ Strong, Farmington Property Developments Ltd	Transport Provision	£30,000	Towards traffic calming in the vicinity of the site and towards mitigation measures in the local area to enhance existing junctions	Prior to occupation	02-Oct-15	01-Oct-22	Pending		
			Early Years Education	£7,797	towards the improvement of/cost of additional early years education provision in the area of the site to		24-Aug-18	23-Aug-25	Pending		£9,095.56 held
			Primary Education	£163,151	Improvement of / cost of additional primary education in the area of the site		24-Aug-18	23-Aug-25	Pending		£190,323.16 held
			Recreation Space	£282,365	Provision or improvement of outdoor play/space facilities in the area of the site in lieu of Outdoor playing space facilities being provided on the Site		24-Aug-18	23-Aug-25	ongoing		£237,407.84 held
			Kerbside Recycling	£1,045	Provision or improvement of kerbside recycling facilities		24-Aug-18	23-Aug-25	Pending		£174.60 held
LW/13/0886 Land North Of 56 Keymar Avenue Peacehaven	Thekeham Homes Ltd, Farmington Property Developments Ltd		Travel Plan	£4,500	Auditing fee	Prior to 1st occupation					
			Accessibility	£118,000	Towards County Council's scheme of improvements for cycling and walking routes and bus stops between Peacehaven and Newhaven.		24-Aug-18	23-Aug-25	Pending		£137,652.44 held
			Early Years Education	£5,150	Providing additional early years education provision in the area of the site		11-Sep-15		Spent		Passed to County (£6,672.28 amount reflects indexation and interests) Spent on Telcombe Cliffs primary school
			Primary Education	£128,714	Provision of additional primary education in the area of the site		11-Sep-15		Spent		Passed to County (£139,628.61 amount reflects indexation and interests) Spent on Telcombe Cliffs primary school
			Transport Provision	£150,898	Towards the County Council's schemes for mitigation measures in the local area to enhance existing junctions, local cycle/pedestrian and bus facilities and/or highways improvements		08-Sep-14	08-Sep-21	Partially Spent		Amount to spend £152,922.95
LW/13/0747 Land at Police Station 284 South Coast Rd	The Police and Crime Commissioner for Sussex		Travel Plan	£4,500	Auditing fee	Prior to 1st occupation	11-Sep-15		Unspent		£4,595.02 amount reflects indexation and interests
			Recreation Space	£187,930	Provision or improvement of outdoor play/space facilities, casual play space facilities and equipped play areas in the area of the site		11-Sep-15		ongoing		£191,973.67 amount reflects indexation and interests
			Kerbside Recycling	£912	Provision or improvement of kerbside recycling facilities		11-Sep-15		Unspent		£932.01 amount reflects indexation and interests
			Highways works		widening existing footway on southern side of Rowe Avenue and other ancillary works				Pending		EXPIRED
			Recreation Space		Provision or improvement of outdoor play/space facilities, casual play space facilities and equipped play areas in the area of the site				Pending		
LW/13/0841 Under construction	Land at Police Station 284 South Coast Rd	Planning Issues	Kerbside Recycling	£589		prior to 1st occupation	14-Nov-18				£589
			Affordable housing	£300,000		prior to 1st occupation	14-Nov-18				£300,000.00

paid to ESCC

Idea to spend on a future project

to be paid to ESCC

Idea to spend on a future project - see above

24.

£30,176.24 held	£275.73 held
-----------------	--------------

Agenda Item: Football Club Lease

Committee: Policy & Finance

Date: 10th March 2020

Title: Amendments to Existing Lease

Report Author: Zoe Malone

Purpose of Report: Cost of Lease / monthly fees decision required.

Summary of recommended actions

The football club wish to replace their existing lease in order to apply for funding through the FA and various other sources. Their main goal being that they want a 3G pitch

They need the lease extended to 25 years at a minimum and would like to include the CATS club premises within their lease so they can sublet to them as opposed to the CATS club renting directly from PTC.

Having reviewed their current maintenance and rent fees, which have not been reviewed for at least 5 years and with the Parks Officer breaking down costs associated with maintaining the football pitches we propose that their monthly maintenance fee of £503.61 is increased to £850 from 1st April to more accurately reflect the works being done by the Grounds Team.

Annual maintenance is currently charged at £6,043.32, actual costs are approx. £10-£11k.

Introduction

The replacement & requested sublet of the lease has been agreed in LA &E meeting held 21/01/20. The discussion point here is whether

- Are we prepared to share or pay the costs of the solicitors (PTFC do not want to pay) or PTFC pay full costs? We have only received a quote from MWB, it has been suggested that we contact Lewes DC to see if they could assist with this at a cheaper cost. To replace the lease will cost between £1,800 - £2,500.
- Do we agree to increase their maintenance costs to £850.00 from 1st April 2020?

Background

The lease renewal request has come from the football club and is not a requirement from the council. With regards to the maintenance increase, they have not received any review for a minimum of 5 years, so this is very much overdue. The Parks Officer has had verbal conversations with them regarding their maintenance fees so this shouldn't come as a huge shock.

Implications

- If we amend the lease to allow the football club to sublet to the CATS club then they must be aware that the rental income we receive from the CATS club will be passed to them from the point the lease starts and it will be up to them how they recover this from the CATS club. The Council still expect to receive this income.
- The football club may dispute the maintenance increase and wish to pursue other means of getting the work done. If they do decide to go elsewhere then it would need to be agreed by the council that the works will still be given the same level of quality and care as that of the Grounds team here.

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

<u>Financial</u>	Solicitor Fees / CATS club income We still have an outstanding balance of £8,074 which is being repaid at an agreed amount of £150.00 a month. Current balance on the new account is £1,646.50.
<u>Legal</u>	New Lease for 25/30 years
<u>Environmental and sustainability</u>	N/A
<u>Crime and disorder</u>	N/A
<u>Climate</u>	N/A

Appendices/Background papers

Council PTFC costs.

April to July 2018/19	Peacehaven FC
Wages	£1,851.00
Fertiliser	£430.00 24 bags
Gen sports park	£225.00 20% of total
End of season works	£1,954.00 20% of hire machines and 12 bags of seed etc
Water	£2,006.00 1153 m3 charged at 1.74/m3
Consumables inc diesel	£550.00
Sewage	£125.00 15% of total
Total	£7,141.00
Sept to Dec 18	
Wages	£910.00
Fertiliser	£192.00 12 bags
Gen sports park	£155.60 20% of total
Water	£82.00
Consumables inc diesel	£520.00
Sewage	£125.00 15% of total
Total	£1,984.60
Jan to March 2019	
Wages	£850.00
Fertiliser	£192.00 12 bags
Gen sports park	£50.00 20% of total
Water	£117.00
Consumables	£375.00
Sewage	£125.00 15% of total
	£1,709.00
total for the year	£10,834.60

April to June 2019/20	Peacehaven FC
Wages	£1,055.00
Fertiliser	£456.00 24 bags
Gen sports park	£205.00
End of season works	£1,185.00 seed and hire of machines
Water	£525.00 302 m3 charged at 1.74/m3
Consumables inc diesel	£330.00
Sewage	£0.00
Total	£3,756.00

July to September 2019	
Wages	£730.00
Fertiliser	£240.00 12 bags
Gen sports park	£150.00
Water	£729.00 419 m3 charged at 1.74/m3
Consumables inc diesel	£410.00
Sewage	£90.00
Total	£2,349.00

October to December 2019	
Wages	£830.00
Fertiliser	£180.00 12 bags
Gen sports park	£150.00
Water	£121.80 70 m3 charged at 1.74/m3
Consumables inc diesel	£550.00 estimate
Sewage	£0.00
Total	£1,831.80

total so far **£7,936.80**

January to end March 2020	estimate
Wages	£1,150.00 estimate
Fertiliser	£384.00 24 bags
Gen sports park	£150.00
Water	£130.00 75 m3 charged at 1.74/m3
Consumables inc diesel	£400.00
sand	£70.00 20% of sand purchased
Sewage	£50.00
Total	£2,334.00
total estimated	£10,270.80

Agenda Item: PF

Committee: Policy and Finance

Date: 10 March 2020

Title: Discretions under the Local Government Pension Scheme

Report Author: Andy Beams, Locum Finance Officer

Purpose of Report: To note the requirements of the Local Government Pension Scheme Regulations and agree discretions for Peacehaven Town Council

Summary of recommended actions

1. To **note** the contents of the report
2. To **agree** the discretions for Peacehaven Town Council

Introduction

All employers who participate in the Local Government Pension Scheme are required to draw up a discretions policy in accordance with Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008, and Regulation 60 of the Local Government Pension Scheme Regulations 2013.

There are many discretions in the current regulations, together with several more extant from the previous regulations. However, there are only a handful of discretions where the employer is required to have a written policy statement. East Sussex Pension Fund provide a template for the discretions requiring a written policy.

Having reviewed the information available in the council office, there is no detail relating to previous agreed discretions available.

Background

The templates provided by East Sussex Pension Fund include the mandatory discretions required by the 1995, 1998, 2008 and 2014 schemes, along with the recommended non-mandatory discretions required by the 2014 scheme.

In the absence of any previous agreements made by the council, each discretion has been answered with:

'Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.'

This ensures the requirements of the Local Government Pension Scheme (Administration) Regulations 2008 and the Local Government Pension Scheme Regulations 2013 are met, and allows for exceptional cases to be considered in the future as needed.

Implications

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

<u>Financial</u>	The discretions agreed by the council may have an impact on the council's current and future financial position
<u>Legal</u>	All employers who participate in the Local Government Pension Scheme are required to draw up a discretions policy in accordance with Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008, and Regulation 60 of the Local Government Pension Scheme Regulations 2013.
<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

- Employers Discretions 1995 Scheme - mandatory
- Employers Discretions 1998 Scheme – mandatory
- Employers Discretions 2008 Scheme - mandatory
- Employers Discretions 2014 Scheme - mandatory
- Employers Discretions 2014 Scheme – non-mandatory

E S P F East SussexPension Fund

Employer	Peacehaven Town Council
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Date of Policy Statement	10 March 2020
Date for Review	10 March 2023

Discretions under the Local Government Pension Scheme 1995

Applicable to members who ceased active membership before 1 April 1995

These discretions are Employer discretions under The Local Government Pension Scheme 1995 on which Employers are required to formulate and publish a policy.

Regulation	Discretion	Employer's Policy on the exercise of this discretion
D11(2)(C)	Whether to grant applications for the early payment of deferred pension benefits on or after age 50 and before NRD on compassionate grounds ¹ .	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.

¹ It should be noted that benefits paid on or after age 50 and before age 55 will be subject to an unauthorised payments charge under the Finance Act 2004 and, where applicable, an unauthorised payments surcharge under that Act, but there would be no Scheme sanction charge.

East Sussex Pension Fund

Employer	Peacehaven Town Council
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Date of Policy Statement	10 March 2020
Date for Review	10 March 2023

Discretions under the Local Government Pension Scheme 1998

Applicable to members who ceased active membership between 1 April 1998 and 31 March 2008.

These discretions are Employer discretions under The Local Government Pension Scheme 1997 Regulations (prefix L) and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix TP) on which Employers are required to formulate and publish a policy.

Regulation	Discretion	Employer's Policy on the exercise of this discretion
TP1(1)(f) & TP1(2) of Schedule 2	Whether, as the 85 year rule ⁴² does not automatically fully apply to members who would otherwise be subject to it ⁴³ and who choose to voluntarily draw their deferred benefits (on or after 14 May 2018) on or after age 55 and before age 60, to switch the 85 year rule back on in full for such members	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
L31(2)	Whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55 ¹	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
L31(5) & TP 2(1) of Schedule 2	Whether, on compassionate grounds, to waive any actuarial reduction ⁴⁷ that would normally be applied to benefits which are paid before age 65	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.

¹ It should be noted that benefits paid on or after age 50 and before age 55 will be subject to an unauthorised payments charge under the Finance Act 2004 and, where applicable, an unauthorised payments surcharge under that Act, and a Scheme sanction charge on any benefits built up after 5 April 2006.

East Sussex Pension Fund

Employer	Peacehaven Town Council
Date of Policy Statement	10 March 2020
Date for Review	10 March 2023

Discretions under the Local Government Pension Scheme 2008

Applicable to members who ceased active membership between 1 April 2008 and 31 March 2014.

These discretions are Employer discretions under The Local Government Pension Scheme (Administration) Regulations 2008 (prefix A), LGPS (Benefits, Membership and Contributions) Regulations 2007 (prefix B), and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix TP) on which Employers are **required** to formulate and publish a policy.

Regulation	Discretion	Employer's Policy on the exercise of this discretion
TP1(1)(c) & TP1(2) of Schedule 2	Whether, as the 85 year rule does not automatically fully apply to members who would otherwise be subject to it and who choose to voluntarily draw their deferred benefits (on or after 14 May 2018) on or after age 55 and before age 60, to switch the 85 year rule back on in full for such members	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
TP1(1)(c) & TP1(2) of Schedule 2	Whether, as the 85 year rule does not automatically fully apply to members who would otherwise be subject to it and who choose to voluntarily draw their suspended tier 3 ill health pension (on or after 14 May 2018) on or after age 55 and before age 60, to switch the 85 year rule back on in full for such members	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
B30(5) and TP2(1) of Schedule 2	Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
B30A(5) & T2(1) of Schedule 2	Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to	Peacehaven Town Council will not normally apply this discretion,

	any suspended tier 3 ill health pension benefits which are brought back into payment before age 65	although exceptional cases will be considered on an individual basis.
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East Sussex Pension Fund

Employer	Peacehaven Town Council
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Date of Policy Statement	10 March 2020
Date for Review	10 March 2023

Discretions under the Local Government Pension Scheme 2014

These discretions are Employer discretions under The Local Government Pension Scheme Regulations 2013 (prefix R) and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix TP) on which Employers are required to formulate and publish a policy on.

Regulation	Discretion	Employer's Policy on the exercise of this discretion
R16(2)(e)	Where Additional Pension Contributions are to be paid by regular contributions in order to purchase additional pension, whether to fund in whole or in part a member's additional pension contribution. The maximum additional pension which can be purchased is £7,026 with effect from 1 April 2019.	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R16(4)(d)	Where an Additional Pension Contribution is to be paid by a lump sum contribution in order to purchase additional pension, whether to fund in whole or in part a member's additional pension contribution. The maximum additional pension which can be purchased is £7,026 with effect from 1 April 2019	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R30(6) & TP11(2)	Whether to allow an active member who has attained the age of 55 or over, reduces their working hours or grade to receive immediate payment of all or part of their retirement pension to which the member is entitled in respect of that employment subject to an actuarial reduction.	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R30(8)	Whether to waive in whole or in part any reduction in a member's pension benefits as a result of a member who has not attained normal pension age but who has attained the age of 55 or over and has elected, under R30(5), to receive immediate payment of a retirement pension. Whether to waive in whole or in part any reduction in a member's pension benefits where a member flexibly retires under R30 (6).	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R31	Whether to award additional pension up to the maximum (£7,026 with effect from 1 April 2019) to an active member	Peacehaven Town Council will not normally apply this discretion,

	or a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the member's employment ended.	although exceptional cases will be considered on an individual basis.
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The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014		
TP Schedule 2, para 1(1)(c) and 1(3)	Whether to "switch on" the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
TP3 (1), TP Schedule 2, para 2(1), R30 (8).	Whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or, for periods of service to which the compassionate service discretion does not apply, to waive any actuarial reduction on any grounds.	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.

East Sussex Pension Fund

Employer	Peacehaven Town Council
Date of Policy Statement	10 March 2020
Date for Review	10 March 2023

Discretions under the Local Government Pension Scheme 2014

These discretions are Employer discretions under The Local Government Pension Scheme Regulations 2013 (prefix R) and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix TP) on which Employers are recommended to formulate and publish a policy.

Regulation	Discretion	Employer's Policy on the exercise of this discretion
R17 & TP15(2A)	Whether, how much, and in what circumstances to contribute to a Shared Cost Additional Voluntary Contribution (SCAVC) arrangement	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R16(16)	Whether to extend the 30 day deadline for member to elect for a Shared Cost Additional Pension Contribution (SCAPC) upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave)	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R100(6)	Whether, with the agreement of the Pension Fund administering authority , to permit a member to elect to transfer pension rights from another registered pension scheme into the LGPS, if they had not made such an election to do so within 12 months of first joining the LGPS in that employment	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R22(7) and (8)	Whether to extend the 12 month time limit within which a member who has a deferred LGPS benefit in England or Wales following the cessation of employment (or cessation of a concurrent employment) after 31 March	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.

	2014 may elect not to have their deferred benefits aggregated with their new LGPS employment (or ongoing concurrent LGPS employment) if the member has not made an election to retain separate benefits within 12 months of commencing membership of the LGPS in that new employment (or within 12 months of ceasing the concurrent membership)	
TP10(6)	Whether to extend the 12 month time limit within which a member (who has not elected to be treated as a member who, in the same employment, was contributing to the Scheme on both 31 March 2014 and 1 April 2014) who has a deferred LGPS benefit in England or Wales following the cessation of employment before 1 April 2014, to elect to aggregate their deferred benefits with their new LGPS employment that commenced on or after 14 May 2018	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R9&R10	How the pension contribution band to which an employee is to be allocated on joining the Scheme, and at each subsequent April, will be determined and the circumstances in which the Scheme employer will, in addition to the review each April, review the pension contribution band to which an employee has been allocated following a material change which affects the member's pensionable pay in the course of a Scheme year (1 April to 31 March)	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.
R21(4)(a)(iv), R21(4)(b)(iv) and R21(5)	Whether, when calculating assumed pensionable pay when a member is: <ul style="list-style-type: none"> — on reduced contractual pay or no pay on due to sickness or injury, or — absent during ordinary maternity, paternity or adoption leave, or paid shared parental leave, or during paid additional maternity or adoption leave, or — absent on reserve forces service leave, or — retires with a Tier 1 or Tier 2 ill health pension, or 	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.

	<ul style="list-style-type: none"> – dies in service <p>to include in the calculation the amount of any 'regular lump sum payment' received by the member in the 12 months preceding the date the absence began or the ill health retirement or death occurred. A 'regular lump sum payment' is a payment for which the member's Scheme employer determines there is a reasonable expectation that such a payment would be paid on a regular basis</p>	
R21(5A) and R21(5B)	<p>When a member is:</p> <ul style="list-style-type: none"> – on reduced contractual pay or no pay due to sickness or injury, or – absent during ordinary maternity, paternity or adoption leave, or paid shared parental leave, or during paid additional maternity or adoption leave, or – absent on reserve forces service leave, or – retires with a Tier 1 or Tier 2 ill health pension, or – dies in service <p>if, in the Scheme employer's opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay when calculating APP, having had regard to the level of pensionable pay received by the member in the previous 12 months</p>	Peacehaven Town Council will not normally apply this discretion, although exceptional cases will be considered on an individual basis.

Agenda Item:**Committee:** Policy and finance**Date:** 10/03/2020**Title:** Gateway Café shutter doors**Report Author:** Kevin Bray**Purpose of Report:** To seek approval for funding for repairs required to the Gateway Café shutter doors

Summary of recommended actions

1. To decide to employ Feature Architectural Fabrications to carry out repairs and a service to the sliding shutter doors at the gateway café at a cost of £1450.00
2. To recommend vire the money from within the current Gateway Café budget.

Introduction

The café has four heavy wooden shutter doors which have not been serviced since the opening day. They were bespoke made by Feature Architectural Fabrications

Background

The doors have been having a lot of issues over the past 4 months with the doors not sliding properly this could cause the cafés workers issues with injuries etc.

Analysis

The doors need to be service as soon as possible.

The funding for these repairs could be from virement within the 316 Gateway Café budget heading as follows:-

4302	Purchase of Materials	£1000.00
4112	Gas	£ 400.00
4101	Repair/Alteration of premises	£ 12.56

Chris Bibb has confirmed that it is not possible to use S.106 maintenance funds for this purpose.

The list of works are as follows

- 1) All 4 sliding doors need to be lifted off and new wheels fitted, as they have either jammed or have run over stones in the tracks.
- 2) All tracks to be hoovered out to get rid of stones obstructing them from sliding.
- 3) All stops to be bent back to where they should be to stop the door sashes where they should stop. This will also stop damage to the bottom of the door sash profile. (as seen in the photos).
- 4) One of the door sashes has been pushed over the stop and damaged the bottom of the profile. this door needs to be removed and straighten out. (as seen in attached photos.
- 5) A face plate to the lock hole on the front door has been broken and needs to be replaced. This has been done by dragging both doors together and not separately.
- 6) A face plate to the door lock in the rear doors is missing and needs to be replaced. Again, this is because the doors were not operated separately.
- 7) When all this work is complete, the operation of the locks needs to be checked and adjusted accordingly.

This job is a 3-man operation as the doors are particularly heavy and they will have to be lifted off the track to make the necessary repairs.

Total cost **£1412.56 + vat**

Implications

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

<u>Financial</u>	The Finance Officer has suggested we can vire the budget to accommodate the cost to the works. Total cost £1412.56 + vat
<u>Legal</u>	If left unrepaired, any injuries could lead to litigation
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	